

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-02

DATE: June 24, 2002

TO: Services and Work First Staff

EFFECTIVE: July 1, 2002

The Services Information System User's Manual has been revised to incorporate the following changes.

Program Codes 5 (IV-E Waiver – Eligible Reinvestment) and 6 (IV-E Waiver Non-Eligible Reinvestment) have been discontinued and will no longer be available for use by the nineteen IV-E Waiver demonstration counties.

Specifically, these Program Codes may no longer be used with the following services:

- 005 – Diagnostic and Treatment Services (Non-Residential) – Adoptions
- 009 – Adoption Case Management
- 010 – Adoption Services
- 011 – General Recruitment, Assessment and Training of Adoptive Parents
- 012 – Adoption Assistance Case Management
- 013 – Child-Specific Recruitment, Assessment and Training of Adoptive Parents
- 016 – Post Adoption Case Management
- 019 – Adoption Case Planning/Case Management - Team Setting
- 028 – Preparation for and Participation in Judicial Determinations – Adoptions
- 041 – Level I Home Management
- 050 – Delinquency Prevention Services
- 070 – Employment and Training Support Services
- 100 – Diagnostic and Treatment Services (Non-Residential)-Foster Care
- 101 – Foster Care Services for Children - Foster Care Assistance Eligibility
- 102 – Foster Care Services For Children
- 103 – General Recruitment, Assessment and Training of Foster Parents

- 109 – Foster Care Services For Children -Case Management
- 110 – Health Support Services
- 113 – Child-Specific Recruitment, Assessment, and Training of Foster Parents
- 119 – Foster Care Case Planning/Case Management-Team Setting
- 121 – Family Preservation Services
- 123 – Intensive Family Preservation Services
- 124 – Family Group Conferencing
- 128 – Preparation for and Participation in Judicial Determinations-Foster Care
- 135 – LINKS Services to Current/Former Foster Youth 13-15
- 136 – LINKS Services to Youth Ages 16-21 Who Are or Were in DSS Custody
- 140 – Housing and Home Improvement Services
- 170 – Personal and Family Counseling
- 210 – Protective Services for Children - Investigative Assessment
- 212 – Protective Services For Children – Medical, Psychological, and Medico-Legal Diagnostic Services
- 215 – Protective Services For Children – Case Planning and Case Management Services For Children Defined As Reasonable Candidates For Foster Care and Their Families
- 219 – Protective Services for Children-Team Setting
- 230 – Diagnostic and Treatment Services (Non-Residential)-CPS
- 250 – Transportation Services
- 320 – Evaluation Activities for Child Welfare Programs
- 330 – Individual and Family Adjustment Services
- 332 – Individual and Family Adjustment Paraprofessional Services
- 380 - Case Management
- 390 – Other Child Welfare Services

Program Code 11 (TANF Housing Initiative) has been discontinued and will no longer be available for use by the eight counties providing housing related subsidies and services through pilot projects.

Specifically, this Program Code may no longer be used with the following services:

574 – Housing Subsidies That Do Not Meet Federal Definition of “Assistance”

575 – Work First Housing Expenditures – Other Than Housing Subsidies

576 - Housing Subsidies That Meet Federal Definition of “Assistance”

(Note: This fund source may also no longer be used for DSS-1571 Part II TANF Housing Initiative Administrative Costs.)

Other Changes (effective upon receipt)

All references to the acronym “CAN” (Child Abuse and Neglect) in Section DSS-4263 and Appendix C have been removed from Program Code 22 – Federal Adoption Incentive Fund.

The SIS User’s Manual has been updated with these changes and is available in PDF format (see below). This version, which is the same as the on-line version, is the official version of the SIS User’s Manual.

If you do not have access to the on-line manuals, you may obtain the PDF file on disk, or a hard copy (limit one per county) of the SIS User’s Manual by contacting the Planning and Evaluation Section at 919-733-4530.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL
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1. Go to the DSS On-Line Manuals website at
<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm>

2. Click on Change No. 02-02

To maintain a “soft copy” of the SIS User’s Manual:

3. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual and save it to disk, and
4. Click on the “[DSS-5027](#)” link to download the replica of the form and save it to disk.

To maintain a hard copy of the SIS User’s Manual, either:

5. Click on the “[CN – 02-02](#)” and “[CN – 02-02 ATTACHMENTS](#)” links at the bottom of the page to download the Change Notice and the attachment documents, and
6. Click on the “[DSS-5027](#)” link to download a replica of the form.
7. Open the downloaded files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Or:

8. Click on the “[SIS Manual](#)” link at the bottom of the page to download the revised manual, and
9. Click on the “[DSS-5027](#)” link to download replica of the form.
10. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if needed, or print, and then replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

REMOVE

DSS-4263 Item 12:Program
page 8, dated 01-01-2002

Appendix B

page B-3, dated 01-01-2002
page B-4, dated 01-01-2002
page B-5, dated 01-01-2002
page B-7, dated 10-01-2001

Appendix C

page C-3, dated 03-01-2001
page C-5, dated 01-01-2002

Appendix E

page E-1, dated 03-01-2001

Appendix F

page F-1, dated 01-01-2002

INSERT

DSS-4263 Item 12:Program
page 8, dated 07-01-2002

Appendix B

page B-3, dated 07-01-2002
page B-4, dated 07-01-2002
page B-5, dated 07-01-2002
Page B-7, dated 07-01-2002

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