

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-05

DATE: April 15, 2005

TO: Services and Work First Staff

EFFECTIVE: May 01, 2005

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 are being reactivated.** These program Codes were previously discontinued effective July 1, 2002, but will now be available for use by 38 specific counties. **These Program Codes will be valid for the following Service Codes.**

**005 – Diagnostic and Treatment Services (Non-Residential) – Adoptions**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**009 – Adoption Case Management**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**010 – Adoption Services**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**011 – General Recruitment, Assessment and Training of Adoptive Parents**

Use on DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)

**012 – Adoption Assistance Case Management**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**013 – Child-Specific Recruitment, Assessment and Training of Adoptive Parents**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**016 – Post Adoption Case Management**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**019 – Adoption Case Planning/Case Management - Team Setting**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

- 028 – Preparation for and Participation in Judicial Determinations – Adoptions**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 041 – Level I Home Management**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 050 – Delinquency Prevention Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 070 – Employment and Training Support Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 100 – Diagnostic and Treatment Services (Non-Residential)-Foster Care**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 101 – Foster Care Services for Children - Foster Care Assistance Eligibility**  
Use on the DSS-4263 (Client ID required)
- 102 – Foster Care Services For Children – Training**  
Use on DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)
- 103 – General Recruitment, Assessment and Training of Foster Parents**  
Use on DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)
- 109 – Foster Care Services For Children -Case Management**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 110 – Health Support Services**  
Use on the DSS-5027 and the DSS-4263 (Client ID required)
- 113 – Child-Specific Recruitment, Assessment, and Training of Foster Parents**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 119 – Foster Care Case Planning/Case Management-Team Setting**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 120 – Family Reunification**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 121 – Family Preservation Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 122 – Family Support Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

- 123 – Intensive Family Preservation Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 124 – Family Group Conferencing**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 128 – Preparation for and Participation in Judicial Determinations-Foster Care**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 135 – LINKS Services to Current/Former Foster Youth 13-15**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 136 – LINKS Services to Youth Ages 16-21 Who Are or Were in DSS Custody**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 140 – Housing and Home Improvement Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 170 – Personal and Family Counseling**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 210 – Protective Services for Children - Investigative Assessment**  
Use on the DSS-5027 and the DSS-4263 (Client ID required)
- 212 – Protective Services For Children – Medical, Psychological, and Medico-Legal Diagnostic Services**  
Use on the DSS-5027 (new requirement) and the DSS-1571 Part IV (Client ID required)
- 219 – Protective Services for Children-Team Setting**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 230 – Diagnostic and Treatment Services (Non-Residential)-CPS**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 250 – Transportation Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 320 – Evaluation Activities for Child Welfare Programs**  
Use on DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)
- 330 – Individual and Family Adjustment Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)
- 332 – Individual and Family Adjustment Paraprofessional Services**  
Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

**380 - Case Management**

Use on the DSS-4263 (no Client ID required)

**390 – Other Child Welfare Services**

Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

Note: **Please note new requirement for Service Code 212 to be used on the DSS-5027.**

Other Changes

**The definition for Service Code 990 – General Administration has been edited to clarify that direct service activities of less than 5 minutes duration should NOT be coded as General Administration on the DSS-4263 Worker Daily Report of Services to Clients. (Refer to the SIS User s Manual section DSS-4263, General Instructions, pg. 5, Items 2 - 4 for details.)**

**The definitions for Service Codes 574 – Housing Subsidies That Do Not Meet Federal Definition of “Assistance” and 576 – Housing Subsidies That Meet Federal Definition Of “Assistance” found in Appendix B have been edited to remove references to a “Separate State Program” for Work First Housing Subsidies, which was discontinued in July 2002.**

**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 Performance Reporting and Automation at 919-733-4530.

<b>INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL</b>
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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. 01-05

**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 and DSS-4263 links to download replicas of the forms.

**To maintain your current hard copy of the SIS User’s Manual:**

5. Click on the CN 01-05 and CN 01-05 ATTACHMENTS links at the bottom of the page to download the Change Notice and the attachment documents, and
6. 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, if you do not currently have a hard copy:**

7. Click on the [SIS Manual](#) link at the bottom of the page to download the revised manual, and
8. Click on the [DSS-5027](#) and [DSS-4263](#) links to download replicas of the forms.
9. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual.

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

To update your current hardcopy of the manual:

**REMOVE**

**Table of Contents** dated 07-30-2004

**Instructions for Worker Daily Report of Services (DSS-4263)**

page 8, dated 07-30-2004

**Appendix B**

page B-3, dated 07-30-2004  
page B-4, dated 10-01-2004  
page B-5, dated 07-30-2004  
page B-30, dated 10-01-2004  
page B-49, dated 07-30-2004

**Appendix C**

pages C-4 and C-5, dated 07-30-2004

**Appendix E**

page E-1, dated 07-01-2002  
page E-2, dated 03-01-2001

**Appendix F**

page F-1, dated 07-30-2004

**INSERT**

**Table of Contents** dated 05-01-2005

**Instructions for Worker Daily Report of Services (DSS-4263)**

page 8, dated 05-01-2005

**Appendix B**

page B-3, dated 05-01-2005  
page B-4, dated 05-01-2005  
page B-5, dated 05-01-2005  
page B-30, dated 05-01-2005  
page B-49, dated 05-01-2005

**Appendix C**

pages C-4 and C-5, dated 05-01-2005

**Appendix E**

page E-1, dated 05-01-2005

**Appendix F**

page F-1, dated 05-01-2005



Hank Bowers, Chief  
Performance Reporting and Automation,  
Performance Management Section

[CN-01-05](#)

[CN-01-05 ATTACHMENTS](#)

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[DSS-5027](#)

[DSS-4263](#)