SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 02-05

DATE: June 27, 2005

TO: Services and Work First Staff

EFFECTIVE: July 01, 2005

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

Changes have been made to the Services Information System Client Entry Form DSS-5027.

> **<u>Section H has been modified to accommodate the following changes:</u>**
>
> **<u>Item 16 Case Manager SSN has been re-named "Case Manager No."</u>**
>
> This change reflects the policy that allows counties to use a unique 9-digit identifier as an alternative to the worker s Social Security Number. (See SIS User s Manual, Section DSS-5027, page 8 and <u>CN-SIS-0104</u> for details.)
>
> **<u>A new field, Item 27 Language Preference, has been added.</u>**
>
> This field has been added to comply with Federal requirements to collect data on the preferred language of recipients of services. Instructions for completion of the field are found in the SIS User s Manual, Section DSS-5027, page 9. Valid codes for Language Preference are found in Appendix A, page A-10.

New forms will be available soon and may be requested from DSS Forms and Supply. Until new forms are ordered you may continue to use the current version by penciling-in the appropriate Language Preference code in the space next to the Education block (Items 25 and 26) near the bottom right of the DSS-5027. This information should be entered for all new clients beginning July 1, 2005. For current clients, enter a Language Preference at the next Quarterly Review, or at the same time another required change is made on the DSS-5027, which ever comes first. The Language Preference code may be keyed on the on-line DSS-5027 as of July 1, 2005.

<u>Sections C and D have been modified to accommodate the new Voluntary Consumer Contribution policy, which will replace the current Cost-Sharing policy, effective September 1, 2005.</u>

Instructions for completing these sections of the form are found in the SIS User s Manual, Section DSS-5027, pages 5 through 7.

Although the new policy does not take effect until September 1, 2005, these sections were modified now to prevent having to reprint the form at that time. Since the information required by both policies is essentially the same, complete the form as instructed and, until September 1:

· strike through contribute to and pencil-in share in in Section C, and

· strike through consumer contribution and pencil-in cost share in Section D

Other Changes

The definitions for Service Codes 103- General Recruitment, Assessment and Training of Foster and 113- Child-Specific Recruitment, Assessment, and Training of Foster Parents found in Appendix B have been edited to clarify that the services include activities and documentation associated with the re-licensing of foster homes.

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.

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. 02-05

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 link to download the replica of the form and save it to disk.

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

5. Click on the CN 02-05 and CN 02-05 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, if you do not currently have a hard copy:

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

10. 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 | **INSERT**

Instructions for the SIS Client Entry Form, DSS-5027
page 3, dated 07-30-2004
pages 6 - 9, dated 07-30-2004
Replica of the DSS-5027 (Rev. W3)

Instructions for the SIS Client Entry Form, DSS-5027
page 3, dated 07-01-2005
pages 6 - 9, dated 07-01-2005
Replica of the DSS-5027 (Rev. 6/05)

Appendix A
page A-10 dated 12-01-2002

Appendix A
page A-10, dated 07-01-2005

Appendix B
pages B-12, dated 03-28-2003
page B-13, dated 07-30-2004

Appendix B
pages B-12, dated 07-01-2005
page B-13, dated 07-01-2005

Hank Bowers, Chief
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Performance Management Section

CN-02-05
CN-02-05 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263