

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-06

DATE: January 1, 2006

TO: Services and Work First Staff

EFFECTIVE: Jan. 1, 2006 (changes valid for January 2006 services)

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

## Three new Service Codes have been established:

### **014 – Training for Adoptive Parents**

This code should be used to report activities associated with the training of current or prospective adoptive parents. Use on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required) when reporting purchased services. It is valid with Program Codes N, P, R, V, X, Z, 0, 5, 6, 7, 8, 22, and 30.

### **137 – LINKS Activities – Group Setting**

This code should be used to report activities associated with planning, coordinating and conducting activities with eligible LINKS participants in a group setting. Use on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required) when reporting purchased services. It is valid with Program Codes K, N, V, X, Z, 5, 6, 7, and 8.

### **138 – LINKS – Program Planning**

This code should be used to report general administrative activities conducted by the county LINKS liaison/coordinator. Use on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required) when reporting purchased services. It is valid with Program Codes K, N, V, X, Z, 5, 6, 7, and 8.

## The following Service Codes are being deleted:

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

### **113 – Child-Specific Recruitment, Assessment and Training of Foster Parents**

### **124 – Family Group Conferencing**

### **130 – Independent Living Trust Fund Purchases**

### **133 – LINKS Transitional Services**

### **134 – LINKS Transitional Housing Funds**

The following Service Codes are being modified:

011 General Recruitment, Assessment and Training of Adoptive Parents  
is now

**011 – Recruitment and Assessment of Adoptive Parents**

102 Foster Care Services For Children Training  
is now

**102 – Training for Foster Parents**

103 General Recruitment, Assessment and Training of Foster Parents  
is now

**103 – Recruitment and Assessment of Foster Parents**

132 LINKS Outreach Services  
is now

**132 – LINKS Activities: Outreach Services**  
(see additional change below)

136 LINKS Services to Youth ages 16-21 who are or were in DSS Custody  
is now

**136 – LINKS Activities: Services to Current or Former Foster Youth Ages 16-21**

Usage of these codes on applicable forms is unchanged. New definitions with descriptions of allowable activities can be found in SIS User s Manual Appendix B.

**Program Code Z – IV-E Administration Activities is being removed from Service Code 212 - Protective Services For Children – Medical, Psychological, and Medico-Legal Diagnostic Services. Z - IV-E Administration Activities will no longer be a valid fund source for activities associated with this Service Code.**

**Program Code K – LINKS (formerly Independent Living Program) is being removed from the following Service Codes:**

**009 – Adoption Case Management**

**011 – Recruitment and Assessment of Adoptive Parents**

**012 – Adoption Assistance Case Management**

**016 – Post Adoption Case Management**

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

**041 – Level I Home Management**

**042 – Level II Personal Care**

**043 – Level II Home Management**

**044 – Level III Home Management**

**045 – Level III Personal Care**

**046 – Level IV Home Management**

**070 – Employment and Training Support Services**

**102 – Training for Foster Parents**

**103 – Recruitment and Assessment of Foster Parents**

**109 – Foster Care Services For Children -Case Management**

**119 – Foster Care Case Planning/Case Management-Team Setting**

- 120 – Family Reunification Services
- 121 – Family Preservation Services
- 122 – Family Support Services
- 123 – Intensive Family Preservation Services
- 229 – Other Court Related Activity (Preplacement)
- 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

**Program Code X – Social Services Block Grant is being added to Service Code 132 - LINKS Activities: Outreach Services.** This Service Code will continue to be used on the DSS-5027, DSS-4263 (Client ID not required) and the DSS-1571 Part II (Client ID not required).

Other Changes

The definitions for the following Program Codes found in Appendix C have been edited to clarify, for each, the source of funding, eligibility requirements and appropriate use.

- R. TANF 100% Federally Funded
- 0. TANF CPS & Foster Care/Adopt (Zero)
- 9. Work First Block Grant

**Appendix E. (X. Family Group Conferencing) has been removed. Service Code 124 – Family Group Conferencing has been deleted (effective with this Change Notice.)** The Appendix will be reserved for later use.

**Appendix F. (XI. Family Support/Child Welfare Services (IV-B1)) has been removed.** The contents of this Appendix have been incorporated into the existing Appendix B Service Code usage tables. (Program Code 30 – **IV-B1 (Family to Family – Casey Foundation)**, has been added to the appropriate Service Codes, for which it was already valid, in those tables.)

**The reference to use of Service Code 109 with Program Code Z** when establishing *initial* eligibility for IV-E in the first paragraph on page B-2 of Appendix B, has been edited to reference use of Service Code 101 instead, as it is more appropriate in the example.

An edit has been added to the online day sheet system (SYSISMU) to require a Client ID when entering Service Code 558 – Case Management Retention Services, so as to conform to policy enacted June 1, 2000 with Change Notice CN-SIS-05-00.

**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

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. 01-06

**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 and save them to disk.

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

5. Click on the [CN 01-06](#) and [CN 01-06 ATTACHMENTS](#) links at the bottom of the page to download the Change Notice and the attachment documents.

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/>

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

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