SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 02-06

DATE: April 4, 2006

TO: Services and Work First Staff

EFFECTIVE: April 24,2006

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

DSS-5027 Services Information System Client Entry Form

Field 19 – Special Areas
Code 10, Willie M. Identification is being eliminated and will no longer be a valid code in the system.

Field 25 – In School Code
Codes 1 (Yes) and 2 (No) are being eliminated and will no longer be valid codes in the system. This field is being updated to capture the type of school setting in which the individual is enrolled. The following new codes should be used:

Code	Definition
P	Yes individual is enrolled in a **public** school.
R	Yes individual is enrolled in a **private** school.
H	Yes individual is enrolled in **home** school.
N	No individual is not enrolled in school.

Other Changes

Instructions for locating current IV-E Penetration Rates on the Office of the Controller's website in Appendix B have been clarified.

The definitions for Service Codes 011 - Recruitment and Assessment of Adoptive Parents, 014 – Training for Adoptive Parents, 102 – Training for Foster Parents, and 103 – Recruitment and Assessment of Foster Parents found in Appendix B have been edited to clarify appropriate use and allowable activities.

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 Management/Reporting and Evaluation Management Section 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. 02-06

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

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

4. Click on the CN 02-06 and CN 02-06 ATTACHMENTS links at the bottom of the page to download the Change Notice and the attachment documents, and

5. 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:

6. Click on the SIS Manual link at the bottom of the page to download the revised manual, and

7. Click on the DSS-5027 and DSS-4263 links to download replicas of the forms.

8. 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 9, dated 07-01-2005	**INSTRUCTIONS FOR THE SIS CLIENT ENTRY FORM, DSS-5027** page 9, dated 04-24-2006
Appendix A page A-4, dated 12-01-2002 page A-10, dated 07-01-2005	**Appendix A** page A-4, dated 04-24-2006 page A-10, dated 04-24-2006
Appendix B page B-2, dated 01-01-2006 page B-9, dated 01-01-2006 page B-11, dated 01-01-2006	**Appendix B** page B-2, dated 04-24-2006 page B-9, dated 04-24-2006 page B-11, dated 04-24-2006

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CN-02-06
CN-02-06 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263