SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-07

DATE: May 23, 2007

TO: Services and Work First Staff

EFFECTIVE: Upon Receipt (Title IV-E Waiver changes) / June 1, 2007 (other changes)

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

Effective upon receipt, the following Program Codes,

> **5 - IV-E Waiver – Eligible Reinvestment**
> **6 - IV-E Waiver – Non-Eligible Reinvestment**
> **7 - IV-E Waiver – Eligible and**
> **8 - IV-E Waiver – Non-Eligible**

have been discontinued. They are no longer valid for use with any Service Codes.

Program Code 12 – Work First Demonstration Grant (TANF) is being added to the following Service Codes. Effective June 1, 2007, this Program Code is valid only for those counties that have received a grant funding authorization.

> **521 – <u>Child Care</u>**
> Use on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)

> **522 – <u>Case Management Without Eligibility Determination</u>**
> Use on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)

> **527 – <u>Education/Training</u>**
> Use on the DSS-1571 Part II only (no Client ID required)

> **532 – <u>Work First Transportation Services</u>**
> Use on the DSS-1571 Part II only (no Client ID required)

> **544 – <u>On-The-Job-Training</u>**
> Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

> **546 – <u>Job Development And Placement</u>**
> Use on the DSS-5027, DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)

> **547 – <u>Job Search / Job Readiness</u>**

Use on the DSS-5027, DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required)

Other Changes

The instructions for Field 15. <u>Case Manager Name</u> and Field 16. <u>Case Manager Number</u> under SIS Client Entry Form (DSS-5027), III. Completing the Form, Section H. Client Information, have been modified to coincide with the creation and use of SIS-assigned unique Worker IDs effective June 1, 2007. Refer to Administrative Letters PM-REM-AL-0107 through PM-REM-AL-0407 for details regarding the new Worker IDs and related procedures.

The instructions for Item 3: <u>Worker ID</u> under Worker Daily Report of Services (DSS-4263), Instructions for Specific Items has also been modified to refer to the use of SIS-assigned unique Worker IDs effective for day sheet entries for Service Dates June 1, 2007 and thereafter.

Service Code 210 – <u>Protective Services for Children – Investigative Assessment</u> has been renamed <u>Protective Services for Children – Family Assessment</u>.

Service Code 215 – <u>Protective Services for Children – Case Planning And Case Management (Child Defined as Reasonable Candidate For Foster Care)</u> has been renamed <u>Protective Services for Children – In-Home Services</u>.

The definitions of Service Codes 109 - <u>Foster Care Services for Children - Case Management</u> and 215 - <u>Protective Services for Children – In-Home Services</u> have been modified to refer to the "In-Home Family Services Agreement" (formerly referred to as the "Family Services Case Plan".)

Notes on use of Service Codes 011 - <u>Recruitment and Assessment of Adoptive Parents</u> , 014 - <u>Training for Adoptive Parents</u> , 102 - <u>Training for Foster Parents</u> and 103 - <u>Recruitment and Assessment of Foster Parents</u> have been modified to explain the allocation of worker time on the DSS-4263 when providing these services to mixed groups of adoptive and foster parents.

The definition for Service Code 547 - <u>Job Search / Job Readiness</u> found in Appendix B has been edited to clarify appropriate use and allowable activities.

Other minor edits (for grammar, spelling, or consistency with the above changes) to the text on pages referenced below have also been made.

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. 01-07

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 the replica of each form and save it to disk.

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

5. Open the downloaded files using Adobe Acrobat Reader and print the pages referred to below. Insert or replace the appropriate pages in your current hard copy as indicated.

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 forms 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:

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Table of Contents dated 01-01-2006	**Table of Contents** dated 05-23-2007
Instructions for the SIS Client Entry Form, DSS-5027 page 8, dated 07-01-2005 page 9, dated 04-24-2006	**Instructions for the SIS Client Entry Form, DSS-5027** page 8, dated 06-01-2007 page 9, dated 06-01-2007
Instructions for Worker Daily Report of Services (DSS-4263) page 2, dated 07-30-2004 page 4, dated 10-01-2004 page 6, dated 07-30-2004 page 8, dated 05-01-2005 DSS-4263 (facsimile)	**Instructions for Worker Daily Report of Services (DSS-4263)** page 2, dated 06-01-2007 page 2, dated 05-23-2007 page 6, dated 06-01-2007 page 8, dated 05-23-2007 DSS-4263 (facsimile)
Appendix A page A-10, dated 04-24-2006	**Appendix A** page A-10, dated 05-23-2007

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Evaluation Management Section

CN-0107
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