

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-07

DATE: Dec. 31, 2007

TO: **Adult and Family Services Staff
County Fiscal Staff**

EFFECTIVE: Jan. 01, 2008

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

Two new Service Codes, 017 – Adoption Access (CI) and 018 – Adoption Access (CI) Case Management, have been established. These codes are to be used by county staff to document activities and services to clients when acting as Confidential Intermediary in response to requests for access to Adoption records on behalf of an adult adoptee or their adult lineal descendant (if the adoptee is deceased).

017 – Adoption Access (CI)

This code should be used to report activities such as responding to inquiries, Intake, providing general services, program management and other non-client-specific activities related to acting as Confidential Intermediary. Use on the DSS-4263 (no Client ID required). It is valid with Program Code N.

018 – Adoption Access (CI) Case Management

This code should be used, upon opening a case, to document client-specific activities such as records research and review, travel, case management, providing information and support, and other activities associated with serving as Confidential Intermediary. Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required) when reporting purchased services. It is valid with Program Code N.

Note: These Service Codes, when reported on the DSS-4263 Worker Daily Report of Services, must be changed to Program Code N Non-DSS Reimbursable. Instructions for claiming reimbursement on the DSS-1571 Part I and IV will be provided by the Controller s Office.

Other Changes

DSS-5027 Field 18: “State Use” code “1” - “Indigent Recipient” has been added to Appendix A. This code is to be used when it has been determined that the individual for whom the agency is providing Adoption Access Case Management services is unable to pay a fee for the service.

The definition(s) for Service Codes 017 – Adoption Access (CI) and 018 – Adoption Access (CI) Case Management have been added to Appendix B.

The Instructions for Worker Daily Report of Services (DSS-4263) have been updated to clarify retention requirements for the DSS-4263.

The SIS User's Manual has been updated with these changes and is available in PDF format (see below). This version is the same as the on-line version, which 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 via e-mail, 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. 03_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 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 03-07](#) and [CN 03-07 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 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:

REMOVE

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

page 1, dated 07-30-2004

page 2, dated 06-01-2007

Appendix A

page A-3, dated 12-01-2002

Appendix B

page B-3, dated 05-23-2007

page B-10, dated 03-01-2001

page B-11, dated 05-23-2007

page B-12, dated 10-01-2007

page B-13, dated 01-01-2006

page B-14, dated 01-01-2006

INSERT

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

page 1, dated 01-01-2008

page 2, dated 01-01-2008

Appendix A

page A-3, dated 01-01-2008

Appendix B

page B-3, dated 01-01-2008

page B-n, dated 01-01-2008

page B-11, dated 01-01-2008

page B-12, dated 01-01-2008

page B-13, dated 01-01-2008

page B-14, dated 01-01-2008



Hank Bowers, Chief
Performance Management/Reporting and
Evaluation Management Section

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[DSS-5027](#)

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