SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 02-10

DATE: August 19, 2010

TO: Services and Work First Staff

EFFECTIVE: August 01, 2010 / Upon Receipt (changes valid for July 2010 services)

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

New Service Codes (352 – <u>Family Violence Prevention Case Management</u> and 353 – <u>Family Violence Prevention Services</u>) and a new Program Code (20 – Family Violence Prevention and Services) have been established. These codes pertain to the provision of services for victims of domestic violence without regard to their income, that the DSS and domestic violence agency agree together, will promote the safety of the client and their children.

> **352 – <u>Family Violence Prevention Case Management</u>**
> Use on the DSS-5027 and the DSS-4263 (Client ID required.) This code is valid **ONLY** with Program Code **N- <u>Non-DSS Reimbursable</u>**

> **353 – <u>Family Violence Prevention Services</u>**
> Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required).

Note: **Although Program Code 20 is being established, it will not be used on the DSS-4263 at this time.**

Program Code 14 - TANF - Work First Functional Assessments is being deleted. Program Codes R - TANF 100% Federally Funded) and 9 – Work First Block Grant are being added to Service Code 559 - <u>Work First Functional Assessments</u>.

Other Changes

Appendix D Work First Pilots has been updated to reflect that the Work First Pilot program has been discontinued and all Work First Pilot Service Codes deleted. The appendix will be retained for future use.

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. 02-10

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 – 02-10" and "CN – 02-10 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
Table of Contents dated 03-01-2010	**Table of Contents** dated 08-01-2010
Instructions for Worker Daily Report of Services (DSS-4263) page 8, dated 03-01-2010	**Instructions for Worker Daily Report of Services (DSS-4263)** page 8, dated 08-01-2010
Appendix B page B-5, dated 07-01-2008 page B-7, dated 03-01-2010 page B-27, dated 03-28-2003	**Appendix B** page B-5, dated 08-01-2010 page B-7, dated 08-01-2010 page B-27, dated 08-01-2010
Appendix C page C-6, dated 07-01-2008	**Appendix C** page C-6, dated 08-01-2010
Appendix D pages D-1 through D-5, dated 03-01-2001	**Appendix _** Page D1, dated 08-01-2010

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

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CN-SIS-02-10 ATTACHMENTS
SIS Manual
DSS-5027
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