

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-11

DATE: July 27, 2011

TO: Services and Work First Staff

EFFECTIVE: July 1, 2011 / Upon Receipt (changes valid for July 2011 services)

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

Program Code 15 - TANF ARRA Emergency Contingency Funds is being discontinued.

A new Program Code, 16 – TANF Contingency Fund, is being added to the following Service Codes:

564 – JobBoost

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

Note: Both current TANF workers and staff hired to provide JobBoost services may use this code on the DSS-4263.

541 – Transportation Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

542 – Child Care Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

543 – Other Retention Services

Use on the DSS-5027 and the DSS-1571 Part IV (Client ID required)

A new Program Code, 23 – CPS Expansion is being added to the following Service Codes:

210 – CPS Assessments

Use on the DSS-5027 and the DSS-4263 (Client ID required)

215 - CPS – In-Home Services (Child Defined as Reasonable Candidate For Foster Care and Their Families)

Use on the DSS-5027 and the DSS-4263 (Client ID required)

219 - Protective Services for Children-Team Setting

Use on the DSS-5027 and the DSS-4263 (Client ID required)

Note: Although Service Code 219 may be used on the DSS-1571 Part IV with other fund sources, **CPS Expansion funds may not be used on the DSS-1571 Part IV.**

220 - Unsuccessful Efforts to Locate Alleged Victim Child

Use only on the DSS-4263 (no Client ID required)

228 - Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)

Use only on the DSS-4263 (Client ID required)

229 - Other Court Related Activity (Preplacement)

Use only on the DSS-4263 (no Client ID required)

230 - Diagnostic and Treatment Services (Non-Residential) – CPS

Use on the DSS-5027 and the DSS-4263 (Client ID required)

Note: Although Service Code 230 may be used on the DSS-1571 Part IV with other fund sources, **CPS Expansion funds may not be used on the DSS-1571 Part IV.**

330 - Individual And Family Adjustment

Use on the DSS-5027 and the DSS-4263 (Client ID required)

Note: Although Service Code 330 may be used on the DSS-1571 Part IV with other fund sources, **CPS Expansion funds may not be used on the DSS-1571 Part IV.**

390 - Other Child Welfare Services

Use on the DSS-5027 and the DSS-4263 (Client ID required)

Note: Although Service Code 390 may be used on the DSS-1571 Part IV with other fund sources, **CPS Expansion funds may not be used on the DSS-1571 Part IV.**

Note: **CPS Expansion** funds are allocated to specific counties from SSBG funds transferred from TANF. As such, these funds may only be used to provide the above services to children and their families whose income is less than 200% of Federal Poverty Level applicable to a family of the size involved.

Special Note: Previous allocations of State funds for CPS Expansion – State and CPS Expansion – IV-E have been eliminated.

Program Code J – Adult Protective Services State Fund is being renamed to Adult Protective Services Fund – SSBG. State funds previously allocated to support the provision of Adult Protective Services are being replaced with federal funds.

Other Changes

References to the location of policy governing the use of the DSS-5027 have been updated.

The definition for Service Code 564 - JobBoost found in Appendix B has been edited to reflect changes in the fund source for the service.

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. 01-11

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 – 01-11](#)" and "[CN – 01-11 ATTACHMENTS](#)" links at the bottom of the page to download the Change Notice and the attachment documents, and

6. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download the replicas of the forms.

7. 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:

8. Click on the "[SIS Manual](#)" link at the bottom of the page to download the revised manual, and

9. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.

10. 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

Table of Contents dated 10-01-2010

Section DSS-5027

page 1, dated 07-30-2004

Section DSS-4263

page 8, dated 08-01-2010

Appendix B

page B-4, dated 07-01-2008

page B-5, dated 08-01-2010

page B-7, dated 12-01-2010

page B-48, dated 12-01-2010

Appendix C

page C-1, dated 01-01-2006

page C-8, dated 03-01-2010

INSERT

Table of Contents dated 07-01-2011

Section DSS-5027

page 1, dated 07-01-2011

Section DSS-4263

page 8, dated 07-01-2011

Appendix B

page B-4, dated 07-01-2011

page B-5, dated 07-01-2011

page B-7, dated 07-01-2011

page B-48, dated 07-01-2011

Appendix C

page C-1, dated 07-01-2011

pages C-8 and C-9, dated 07-01-2011



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Evaluation Management Section

[CN-01-11](#)

[CN-01-11 ATTACHMENTS](#)

[SIS Manual](#)

[DSS-5027](#)

[DSS-4263](#)