SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. _01-12_

DATE: January 3, 2011

TO: Services and Child Day Care Staff

EFFECTIVE: January 1, 2012

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

Program Code X – Social Services Block Grant will no longer be valid for Service Codes 002 - <u>Child Day Care Program Management</u> and 816 - <u>Child Day Care Services Delivery</u>.

Other Changes:

CN-SIS-0511 erroneously stated that Service Code 991 – <u>CIP/LIHEAP Administration</u> is valid on the DSS-1571 Part IV. This Change Notice clarifies that that is not the case. Service Code 991 should be used on the DSS-4263 (no Client ID required) and the DSS-1571 Part II (no Client ID required).

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. 01-12

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 – 01-12" and "CN – 01-12 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	**INSERT**
Appendix B	**Appendix B**
page B-6, dated 12-01-2011	page B-6, dated 01-01-2012

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

CN-01-12
CN-01-12 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263