SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 05-12

DATE: August 31, 2012

TO: Child Welfare Services Staff, Supervisors and Program Managers
                   In-Home Aide and Transportation Aide Staff, Supervisors and Program
                   Managers

EFFECTIVE: September 1, 2012 (changes to Service Codes and Program Codes) and
                   October 1, 2012 (use of IV-E Adoption and Foster Care Penetration
                   Rates)

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

**Program Code Z – <u>IV-E Administration Activities</u> is being deleted from Service
Codes 320 – <u>Evaluation Activities for Adoptions Programs</u> and 322 - <u>Evaluation
Activities for Child Foster Care Programs</u>.** This Program Code will no longer be valid
for these Service Codes.

**Program Codes X – <u>Social Services Block Grant</u> is being added to Service Codes
322 - <u>Evaluation Activities for Child Foster Care Programs</u> and 228 - <u>Preparation
for and Participation In Judicial Determinations In Juvenile Court (Preplacement)</u>.**
This Program Code will now be valid for these Service Codes.

> **322 - <u>Evaluation Activities for Child Foster Care Programs</u>**
> Use on the DSS-4263 (no Client ID required) and the DSS-1571 Parts I and
> II (no Client ID required).

> **228 - Preparation for and Participation In Judicial Determinations In
> Juvenile Court (Preplacement)**
> Use on the DSS-4263 (Client ID required) and the DSS-1571 Part I.

**Change in policy regarding how Transportation Aides and In-Home Aides record
time on the DSS-4263.**

As described in <u>SIS Change Notice CN-SIS-04-12</u>, the "summary options" for reporting
In-Home Aide and Transportation Aide worker time are being eliminated. Beginning
September 1, 2012, In-Home Aide staff and Transportation Aide staff (with one
exception) will be required to report time worked on the DSS-4263 in the same manner
as all other staff. Having these workers report time in the same manner as other staff
will better comply with Federal regulations governing time keeping and provide better
accounting of services to clients. The exception to this policy applies to Transportation
Aides operating a van or other vehicle seating more than three passengers. For these

drivers, the summary option may still be used. See **Section DSS-4263, By Whom Prepared, item 6.** for details

Other Changes:

Instructions for **IV-E Reimbursement for Program Administration** found in Appendix B have been revised with regard to use of Program Code Z with CPS In-Home Services and administrative activities and to describe changes to the IV-E Penetration Rate(s) applied to certain administrative activities (such as recruitment, licensing and training for adoptive and foster parents) for Adoption and Child Foster Care services. See Appendix B for details. These changes are effective as follows:
- Use of Program Code Z with CPS In-Home Services and administrative activities – effective September 1, 2012
- Application of new IV-E Adoption and Foster Care Penetration Rates – effective October 1, 2012 (for services provided in September 2012).

The definition of **Program Code Z - <u>IV-E Administration Activities</u>** has been revised with regard to its use to support services provided to recipients of child protective services identified as candidates for foster care and for administrative activities supporting adoption and foster care services.

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. 05-12

To maintain a "soft copy" of the SIS User's Manual:

3. Click on the "<u>SIS Manual</u>" link at the bottom of the page to download the revised manual and save it to disk, and

4. Click on the "<u>DSS-5027</u>" and "<u>DSS-4263</u>" 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 – 05-12" and "CN – 05-12 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
DSS-4263	**DSS-4263**
Page 2 dated 01-01-2008	Page 2 dated 09-01-2012
Page 3 dated 06-01-2012	Page 3 dated 09-01-2012
Appendix B	**Appendix B**
Pages B-1 – B-3 dated 06-01-2012	Pages B-1 – B-3, dated 09-01-2012
Page B-4, dated 08-01-2012	Page B-4, dated 09-01-2012
Appendix C	**Appendix C**
Pages C-3 – C-4 dated 06-01-2012	Pages C-3 – C-4 dated 09-01-2012

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Performance Management/Reporting
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CN-05-12
CN-05-12 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263