

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-13

DATE: January 28, 2013

TO: Child Welfare Services Staff, Supervisors and Program Managers  
Adult Services Staff, Supervisors and Program Managers, Work First  
Services Staff, Supervisors and Program Managers

EFFECTIVE: Upon Receipt (January 1, 2013)

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

**The definition for Service Code 380 – Case Management has been edited.** Although normally used only when providing case management for adult recipients, it may also be used on the DSS-4263 when providing case management for child recipients of Medicaid Transportation (380 coded with Program Code "T") and Subsidized Child Care (380 coded with Program Code "4").

**Program Code 16 – Job Boost II - TANF has been renamed Job Boost II – Private Grant.** This Program Code now represents private grant funds used to support services in those counties that receive an allocation from the Division of Social Services for their approved Job Boost program. This Program Code may currently be used by Mecklenburg and Wilson counties.

**Service Code 396 – Adult Care Home Case Management has been renamed Adult Care Home Transition Services and the definition has changed.** This Service Code will now be used when assisting older adults and adults with disabilities living in residential care facilities to find substitute housing or residential care facilities suitable to their needs when they are unable to remain in their current living situation. See Appendix B for details. There are no other changes to the use of this code or its valid Program Codes.

**396 - Adult Care Home Transition Services**

Use on the DSS-5027, the DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required).

**Service Code 397 – Adult Care Home Screening has been renamed Adult Care Home Certification for Transition Funds and the definition has changed.** This Service Code will now be used when conducting activities to certify that a resident of a facility licensed under G.S. 131D, that is no longer eligible for Medicaid Personal Care Services, does not have an alternate placement arranged and cannot be safely and timely discharged into the community. See Appendix B for details. There are no other changes to the use of this code or its valid Program Codes.

**397 - Adult Care Home Certification for Transition Funds**  
Use on the DSS-4263 (no Client ID required).

**Other Changes:**

No other changes at this time.

**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.

<b>INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL</b>
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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. 01-13

**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 – 01-13” and “CN – 01-13 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**

**DSS-4263**

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**Appendix B**

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Page B-33 dated 06-01-2012  
Page B-36 dated 06-01-2012

**Appendix C**

Pages C-7 dated 06-01-2012

**INSERT**

**DSS-4263**

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**Appendix B**

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Page B-33 dated 01-01-2013  
Page B-36 dated 01-01-2013

**Appendix C**

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

CN-01-13  
CN-01-13 ATTACHMENTS  
SIS Manual  
DSS-5027  
DSS-4263