SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 03-13

DATE: October 25, 2013

TO: Services and Economic Services Staff

EFFECTIVE: October 1, 2013 / Upon Receipt (changes valid for October 2013
services)

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

**Service Codes 871 – <u>Interpretation Services - NC Health Choice</u> and 873 -
<u>Interpretation Services – Medicaid</u> have been deleted.** The increased Federal
Matching Funds for Translation and Interpretation Services under Medicaid and CHIP
ended effective October 1, 2013.

Note: Any time workers may have coded to these service codes on the DSS-4263
during the month of October 2013 will be valid during the month-end data processing,
but will not be reimbursed with Medicaid (Title XIX) funds.

**A new county-specific Program Code S2 – <u>100% SNAP Employment & Training</u> is
being added to the following Service Codes.** Note that this Program Code is **valid for
only Orange County DSS**.

> **505 – <u>Assessment And Developing Of Employment And Training</u>**
> Use on the DSS-5027 and DSS-4263 (Client ID required).

> **515 – <u>Employment And Developing Of Employment And Training</u>**
> Use on the DSS-5027 and DSS-4263 (Client ID required).

> **580 – <u>Employment Programs Case Management</u>**
> Use on the DSS-4263 (no Client ID required).

> **581 – <u>Employment Programs Intake</u>**
> Use on the DSS-4263 (no Client ID required).

Note: Definitions for these services have been edited to clarify that they are valid for the
Employment and Training Services program.

**A new Program Code RM – <u>Refugee Medicaid Administration</u> has been added for
use with the following Service Codes.** Workers actively engaged in using NC FAST
to take applications, conduct Recertifications or perform other case management
activities for or impacting Refugee Medical Assistance should use this Program Code to
record their activity on the DSS-4263 in accordance with previous instructions for
documenting time working in NC FAST.

890 – <u>NC FAST – Case Management</u>
> Use on the DSS-4263 only (Client ID not required)

891 – <u>NC FAST – Applications</u>
> Use on the DSS-4263 only (Client ID not required)

892 – <u>NC FAST – Recertifications</u>
> Use on the DSS-4263 only (Client ID not required)

Other Changes

There are 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.

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. 03-13

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>" link to download the replicas of the forms and save to disk.

To maintain your current hard copy of the SIS User's Manual:

5. Click on the "<u>CN – 03-13</u>" and "<u>CN – 03-13 ATTACHMENTS</u>" links at the bottom of the page to download the Change Notice and the attachment documents, and

6. 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:

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

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:

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Evaluation Management Section

CN-03-13
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SIS Manual
DSS-5027
DSS-4263