

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 05-14

DATE: October 28, 2014

TO: Child Welfare Services Staff
Child Day Care Services Staff
County Fiscal Officers

EFFECTIVE: Oct. 01, 2014 / Upon Receipt (changes valid for October 2014 services)

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

Two new SIS Program Codes for use when providing Child Protective Services have been established.

Program Code IHE – Child Welfare State In-Home Expansion. 100% State funding allocated for child welfare in-home services to provide and coordinate interventions and services that focus on child safety and protection, family preservation and the prevention of further abuse or neglect. Program Code IHE is valid for the following Service Codes:

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

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

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

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

Program Code CPS – Child Protective Services-State. 100% State funding to replace federal funds lost during the 2013-2014 fiscal year previously used to pay for child protective service workers. Program Code CPS is valid for the following Service Codes:

210 – CPS – Assessments

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

211 – CPS – Intake

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

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

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

219 – Protective Services for Children-Team Setting

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

220 – Unsuccessful Efforts to Locate Alleged Victim Child

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

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

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

229 – Other Court Related Activity (Preplacement)

Use on DSS-4263 (no Client ID required).

Other Changes

The list of counties that may use Service Code 817 - Child Care Fraud Investigation with Program Code L - Child Care and Development Fund has been updated in the State's Day Sheet system (SYSISMU). The valid counties for SFY 2014-15 include Ashe (005); Burke (012); Cabarrus (013); Henderson (045); Northampton (066); Onslow (067); Wake (092); and Wilson (098).

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 919-527-6260.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL
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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. 05-14

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 – 05-14" and "CN – 05-14 ATTACHMENTS" 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 "[SIS Manual](#)" link at the bottom of the page to download the revised manual, and
8. Click on the "[DSS-5027](#)" and "[DSS-4263](#)" links to download replicas of the forms.
9. 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:

REMOVE

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 07/01/2014

Appendix B

page B-4, dated 07/01/2014

Appendix C

page C-1, dated 07/01/2014

page C-2, dated 07/01/2014

INSERT

Instructions for Worker Daily Report of Services (DSS-4263)

page 8, dated 10/01/2014

Appendix B

page B-4, dated 10/01/2014

Appendix C

page C-1, dated 10/01/2014

page C-2, dated 10/01/2014



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

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