SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-15

DATE: April 23, 2015

TO: Services and Work First Staff
                   Child Support Fraud Workers and Managers

EFFECTIVE: April 1, 2015 / Upon Receipt (changes valid for April 2015 services)

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

Program Code IHE – <u>Child Welfare State In-Home Expansion</u> is being added to Service Code 219 – <u>Protective Services for Children-Team Setting.</u>

> **219 – <u>Protective Services for Children-Team Setting</u>**
> Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID required)

Service Code 817 - <u>Child Care Fraud Investigation</u> has been made valid for reporting on the DSS-1571 Part II.

Note: **This change is effective retroactive to February 2015.**

Other Changes

(Defunct) Program Code 12 - <u>Work First Demonstration Grants</u> has been deleted from several Service Codes (521, 522, 527, 532, 537, 541, 542, 543, 544, 546, 547, 553 and 561) in the Appendix B grid on page B-8. This fund source ended June 2012, but the code was inadvertently left in the Appendix B grid.

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

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. 01-15

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

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

4. Click on the "CN – 01-15" and "CN – 01-15 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

5. 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:

6. Click on the "SIS Manual" link at the bottom of the page to download the revised manual, and

7. Click on the "DSS-5027" and "DSS-4263" links to download replicas of the forms.

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:

REMOVE	**INSERT**
Appendix B	**Appendix B**
page B-4, dated 11-01-2014	page B-4, dated 04-01-2015
page B-7, dated 11-01-2014	page B-7, dated 04-01-2015
page B-8, dated 11-01-2014	page B-8, dated 04-01-2015

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

CN-01-15
CN-01-15 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263