SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-17

DATE: Jan. 1, 2017

TO: Child Welfare Services Staff, Supervisors and Program Managers;
                Data Entry Staff; County Automated Day Sheet Applications
                Administrators
                County Finance Officers

EFFECTIVE: January 1, 2017 (Service month, for February reimbursement)

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 now valid with the following
Service Code:**

> **251 - Transportation Services - Child Foster Care**
> Use on the DSS-5027, DSS-4263 (Client ID required) and the DSS-1571 Part IV (Client ID
> required)
>
> **Use of this coding is valid for all counties.**

Other Changes

No other changes at this time.

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 SIS On-Line Manual Change Notice website at
    http://info.dhhs.state.nc.us/olm/manuals/dss/rim-01/chg/index.htm

2. Click on Change No. 01-17

To maintain a "soft" or "hard" 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 manual and save it to disk, and

4. Click on the "<u>DSS-5027</u>" and "<u>DSS-4263</u>" links to download replicas of the forms and save them to disk.

5. Open the downloaded files using Adobe Acrobat Reader. Print the form and the entire manual if desired.

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

6. Click on the "CN – 01-17" and "CN – 01-17 ATTACHMENTS" links at the bottom of the page to download the Change Notice and the attachment documents, and

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 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 07-01-2016	**page B-4, dated 01-01-2017**

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

CN-01-17
CN-01-17 ATTACHMENTS
SIS Manual
DSS-5027
DSS-4263