

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 02-19

DATE: February 5, 2019

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

EFFECTIVE: January 1, 2019

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

New Service Code for use by county DSS workers to record time spent for guardianship services provided to individuals for whom the DSS Director has not been named as Disinterested Public Agent Guardian in accordance with 10A NCAC 71B.0101 (b) (2) through contractual arrangements with private corporation(s).

- **Service Code 111 – CONTRACTED GUARDIANSHIP**

Use on the DSS-5027.

Other Changes

Appendix B has been edited to reflect the changes above.

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. 02-19

To maintain a “soft” or “hard” copy of the SIS User’s Manual:

3. Click on the “[SIS Manual](#)” link at the bottom of the page to download the manual and save it to disk, and
4. Click on the “[DSS-5027](#)” and “[DSS-4263](#)” 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 – 02-19](#)” and “[CN – 02-19 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

Appendix B

Page B-5, dated 11-01-2014
Page B-21, dated 07-01-2017

INSERT

Appendix B

Page B-5, dated 02-05-2019
Page B-21, dated 02-05-2019



Shauna Shaw, Chief
Performance Management Section

[CN-02-19](#)
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