

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

## CHANGE NO. 03-19

**DATE:** February 28, 2019

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

**EFFECTIVE:** January 1, 2019

The description of Service Code 111-CONTRACTED GUARDIANSHIP, as stated in CN-SIS-02-19, has been revised as:

**Service Code for use by county DSS to record 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).**

Use on the DSS-5027 and the DSS-1571 Part II.

**Service Code 106 - ADULT GUARDIANSHIP CONTACT definition has been revised to:**

**106 – Adult Guardianship Contact** means time spent making all contacts related to the persons for whom the agency Director serves as Disinterested Public Agent Guardian, as well as the required 90-day contacts, in accordance with 10A NCAC 71B .0101 (b)(2). This includes contacts with the client, with the client's family as part of a service plan, with facility staff or other individuals associated with the care of the client.

**Service Code 107-GUARDIANSHIP SERVICES definition has been revised to:**

**107 – Guardianship Services** means services provided to an adult individual alleged to be in need of a guardian or services to those for whom the agency director or assistant director has been appointed as legal guardian. The service includes the assessment of an adult individual's need for guardianship; activities aimed at locating the appropriate person(s) to serve as guardian(s); and, when necessary, petitioning or assisting the family to petition for the adjudication of incompetence for an adult and the appointment of a guardian for an adult under the provision of GS 35A. Working with other community agencies to locate an appropriate guardian for an individual and work with the clerk of court concerning an individual case are included in this service, as is coordination of activities with the agency's attorney regarding court action on a specific case. Ongoing case work with clients for whom the agency's director or assistant director has been appointed as guardian is also part of this service.

**NOTE:** Contacts related to the client as well as the required 90-day contacts specified in 10A NCAC 71B .0101 (b)(2) should be coded to Service Code 106 – Adult Guardianship Contact.

**Appendix B has been edited to reflect the changes above.**

<b>INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL</b>
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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. 03-19

**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 – 03-19](#)” and “[CN – 03-19 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-19, dated 06-01-2012

**INSERT**

**Appendix B**

Page B-19, dated 02-28-2019



Shauna Shaw, Chief  
Performance Management Section

[CN-03-19](#)  
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