SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 01-20

DATE: March 3, 2020

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

EFFECTIVE: March 1, 2020

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

New Program Code for use by county DSS workers to code time on the DSS-4263 Worker Daily Report of Services to Adult Protective Services.

PSX – Adult Protective Services – 100% Fed (SSBG)

Program Code PSX will be valid for use with SIS Service Codes:
- 200 – Protective Services for Adults – Intake
- 202 – Protective Services for Adults – Evaluation
- 204 – Protective Services for Adults – Mobilizing Services

Program Code PSX with Service Codes 200, 202, and 204 is valid for the following counties:

Alamance; Alexander; Avery; Bladen; Cabarrus; Caldwell; Camden; Carteret; Caswell; Catawba; Clay; Craven; Cumberland; Currituck; Dare; Davie; Duplin; Gaston; Gates; Granville; Greene; Halifax; Harnett; Haywood; Hoke; Jackson; Jones; Lee; Lenoir; Madison; Martin; McDowell; Mitchell; Montgomery; Moore; Nash; Onslow; Orange; Pamlico; Pasquotank; Pender; Person; Pitt; Polk; Richmond; Rockingham; Rowan; Sampson; Stanly; Stokes; Swain; Tyrrell; Union; Washington; Watauga; Wayne; Wilkes; Wilson; Yadkin

Other Changes

Appendix B and Appendix C has been edited to reflect the changes above.

INSTRUCTIONS FOR MAINTAINING SIS USERS MANUAL

1. Go to the SIS On-Line Manual Change Notice website at https://policies.ncdhhs.gov/divisional/social-services/services-information-system-sis/change-notices/2020.

2. Click on CN-01-20

To maintain a "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

4. Click on links at the bottom of the page that reflect section changes to the manual

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

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-5, dated 02-05-2019	Page B-5, dated 03-02-2020
Appendix C	
Page C-7, dated 07-01-2016	Page C-7, dated 03-02-2020
Page C-8, dated 07-01-2016	Page C-7, dated 03-02-2020

Shauna Shaw, Chief
Performance Management Section

SIS Manual
SIS300 APPENDIX B
SIS400 APPENDIX C