

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 03-20

DATE: July 20, 2020

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

EFFECTIVE: March 1, 2020

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

New Service Codes 203 and 213 with Program Code PSC for use by county DSS workers to code time on Part II of the DSS 1571.

Service Code 203 – APS COVID-Evaluations/Planning and Mobilizing Services

Service Code 213 – CPS COVID-Assessments/Investigations/In-Home Services

Program Code PSC – Protective Service – COVID-19

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 2020
3. Click on CN-03-20

To maintain a “hard” copy of the SIS User's Manual:

4. Click on the “SIS Manual” link at the bottom of the page to download the manual and save it to disk
5. Click on links at the bottom of the page that reflect section changes to the manual
6. 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

Appendix B

Page B-4 through B-5, dated 02-05-2019

Page B-30 through B-31, dated 07-01-2013

Appendix C

Page C-2 through C-3, dated 07-01-2016

INSERT

Appendix B

Page B-4 through B-5, dated 07-20-2020

Page B-25 through B-26, dated 07-20-2020

Appendix C

Page C-3, dated 07-20-2020



Shauna Shaw, Chief
Performance Management Section

[SIS Manual](#)
[SIS300 APPENDIX B](#)
[SIS400 APPENDIX C](#)