SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO. 06-20

DATE: December 3, 2020

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

EFFECTIVE: September 1, 2020

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

A new Program Code OAC was added for In-Home Aide services provided by DSS
Under Option A (HCCBG Reporting) funded by Older American Act Cares Act Title III-B.
This Program Code is for use with Service Codes 041, 042, and 045.

Other Changes

Appendix B and 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-06-20

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

Appendix B
Page B-6, dated 07-20-2020

Appendix C
Page C-2, dated 09-03-2020

INSERT

Appendix B
Page B-6, dated 12-02-2020

Appendix C
Page C-2, dated 12-02-2020

Shauna Shaw, Chief
Performance Management Section

SIS Manual