SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   03-21

DATE: July 1, 2021

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: July 1, 2021

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

SIS100.03 Section A Client Identification has been revised to add a new field 1A.
MEDICAID CLIENT. This field is to record if the client is receiving Medicaid.

SIS 100.04 DSS-5027 Data Entry Instructions for SIS Main Menu Option 1 – 5027 Add
has been revised to add a new field 1A titled MEDICAID CLIENT to the right of the
CNDS/NC FAST ID field when adding a new client to the Service Information System
(SIS) via the DSS-5027.

SIS 100.04 DSS-5027 Data Entry Instructions for SIS Main Menu Option 2 – 5027
Update has been revised to add a new field 1A titled MEDICAID CLIENT to the right of
the CNDS/NC FAST ID field when making an update to a client on the Service
Information System (SIS) via the DSS-5027.

SIS 100.04 DSS-5027 Data Entry Instructions for SIS Main Menu Option 3 – Client Data
Inquiry has been revised to display the new field 1A MEDICAID CLIENT to the right of
the CNDS/NC FAST ID field.

SIS300.09 Definitions has been revised with a new definition for Service Code 120 –
Family Reunification Services.

SIS400 Program Code Definitions has been revised with a new definition for Program
Code 24 – Family Reunification Funds (Title-IV-B-2).

Other Changes

**SIS100.03 COMPLETING THE FORM and SIS100.04 DSS-5027 DATA ENTRY INSTRUCTIONS
have 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/2021-1.

2. Click on CN-03-21.

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:
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REMOVE	INSERT
SIS100.03	**SIS100.03**
Page 4, dated 10-01-2010	Page 4, dated 06-30-2021
Pages 12-13, dated 04-30-2009	
Pages 14-15, dated 11-01-2007	**SIS100.04**
	Page 11 - 14, dated 06-30-2021
SIS300.09	**SIS300.09**
Page B-22, dated 02-05-2019	Page B-22, dated 06-30-2021
SIS400	**SIS400**
Page C-6, dated 06-01-2014	Page C-6, dated 06-30-2021

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