

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 04-21

DATE: July 16, 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.

SIS 300.02 Service Code 202 – Protective Services for Adult/Evaluation and Service Code 204 – Protective Services for Adult/Evaluation have been updated to include use with Program Code – MAC – Medicaid Administrative Claiming. The Program Code description can be found in SIS 400.

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-04-21**.

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:

..

REMOVE

SIS300.02

Page B5, dated 12-02-2020

INSERT

SIS300.02

Page B5, dated 07-14-2021



Shauna Shaw, Chief
Performance Management Section