

# SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

**CHANGE NO. 05-21**

**DATE:** November 23, 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:** December 1, 2021

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

SIS100.02 USE OF THE FORM has been updated to include revised instructions when using the DSS-5027 form.

## 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-05-21**.

**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**

**SIS100.02**

Page 3, dated 07-01-2014

**INSERT**

**SIS100.02**

Page 3, dated 11-23-2021



Shauna Shaw, Chief  
Performance Management Section