

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 07-22

DATE: December 05, 2022

TO: All County Staff;
Data Entry Staff;
County Automated Day sheet Applications Administrators
County Finance Officers

EFFECTIVE: December 5, 2022

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

SIS101.01 – The definition of code 07 under Field 22 Living Arrangement has been revised.

SIS300.09 – The definition of Service Code 330 – Individual And Family Adjustment Services has also been revised.

Other Changes

Appendix B 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/2022>.
2. Click on CN-07-22

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 A

Page A-6, dated 12-01-2002

Appendix B

Page B-33, dated 07-13-2013

INSERT

Appendix A

Page A-6, dated 12-05-2022

Appendix B

Page B-33, dated 12-05-2022

DocuSigned by:

Shauna Cuffee

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Shauna Cuffee, Chief

Performance Management Section