

SERVICES INFORMATION SYSTEM (SIS) USERS MANUAL - UPDATE

CHANGE NO. 01-23

DATE: March 31, 2023

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

EFFECTIVE: April 1, 2023

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

Program Code Health Choice (HC) is now obsolete and has been replaced with new Program Code Medicaid for Infants and Children (MIC). Program Code MIC is valid with service codes 870, 872, 890, 891 and 892.

Service Code 870 – Eligibility/Family and Children's Medicaid definition has 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>.
2. Click on 2023, then 01-23.

To maintain a "hard" copy of the SIS User's Manual:

3. Click on the "SIS Manual" link at the bottom of the page. Click on each section separately to download and save it.
4. Open the downloaded files using Adobe Acrobat Reader. Print each section of 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-12, dated 07-20-2022

Page B-58, dated 08-12-2022

Appendix C

Page C-9, dated 07-01-2016

INSERT

Appendix B

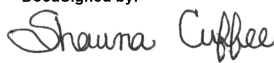
Page B-12, dated 03-31-2023

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Appendix C

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DocuSigned by:



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Shauna Cuffee, Chief

Performance Management Section

[SIS Manual](#)