SERVICES INFORMATION SYSTEM (SIS)
USERS MANUAL - UPDATE

CHANGE NO.   **04-23**

DATE: July 7, 2023

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

EFFECTIVE: July 1, 2023

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

SIS400.02 has been revised to change the title for Program Code MIC from "Medicaid for Infants and Children/MIC" to "Family and Children's Medicaid."

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 04-23.

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:

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Appendix C	**Appendix C**
Page C-9, dated 03-31-2023	Page C-9, dated 07-06-2023

DocuSigned by:

Shauna Cuffee

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Shauna Cuffee, Chief
Performance Management Section

SIS Manual