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SIS100 INSTRUCTIONS FOR THE SIS CLIENT ENTRY FORM DSS-5027

SIS100.01 PURPOSE OF THE FORM

The DSS-5027 is designed to be used to:

- document the client's request/application for social services
- document the client's income eligibility for services
- provide notice to the client regarding the action taken on the request for services
- provide the client with information regarding rights and responsibilities and information on how to request and obtain a fair hearing
- transmit authorization to service providers to claim reimbursement for services provided
- open a service client information record in the Services Information System
- update service client information in the Services Information System

This form replaces the following forms:

- DSS-2515, Initial Service Client Information Record
- DSS-2516, Service Client Information Change Notice
- DSS-5010, Social Services Application, Eligibility Documentation, and Notice
- DSS-1360, Purchase of Services: Referral and Authorization

Policy governing the requirements for the use of the DSS-5027 can be found in the Requirements for the Provision of Services by County Departments of Social Services at:

<http://www.ncdhhs.gov/aging/adultsvcs/ssdelivery.htm>

or in PDF format at:

<http://www.ncdhhs.gov/aging/adultsvcs/ssdelivery.pdf>

SIS100.02 USE OF THE FORM

The form is to be completed or updated each time a service is requested or terminated, when income eligibility is determined or redetermined, and where service policy requires notification to the client when a service is reduced.

OPENING AND CLOSING CLIENT RECORDS

Barring the exceptions listed below, a client record (DSS-5027) must be established for any person for whom the services listed in this manual will be provided. Certain individuals, due to either the specific services they are receiving or the conditions under which they are eligible, must also have a client record in SIS. These include:

- individuals who have been determined eligible for Adoption Assistance Benefits
- individuals who participate in the Food Stamp Workfare Program
- individuals receiving Work First services whose income is at or below 200% of the Federal Poverty Level
- individuals who are Non-Custodial Parents receiving Work First services
- individuals receiving Work First ARRA Subsidized Employment Services

It is not necessary to open a client record for the following individuals:

- an individual who is receiving **only** Day Care Services for Children
- an individual receiving **only** Transportation Services under Title XIX
- a Work First Cash Assistance recipient receiving **only** Work First Services
- those individuals for whom **only** application for Medicaid is being facilitated (Service Code 341 - Facilitating an Application for the Medicaid Program) and/or to whom Medicaid outreach activities (Service Code 342 - Outreach for Medicaid Services) are being provided.

A client record will be opened when a DSS-5027 is keyed and will be automatically closed when all the services have been terminated. When necessary, update a current DSS-5027 with new information and submit for keying. A "turnaround form" will be generated with the new information. Note: When a client applies for a service which will not be provided, enter the same date in the Date Requested and the Date Terminated Field. This will automatically open and close the record if there are no other open services in the service plan.

USING THE FORM SECTIONS

1. All Service Clients: Sections A, B, H

These Sections must be completed or updated each time a service is added or terminated.

2. Clients Who Must Make Application for Services: Sections A, B, C, G, H

A client's signature must be obtained to document the request/application for the services listed in Section B. Where service policy allows other Forms to be used

in lieu of an application, Sections C and G do not have to be completed. However, the services planned must be entered in Section B.

A client signature is not required on the DSS-5027 when **only** referral, coordination and monitoring of medical services (Service Code 340 - Referral, Coordination and Monitoring of Medical Services) and/or arranging for transportation for a client to access Medicaid services (Service Code 343 - Arranging Transportation Services for Client to Access Medicaid Services) are being provided.

3. Clients for Whom Income is a Condition of Eligibility: Sections A, B, C, E, F, G, H

Section E documents the information necessary for a determination of eligibility on the basis of income. The other sections indicated must also be completed to support the application.

4. Clients Who Must Pay a Fee for, or have agreed to Voluntarily Contribute to the Cost of a Service: Sections A, B, C, E, F, G, and H

Complete Section E in addition to the appropriate Sections as instructed above when a fee for service is required from the client.

5. Clients For Whom A Service is Being Purchased: Sections A, B, C, D, F, G

Complete Section E in addition to the appropriate Sections as instructed above.

USING THE PAGES OF THE FORM

The form has four pages. The identification of the destination of each page is printed at the bottom right of each page. It is **very** important that each copy gets to the right destination because there is certain information, which is blanked out on two of the copies for purposes of compliance with policy governing confidentiality of client records.

- | | |
|--------|--|
| Page 1 | This copy is to be sent to the data entry unit for keying into the system. |
| Page 2 | The second page is to be given to the client. This copy is the only copy, which has the client's rights, and responsibilities spelled out on the back of the page. <u>It is a legal requirement to provide this to an applicant.</u> |
| Page 3 | This page is for the purchase of service provider. This copy has certain confidential information blanked out. |
| Page 4 | This last page is to be retained in the client record. If a client's signature is not a requirement, this copy may be destroyed as soon as a turnaround form has been received and filed in the case record. If a client's signature is a requirement, the form with the signature must be retained for three years. |

SIS100.03 COMPLETING THE FORM

SECTION A CLIENT IDENTIFICATION

An entry is required in all fields in Section A except those, which are specifically identified as optional or reserved.

- Field 1** Client ID -- Record the eleven-digit identification number assigned to this client. This number is used as a common identifier for other services systems so it is important that **only one ID# be assigned within the county for each individual service client**. This number will remain unique to the county, i.e. it will not be transferred if the client becomes a service recipient in another county. If the client applies for services in another county, the second county will assign its own unique number.
- Field 2** Client Name -- Record the client's last name, first name and middle initial in the appropriate spaces. Truncate any name that is too long for the allotted space.
- Field 3** Client Social Security Number -- Record the client's Social Security number. If the Social Security number is unknown, enter all zeroes in the space available. Enter the valid Social Security number once received.
- If all nines (9's) are entered, the system displays an online error message.
- Field 4** Date of Birth -- Record the month, day, century and year of birth for the client. Use a leading zero for a month or day less than 10. Estimate if the exact date is unknown and update the record when this information becomes available.
- Field 5** County -- Enter the standard two digit county code to identify the county which is originating the form.
- Field 6** County Case (Optional Entry) -- Record any data used by the county to identify this client record. This entry may be a combination of numbers and letters.
- Field 6A** Federally Recognized Tribe -- Record whether a youth is enrolled in or eligible for membership in a federally recognized tribe. **"Federally recognized tribe" means any Indian tribe, band, nation, or other organized group or community of Indians, including Alaska Native village, or regional or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act.**
- Field 7** Other (Entry Allowed Only Under Special Instructions) -- This field is reserved. Refer to Section II of Appendix A for instructions and applicable tables (HCCBG clients).

SECTION B SERVICE PLAN

An entry is required in all fields in Section B except those, which are specifically identified as optional or reserved.

- Column 8** Decision -- See instructions for Section C below. This column is only required when circumstances require notification to the client. There is no need to make an entry in this Column when notification is not required.

- Column 9** Services Requested -- Write in each service which was requested by the client or which is being planned by the agency in those circumstances where the agency has this responsibility by virtue of program policy.

- Column 10** Service Code -- Enter the three-digit code which identifies the service entered in the Services Requested column.

- Column 11** Date Requested -- Enter the date (Month, Day, Year) that the service is added to the service plan.

- Column 12** Date Terminated -- Enter the date (Month, Day, and Year) after which the service will no longer be provided. This may be entered at the time the service is requested if it is known. If the service cannot be provided at all, this date will be the same as the date in Column 11 (Date Requested).

- Column 13** Reason -- Enter the appropriate termination reason from the table in Appendix A.

- Column 14** Special Use -- This field is reserved for the collection of service related information to meet a specific need. Refer to Section II of Appendix A for instructions and applicable tables.

SECTION C NOTICE of ACTION TAKEN

This Section of the form, along with the information in Column 8 in Section B above, the worker's signature, the statement above the client's signature, and the information printed on the back of the client's copy of the form satisfy the legal mandate to notify clients about the action taken regarding their request for services and to inform them of their rights and responsibilities regarding the receipt of services.

Column 8 In Section B Above -- This field is to be used to document the decision regarding a request for service. An entry is required only in conjunction with the Notice of Action Taken (Section C.) This is because this field is used to inform the client. Enter:

"Yes" if the service can be provided as requested, or if the client must wait for a period of time before the service can be provided, and complete Line 1 in Section C.

"No" if the service cannot be provided and complete Line 2 in Section C.

"Change" if the service that a client has been receiving will be reduced or increased, and complete Line 3 in Section C.

Line 1 When the client will begin receiving the requested service at the time requested, or at a later date, and "Yes" was entered beside the requested service in Column 8, check the box and enter the first date on which the service will be provided and, if known, the last date. If this is unknown, line out "through _____" at the end of this line.

Line 2 This line will be used for denying services at the time of application and for terminating services after a period of receiving services.

1. To deny services at the time of application when the client will not be receiving the requested service, enter "No" in Column 8 beside the service and line out "After _____" in line 2. Use the remaining spaces to document the reason for the decision.
2. When the service has been provided but is to be terminated, enter "No" beside the service in Column 8, and on line 2 enter the last date on which the service will be provided in the space following the word "After". Write in the reason the service will no longer be provided and cite the policy governing the termination of the service. Usually this will be the name and chapter number of the appropriate policy manual.

Line 3 When a client has been receiving a service which must be reduced, write "Change" in Column 8 beside the affected service and describe the modifications on the line provided.

The worker must enter the date that the decision was made regarding the receipt of service and sign the form. It can then be mailed or given to the client as appropriate.

Line 4 Check the appropriate box to indicate if there is a fee for the service or if the client has voluntarily agreed to contribute to the cost of the service. Indicate the amount, frequency and starting date of the fee or contribution in the spaces provided.

SECTION D PURCHASE OF SERVICE

This section of the form is to be used for transmitting information to a purchase of service provider. To initiate service provision, line out the "/ no longer authorized" option, enter the name of the service, the effective date, the name of the provider and the Provider ID. To terminate the authorization, line through the "authorized /" option. If the service provider is to be responsible for collecting a consumer contribution, check the box to indicate this and fill in the amount, frequency and starting date for the contribution to be collected. The worker will sign and date the authorization in the space provided in Section E. If more than one service is being provided, photocopy page three of the DSS-5027 prior to entering information in this Section but after all other required information on the rest of the form has been entered. Make a copy for each additional provider and complete this Section on each of the copies as appropriate.

SECTION E INCOME INFORMATION

This Section is to be completed when income is a condition of eligibility for one or more of the requested services. This Section is blocked out on the provider copy.

SECTION F WORKERS SIGNATURE

The signature of the Social Worker is required in this Section when either Section C or D is completed.

COMMENTS BLOCK

The comment block next to Section G can be used to identify where to find documentation of continued need for the service, or to provide additional information to the client, etc. The space is blocked out on the Provider copy.

SECTION G CLIENT'S SIGNATURE

When program policy requires an application for services the client, or someone applying in behalf of the client, must sign and date the form. If the client signs with a mark, a signature of a witness is needed. Enter the date that the client signed the form.

SECTION H CLIENT INFORMATION

This Section must be completed for all records. All fields require entries except those that are defined as optional or reserved.

- Field 15** Case Manager Name -- (See Field 16, Case Manager Number.) This field will automatically display the Case Manager Name associated with the valid Worker ID keyed in Field 16. Worker IDs and Worker Names are stored within the Services Information System and may be maintained using the Worker Identification System submenu. It is important to keep Field 16 (and thus, Field 15) current because the case management reports from this system, the Child Placement and Payment System (DSS-5094), the Central Registry for Abuse and Neglect Reports (DSS-5104), the MRS Database and the Adult Protective Services Register (DSS-5026) will be assigned from this field in this system.
- Field 16** Case Manager Number -- Enter the Case Manager's unique 9-digit Worker ID assigned by the Services Information System (see below). Update this field when the Case Manager for an individual changes.
- **NOTE:** Prior to June 1, 2007, the Case Manager Number was either the workers Social Security Number or a county-assigned alternative unique 9-digit identifier. On the night of May 31, 2007, Case Manager Numbers on active cases and those with Close Dates on or after 10/01/2006 will be converted to unique Worker IDs. Case Manager Numbers on DSS-5027s closed prior to 10/01/2006 will be redacted. Effective June 1, 2007, unique Worker IDs for new workers are assigned within the Services Information System using the Worker Identification System Main Menu. (Refer to Administrative Letter PM-REM-AL-0407 for details.)
 - When opening a new DSS-5027, re-opening a closed record, or updating a DSS-5027 that currently displays an INVALID Worker ID, key the current Case Manager Number (valid Worker ID) in Field 16. If a valid number is keyed, the Case Manager's Name will be populated in Field 15.
- Field 17** Local Use (Entry Optional) -- The county may use any or this entire field for its own purposes. Either letters or numbers or both may be used. Note: If special reports are needed by the county relating to its own use of this field, please get in touch with the Services Automation Branch (919) 733-7675 to discuss the feasibility of such reports.
- Field 18** State Use (Entry Allowed Only Under Special Instructions) -- This field is reserved for collecting additional ad hoc information when needed. Refer to Appendix A for additional information regarding this field.
- Field 19** Special Areas -- Enter the code(s) that reflects special characteristics of the client based on worker judgment, not necessarily legally or medically established definitions. Up to six characteristics or circumstances may be entered for each individual. It is important to enter as many as appropriate because this information is useful for justifying funding needs to meet specific problems.

- Field 20** Reason -- Enter the reason that best describes why the individual entered the service system. Do not update this field unless the record has previously been closed and is being reopened. It is not meant to track client goals as they evolve through assessment and service provision. Rather, it is to identify what brought the client to the agency for services for each period of service receipt.
- Field 21** Legal Status -- Enter the code which describes the current legal status of the individual. If none are appropriate, enter the code for Other or Unknown.
- Field 22** Living Arrangement -- Enter the code which best describes the client's current living arrangement.
- Field 23** Sex -- Enter the code, which identifies the sex of the client.
- Field 24** Race -- Enter the code, which identifies the race of the client.
- Field 25** In School -- Enter the code that best describes the type of school the individual is currently attending on a scheduled basis. (Refer to Appendix A.) Enter code "N" if the individual is not currently enrolled in school. Do not take holidays, breaks or summer vacation into consideration.
- Field 26** Highest Grade -- For both individuals who are still in school and those who are no longer attending school, enter the highest grade achieved (successfully completed).
- Field 27** Language Preference -- Enter the two-character code to indicate the individual's preferred language.
- Field 28** Special Education Status -- Record whether the youth is receiving special education at no cost to the parents, to meet the unique needs of a child with a disability.
- Field 29** Race Declined -- Record whether the youth or parent has declined to identify a race.

SIS100.04 DSS-5027 DATA ENTRY INSTRUCTIONS

HOW TO LOGON

From the banner screen, key CICSNC16 in the APPLICATION field. Press Enter.

```
149.168.143.125 VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK

-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946--

* * * * * W A R N I N G * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE*
* STATE OF NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY.*
* USE OF THIS COMPUTER SYSTEM IS SUBJECT TO MONITORING OR OTHER *
* REVIEW BY THE GOVERNMENT OPERATOR OR OTHERS. UNAUTHORIZED OR *
* IMPROPER USE OF THIS SYSTEM MAY RESULT IN ADMINISTRATIVE *
* DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
* USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *

APPLICATION: cicsnc16
```

Press Enter. The following screen displays.

```
WELCOME TO CICSNC16 DHR 24 X 7 PRODUCTION REGION.

cccccccccccc\      IIIIIIIIIIIII\      ccccccccccccc\      ssssssssssss\
cccccccccccc\      IIIIIIIIIIIII\      ccccccccccccc\      ssssssssssss\
ccc\|IIIIIIIIII\      cccc\|IIIIIIIIII\      ssss\|IIIIIIIIII\
cccc\      III\      cccc\      ssss\
cccc\      iii\      cccc\      ssss\
cccc\      iii\      cccc\      ssss\
cccc\      iii\      cccc\      ssss\
cccccccccccc\      IIIIIIIIIIIII\      ccccccccccccc\      ssssssssssss\
cccccccccccc\      IIIIIIIIIIIII\      ccccccccccccc\      ssssssssssss\
|IIIIIIIIIIII|      |IIIIIIIIIIII|      |IIIIIIIIIIII|      |IIIIIIIIIIII|

..fill in bill-code (as:bbb-ddd).      PF 1 Help
Userid ===>      bill-cde ===>      PF 3 Exit
Password ===>      New Pswd ===>
Please fill in your Userid and Password and press ENTER.
News ----- PF 2 Zoom
| *** North Carolina DHHS region *** PRODUCTION |
| To be used by authorized users on official business only. |
| Help Desk : (919) 855-3200 |
|      Press PF2 for more information |
+-----+
Wed Dec 27 12/27/06 15:20:52 term=#233/ZDA05677 sys=CICSNC16 cpu=SYSA USER
```

Key your RACF User ID, Enter bill code as 'SYA-DHR', and your password. Press ENTER. A blank screen displays. Key SY05. Press ENTER. The following Services Information System (SIS) Main Menu screen displays.

SY05 SERVICES INFORMATION SYSTEM (SIS) MAIN MENU		
OPTIONS	DESCRIPTION	KEY
1	5027 ADD	SIS ID
2	5027 UPDATE	SIS ID
3	CLIENT DATA INQUIRY	SIS ID
4	CLIENT NAME INQUIRY	NAME (LAST, FIRST, MI)
5	SERVICE PLAN HISTORY INQUIRY	SIS ID
6	SECURITY MENU	NONE
7	WORKER ID MENU	NONE
OPTION	KE	
PF4=EXIT SIS SELECT OPTION		

From the SIS Main Menu screen you may go directly to any selection by keying the appropriate OPTION number (1-7) and the KEY information.

NOTE: Option 6- Security Menu can not be accessed by county staff. If entered, system displays message, **Function Access Denied**.

INSTRUCTIONS FOR SIS MAIN MENU OPTION 1 – 5027 ADD

ISS2	SERVICES INFORMATION SYSTEM (SIS)				08/15/2007
	** ADD **				11:02:10
CLIENT ID	CLIENT LAST	FIRST	MI	TURNAROUND REQUEST	
XXXXXXXXXXXX					
CLIENT SSN	BIRTHDATE	CTY	CTY CASE NO	OTHER	
SERVICE CODE	DATE REQ	END	REASO	SPECIAL USE	
CASE MANAGER ID		LOCAL USE	STATE USE		
SPECIAL AREAS	REASON	LEGAL STATUS	LIV ARR	SEX	RAC SCH GR
PF2=CLEAR	PF3=SIS MAIN MENU	PF4=EXIT SIS			

1. This option is used to add a new client to the system via the DSS- 5027 form. Key 1 in the Option field and the 11 digit Client ID in the KEY field. Press ENTER. The CLIENT ID# is brought forward to the DSS-5027. Key all the completed fields. Press ENTER. If all edits passed, the message **ADD SUCCESSFUL FOR CLIENTS ID #####** displays at the bottom of the screen.

NOTE: The Client SSN (Social Security Number) must be allzeroes if the SSN is unknown. If all nines (9's) are entered, an online error message displays.

2. If all edits did not pass, check for typos and make correction(s). If it is a typo, circle the field in red and return the form to the worker for correction. Press the PF12 key to clear data that was keyed. Continue by entering a new client ID# and keying data from the next form. Press the PF3 key to return to the main menu. Press PF4 to exit SIS.
3. Key option (PF keys) and their meanings are listed on the bottom of each screen.

With the exception of fields 8 and 9, only the numbered fields 1 thru 26 on the DSS-5027 form will appear on the screen; therefore, key only those fields.

When a turnaround form is needed but no update entered, key an X in the Turnaround Request field on the screen (top line).

Field numbers 5, 19, and 26 require a preceding zero(s) if codes 1 – 9 are used. Field numbers 13, 20, 21, 22, 23, and 24 do not require a preceding zero(s) if codes 1 – 9 are used. However, you must move the cursor to the next field.

INSTRUCTIONS FOR OPTION 2 – 5027 UPDATE

```

ISS#                SERVICES INFORMATION SYSTEM (SIS)  08/15/2007
                  ** U P D A T E **                11:05:48

CLIENT ID          CLIENT LAST      FIRST      MI      TURNAROUND REQUEST
XXXXXXXXXXXXX
CLIENT SSN         BIRTHDATE  CTY  CTY CASE NO  OTHER
XXXXXXXXXX        01281998   01    118656
SERVICE CODE      DATE REQ    END DATE   REASON    SPECIAL USE

----- CASE MANAGER -----
LAST      FI  MI  NUMBER  LOCAL USE          STATE USE
REED      K   I   XXXXXXXX
SPECIAL AREA  REASON  LEGAL STATUS  LIVING ARR  SEX  RACE  SCH  GR  LANG
                    5      1      2      2      1    P   03  EN

PF2=CLEAR  PF3=SIS MAIN MENU  PF4=EXIT SIS  PF7=BACK  PF8=MORE  PF9=DELETE
    
```

This screen is used to update a DSS-5027 that has already been entered in the system. Key a 2 for OPTION and the CLIENT ID#. Press the ENTER key. The existing 5027 form will appear on the screen. Move the cursor top the appropriate field, key the new data, and press the ENTER key. If all edits passed, the message: **UPDATE SUCCESSFUL FOR CLIENT** displays at the bottom of the screen. If all edits did not pass, check for typos or circle the erroneous field and return the form to the worker for correction. Continue by entering a new client ID # and keying data from the next form. Press PF3 to return to the main menu. Press PF4 to exit SIS.

NOTE: The PF9 key cannot be used by county staff.

INSTRUCTIONS FOR OPTION 3 - CLIENT DATA INQUIRY

```

ISS3                SERVICES INFORMATION SYSTEM (SIS)                08/15/2007
CLIENT DATA INQUIRY                11:08:29

CLIENT ID          CLIENT LAST      FIRST      MI      CLOSE DATE      CREATE DATE
XXXXXXXXXX          XXXXXXXXXXXX          XXXXXXXXXXXX          XXXXXXXXXXXX          01/30/2007          02/08/2007
CLIENT SSN        BIRTHDATE      CTY      CTY CASE NO      OTHER
XXXXXXXXXX          01/28/1998          01          118656

SERVICE CODE      BEGIN DATE      END DATE      END REASON      SPECIAL USE

----- CASE MANAGER -----
LAST              MI      FI      NUMBER          LOCAL USE          STATE USE
REED              I      K      XXXXXXXXXXXX
SPECIAL AREA      REASON      LEGAL STATUS      LIVING ARR      SEX      RACE      SCH      GR      LANG
LAST UPDATE DATE 02/08/2007      UPDATE TIME 13:38:41      LAST UPDATE ID HRSS972
PF3=SIS MAIN MENU  PF4=EXIT      PF5=HISTORY INQ          PF7=BACK      PF8=MORE
    
```

This screen is used to view a DSS-5027 form that has already been entered in the system when the Client ID# is known. Key 3 in the OPTION field and key the 11 digit CLIENT ID in the KEY field. Press ENTER. The existing DSS-5027 form displays on the screen. After viewing, key the next CLIENT ID# to be viewed directly over the ID# already on the screen. Press ENTER or press PF3 to return to the Main Menu. Press PF4 to exit the system. Press PF5 to view the Service History of the client.

INSTRUCTIONS FOR OPTION 4- CLIENT NAME INQUIRY

```

ISS4                SERVICES INFORMATION SYSTEM (SIS)                08/15/2007
CLIENT NAME INQUIRY                11:11:13

S          NAME          SIS ID      BIRTHDATE RACE SEX CNTY

NEW SEARCH==> XXXXXXXXX
S=SELECT CLIENT
PF3=SIS MAIN MENU  PF4=EXIT SIS      PF7=PAGE BACK      PF8=PAGE FORWARD
    
```

This option is used to locate a record when the client ID number is not known. Key 4 in the OPTION field and the client's name (last, first, mi) in the KEY field. Other variations of the name can also be used to search the data base.

- Key the last name only.
- Key the last name, first name.
- Key the last name, first letter of the first name and an *
- Key 1 or 2 of the first letters of the last name and an *

(this will list all clients in the system with this last name and any first name that begins with the initial keyed).

(this will list all the clients in the system with a last name beginning with the letters that were keyed - i.e. if Jo* is keyed, the system will select Johns, Johnson, Jones, etc.)

Press ENTER. If there is a match or matches, the system displays all similar names. To select one of the displayed names, move the cursor to the far left of the name desired. Key an S and press ENTER to display the DSS-5027 for that client. If there is no match, the message, **THE SIS NAME DATA WAS NOT FOUND**

displays at the bottom of a blank Client Name Inquiry screen. Another name can be searched from this screen by keeping the new name beside NEW SEARCH. Press ENTER.

INSTRUCTIONS FOR OPTION 5 – SERVICE PLAN HISTORY INQUIRY

ISS5	SERVICES INFORMATION SYSTEM (SIS)						08/15/2007
	CLIENT SERVICE PLAN HISTORY INQUIRY						11:14:24
CLIENT ID	CLIENT LAST	FIRST	MI	COUNTY			
XXXXXXXXXX				01			
SERVICE CODE	*****BEGIN*****			*****END*****		SPECIAL USE	
210	DATE 12/08/2006	RSN 05	LIVARR 02	DATE 01/30/2007	RSN 01	LIVARR 02	
PF3=SIS MAIN MENU	PF4=EXIT SIS	PF5=CLIENT DATA INQUIRY	PF7=PAGE BACK	PF8=PAGE FORWARD			

This option is used to view a client's services plan history. Key 5 in the OPTION field and the 11 digit SIS ID# in the KEY field. Press ENTER. The client's service plan history screen displays listing all services that have been planned along with the date the services was terminated, the reason for termination and the living arrangements of the client at the time the services were closed. After viewing, another client's history can be viewed by keying the SIS ID # directly over the SIS ID# on the screen. Press PF4 to exit SIS, PF5 to view the client's data (via the DSS-5027 form), PF7 to Page Back and/or PF8 to Page Forward (if the client has more than one page of history).

INSTRUCTIONS FOR OPTION 6 - SECURITY MENU

This Option is only available to certain authorize State/County staff.

INSTRUCTIONS FOR OPTION 7 – WORKER ID MENU

This option allows you to go directly to the 'Worker Identification System Main Menu'. Key Option(7) and press enter. **The following menu screen displays:**

SYA000FM	WORKER IDENTIFICATION SYSTEM		08/15/2007
	MAIN MENU		14:50:56
OPTIONS	DESCRIPTION	KEY	
1	5027 INQUIRY BY WORKER ID NUMBER	WORKER ID NUMBER	
2	WORKER NAME INQUIRY	NAME(LAST, FIRST, MI)	
3	WORKER ID ADD	NONE	
4	WORKER ID UPDATE	WORKER ID	
5	SIS SYSTEM MENU	NONE	
OPTION	KEY		
PF4=EXIT	SELECT OPTION		

This menu screen allows you to select from the following four options:

1. To perform a '5027 INQUIRY BY WORKER ID NUMBER', choose Option 1 and key a valid Worker ID Number as indicated on screen. Press ENTER.

OPTIONS	DESCRIPTION	KEY
1	5027 INQUIRY BY WORKER ID NUMBER	NUMBER NAME(LAST, FIRST, MI) NONE
2	WORKER NAME INQUIRY	WORKER
3	WORKER ID ADD	ID NONE
4	WORKER ID UPDATE	
5	SIS SYSTEM MENU	

OPTION 1 KEY

PF4=EXIT
 SELECT OPTION

The following screen appears and displays the Worker ID Number, County Number, Worker Status, Worker Name and any SIS Client IDs without a Close Date or with a Close Date of 10/01/2006 or later, associated with the Worker ID Number.

SIS ID	CLOSE DATE	SIS ID	CLOSE DATE
-----	-----	-----	-----

PF3= WORKER MENU PF7= PREV PAGE PF8= NEXT PAGE

104 NO CLIENTS FOUND FOR WORKER ID 0100

- To perform a **'WORKER NAME INQUIRY'** choose Option 2; Key Worker Last Name, First Name (or just First Initial), and Middle Initial (if desired), separated by commas. Press enter, (NO SPACES BETWEEN NAMES).

```

SYA000FM          WORKER IDENTIFICATION SYSTEM          08/15/2007
                   MAIN MENU                               10:46:35

  OPTIONS      DESCRIPTION                                KEY
  -----      -
  1      5027 INQUIRY BY WORKER ID NUMBER      WORKER ID NUMBER
  2      WORKER NAME INQUIRY                  NAME (LAST, FIRST, MI)
  3      WORKER ID ADD                        NONE
  4      WORKER ID UPDATE                    WORKER ID
  5      SIS SYSTEM MENU                     NONE

  OPTION 1      KEY  XXXXXXXXX_

PF4=EXIT
SELECT OPTION
    
```

NOTE: If you do not know the exact worker last name, you can key the first 3-alpha characters of the workers last name followed by an asterisk (Ex: ROD*), this will display all workers whose last name starts with 'ROD' in your county.

The following screen appears showing a list of names with the worker last name that was keyed along with their first and middle initial. If necessary, you can perform another Worker Name Search on this screen by keying as instructed above where it displays 'NEW SEARCH ='.

In this case, the name 'Smith,C' was keyed. To select the desired name, tab/arrow down to the appropriate line and enter an **'I'** to the left of the worker name and press ENTER.

```

SYA015FM          WORKER IDENTIFICATION SYSTEM          08/15/2007
                   WORKER INQUIRY BY NAME                14:12:50

  ***** WORKER *****
  S   LAST          FIRST          MID          ID
  -   -            -            -            -
  -   SMITH         C                XXXXXXXXX
  -   SMITH         C                XXXXXXXXX
  -   SMITH         C                D          XXXXXXXXX
  -   SMITH         C                D          XXXXXXXXX
  -   SMITH         C                D          XXXXXXXXX
  -   SMITH         C                D          XXXXXXXXX
  I   SMITH         C                J          XXXXXXXXX
  -   SMITH         C                K          XXXXXXXXX
  -   SMITH         C                L          XXXXXXXXX
  -   SMITH         C                O          XXXXXXXXX
  -   SMITH         C                S          XXXXXXXXX
  -   SMITH         C                T          XXXXXXXXX
  -   SMITH         C                T          XXXXXXXXX

                   NEW SEARCH =

  I = WORKER INQUIRY
  PF3 = WORKER MENU   PF7 FORWARD   PF8 BACKWARD
    
```

The following screen appears and displays the Worker ID Number, County Number, Worker Status, Worker Name and any SIS Client IDs without a Close Date or with a Close Date of 10/01/2006 or later, associated with the Worker ID Number.

```

SYA010FM          WORKER IDENTIFICATION SYSTEM          08/15/2007
                   INQUIRY BY WORKER ID                08:51:46

WORKER ID:  XXXXXXXXX      COUNTY #:  20      STATUS:  ACTIVE
WORKER NAME: SMITH        C          J

   SIS ID      CLOSE DATE          SIS ID      CLOSE DATE
-----
XXXXXXXXXXXX  2007-04-30      XXXXXXXXXXXX
XXXXXXXXXXXX  2007-03-19      XXXXXXXXXXXX
XXXXXXXXXXXX  2007-04-12      XXXXXXXXXXXX  2007-04-12
XXXXXXXXXXXX
XXXXXXXXXXXX  2006-10-19      XXXXXXXXXXXX  2006-10-19
XXXXXXXXXXXX  XXXXXXXXXXXX  2006-12-04
XXXXXXXXXXXX  XXXXXXXXXXXX
    
```

PF3=WORKER MENU PF5=SEARCH INQUIRY PF7=PREV PAGE PF8=NEXT PAGE

3. To perform a 'WORKER ID ADD', choose Option 3. Press ENTER.

```

SYA000FM          WORKER IDENTIFICATION SYSTEM          08/15/2007
                   MAIN MENU                            14:08:42

  OPTIONS  DESCRIPTION                                KEY
-----
   1      5027 INQUIRY BY WORKER ID NUMBER          WORKER ID NUMBER
   2      WORKER NAME INQUIRY                       NAME(LAST, FIRST, MI)
   3      WORKER ID ADD                             NONE
   4      WORKER ID UPDATE                          WORKER ID
   5      SIS SYSTEM MENU                           NONE

OPTION 3      KEY

PF4=EXIT
SELECT OPTION
    
```

The following screen appears. It will require you to key your 2- digit county number, Worker's Last Name, Full First Name, Middle Initial (if required) and the last 4-digits of his/her Social Security Number. Press ENTER.

```

SYA020FM          WORKER IDENTIFICATION SYSTEM
08/15/2007
12:26:04          WORKER ID ADD

COUNTY:
NAME  LAST:
FIRST:
MI:
LAST 4-DIGITS:

PF3 = WORKER MENU
Z08 ENTER WORKER INFORMATION
    
```

NOTE: After you press enter and the worker information entered was added successfully, the worker information you keyed will be removed from this screen and you will receive this message 'WORKER ID 9XXXXXXXXX ADDED SUCCESSFULLY'. At this point, if you need to add another worker, you can. (Be sure to note the newly-assigned Worker ID or do a Screen Print with the system-assigned Worker ID so that you don't forget it. If you do not, you can always perform a Name Search to retrieve the new Worker ID.)

- To perform a '**WORKER ID UPDATE**', choose Option 4 and key a valid Worker ID Number. Press ENTER.

```

SYA000FM          WORKER IDENTIFICATION SYSTEM          08/15/2007
                                MAIN MENU                    14:08:42

OPTIONS      DESCRIPTION                                KEY
-----
1  5027 INQUIRY BY WORKER ID NUMBER      WORKER ID NUMBER
2  WORKER NAME INQUIRY                    NAME(LAST, FIRST, MI)
3  WORKER ID ADD                          NONE
4  WORKER ID UPDATE                        WORKER ID
5  SIS SYSTEM MENU                          NONE

OPTION 4      KEY  9xxxxxxxxx
PF4=EXIT
SELECT OPTION
    
```

The following screen appears and automatically displays the Worker ID Number, County Number, Worker Status, Worker Last Name, First Name, Middle Initial and Last 4-Digits that was last updated (last 4 – digits is for informational purposes only) and associated with the Worker ID Number that was keyed. On this screen you can only make changes to Worker Status, Last Name, First Name, Middle Initial and Last 4-Digits.

SYA025F	WORKER IDENTIFICATION SYSTEM			08/15/2007 14:08:58
WORKER ID:	9xxxxxxx	COUNTY	59	STATUS: A (ACTIVE)
NAME: LAST :	PANTHE			
FIRST:	PINK			
MI:	D			
LAST 4-DIGITS:	5785			
PF3 = WORKER MENU 408 ENTER WORKER				

- a. Status: If the worker's status is "I (INACTIVE)", the Worker ID and Worker Name are on the Master Table, but the ID will be invalid for use on the DSS-5027 or other system forms (DSS-5104 or DSS-5094/5095.) If one of these forms with an Inactive Worker ID is updated, the operator will be prompted to update the Worker ID with a valid ID Number. To make an INACTIVE Worker ID ACTIVE, key an "A" in the STATUS field on this screen.
- b. NAME: LAST: To update the worker's Last Name on the Master Table, key the change(s) to the LAST Name in this field. This may be necessary to correct a misspelled name, or if a worker's name changes, for example, due to marriage. Note that if the worker's name is changed, the next time a DSS- 5027 or other system form with that Worker ID is updated, the Worker Name will also be automatically updated.
- c. NAME: FIRST: To update the worker's First Name on the Master Table, key the change(s) to the FIRST Name in this field. Changes made on this screen will be reflected on DSS-5027s and other system forms with this Worker ID when updates are made to the form(s).
- d. NAME: MI: To update the worker's Middle Initial (MI) on the Master Table, key the change(s) to the Middle Initial in this field. Changes made on this screen will be reflected on DSS-5027s and other system forms with this Worker ID when updates are made to the form(s). Note that MI is not required.
- e. LAST 4 DIGITS: If necessary, edits can be made to this field however any changes made here will have no impact on the Worker ID for the worker and will not change the Worker ID on the Master Table or any system forms. This field is for informational purposes only and, unless edits were made to this field after the Worker ID was initially assigned, it will display the last four digits of the number used to create the Worker ID. There would normally be no need to edit this number, however a county may want to use this field to store the last four digits of (i.) the worker's SSN, if different from the number used to assign the Worker ID; (ii.) the worker's county-assigned employee number, if different from the number used to assign the Worker ID; or (iii.) a previously assigned Worker ID, made INACTIVE, before assigning a new Worker ID (see NOTE.)

NOTE: If it is necessary to change the Worker ID for an individual, you must first make the current ACTIVE WorkerID INACTIVE by choosing 'Option 4 - Worker ID Update' and changing the 'STATUS' to 'I'. Then select 'Option 3- Worker ID Add' and follow the instructions above to add a new Worker ID Number. Be advised that INACTIVE Worker ID Numbers will not be valid on any DSS-5027 or other system forms. If it is necessary to update any form that has an INACTIVE Worker ID, you will be prompted to provide a new, valid Worker ID. Counties should refrain from changing/reassigning Worker ID Numbers unless absolutely necessary.

NOTE: If the 5th of the month falls on a Saturday, the cut-off is on the preceding Friday. If the 5th of the month falls on a Sunday, the cut-off is on the following Monday. Reimbursement is for the previous month.

LOGOFF PROCEDURES

1. To exit SYSISMU, clear the screen (press the PAUSE/BREAK key). This takes you out of the SYSISMU but the terminal is still in IMS.

NOTE: When work in SIS is complete, you may go directly to another system by pressing the PF4 key from the Main Menu screen. A 'PIE' Menu screen appears. Press PF3. A blank screen displays. Key the system identification code (PQ01-Child Placement System, SY01- Central Registry, or SY20-Adult Protective Services). Press ENTER.

2. To exit IMS, key/RCL from a blank screen and press ENTER. The BANNER SCREEN is displayed.

**SIS101 SERVICES INFORMATION SYSTEM CLIENT ENTRY FORM
DSS-5027**

Table of County Codes Used for the Services Information System.

01	Alamance	51	Johnston
02	Alexander	52	Jones
03	Alleghany	53	Lee
04	Anson	54	Lenoir
05	Ashe	55	Lincoln
06	Avery	56	Macon
07	Beaufort	57	Madison
08	Bertie	58	Martin
09	Bladen	59	McDowell
10	Brunswick	60	Mecklenburg
11	Buncombe	61	Mitchell
12	Burke	62	Montgomery
13	Cabarrus	63	Moore
14	Caldwell	64	Nash
15	Camden	65	New Hanover
16	Carteret	66	Northampton
17	Caswell	67	Onslow
18	Catawba	68	Orange
19	Chatham	69	Pamlico
20	Cherokee	70	Pasquotank
21	Chowan	71	Pender
22	Clay	72	Perquimans
23	Cleveland	73	Person
24	Columbus	74	Pitt
25	Craven	75	Polk
26	Cumberland	76	Randolph
27	Currituck	77	Richmond
28	Dare	78	Robeson
29	Davidson	79	Rockingham
30	Davie	80	Rowan
31	Duplin	81	Rutherford
32	Durham	82	Sampson
33	Edgecombe	83	Scotland
34	Forsyth	84	Stanly
35	Franklin	85	Stokes
36	Gaston	86	Surry
37	Gates	87	Swain
38	Graham	88	Transylvania
39	Granville	89	Tyrrell
40	Greene	90	Union
41	Guilford	91	Vance
42	Halifax	92	Wake
43	Harnett	93	Warren
44	Haywood	94	Washington
45	Henderson	95	Watauga

46	Hertford	96	Wayne
47	Hoke	97	Wilkes
48	Hyde	98	Wilson
49	Iredell	99	Yadkin
50	Jackson	00	Yancey

SIS101.01 DEFINITIONS OF TABLE VALUES FOR STANDARD FIELDS

SECTION I

FIELD 13 END REASON

- 01 Service no longer needed or wanted
- 02 Client not eligible
- 03 Death of client
- 04 Service not available
- 09 Other

FIELD 14 SPECIAL USE

This field is used to collect information which is needed for a special purpose and will not be used except under special circumstances. Refer to Section II: "Table Values for Reserved Fields" of this Appendix for the individualized instructions regarding the use of this field.

FIELD 18 STATE USE

- 1 Indigent Recipient**

FIELD 19 SPECIAL AREAS

- 01 Developmental Disabilities**
Having a severe, chronic mental or physical disability resulting in substantial limitations in three or more of the following areas of major life activity: self-care, receptive and expressive language, capacity for independent living, learning, mobility, self direction, and economic self-sufficiency and reflecting the person's need for a combination of special inter-disciplinary care or treatment of a lifelong or extended duration, manifested before age 22, unless caused by a head injury.
- 02 Blind or Visually Impaired**
Having visual impairment that, in the worker's judgment, may significantly affect day-to-day functioning.
- 03 Deaf or Hard of Hearing**
Having a hearing impairment, whether permanent or fluctuating, that may in the worker's judgment, adversely affect day-to-day functioning; a communication disorder such as stuttering, impaired articulator; or a language impairment that adversely affects functioning.

- 04 Physically Disabled**
Having a physical condition that may, in the worker's judgment, adversely affects the individual's day-to-day or intermittent functioning.
- 05 Emotionally Disturbed**
Having mental or emotional problems exhibited in a wide range of important social and personal contexts and causing significant impairment in social, educational, or occupational functioning.
- 06 Learning Disability**
Having a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to use mathematical calculations. An example of a learning disability would be dyslexia.
- 07 Medical Condition**
Having any apparently disabling physical condition other than those listed above, which has been diagnosed by a licensed physician and that needs medical attention.
- 08 HIV and AIDS**
Having a syndrome, or a disease complex in which the natural immune system is suppressed so significantly that individuals gradually die from vulnerability to a variety of unusual infections and concerns (opportunistic infections) that would not ordinarily pose a threat to an immunologically healthy person.
- 09 Substance Abuse**
Using alcohol or other drugs to a degree which creates a risk of harm to self or others, or impairs social, educational or occupational functioning.
- 11 Undisciplined Child**
A child who is an adjudicated undisciplined child under NCGS 7A-517(28).

12 Delinquent Child
A child who is an adjudicated delinquent child under NCGS 7A-517(12).

13 Homeless Person
A person who does not have what society defines as a normal place of his/her own to live.

14 Alzheimer's Disease and Related Dementia's
Having an organic mental disorder, in which intellectual function is progressively impaired in a previously well adult, usually accompanied by memory loss, disorientation, impaired judgment, and personality change.

FIELD 20 REASON (For Needing Services)

01 Out-of-Home Placement
A need to move a child from the home of parents or other responsible adult(s); or a need for an adult to leave own home (or home maintained for him/her by caretakers) and be placed in substitute care.

02 Prevention of Placement
A need for services to keep a child or adult in his/her own home (or home maintained for him/her by caretakers).

03 Family Reunification
A need for services to improve conditions which led to family separation so that family may be reunited

04 Family Disruption
A need for services to strengthen and maintain the family.

05 Protective Services
A need for services as a result of a report of child abuse or neglect or adult abuse, neglect or exploitation. Use this designation even for those cases where the report was not substantiated after assessment.

09 Other
A need for services for reasons other than those defined above.

FIELD 21 LEGAL STATUS

01 Minor
Any individual under the age of 18, unless emancipated.

02 Emancipated Minor
A child who has been adjudicated an "emancipated minor", or who is currently married, or who is a member of the armed forces.

03 Adult
Any individual who is age 18 or over, unless incompetent.

- 04 Incompetent Adult**
An adult who has been adjudicated incompetent.

FIELD 22 LIVING ARRANGEMENT

- 01 Living Alone**
An independent living arrangement where the individual resides either alone, or with others where the relationship is not characterized by intimacy, continuity or commitment, as in a rooming house or shared housing.
- 02 Living With Family or Other Significant Individual(s)**
A home occupied by two or more people who are related by blood, marriage, adoption or who have a commitment to care for one another.
- 03 Family Care Home**
A licensed domiciliary home having a capacity of two to six residents.
- 04 Home for the Aged**
A licensed domiciliary home has a capacity of seven or more residents.
- 05 Group Home for Developmentally Disabled Adults**
A licensed DDS group home housing residents with developmental disability, regardless of which local/state agency has licensing monitoring or certification responsibilities.
- 06 Nursing/Combination Home**
A licensed facility which provides nursing or convalescent care for three or more persons.
- 07 Treatment/Rehabilitation Facility/Home**
A 24-hour facility/home, which provides treatment or rehabilitation, services for medical, psychosocial, or psychiatric needs (e.g. medical or psychiatric hospital, State Mental Retardation Center, mental health group home for persons with mental illness). Not included in this definition are nursing homes, maternity homes, and group homes for developmentally disabled adults.
- 08 Maternity Home**
A 24-hour residential program whose primary purpose is to provide care, support and other services for pregnant females.
- 09 Jail, Lockup, Detention**
A local jail or a facility administered by the Department of Corrections or Division of Youth Services.
- 10 Battered Women's Shelter**
A 24-hour residential program whose primary purpose is to offer protection, food, shelter, support and other services to battered women and their children.
- 11 Shelter for the Homeless**
An overnight shelter for people without homes.

97 Child Placement System (DSS-5094)

When the client is a child for whom the DSS has custody or placement authority, the living arrangement will be tracked through the Child Placement and Payment System. This code should remain unchanged in this system for as long as the DSS-5094 record remains open. If the client remains a service client after the DSS-5094 record is closed, this field will have to be updated to reflect the actual living arrangement.

98 Other

A living arrangement which is known to the agency but does not fit the above definitions.

99 Unknown

FIELD 23 SEX

- 1 Male**
- 2 Female**

FIELD 24 RACE/ETHNICITY

The 6 races are:

- American Indian or Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Unable to Determine

Race codes and possible combinations that could be selected are:

- 01 = White Native (Non Hispanic or Latino)
- 02 = White (Hispanic or Latino)
- 03 = Black (Non Hispanic or Latino)
- 04 = Black (Hispanic or Latino)
- 05 = American Indian or Alaskan Native (Non Hispanic or Latino)
- 06 = American Indian or Alaskan Native (Hispanic or Latino)
- 07 = Asian (Non Hispanic or Latino)
- 08 = Asian (Hispanic or Latino)
- 09 = Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 10 = Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 11 = Unable to Determine (Non Hispanic or Latino)
- 12 = Unable to Determine (Hispanic or Latino)
- 13 = White/Black (Non Hispanic or Latino)
- 14 = White/Black (Hispanic or Latino)
- 15 = White/American Indian or Alaskan Native (Non Hispanic or Latino)
- 16 = White/American Indian or Alaskan Native (Hispanic or Latino)
- 17 = White/Asian (Non Hispanic or Latino)
- 18 = White/Asian (Hispanic or Latino)
- 19 = White/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 20 = White/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 21 = Black/American Indian or Alaskan Native (Non Hispanic or Latino)
- 22 = Black/American Indian or Alaskan Native (Hispanic or Latino)
- 23 = Black/Asian (Non Hispanic or Latino)
- 24 = Black/Asian (Hispanic or Latino)
- 25 = Black/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 26 = Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 27 = American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
- 28 = American Indian or Alaskan Native/Asian (Hispanic or Latino)
- 29 = American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)

- 30 = American Indian or Alaskan Native/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 31 = Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 32 = Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 33 = White/Black/American Indian or Alaskan Native (Non Hispanic or Latino)
- 34 = White/Black/American Indian or Alaskan Native (Hispanic or Latino)
- 35 = White/Black/Asian (Non Hispanic or Latino)
- 36 = White/Black/Asian (Hispanic or Latino)
- 37 = White/Black/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 38 = White/Black/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 39 = White/American Indian or Alaskan Native/Asian (Non Hispanic or Latino)
- 40 = White/American Indian or Alaskan Native/Asian (Hispanic or Latino)
- 41 = White/American Indian or Alaska. Native/Native Hawaiian or Other Pac. Islander (Non Hispanic or Latino)
- 42 = White/American Indian or Alaskan. Native/Native Hawaiian or Other Pac. Islander (Hispanic or Latino)
- 43 = White/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 44 = White/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 45 = Black/American Ind. or Alaskan/Asian (Non Hispanic or Latino)
- 46 = Black/American Ind. or Alaskan/Asian (Hispanic or Latino)
- 47 = Black/American Ind. or Alaskan/Native/Hawaiian (Non Hispanic or Latino)
- 48 = Black/American Ind. or Alaskan Native/Hawaiian (Hispanic or Latino)
- 49 = Black/Asian/Native Hawaiian or Other Pacific Islander (Non Hispanic or Latino)
- 50 = Black/Asian/Native Hawaiian or Other Pacific Islander (Hispanic or Latino)
- 51 = American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 52 = American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 53 = White/Black/American Indian/Asian (Non Hispanic or Latino)
- 54 = White/Black/American Indian/Asian (Hispanic or Latino)
- 55 = White/Black/American Indian/Native Hawaiian (Non Hispanic or Latino)
- 56 = White/Black/American Indian/Native Hawaiian (Hispanic or Latino)
- 57 = White/Black/Asian/Native Hawaiian (Non Hispanic or Latino)
- 58 = White/Black/Asian/Native Hawaiian (Hispanic or Latino)
- 59 = White/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 60 = White/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 61 = Black/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 62 = Black/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 63 = White/Black/American Indian/Asian/Native Hawaiian (Non Hispanic or Latino)
- 64 = White/Black/American Indian/Asian/Native Hawaiian (Hispanic or Latino)
- 65 = Unable to Determine (Abandoned) = UDA
- 66 = Unable to Determine (Declined) = UDD

FIELD 25 IN SCHOOL

- P** Yes – individual is enrolled in a *public* school
- R** Yes – individual is enrolled in a *private* school
- H** Yes – individual is enrolled in *home* school
- N** No – individual is *not enrolled* in school

FIELD 26 HIGHEST GRADE

- P** Preschool
- 00** No grade completed.
- 01 - 20** Enter the highest grade attained whether the individual is currently enrolled or no longer in school. Entry is required if the age of the individual is between 4 and 21 years of age (inclusive), based on the date of birth entered in Field 4.
- 98** GED status
- 99** Unknown Not allowed if individual is between 4 and 21 years of age (inclusive).

FIELD 27 LANGUAGE PREFERENCE

EN	English	KO	Korean
SP	Spanish	LA	Laotian
AR	Arabic	MI	Miao
CA	Cambodian	MK	Mon-Khmer
CH	Chinese	PE	Persian
FR	French	PO	Polish
FC	French Creole	PG	Portuguese
GE	German	PC	Portuguese Creole
GR	Greek	RU	Russian
GU	Gujarati	SC	Serbo-Croatian
HI	Hindi	TA	Tagalog
HM	Hmong	TH	Thai
HU	Hungarian	UR	Urdu
IT	Italian	VI	Vietnamese
JA	Japanese	OT	Other

FIELD 28 **SPECIAL EDUCATION STATUS**

- Y** Yes - the youth is receiving special education at no cost to the parent.
- N** No - the youth is not receiving special education.

FIELD 29 **RACE DECLINED**

- Y** Yes - the youth or parent has declined to identify a race; 'Y' is valid only when the Race Code in Field 24 is '11', '12' or '66'.
- N** No - the youth or parent has not declined to identify a race; 'N' is valid with any Race Code in Field 24 (including '11' or '12').

SIS101.02 DEFINITIONS OF TABLE VALUES FOR RESERVED FIELDS

SECTION II

Table A Home and Community Care Block Grant

NOTE: Complete both fields 7 and 14 for HCCBG. It is essential that the Home and Community Care Block Grant codes be keyed into the system by the 10th of each month or the last working day prior to the 10th when the 10th falls on a weekend or holiday. Payment may be denied by the Division of Aging if this deadline is not met.

FIELD 7 OTHER

All five spaces must be completed or the client will not be registered and payment from the Division of Aging will not be made except as noted for the Fifth Space, which is required only for clients receiving Preparation and Delivery of Meals. The Division of Aging policy regarding the definitions and use of these codes is to be followed. This can be found in the Home and Community Care Block Grant Procedures Manual for Community Service Providers, Sections 3 and 4.

First Space

Enter **A** in the first space of the Other field to identify that the data to follow applies to the Home and Community Care Block Grant (HCCBG) administered by the Division of Aging.

Second Space - Is client oriented?

- 1 No**
Referral source or agency's professional assessment indicates client has a problem with or has suffered a significant decline in short term memory, thinking, or decision making.
- 2 Yes**
Referral source or agency's professional assessment indicate no indication of a significant memory problem.

Third Space - Number of IADL impairments client experiences.

- 0** None
- 1** One impairment
- 2** Two impairments
- 3** Three or more impairments

Fourth Space - Number of ADL impairments client experiences.

- 0** None
- 1** One impairment
- 2** Two impairments
- 3** Three or more impairments

Fifth Space - Is client at nutritional risk?

Note: Entry required only for clients receiving Preparation and Delivery of Meals

- 1 No nutritional risk
- 2 Moderate nutritional risk
- 3 High nutritional risk

FIELD 14 SPECIAL USE

First Space - Enter **A** in the first space of the Special Use field to identify that the data to follow applies to the Home and Community Care Block Grant (HCCBG) administered by the Division of Aging.

For each service to be provided under the Home and Community Care Block Grant, complete the next five spaces of this field to answer the following questions. All five spaces must be completed or the client will not be registered and payment from the Division of Aging will not be made except as noted for the Sixth Space, which is required only for clients receiving Preparation and Delivery of Meals. The Division of Aging policy regarding the definitions and use of these codes is to be followed. This can be found in the Home and Community Care Block Grant Procedures Manual for Community Service Providers, Sections 3 and 4.

Second Space - What is the functional status of the individual?

Note: DSS-5027 entry will be rejected if the functional status is coded "1 Well" and the client is being registered for In-Home Aide Services, Adult Day Care or Adult Day Health unless the client is the caregiver as indicated in the Fourth Space, below.

- 1 Well
- 2 At Risk
- 3 High Risk

Third Space - Is the service being provided to relieve the caregiver?

(When the answer is Yes and the service being provided is In Home Aide Services, the system will automatically convert to the DOA Respite code for the same level of In Home Aide Services).

- 1 Yes
- 2 No

Fourth Space - Is the client the caregiver?

- 1 Yes
- 2 No

Fifth Space - Is the client economically needy?

- 1 Yes
- 2 No

Sixth Space - Are Nutrition Services (as defined by the Division of Aging) being provided under the Division of Aging definition of Special Eligibility Criteria?

Note: Entry required only for clients receiving Preparation and Delivery of Meals. DSS-5027 entry will be rejected if incorrect age entry is made here for clients being registered for Preparation and Delivery of Meals.

- 1** Yes (Client is age 59 or under)
- 2** No (Client is age 60 or older)

SIS200 INSTRUCTIONS FOR WORKER DAILY REPORT OF SERVICES DSS-4263

SIS200.01 PURPOSE OF THE FORM

The Daily Reports will provide information to meet reporting requirements at the Federal, State, and local levels. Several examples are as follows:

1. To compute percentages of time spent by service staff in direct service activities. These percentages will provide the basis for county reimbursement. Along with case record information, the Daily Report will provide documentation for reimbursement and must be maintained for State and Federal audits in accordance with the DHHS Records Retention and Disposition Schedule for Grants, which may be found on the DHHS Office of the Controller's website (<http://www.ncdhhs.gov/control/>). Since the Daily Reports may record worker time for multiple grant programs, individual forms may not be destroyed until requirements to retain documentation for all grant programs represented on the form have been lifted, as indicated in the Records Retention and Disposition Schedule.
2. To determine costs of services delivered, thereby enabling more effective planning and budgeting.
3. To provide data regarding the number of recipients of direct services for various programs for the purpose of federal reporting, program management and planning.

Federal regulations require that salaries and wages of employees chargeable to more than one grant program or other cost objective will be supported by appropriate time distribution records. The method used should produce an equitable distribution of time and effort. Although Federal policy, as determined by higher offices and Federal audit agencies, allows the use of alternative methods, North Carolina has consistently determined that the method most beneficial to the counties and the state as a whole, for fiscal and other reasons, requires 100 percent time recording. In order to have a single record, which lists the total of each person's efforts; it is suggested that leave and other administrative type activities also be recorded on the Daily Report of Services. This will permit the direct client activity daily reports to be used as an acceptable time recording system.

Explanation of Reimbursement Process for County DSS

For purposes of county reimbursement, the percentage of time (direct plus non-direct) spent in each program is calculated on the basis of time spent in direct activities only. Some workers misunderstand this procedure and are concerned that the amount reimbursed will be less if the percentages are not based on all activities (direct and non-direct) or if the worker is engaged in many general administrative activities. This is not the case. For example, during a 9,600-minute month a worker spends 4,800 minutes performing direct SSBG (Title XX) activities and 4,800 minutes performing direct Work First Program activities, the percentage for SSBG (Title XX) would be fifty percent and the percentage for Work First Program would be fifty percent. On the other hand, another worker during the same month spends only 2,400 minutes performing direct SSBG (Title XX) activities, only 2,400 minutes performing Work First Program activities, and the remaining 4,800 minutes were spent on general administrative activities. The percentage would be the same as for the first worker (fifty percent for SSBG and fifty percent for Work First Program). Therefore, it is not necessary, to try to "force" what should be considered a general administrative activity into a definition of direct activity.

SIS200.02 BY WHOM PREPARED

All staff having direct client contact and performing client-related service activities as defined in this manual must maintain Daily Reports.

(**Note:** Social Workers for the Blind do not complete daily reports.)

In County DSS, staff who are full-time Service Support or full-time Other Administration do not have to maintain Daily Reports. The salary, travel, and benefit monies associated with these positions are prorated based upon percentages calculated from the direct service time of the direct staff.

Following is a list of particular types of county workers, about whom questions have been raised concerning the procedures used for maintaining Daily Reports:

1. In-Home Aides (Agency Staff) - will have to report on the Daily Report (DSS-4263). Workers providing In-Home Aide Services funded through Titles III, V, XIX, or other sources of funds in addition to those administered by the Division must report these services as well, entering Program Code N (Non-DSS Reimbursable) in Item 12 (PGM).

As of September 1, 2012, the In-Home Aides shall report in the same way other Service staff report, i.e., each worker completes a Daily Report by entering information on one line for each client who was provided a service that day, recording time as contemporaneously as possible with the service being provided. The "summary option", previously allowed for In-Home Aides is no longer allowed.
2. Work First and Food Stamp Workfare - will have to keep Daily Reports. Time spent with clients participating under both the Work First and the Food Stamp Workfare programs must be reported proportionally between the two programs.
3. Services Intake Workers - will keep Daily Reports recording Intake Activities in blocks of time under SSBG. A definition of Services Intake is included in Appendix B under Code 381. (Services Intake is reimbursable at a 75% Federal matching rate.) Only the dates and blocks of time need to be reported for Intake; no client names or recipient categories are necessary. If a worker performs other direct service activities aside from intake, these will be recorded in the usual way on the Daily Report.
4. Combined Income Maintenance and Service Intake Workers - will have to keep Daily Reports for their intake activities and, as of October 1, 2012, their Income Maintenance activities.
5. Service staff at health facilities or other service delivery sites will have to keep Daily Reports. All time spent determining eligibility for services and taking applications, should be considered as Intake or Case Management as appropriate.
6. Transportation Aide - When the activity provided by the driver is transportation services, as defined in Appendix B, daily records are required. As of September 1, 2012, Transportation Aides shall report in the same way other Service staff report, i.e., each worker completes a Daily Report by entering information on one line for each client who was provided a service that day, recording time as contemporaneously as possible with the

service being provided. When transporting more than one client at the same time, the worker should report their time divided in proportion to the time spent transporting each individual. If necessary, the number of trips provided can be recorded in the Comments section.

The exception to this rule will be for Transportation Aides operating a van or other vehicle seating more than three passengers. For these drivers, a single monthly report for each driver may be completed listing each client only once. In Item 8, enter the last working day of the month. For each client listed, enter the appropriate service code, client ID, and program code. In Item 11, Minutes enter the number of one-way trips the client receives during the month, using the right most spaces of the field. When the only service provided by the transportation aide is transportation, General Administration time should not be reported. It is suggested that the driver complete the client's name with another staff person being responsible for completing the additional items. If in addition to transportation services, other direct activities are performed, the driver will have to report these activities in the same manner as other direct staff (minutes required).

7. Workers providing both direct Services and direct Income Maintenance functions - will have to keep Daily Reports. Time spent in providing direct services activities must be reported on the computerized 2-part DSS-4263 (revised 03/2006). Time spent on Income Maintenance activities, as of October 1, 2012, must be reported on the DSS-4263 using the appropriate Income Maintenance Service Codes (see Appendix B).
8. Volunteers, students, interns, etc. will not have to keep Daily Reports. Since these workers are not listed individually on the DSS-1571, Part I. A., and the costs associated with their activities are reported in a lump sum on the DSS-1571, Part II, there would be no way for activities reported by these workers on a DSS-4263 to "match" data in the SIS data base. However, in instances where graduate students are assigned a caseload as part of their placement and provide direct services, such services must be documented in the recipient's case file.
9. Childcare Coordinators who spend time providing services to eligible individuals must keep a day sheet.

SIS200.03 WHEN PREPARED

Since North Carolina elects to use 100% time reporting, it is of vital importance that workers complete Daily Reports as accurately and timely as possible. Appropriate and accurate recording of activities is absolutely necessary for Federal reimbursement. Federal recommendations are that workers should record individual entries on the Daily Report as concurrently with their being performed as reasonably possible, at intervals no greater than one hour, or at intervals less than one hour if the nature of the activities performed are subject to change more frequently. If alternative formats (notebooks, logs, calendars, etc.) are used by the worker to track activities throughout the day, entries should be recorded as described above, and of sufficient detail so as to allow for reliable and accurate transcription to the DSS-4263 at the end of the day. Whatever method is used to track activities, the Daily Report should be *completed* on a daily basis.

SIS200.04 GENERAL INSTRUCTIONS

1. In order to have a single record, all activities (direct, administrative, and leave) should be recorded on the Daily Reports. (Leave without pay - put under comments.)
2. Each direct activity listed should consist of at least 5 minutes. Any activities of shorter duration should be included in a "block" of time using the most appropriate Service Code(s), such as one of the Case Management codes (see 4.a. below).
3. General administrative activities should be tracked throughout the day, but may be recorded in a "block" of time at the end of the day. Identification as to what the block includes may be entered in the Comments block. (See Appendix B for definition of General Administration.)
4. Some Case Management codes (e.g., 380, 386, 522, 580 and 590) may be reported in either of the following ways:
 - a. Add together the time spent in Case Management activities by program at the end of the day. Using this method the columns required to be completed on the DSS-4263 are Day, Service, Minutes, and PGM.
 - b. List Case Management time by specific client. This method requires all columns on the DSS-4263 to be completed (i.e., day, Service, Client ID, Minutes, and PGM).

Other Case Management codes require SIS Client ID numbers. Time spent in these activities cannot be reported in a block. Refer to the Appendix B Service Grids for usage requirements for specific codes.

5. To assure proper distribution of time to the appropriate programs, Overtime must be recorded on the Daily Reports. This includes all overtime that is; time for which monetary compensation, compensatory time or no compensatory time is received. A note should be made in the comments section as to the time spent which exceeds the normal workday. When compensatory time is taken, the time should be reported as General Administration (Code 990).
6. It is not necessary to report days on which the agency is officially closed for business, e.g., holidays, snow days, etc.

Item 1: County Provider Number - Entry Required

Enter the two- (2) character county number preceded by six (6) blanks. (See Appendix A, for appropriate county numbers.)

Item 2: Month/Year - Entry Required

Record the month and the year of the Daily Report. Use a leading zero for all months less than 10.

Item 3: Worker ID - Entry Required

Record the unique 9-digit identifier of the worker preparing the report, as assigned by the Services Information System (see section DSS-5027, pg. 8, "Field 16" instructions.) Special care should be taken to ensure that this number is the same as recorded on the DSS-1571, Statement of Program Expenditures.

Item 4: County Provider Name

Enter the name of the county or provider as applicable.

Item 5: Worker Name - Entry Required

Enter the last name, first initial and middle initial of worker.

Item 6: Client Name

Enter client's name. When two or more workers are providing the same service to a client, each worker should record this information on their individual daily reports.

Item 7: Line Number

Line numbers are preprinted and are used for Key punch purposes.

Item 8: Day - Entry Required

Enter the day of the month on which the service was provided to the client. Use leading zero for all days less than 10.

Item 9: Service - Entry Required

Enter the appropriate three (3) digit code for the service being provided. (See Appendix B for service codes and definitions.)

SIS200.05 INSTRUCTIONS FOR REPORTING INFORMATION AND REFERRAL ACTIVITIES

When information about available services and/or referral to other services is provided in the course of the delivery of a particular discrete service, the time spent should be coded as the provision of that service.

When information about available services and/or referral to other services is provided as a part of planning and directing the provision of social services, but not in the course of the delivery of a particular discrete service, the time spent should be coded to the appropriate Case Management Service Code.

When information about available services and/or referral to other service providers is provided to an individual as a part of the agency's intake function other than CPS, APS or Work First, the time spent should be coded to Service Intake - Code 381.

Item 10: Client ID - Entry Required (See Note for exceptions)

Record the eleven (11) digit identification number assigned to the client. Special care should be taken to ensure the number recorded is the number shown on the DSS-5027 for the client. This number will be used to cross-reference the Daily Report with the client database.

Special Instructions for Work First Staff - The participant's EIS Individual ID number is used to report time spent with participants and family members who receive Work First Employment services to support the participant's Employability Plan.

If a client receives more than one service at one time, it is not necessary to repeat the Client ID number on each line. Record the ID number for the first service reported and draw a line down the Client ID column. All other information (Date, Service, Minutes, and PGM) is required for each separate line.

Item 11: Minutes - Entry Required

Use the rightmost spaces leaving the unused spaces to the left blank to record the number of minutes spent in performing the activity reported in Item 9 (Service). Time should be recorded only for Programs or Activities as outlined above. Each direct activity listed should consist of at least 5 minutes. Activities of less than 5 minutes may be summed in one or more "blocks" of time at the end of the day, using the appropriate Service Code(s).

When a worker provides services to two or more clients at the same time, all clients involved should be reported on the Daily Report with the time spent divided equally (if the same amount of time was spent with all clients).

Item 12: Program - Entry Required

Enter one of the following codes to indicate the Program:

FULL TITLE	CODE
Able-Bodied Adults Without Dependents (ABAWDS)	3
Administration Support	ADM
Adolescent Parenting Program – TANF - NR*	13
Adult Protective Services Fund - SSBG*	J
Child Care and Development Fund	L
Child Protective Services - State	CPS
Child Welfare State In-Home Expansion	IHE
CPS Expansion	23
Community Response Program (IV-B2)*	COM
Energy Programs Administration	E
Family Planning	F
Family Reunification Fund (Title IV-B-2)	24
Food & Nutrition Services Administration	FS
FNS Employment and Training	S
Food Stamp Workfare	D
General Administration	G
Health Choice	HC
In-Home Aide Services - HCCBG Option A Reporting	H
In-Home Services – Age 17 and Under (State In-Home Services Fund)	C
In-Home Services – Age 18 through 59 (State In-Home Services Fund)	B
In-Home Services – Age 60 and Over (State In-Home Services Fund)	I
IV-E Administrative Activities	Z
LINKS	K
Medicaid Administration	MA
Medicaid Administrative Claiming	MAC
Medical Transportation	T
NCF – NC FAST Activity*	NCF
Non-DSS Reimbursable	N
Permanency Planning – Families for Kids	P
Refugee Assistance	PA
Refugee Medicaid Administration	RM
Repatriation Funds	50
Smart Start*	4
100% SNAP Employment & Training*	S2
SSBG Services	X
State Adult Homes Specialist Fund	O
State/County Special Assistance	SA
State CPS Caseload Reduction Fund*	CRF
TANF 100% Federally Funded	R
TANF CPS FC/Adopt	0

TANF Transferred to SSBG	V
Work First Block Grant	9
Work First Non-DSS Reimbursable	W

* Used only by applicable counties.

1. The Services Information System has been designed to accept only those program code/service code combinations, which are allowable under services program guidelines. Please refer to Appendix B for identification of the possible program code/service code combinations.
2. Family Planning: For Daily Reports purposes Family Planning is to be considered a Program using Code F. In addition, Code 080 should be entered in Item 9 (Service).
3. Home and Community Care Block Grant: Counties should report HCCBG data under Option A using Program Code H for all In-Home Services to be claimed under the HCCBG.
4. Definition of Non-DSS Reimbursable (N): Includes activities funded by other Federal or non-Federal sources that are not normally matched by the State Division of Social Services, but are under the direct supervision of the county department of social services. Include service activities which are 1) not allowable under any of the specific Programs listed above; 2) services provided to persons not eligible under any of these programs; or 3) services provided to person eligible under SSBG funds but that are funded by other sources.

Examples for reporting N:

1. Time spent in providing County General Assistance. However, if a County General Assistance payment is initiated and provided by service staff as integral to the delivery of services, County General Assistance time need not be reported separately. (See County Letter FS-6-73.)
2. Activities in providing services to a person that are funded with a Community Based Alternative grant (or any other special grant).
3. The activities of completing and reviewing Form DSS-6847 (these are case management activities associated with the State Abortion Fund and coded as 385) must be coded "N" in the program column of the DSS-4263.
4. When reimbursement is expected from Medicaid funds for services reimbursable from the Community Alternative Programs or from Medicaid Personal Care Services.
5. When services are provided to applicants during the period in which eligibility is being established, code the program that is most likely to be established for the applicant.
6. Crisis Intervention program activities are not reimbursable under any services funding. It is only reimbursable under the Low Income Energy Assistance Program.
7. Where valid for specific Service Codes, Program Codes B, C, and I are to be used on the DSS-4263 to report any of the following services when they are to be provided under the State In-Home Services Fund. When valid, Program Code X is to be used when the following services are to be provided under SSBG funding:

041	Level I Home Management
042	Level II Personal Care
043	Level II Home Management
044	Level III Home Management
045	Level III Personal Care
046	Level IV Home Management
047	Level I Home Management - Child Welfare Services
048	Level III Home Management - Child Welfare Services
140	Housing and Home Improvement Services
180	Preparation and Delivery of Meals
250	Transportation (In support of In-Home Services only.)
251	Transportation Services - Child Foster Care
252	Transportation Services – CPS
386	In-Home Services Case Management

SIS200.06 SPECIAL INSTRUCTIONS FOR WORKER DAILY REPORT OF SERVICES DSS-4263

When providing In-Home Services to children:

1. Use Service Codes 047 - Level I Home Management - Child Welfare Services or 048 **Level III Home Management - Child Welfare Services** with Program Code C - In-Home Services-Age 17 and Under when the service is to be funded by the State In-Home Services Fund, or
2. Use other valid Program Codes when the service is to be funded by other means (see Appendix B.)

When providing In-Home Service to adults:

1. Classify the adult in relation to age, i.e., either In-Home Services-Age 18 through 59 (Program Code B) or In-Home Services-Age 60 and Over (Program Code I), when the service is to be funded by the State In-Home Services Fund, or
2. classify the adult under SSBG (Program Code X), when the service is to be funded by SSBG, or
3. If the service is In-Home Aide Services to be charged to the Home and Community Care Block Grant, classify the adult under the HCCBG (Program Code H).

From this information, the Percentage of Time Report will identify staff time applied to children's programs, the HCCBG, the WORK FIRST Program, etc. and to clients by age grouping. This report can be used by the county to determine the amounts of reimbursement to be claimed from each of the funding sources, which can be used for In-Home Services.

Item 13: County Use

Three (3) characters are provided for local use. The three characters may be used by the county to record any useful information about the service or may be left blank.

Item 14: Comments

This column should be used to enter the comment that the time reported is overtime or any clarifying comments, which the worker feels, are pertinent.

Worker Certification Statement

After the worker completes all entries on the Daily Report the form should be signed in the space at the bottom of the form to certify the accuracy and completeness of the information provided. This is a Federal requirement.

County Automated Systems and Daily Report of Services

Some counties have developed and implemented their own automated case management systems, including automated Daily Reports. While this is an acceptable alternative to the conventional hard copy DSS-4263, care must be taken to adhere to the policies and procedures outlined in this manual. This section will address some common questions and issues concerning automated Daily Reports.

County "Daysheet" FTP Process

Counties with automated Daily Report systems may opt to upload their monthly data in a single batch file to the State mainframe via an established File Transfer Protocol (FTP) process. This method eliminates the need for duplicate keying of Daily Report information into both the local and the State systems. Counties interested in implementing this option should contact the Performance Reporting and Automation unit of the DSS Performance Management Section well in advance of the intended target implementation date for instructions, procedures and requirements for the data file to be transferred.

Automated Daily Reports

Electronic versions of the DSS-4263 must include all of the same fields and data as required by the hard copy version. The file layout for the daysheet data output from the county system is available from the Performance Reporting and Automation unit of the DSS Performance Management Section.

Form Numbers for electronic versions of the DSS-4263 may be generated by the county system, but should be unique at least within a single report month.

Worker Certification, although not transmitted in the file uploaded to the State mainframe, is still **required** for electronic versions of the Daily Report. Counties have several alternatives to satisfy this Federal requirement including:

- Use of an "electronic signature" or PIN, in conjunction with a certification statement viewed by the worker, that is submitted along with each form the worker enters into the system

- Use of a printout displaying all information from all entries submitted by a worker for a specific time period (e.g., each week, or the entire month), including a certification statement that could be signed by the worker
- Use of a form that can be cross-referenced to the information entered into the system by the worker (date & time of entry, time period for data entered, form number, etc.) that includes a certification statement that can be signed and dated by the worker
- Inclusion on the "Submit screen" (adjacent to the "Submit button", or in a pop-up window) of the automated Daily Report form, a statement confirming that, by proceeding with the submission process, the worker is certifying the completeness and accuracy of the information being submitted.

For detailed information or answers to specific questions concerning the above information, contact the Performance Reporting and Automation unit of the DSS Performance Management Section.

SIS200.07 DSS-4263 DATA ENTRY INSTRUCTIONS

ADMINISTRATIVE INSTRUCTIONS

1. In order to have a single record, all activities (direct, administrative, and leave) should be recorded on the DailyReports. (Leave without pay - put under comments.)
2. Each direct activity listed should consist of at least 5 minutes. Any activities of shorter duration should be included in a "block" of time using the most appropriate Service Code(s), such as one of the Case Management codes (see 4.a. below).
3. **General administrative** activities should be tracked throughout the day, but may be recorded in a "block" of time at the end of the day. Identification as to what the block includes may be entered in the Comments block. (See Appendix B, in the SIS manual for definition of General Administration.)
4. Some Case Management codes (e.g., 380, 386, 522, 580 and 590) may be reported in either of the following ways:
 - a. Add together the time spent in Case Management activities **by program** at the end of the day. Using this method the columns required to be completed on the DSS-4263 are Day, Service, Minutes, and Pgm.
 - b. List Case Management time by specific client. This method requires all columns on the DSS-4263 to be completed (i.e., day, Service, Client ID, Minutes, and Pgm)

Other Case Management codes require **SIS Client ID numbers**. Time spent in these activities cannot be reported in a block. Refer to the Appendix B in the SIS manual Service Grids for usage requirements for specific codes.

5. To assure proper distribution of time to the appropriate programs, **Overtime** must be recorded on the Daily Reports. This includes **all** overtime, that is, time for which monetary compensation, compensatory time or no compensatory time is received. A note should be made in the comments section as to the time spent which exceeds the normal workday. When compensatory time is taken, the time should be reported as General Administration (Code 990).
6. It is not necessary to report days on which the agency is officially closed for business, e.g., holidays, snow days, etc.

SECURITY

The Department of Health and Human Services and the State Computer Center have implemented **Resource Access Control Facility (RACF)** to help protect data in the computer files at the **State Information Processing Services (SIPS)**. The SYSISMU SYSTEM requires the use of a RACF UserID and Password.

To obtain your RACF User ID and Password, your County Security Officer must complete an Information Resource Access Authorization Form (IRAAF) and send to the Customer Support Help Desk. The Division of Information Resource Management, Customer Support Help Desk may be contacted at (919)855-3200, choose Option 2 if additional assistance is needed. All User ID's and Passwords **MUST BE** kept CONFIDENTIAL. If you forget your User ID/Password, contact your County Security Officer. A Password and RACF ID is revoked if not used within 45 days, entered incorrectly five times in a row, or not changed within the required time frame.

DO NOT display them on your terminal or have them written down where someone else can see them.

Another aspect of security is the terminal itself. DO NOT ever leave the terminal unless you sign off the system you are using. At the end of the day, when data entry is complete, lock your terminal by removing the key. If your terminal does not have a key, turn the intensity button down. This will prevent screen images from being permanently burned onto the screen.

CONFIDENTIALITY

ALL information contained on an input form, printed on any output documents, and keyed into the system, is considered to be confidential.

STATE OFFICE CONTACTS

1. Equipment Problems

You should contact the State Information Technology Services (ITS) at 1- 800-722-3946 or (919)855-3200 Option 2 anytime you have a problem with your equipment (terminal, printer, modem, etc.) such as a lightning bolt, blank screen, nothing below the bottom line, no power, etc. ITS will also report telephone line problems. If you are unable to get into an application (such as IMS, CICS, etc.), you would also call ITS. You should contact your Site Coordinator any time your equipment needs repairs. The Site Coordinator should follow the instructions in the New Security Policy and Procedures Manual.

2. Data Entry

Contact the Systems Coordinators at (919) 855-3200 option #2 for the following:

- Highlighted errors/messages on screen while keying;
- Stuck in an application with a clock;
- An ABEND message; a message is displayed on the screen when someone has performed a function and because of an error condition in the data, that function cannot be performed. This causes that function to come to an abnormal end, forcing the program to stop. Do not clear the screen unless absolutely necessary. If the screen must be cleared, screen print the ABEND message and indicate on the screen print what function (such as new addition, changing or closing a case) was being performed at the time of the ABEND;
- Training Data Entry personnel;
- Assign RACF IDs and Passwords for SYSISMU;
- Assign terminal access to SYSISMU;

NOTE: Requests for RACF IDs and passwords or terminal access to SYSISMU must come from the County Security Officer.

3. Services Information System Problems (SIS)

- a. Division of Social Services, Performance Management Section
Mailing Address: 2415 Mail Service Center, Raleigh, NC 27699-2415
Located at: 820 S. Boylan Avenue, Hargrove Building, Raleigh, NC 27603
Phone#: (919) 527-6260

Please contact DSS Performance Management Section only if you have any system related problems/errors, questions, or requests.

- b. Division of Social Services
Mailing Address: 2401 Mail Service Center, Raleigh, NC 27699-2401
Located at 820 S. Boylan Avenue, Hargrove/McBryde Building, Raleigh, NC 27603
Phone#: (919) 527-6335

Please contact Division of Social Services if you have any policy/procedural questions or requests related to Work First, Family Support Services or Child Welfare

- c. Division of Aging and Adult Services
Mailing Address: 2101 Mail Service Center, Raleigh, NC 27699-2101
Located at 693 Palmer Drive, Taylor Hall, Raleigh, NC 27603
Phone#: (919) 855-3400

Please contact Division of Aging and Adult Services, for any procedural/policy questions related to Aging or Adult Services.

SYSTEM ACCESS

HOW TO LOGON

1. From the BANNER SCREEN key **IMS** IN THE APPLICATION field indicated below.

```
149.168.143.125 VIA TCP/IP TO THE NORTH CAROLINA STATE NETWORK
-- CUSTOMER SUPPORT CENTER: (919) 754-6000 / 1-800-722-3946--
* * * * * W A R N I N G * * * * *
* THIS IS A GOVERNMENT COMPUTER SYSTEM AND IS THE PROPERTY OF THE*
* STATE OF NORTH CAROLINA. USERS HAVE NO EXPECTATION OF PRIVACY.*
* USE OF THIS COMPUTER SYSTEM IS SUBJECT TO MONITORING OR OTHER *
* REVIEW BY THE GOVERNMENT OPERATOR OR OTHERS. UNAUTHORIZED OR *
* IMPROPER USE OF THIS SYSTEM MAY RESULT IN ADMINISTRATIVE *
* DISCIPLINARY ACTION AND CIVIL AND CRIMINAL PENALTIES. *
* USE OF THIS SYSTEM CONSTITUTES CONSENT TO MONITORING. *
* * * * *
APPLICATION: ims
```

Press Enter. The following screen displays.

```
DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMSA
DATE: 12/27/06      TIME: 14:52:13
NODE NAME: ZDA01634
USER ID:
PASSWORD:
USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:
OUTPUT SECURITY AVAILABLE
```

2. Key your **RACF** User ID and **password**. Press enter. On the blank screen, Key **SYSISMU** and press the 'Space Bar' once. Press ENTER. The **SERVICE INFORMATION SYSTEM (SIS) MASTER MENU** screen displays.

```
                SERVICE INFORMATION SYSTEM (SIS)
                MASTER MENU
FORM
2515  ADD CLIENT TO SIS
2516  INQUIRY/UPDATE SIS CLIENT
4263  DAILY REPORT PROCESSING
OPTION                                KE
1     NAME                            COUNTY-CODE, LAST-NAME, FIRST-NAME, MID-INT
2     INQUIRY                          LAST-NAME, FIRST-NAME, MID-INT
3     NAME                              LAST-NAME, FIRST-INT
4     INQUIRY                           LAST-NAME
FORM/OPTION : 4263                    KEY :
```

NOTE: The 2515 and 2516 are obsolete and are no longer keyed even though they still appear on the menu. They were replaced by the DSS-5027 which is keyed in SCCGCICS. Inquiry for forms keyed prior to the 1/20/93 conversion is still available.

- Key **4263** in the FORM/OPTION field: Press Enter. The DSS-4263 WORKER DAILY REPORT MENU displays.

```

DSS-4263 - WORKER DAILY REPORT
      MEN
      U
      PF KEY
FUNCTION          OPTION          -----
INITIAL ENTRY OF DATA          1          MEN          3
CORRECT PREVIOUSLY ENTERED
FORM (ENTER FORM NUMBER)          2
DISPLAY BATCH REPORT
(ENTER BATCH NUMBER BELOW)          3
-----
ENTER OPTION==>          BATCH OR FORM==>
    
```

AVAILABLE FUNCTIONS

This menu lists three Options:

- Initial Entry Of Data (Option 1)

Key 'I' for OPTION (leave BATCH OR FORM blank). Press ENTER. A blank DSS-4263 is displayed as shown below.

```

BATCH * FORM * CNTY * MO YR * WORKER NUMR * * WORKER NAME *
817 034933 092 07 94 xxxxxxxxx MADEUP, I

DAY *** SERV *** CLIENT ID ***** MINUTES * PGM * LOCAL
1 >
2 >
3 >
4 >
5 >
6 >
7 >
8 >
9 >
10>
11>
12>
13>
14>
15>
16>
17>
18>
* BATCH * FORM * CNTY * MO YR * WORKER NUM **
<== PREVIOUS DOCUMENT
DSS-4263

FIND>
    
```

Key the batch number, form ID, 3-digit county number (preceded by zero), MM/YY, Worker number and Worker Name.

Key only the information in the non-shaded areas of the DSS- 4263. Upon completion of keying, press ENTER. The system processes the information on-line and returns a blank 4263 screen if no errors were detected. The batch information for the processed form is displayed at the bottom of the screen by <== PREVIOUS DOCUMENT.

NOTE: If this is the first form of the first batch, key the batch number in the space provided. If this is the first form of a new batch, key the new batch number over the old batch number.

If errors are detected, all errors are highlighted and the system will position the cursor at the first error. Verify that the errors are not keying errors and make corrections, as necessary. If the errors are not keying errors, press PF1 to suspend the form.

2. Correct Previously Entered Form (Option 2)

This function allows you to view and/or correct data that was suspended with PF1 due to errors (whether the data was keyed the same day or a previous day).

NOTE: Corrections can be made to data keyed anytime before the system updates on the 5th. After the 5th, corrections must be made thru the DSS-1571 (Finance Office in county usually FTP's to Raleigh).

Key '2' for OPTION and press ENTER. A blank 4263 screen is displayed. Key the 3-digit county number and batch number at the top of the screen. Tab to FIND at the bottom of the screen and key the form number. Press ENTER. The system displays the previously keyed form. All errors are highlighted and the system will position the cursor at the first error. Key any changes and press ENTER to update.

```
BATCH * FORM * CNTY * MO YR * WORKER NUMR * * WORKER NAME *
817 034933 092 07 94 xxxxxxxxxx MADEUP, I

DAY *** SERV *** CLIENT ID ***** MINUTES * PGM * LOCAL
1 >
2 >
3 >
4 >
5 >
6 >
7 >
8 >
9 >
10>
11>
12>
13> 21 330 ***** 0360 X
14>
15>
16>
17>
18>
* BATCH * FORM * CNTY * MO YR * WORKER NUM **
<== PREVIOUS DOCUMENT
DSS-4263

FIND>
```

3. Display Batch Report (Option 3)

This function is used to list all the forms that were keyed in a batch.

Key '3' for OPTION and the **3-digit county number and batch number in the Batch/Form field**. Press ENTER. The Batch Control Report Screen is displayed. Forms that were suspended with PF1 are denoted with asterisks(*).

DAILY REPORT BATCH CONTROL REPORT	
FORM NUMBERS	
BATC	-----033831
H 817	034099 *
	034933
	337809
	337814 *

HOW TO LOGOFF

To exit SYSISMU, clear the screen (press the PAUSE/BREAK key). This takes you out of SYSISMU but the terminal is still in IMS.

To exit IMS, key '/RCL' from a blank screen and press ENTER. The BANNER SCREEN is displayed.

SIS 200.07.01 **DSS-4263 DATA ENTRY SPECIFIC ITEMS**

BATCHING

The DSS-4263's should be batched in groups of 15-20 forms. A batch slip should be completed for each batch and contain the batch number, the number of forms to be keyed, the keyer's initials, and the date keyed. The keyer should also date and initial each DSS-4263. At the completion of keying, a batch report should be printed for each batch.

The data should be keyed exactly as it is entered on the DSS-4263 hard copy. If corrections are necessary, the form must be returned to the worker.

- a. Entries in the shaded items (Items 4 and 6) are not required for SIS; however, they must be completed, as these items will be used for monitoring and auditing purposes. Please do not skip lines. Do not enter more than one service/activity per line. An individual report may contain activities for more than one day; however, do not include services/activities for more than one month on a single form.
- b. The DSS-4263's should be collected and keyed weekly and no later than the 5th of the following month, or the closest working day if the 5th day falls on the weekend or holiday. The State Data Processing staff issue a monthly production schedule that lists program cut-off deadlines by program. This schedule is available in NCPTR under the report name: "DHRHR Calendar".

NOTE: If the 5th of the month falls on a Saturday, the cut-off is on the preceding Friday. If the 5th falls on a Sunday, the cut-off is on the following Monday. Reimbursement is for the previous month.

ERRORS

When errors are encountered while keying a DSS-4263, circle the errors highlighted on screen in red on the hardcopy form. Notate the batch number on the DSS-4263.

Service workers must correct the errors and return the original DSS-4263 back to data-entry as soon as possible.

NOTE: Care should be taken when rekeying DSS-4263's with errors that were keyed in a batch different than the one you are currently keying. Be sure to change the batch number on the screen to match the batch number written on the DSS-4263 that you are correcting. **FAILURE TO CHANGE THE BATCH HEADER RESULTS IN DELETING THE FORM FROM THE ORIGINAL BATCH AND INSERTING IT INTO THE CURRENT BATCH.**

Special Error Handling

When keying 4263's that contain an EIS Individual ID for the Client ID, you must press the SHIFT and SPACE BAR keys after keying the Individual ID to tab over to the MINUTES field. The system will allow you to key the whole form and when ENTER is pressed, if the SHIFT and SPACE BAR keys were not pressed, it will insert two leading zeros and highlight the EIS Individual ID. Should this occur, press the EOF key to erase the EIS Individual ID. Rekey the Individual ID and press the SHIFT and SPACE BAR keys. Press ENTER to update.

Occasionally, when using Option 3 to print the batch information, a suspended form ID will appear for a batch that was keyed a prior day or years ago. When this occurs, press PF3 back to the 4263 Daily Report Processing Menu. Key '2' for the FORM/OPTION and press ENTER. A blank 4263 screen is displayed. Key the 3-digit county number and batch number. Tab to FIND at the bottom of the screen and key the form number. Press ENTER. The system displays the previously keyed form. If it is prior to the cut-off and the MM/YY in the header is for the current reimbursement month, corrections can be made. If the MM/YY is older than the current month of reimbursement, move your cursor to the FIND field at the bottom of the screen. Key 'DELETE' and press ENTER to remove the form from this batch. Press PF3 to return to the 4263 Daily Report Processing Menu.

NOTE: If you attempt to make corrections to a form that is for a month prior to the current reimbursement month, you will receive the error message **'HEADER IS INCORRECT'**. The form will have to be deleted.

Error Correction

Individual service entries passing all edits will be added to SIS files. The daily reports with errors must be returned to the worker with the error fields circled in red. Service workers must correct the error fields and resubmit the original daily report. Supervisors may not make corrections on behalf of workers. Daily Reports with errors should be batched separately and returned to Data Entry staff as soon as possible and no later than the 5th day of the following month or the nearest working day if the 5th falls on the weekend or a holiday. Since reimbursement must be based on all activities during the month, special care should be taken to insure that corrections are resubmitted prior to the system cut-off date.

PF KEYS

PF1 Suspends a line with errors.

PF3 Returns you from a DSS-4263 screen (in Option 1 and 2) or from the Daily Report Batch Control Report (in Option 3) to the DSS-4263 Worker Daily Report Menu.

NOTE: Upon completion of keying a DSS-4263, and PF3 is pressed, the data is processed first, and if no error(s) are detected the database is updated and the DSS-4263 Worker Daily Report Menu is displayed.

TURNAROUNDS

There is no turnaround for the DSS-4263.

FORMS RETENTION

Data-entry is required to retain batch reports for a period of three years or until the county is notified an audit has been performed. The workers are required to retain the DSS-4263's until notified an audit has been performed.

WORKER CERTIFICATION STATEMENT

After the worker completes all entries on the Daily Report the form should be signed in the space at the bottom of the form to certify the accuracy and completeness of the information provided. This is a Federal requirement.

Worker Certification is not transmitted in the file uploaded to the State mainframe, but is still required for the electronic versions of the Daily Report. Counties have several alternatives to satisfy this Federal requirement including:

- Use of an "electronic signature" or PIN, in conjunction with a certification statement viewed by the worker, that is submitted along with each form the worker enters into the system.
- Use of a printout displaying all detailed information from all entries submitted by a worker for a specific time period (e.g., each week, or the entire month), including a certification statement that could be signed by the worker.
- Use of a form that can be cross-referenced to the information entered into the system by the worker (date & time of entry, time period for data entered, form number, etc.) that includes a certification statement that can be signed and dated by the worker.
- Inclusion on the "Submit screen" (adjacent to the "Submit button", or in a pop-up window) of the automated Daily Report form, a statement confirming that, by proceeding with the submission process, the worker is certifying the completeness and accuracy of the information being submitted.

For detailed information or answers to specific questions concerning the above information, contact the Division of Social Services, Performance Management Section.

DUE DATE

The original copies of the Daily Report of Services to Clients should be collected, reviewed by the appropriate supervisor(s), and sent to the data entry operator on at least a weekly basis. Daily Reports for days falling in the last calendar week of each month must be collected, reviewed by the appropriate supervisor(s) and sent to the data entry operator **no** later than the day following the last working day of the month so that they may be keyed before the cutoff date. The white copies of the Daily Report Services to Clients should be kept in the county file.

- County Automated Systems and Daily Report of Services

Some counties have developed and implemented their own automated case management system, including automated Daily Reports. While this is an acceptable alternative to the conventional hard copy DSS-4263, care must be taken to adhere to the policies and procedures.

- County "Daysheet" File Transfer Protocol (FTP) Process Counties with automated Daily Report systems may opt to upload their monthly data in a single batch file to the State mainframe via an established File Transfer Protocol (FTP) process. This method eliminates the need for duplicate keying of Daily Report information into both the local and the State systems. A county must first contact the Performance Management Section before this option may be used. The FTP must be completed prior to the cutoff deadline and the County Daysheet Batch Error Report must be checked for successful FTP.

Failure to follow procedures can result in the county not being included in the monthly processing of daysheets. The State will not "re-run" the process to accommodate such errors, with few exceptions.

The County Daysheet Batch Error Report appears in NCXPTR under the name: 'DHRSYA CTY DAYSHEET BATCH ERRORS'.

- Automated Daily Reports

Electronic versions of the DSS-4263 must include all of the same fields and data as required by the hard copy version. The file layout for the daysheet data output from the county system is available from the Performance Management/Reporting & Evaluation Management Section.

- Form Number

Form Numbers for electronic versions of the DSS-4263 may be generated by the county system but should be unique at least within a single report month.

SPECIAL NOTE ON COMPUTER GENERATED PERCENTAGE OF TIME REPORT

Computer generated Daily Report summaries will be produced by the Division of Information Resource Management (DIRM) each month and made available to the county departments via NCXPTR. This report is intended as an aid to the counties in completing the DSS-1571, Statement of Program Expenditures. The NCXPTR Index name for this report is 'DHRSY WR001F1 Percentage of Time'. **In order to insure that all activities performed during the month will be reflected on the computer generated report, the deadline for entering the Daily Reports in the Services Information System will be the 5th day of the following month or the nearest working day if the 5th day falls on the weekend or on a holiday. The report will be available the next day**

SIS300 SERVICE CODES AND DEFINITIONS APPENDIX B

Included in Appendix B are all of the service codes used 1) to complete or add services to the Service Plan Section or the DSS-5027 and 2) to report service activities on the DSS-4263.

Appendix B is organized as follows:

SIS300.01	Child Welfare Services
SIS300.02	Adult Services
SIS300.03	Other Services
SIS300.04	Other Administrative Activities
SIS300.05	Food Stamp Employment & Training and Workfare
SIS300.06	Work First Services
SIS300.07	Income Maintenance Activities
SIS300.08	North Carolina Families Accessing Services Through Technology NCFAST
SIS300.09	Definitions

The format of the service code definitions is not necessarily synonymous with the format of the service definitions in services manuals. This is because, for program and accountability purposes, some parts of some services must be broken out and reported separately. In addition, the codes for certain services/elements are reported only on the DSS-5027, and the codes for certain service worker activities are reported only on the DSS-4263.

Definitions and descriptions of the Service Codes are presented in numerical order, rather than being organized under applicable Service Programs to facilitate locating the definition. Parts I through VII provide a reference as to how the Service Codes are used with respect to the Service Programs. These sections also provide a guide as to how each code is used on forms and what funding sources are valid for each Service Code.

Appendix B also contains service codes for "other Non-DSS Reimbursable Services". These codes are available for use in reporting activities in service programs that 1) are funded by Federal or non-Federal funding sources not administered by the Division of Social Services, and 2) are under the direct supervision of the county department of social services and are provided directly to clients by service workers of the county department of social services, and 3) involve service activities which are not comparable to activities defined under any other service code in Appendix B. The definitions of "Other Non-DSS Reimbursable Service" codes are designated by the county department of social services. County departments of social services may designate one of these service codes for all "Other Non-DSS Reimbursable Services" or may designate one code for each "Other Non-DSS Reimbursable Service". For purposes of the Services Information System, these codes are to be used to record any "Other Non-DSS Reimbursable Service" in a Client's service plan (DSS-5027) and to report time spent by service workers in "Other Non-DSS Reimbursable Service" activities. In as much as these codes represent "Other Non-DSS Reimbursable Services" provided directly by county staff, they are not to be used for reporting non-DSS reimbursable purchased services on the DSS-1571.

Effective June 1, 2012, counties may use Service Codes 870 through 888 to report Income Maintenance worker time on the DSS-4263. Effective October 1, 2012, use of these codes by Income Maintenance Workers is mandatory.

NOTE: IV-E Reimbursement For Program Administration

The following special considerations are to be taken into account in coding Child Protective Services, Foster Care Services for Children and Adoption Services. Eligible services should be charged to IV-E (program code Z) whenever permissible. For example, service code 101 with program code Z can always be used when establishing *initial* eligibility for IV-E, whether or not the child is eventually determined to be IV-E eligible. However, when redeterminations of eligibility are performed, only redeterminations for IV-E eligible children may be charged to program code Z, using the appropriate service code.

Program code Z can only be utilized for In Home Services cases when the child meets the criteria for being a candidate for foster care. In order to meet this criteria, the child must be at imminent risk of removal from the home and placement in foster care and a written case plan must have been developed jointly with the parent(s) or guardian that includes a description of the services offered and provided to prevent removal of the child from the home. The plan must document that the goal for the child is foster care if the services described are not effective. Allowable costs for these administrative activities are not linked directly to a child's eligibility and must be allocated to the Title IV-E program code Z by program staff. Fiscal staff must then decide which funding source to apply for the non-IV-E share. The percent of allowable charges to IV-E is based on the statewide percentage of children in DSS custody that are IV-E eligible. The percentage rate changes from month to month and may be obtained by accessing the DHHS Controller's website at <http://www.ncdhhs.gov/control/> and following the appropriate prompts. Federal policy does not prescribe the maximum length of time a child may be considered a candidate; however, it notes that "a State must document its justification for retaining a child in candidate status for longer than six months".

Allowable costs for activities such as recruitment, licensing, and training foster and adoptive parents that are not linked directly to a child's eligibility must also be allocated to the Title IV-E program code Z by program staff. Fiscal staff must then decide which funding source to apply for the non IV-E share. The percent of allowable charges to IV-E, also known as the penetration rate, for these activities when provided to prospective or current foster parents is based on the statewide percentage of the children in DSS custody that are IV-E eligible. The percent of allowable charges to IV-E for these activities when provided to prospective or current adoptive parents is based on the statewide percentage of children receiving IV-E Adoption Assistance. This percentage rate also changes from month to month and may be obtained by accessing the DHHS Controller's website at <http://www.ncdhhs.gov/control/> and following the appropriate prompts.

Under "Program-Specific Information for:" click on:
County Departments of Social Services
Important Correspondence
Title IV-E Adoption Penetration Rate or
Title IV-E Foster Care Penetration Rate

SERVICE CODES

SIS300.01 CHILD WELFARE SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Adoption Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Adoption	005	005	Yes	No	Yes	N,P,V,W,9
Adoption Case Management	009	009	Yes	No	Yes	N,P,R,V,X,Z
Adoption Services	010	010	Yes	No	Yes	N,P,R,V,X
Recruitment and Assessment of Adoptive Parents		011	No	Yes	No	N,P,R,V,X,Z,0
Adoption Assistance Case Management	012	012	Yes	No	Yes	N,P,R,V,X,Z,0
Training for Adoptive Parents		014	No	Yes	No	N,P,Z
Post Adoption Case Management	016	016	Yes	No	Yes	N,P,R,V,X,Z
Adoption Access (CI)		017	No	No	No	N
Adoption Access (CI) Case Management	018	018	Yes	No	Yes	N
Adoption Case Planning/Case Management	019	019	Yes	No	Yes	N,P,R,V,X,Z
Preparation for and Participation in Judicial Determinations-Adoptions	028	028	Yes	No	Yes	N,P,V,X,Z
Evaluation Activities for Adoption Programs		320	No	Yes	No	N,X
Foster Care Services For Children						
Diagnostic and Treatment Services (Non-Residential) -Foster Care	100	100	Yes	No	Yes	N,P,R,V,W,X,9
Foster Care Assistance Eligibility		101	Yes	No	No	N,P,V,X,Z
Training for Foster Parents		102	No	Yes	No	N,P,R,V,X,Z,0
Recruitment and Assessment of Foster Parents		103	No	Yes	No	N,P,R,V,X,Z,0
Foster Care Special Services (104)				No	Yes	R,V,W,0,9
Foster Care Optional Elements (105)				No	Yes	R,0
Guardianship - Child Welfare Services	108	108	Yes	No	Yes	N,X
Foster Care Case Management	109	109	Yes	No	Yes	N,P,R,V,W,X,Z,0,9
Guardianship Assistance Case Management - Child Welfare Services	112	112	Yes	No	Yes	N,V,X,Z,9
Foster Care Caseworker Visit		117	Yes	No	No	N,P,R,V,W,X,Z,0,9
Foster Care Caseworker Visit - In Child's Residence		118	Yes	No	No	N,P,R,V,W,X,Z,0,9
Foster Care Case Planning/Case Management-Team Setting	119	119	Yes	No	Yes	N,P,R,V,X,Z,0
Preparation for and Participation in Judicial Determinations-Foster Care	128	128	Yes	No	Yes	N,P,R,V,X,Z,0
LINKS- Independent Living Needs Assessment	130			No	Yes	K,N,P,X,Z
LINKS- Supervised Independent Living	131			No	Yes	K,N,P,X
LINKS Activities: Outreach Services	132	132	No	Yes	No	K,N,X
LINKS Services to Current/Former Foster Youth 13-15	135	135	Yes	No	Yes	K,N,P,X,Z
LINKS Activities: Services to Current or Former Foster Youth Ages 16-21	136	136	Yes	No	Yes	K,N,P,X,Z
LINKS Activities - Group Setting		137	No	Yes	No	K,N,X,Z
LINKS - Program Planning		138	No	Yes	No	K,N,V,X,Z
LINKS- Academic Support	156			No	Yes	K,N,P,X
LINKS- Post Secondary Educational Support	157			No	Yes	K,N,P,X
LINKS- Education Financial Assistance	158			No	Yes	K,N,P,X
LINKS- Career Preparation	160			No	Yes	K,N,P,X,Z
LINKS- Employment Programs or Vocational Training	161			No	Yes	K,N,P,X,Z
LINKS- Budget and Financial Management	162			No	Yes	K,N,P,X,Z
LINKS- Housing Education and Home Management	163			No	Yes	K,N,P,X,Z
LINKS- Health Education and Risk Prevention	164			No	Yes	K,N,P,X,Z
LINKS- Family Support and Healthy Marriage Education	165			No	Yes	K,N,P,X,Z

SIS300.01 CHILD WELFARE SERVICES (continued)

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
LINKS- Mentoring	166			No	Yes	K,N,P,X,Z
LINKS- Room and Board Financial Assistance	167			No	Yes	K,N,P,X
LINKS- Other Financial Assistance	168			No	Yes	K,N,P,X
Transportation Services - Child Foster Care	251	251	Yes	No	Yes	C,N,P,X,Z
Evaluation Activities for Child Foster Care Programs		322	No	Yes	No	N,X
Protective Services For Children:						
Personal And Family Counseling - Child Welfare Services	171	171	Yes	No	Yes	N,P,X
CPS - Assessments	210	210	Yes	No	No	CPS,CRF,R,W,0,9,23
CPS - Intake		211	No	No	No	CPS,R,W,0,9
CPS - Medical, Psychological, and Medico-Legal Diagnostic Services	212			No	Yes	P,R,W,X,0,9,
CPS - In-Home Services (Child Defined as Reasonable Candidate For Foster Care)	215	215	Yes	No	No	CPS,IHE,N,R,W,X,Z,0,9,23
Protective Services for Children-Team Setting	219	219	Yes	No	Yes	CPS,IHE,P,R,X,Z,0,30
Protective Services for Children-Team Setting	219	219	Yes	No	No	CRF,23
Unsuccessful Efforts to Locate Alleged Victim Child		220	No	No	No	CPS,CRF,R,0,23
Preparation for and Participation In Judicial Determinations In Juvenile Court (Preplacement)		228	Yes	No	No	CPS,CRF,IHE,X,Z,23
Other Court Related Activity (Preplacement)		229	No	No	No	CPS,P,R,0,23
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	No	Yes	N,R,X,0
Diagnostic and Treatment Services (Non-Residential) -CPS	230	230	Yes	No	No	23
Transportation Services - CPS	252	252	Yes	No	Yes	C,N,P,X
Evaluation Activities for Child Protective Services Programs		323	No	Yes	No	N,X
Family Support Services For Children						
Level II Personal Care	042	042	Yes	No	Yes	C
Level II Home Management	043	043	Yes	No	Yes	C
Level III Personal Care	045	045	Yes	No	Yes	C
Level IV Home Management	046	046	Yes	No	Yes	C
Level I Home Management - Child Welfare Services	047	047	Yes	No	Yes	C,N
Level III Home Management - Child Welfare Services	048	048	Yes	No	Yes	C,N,R,W,X,9
Delinquency Prevention	050	050	Yes	No	Yes	N,X
Family Reunification Services	120	120	Yes	No	Yes	N,24
Family Preservation Services	121	121	Yes	No	Yes	N,R,0
Family Support Services	122	122	Yes	No	Yes	N,R,W,0,9
Family Support Services	122	122	Yes	Yes	Yes	COM
Intensive Family Preservation Services	123	123	Yes	No	Yes	N,R,W,9
Housing and Home Improvement	140	140	Yes	No	Yes	C
Preparation And Delivery of Meals	180	180	Yes	No	Yes	C
Problem Pregnancy Services	190	190	Yes	No	Yes	N,P,X
Child & Family Support Team Activity: Non-DSS Recipient		319	No	No	No	N
Evaluation Activities for Family Support Services Programs		324	No	Yes	No	COM,N,X
Individual And Family Adjustment	330	330	Yes	No	Yes	COM,13
Individual And Family Adjustment Paraprofessional Services - Child Welfare	333	333	Yes	No	Yes	COM,N,P,R,X,24
Service Intake - Family Support Services		382	No	No	No	COM,N,R,W,0,9,13
Case Management - Family Support Services	383	383	Yes	No	No	COM,N,R,W,9,13
Case Management -In-Home Services	386	386	No	Yes	No	C
Other Child Welfare Services	390	390	Yes	No	Yes	COM,N,P,R,W,9
Other Child Welfare Services	390	390	Yes	No	No	23

SIS300.02 ADULT SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Day Care For Adults – Daily Care	030			No	Yes	
Day Care For Adults – Recruitment		031	No	No	No	N,X
In-Home Aide Services:						
Level I Home Management	041	041	Yes	No	Yes	B,H,I,N,X
Level II Personal Care	042	042	Yes	No	Yes	B,H,I,N,X
Level II Home Management	043	043	Yes	No	Yes	B,H,I,N,X
Level III Home Management	044	044	Yes	No	Yes	B,H,I,N,X
Level III Personal Care	045	045	Yes	No	Yes	B,H,I,N,X
Level IV Home Management	046	046	Yes	No	Yes	B,H,I,N,X
Employment And Training Support	070	070	Yes	No	Yes	N,X
Health Support – Family Planning	080	080	Yes	No	Yes	F,N,X
Adult FC Recruitment and Evaluation		091	No	No	No	N,O,X
Adult Placement Services	095	095	Yes	No	No	N,X
Adult Guardianship Contact		106	Yes	No	Yes	N, X
Guardianship	107	107	Yes	No	Yes	N,X
Health Support Services:	110	110	Yes	No	No	N,X
Contracted Guardianship	111			Yes	No	N,X
Housing and Home Improvement	140	140	Yes	No	Yes	B,I,N,X
Day Health For Adults	155			No	Yes	
Personal And Family Counseling	170	170	Yes	No	Yes	N,X
Preparation And Delivery of Meals	180	180	Yes	No	Yes	B,I,N,X
Protective Services For Adults						
PS For Adults – Intake		200	No	No	No	J,N,X
PS For Adults – Evaluation	202	202	Yes	No	No	J,N,X
PS For Adults – Planning and Mobilizing	204	204	Yes	No	Yes	J,N,X
Transportation Services	250	250	Yes	No	Yes	B,I,N,X
Health Support – Mobility (281)				No	Yes	
Health Support – Companionship (282)				No	Yes	
Health Support – Special Health Needs (284)				No	Yes	
Health Support – Communication Assistance	285	285	Yes	No	Yes	N,X
Community Living Services	303			Yes	No	
Individual And Family Adjustment	330	330	Yes	No	Yes	N,X,
Individual And Family Adjustment Representative Payee	331	331	Yes	No	No	N,X
Individual And Family Adjustment Paraprofessional Services	332	332	Yes	No	Yes	N,X
Case Management		380	No	No	No	N,X
Service Intake		381	No	No	No	N,X
Case Management – State Abortion		385	Yes	No	No	N
Case Management – In-Home Services	386	386	No	Yes	No	B,I,N,X

SIS300.03 OTHER SERVICES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Transportation Services	250	250	Yes	No	Yes	4
Transportation Services	250	250	Yes	No	No	T (Report purchased costs only on DMA-2055)
Referral, Coordination and Monitoring of Medical Services	340	340	Yes	No	No	MAC
Facilitating an Application for the Medicaid Program		341	No	No	No	MAC
Outreach for Medicaid Services		342	No	No	No	MAC
Arranging Transportation Services for Client to Access Medicaid Services	343	343	Yes	No	No	MAC
Family Violence Prevention Case Management	352	352	Yes	No	No	N
Family Violence Prevention Services	353			No	Yes	20
Case Management		380	No	No	No	4
Service Intake		381	No	No	No	T,4
Paternity Testing Fees (437)				Yes	No	
Long Term Care Screening Case Management	610	610	Yes	No	No	N,X

SIS300.04 OTHER ADMINISTRATIVE ACTIVITIES

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
County General Assistance		980	No	No	No	N
General Administration		990	No	No	No	G
CIP / LIHEAP Administration		991	No	Yes	No	E,N
Child Day Care Services Delivery		816	No	No	No	L,N,4
Child Care Fraud Investigation		817	No	Yes	No	L
Child Day Care Program Management		002	No	No	No	L,N,4
Agency-Wide Administration Staff		750	No	Yes	No	ADM
Services Supervisor and Clerical Staff		752	No	Yes	No	ADM
Income Maintenance Supervisor and Clerical Support		753	No	Yes	No	ADM
IV-D (Child Support) Supervisor and Clerical Support		754	No	Yes	No	ADM
Other Non-DSS Reimbursable Service	781	781	No	No	No	N
Other Non-DSS Reimbursable Service	782	782	No	No	No	N
Other Non-DSS Reimbursable Service	783	783	No	No	No	N
Other Non-DSS Reimbursable Service	784	784	No	No	No	N
Other Non-DSS Reimbursable Service	785	785	No	No	No	N
Other Non-DSS Reimbursable Service	786	786	No	No	No	N
Other Non-DSS Reimbursable Service	787	787	No	No	No	N
Other Non-DSS Reimbursable Service	788	788	No	No	No	N
Other Non-DSS Reimbursable Service	789	789	No	No	No	N
Adolescent Parenting Admin Act.		804	No	No	No	N

SIS300.05 FOOD STAMP EMPLOYMENT & TRAINING AND WORKFARE

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Assessment And Development E&T Plan	505	505	Yes	No	No	D,N,S
Assessment And Development E&T Plan	505	505	Yes	Yes	No	S2
Employment and Training Services	515	515	Yes	No	Yes	D,N
Employment and Training Services	515	515	Yes	Yes	Yes	S
Employment and Training Services	515	515	Yes	Yes	No	S2
Transportation	567	567	Yes	No	Yes	D,N
Transportation	567	567	Yes	Yes	Yes	S
Employment Case Management		580	No	No	No	D,N,S,S2
Employment Programs Intake		581	No	No	No	D,N,S,S2
Work Site Development and Management		582	No	No	No	D,N,S2
Program Development		583	No	No	No	D,N
ABAWDS Case Management		590	No	Yes	No	3
ABAWDS Work Site Development, Placement And Management	591	591	Yes	No	Yes	3
ABAWDS Education Development, Placement, And Management	592	592	Yes	No	Yes	3
ABAWDS Training Development, Placement And Management	593	593	Yes	No	Yes	3

SIS300.06 WORK FIRST SERVICES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D ¹	PART II	PART IV	
Work First Information/Referral		520	No	Yes	No	R,9,W
Child Care		521	No	Yes	No	R,9,W
Case Management Without Eligibility Determination		522	No	Yes	No	R,9,W
Adult Care	523	523	No	No	Yes	R,9,W
Education/Training (527)				Yes	No	R,9,W
Work First Transportation Services (532)				Yes	No	R,9,W
Participation Expenses	537			Yes	No	R,9,W
Transportation Retention Services	541			No	Yes	R,9,W
Child Care Retention Services	542			No	Yes	R,9,W
Other Retention Services	543			No	Yes	R,9,W
On-The-Job Training	544	544	Yes	No	Yes	R,9,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	Yes	No	R,9,W
Job Search/Job Readiness	547	547	No	Yes	No	R,9,W
Non-Custodial Parents Case Management	548	548	Yes	No	Yes	R
Non-Custodial Parent Child Care	549			No	Yes	R
Mental Health Services	551	551	Yes	No	Yes	R,9,W
Substance Abuse Services	552	552	Yes	No	Yes	R,9,W
Subsidized Employment	553	553	Yes	No	Yes	R,9,W
Other Supportive Services	554	554	Yes	No	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			No	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	No	Yes	R,9,W
Work First Functional Assessments (559)				No	Yes	R,9
Child And Family Enrichment Services	561	561	No	Yes	No	R,9,W
Individual Development Account Expenses (566)				No	Yes	R,9,W
Non-Custodial Parents – Transportation	569			No	Yes	R
Job Access Transportation Services – Non-Custodial Parents	570			No	Yes	R
Job Access Transportation Services – Current Work First Recipients (571)				No	Yes	R
Job Access Transportation Services – “Other” Recipients	572			No	Yes	R
Medical Insurance Premiums	573			No	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of “Assistance”	574			No	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	Yes	No	R,9
Housing Subsidies That Meet the Federal Definition of “Assistance”	576			No	Yes	9

¹ For Work First Services, when CLIENT ID# REQ'D is required on the DSS-4263 but there is no policy requirement for assigning a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10) on the DSS-4263

SIS300.07 INCOME MAINTENANCE ACTIVITIES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Eligibility - Family & Children's Medicaid / Health Choice		870	No	Yes	No	HC
Non-Eligibility Administrative Activities		872	No	Yes	No	HC,MA,SA
Eligibility - Medicaid / Medical Assistance Admin (MA)		875	No	Yes	No	MA
Eligibility - Special Assistance (SAA)		876	No	Yes	No	SA
Eligibility - Refugee Assistance (PA)		877	No	No	No	PA
Eligibility - Refugee Medical Assistance (RM)		878	No	No	No	MA,RM
Fraud Investigation - FNS (FS)		883	No	No	No	FS
Fraud Investigation - FNS - Non Fraud		884	No	No	No	FS
Energy Worker (LIEAP/CIP)		885	No	No	No	E
Eligibility - IV-E Foster Care		886	No	No	No	Z
Eligibility - Energy Assistance Programs - Non-Eligible		888	No	No	No	N

SIS300.08 NORTH CAROLINA FAMILIES ACCESSING SERVICES THROUGH TECHNOLOGY (NC FAST) ACTIVITIES

SERVICE	DSS 5027	DSS4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
NC FAST - Case Management		890	No	No	No	FS,HC,MA,PA,RM,SA,T,9,R,NCF
NC FAST - Applications		891	No	No	No	FS,HC,MA,PA,RM,SA,T,9,R,NCF
NC FAST - Recertifications		892	No	No	No	FS,HC,MA,PA,RM,SA,T,9,R,NCF

SIS300.09 DEFINITIONS

002 – Child Day Care Program Management: Activities include recruiting and training providers, enrolling providers in the subsidized child day care program, maintaining provider files, preparing or supervising the preparation of monthly reimbursement reports, monitoring day care spending to insure that the budget is maintained and maximum use of funding is attained, developing local policies, observing center and home operations to insure the programmatically- and fiscally-responsible operation of the program, monitoring compliance of nonregistered homes standards, training staff, coordinating with other child care programs and agencies, promoting community awareness of day care needs and responding to requests for information, and other activities required to manage the subsidized child day care program.

005 – Diagnostic And Treatment Services (Non-Residential)/Adoptions: Direct Outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions that endanger the stability of the adoptive placement. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

This code can only be used when Medicaid funding is not available.

009 – Adoption Case Management: This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. For children for whom the court-approved plan is adoption, or both parents' rights have been terminated by TPR or voluntary relinquishment. This includes time spent on:

- Preliminary discussion with the child and/or birth family about possible adoptive placement resources when placement is necessary;
- Referral to, coordination with, and utilization of community based treatment services.
- Referral to community based adoption stabilization and support services.
- Provision of information prior to the final decree of adoption to help the child and family understand aspects of the child's biological/cultural heritage and life experiences that will require sensitive support.
- Provision of information, instruction, guidance, and mentoring to the child and/or adoptive parents prior to finalization of the adoption.
- Travel involved in adoption preparation case management.
- Case documentation involved in adoption preparation case management.

010 – Adoption Services: Social casework and other diagnostic and treatment services to prepare the child and prospective parents for placement; casework services to the child and adoptive parents to support and maintain the supervision and reports to the court; casework counseling and court related services in independent placements and in adoptions by stepparents and relatives as required by statute; and casework services to facilitate interstate and intercountry adoptions including those activities required to bring such interstate planning and placements into compliance with the interstate compact on the placement of children; and the provision of post-adoption services including, but not limited to, casework services designed to support the achievement of long range adjustment between the child and members of the adoptive family and to assist the adoptee to gain understanding of his biological heritage to the extent allowed by law. At its option, the county may provide payment of costs incidental to preplacement and placement visits as a resource to facilitate the provision of adoption services, and payment of the cost of legal services to facilitate legal adoption of a child.

Special Instructions: Stepparent and independent adoptions may not be coded to Program Codes R (100% Federal TANF) or 0 (TANF CPS & FC/Adop) because there is no emergency situation present.

011 – Recruitment And Assessment Of Adoptive Parents: Arranging/conducting recruitment and assessment activities to ensure the availability of adoptive homes, including developing and distributing information about adoption opportunities. Activities include:

- Recruitment and assessment of prospective adoptive parents.
- Adoptive home assessments.
- Social Worker travel associated with recruitment and assessment adoptive parents.
- Documentation associated with the recruitment and assessment of prospective adoptive parents.

NOTE: This code should be used for relative and non-relative Recruitment/Assessment activities, as well as for out of state requests for home studies. When Recruitment/Assessment activities are conducted with groups or with individuals, the facilitator must survey or otherwise determine how many of the participants are potential foster parents and how many are potential adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

012 - Adoption Assistance Case Management: Activities include:

- Determination of eligibility for special needs children for Adoption Assistance benefits.
- Identification, assessment, selection, and preparation of adoptive families for children eligible for Adoption Assistance benefits.
- Preparation and review of Adoption Assistance benefits.
- Participation in grievances, appeals, and fair hearings surrounding denial of Adoption Assistance benefits.
- Annual review of eligibility for Adoption Assistance benefits.
- Ensuring that special needs adoptive placements across state lines are in compliance with Interstate Compact laws.
- Management of non-recurring adoption costs eligibility determination, approval and authorization for reimbursement.
- Travel associated with Adoption Assistance Case Management.

014 – Training For Adoptive Parents: Activities include:

- Short term training of current or prospective adoptive parents.
- Travel associated with the training of adoptive parents.

NOTE: This includes MAPP/GPS Training and any other training (both preparation and follow-up) of all Adoptive Parents. When training activities are conducted with groups or with individuals, the trainer must survey or otherwise determine how many of the participants are foster parents and how many are adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

016 - Post Adoption Case Management: Case management services provided after the final decree of adoption has been issued.

- Referral to, coordination with, and utilization of community-based treatment services.
- Referral to community based post-adoption stabilization and support services.
- Provision of information to help the child and family understand their experiences regarding the child's biological/cultural heritage that will require sensitive support.
- Provision of information, instruction, guidance, and mentoring to the child and/or adoptive parents.
- Travel involved in post-adoption case management.
- Documentation involved in post adoption case management.

017 – Adoption Access (CI): This code is used whenever there are non-client-specific CI service activities and does not require the assignment of a SIS ID number. This could include questions from potential recipients of CI service or the provision of services when another agency is acting as Confidential Intermediary (CI). This includes time spent on:

- Responding to inquiries about CI services, including time spent in intake services helping potential CI recipients understand the services offered and whether or not they want to apply for those services.
- Review/research of agency record at the request of another agency acting as CI.
- Preparing/summarizing information to send to CI agency.
- Consultation with the state Division of Social Services when the contact is about a case where the agency is not the CI.

018 – Adoption Access (CI) Case Management: This includes a broad range of client-specific activities and is used when the local agency is acting as CI for an individual. Use of this code requires assignment of a SIS ID number. This includes time spent on:

- Explaining and signing documents related to CI, including the Application for Confidential Intermediary Services; Confidential Intermediary Agreement; Consent to Release Information and/or Contact and Release of Liability and Agreement to Hold Harmless.
- Conducting in-house record review.
- Conducting Internet-based searches.
- Consultation with the state Division of Social Services, when this contact is about the specific individual or case.
- Searches of public databases and phone contact related to these searches.
- Preparation of documentation, including case summary and results to be sent to individual.
- Attempted phone and mail contact with identified parties.

- Phone, mail and face to face contact with identified parties regarding CI services and their willingness to share identifying information.
- Preparing and signing of Consent of Release of Information and/or Contact by identified person.
- Assessing and clarifying expectations for parties involved in receiving CI services.
- Planning, scheduling and conducting face to face visits, including time spent in discussing possible outcomes and processing with individuals following the visit.
- Assessing the need for follow up and assisting in referring or scheduling further services.

019 - Adoption Case Planning/Case Management Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

028 – Preparation For, And Participation In, Judicial Determinations/Adoptions:

Activities include:

- Preparation of court reports specific to adoptive placement.
- Court appearances in regard to motions, reviews, reports or petitions that are specific to adoptive placement.
- Travel associated with preparation and participation for judicial determination.

030 – Day Care Services For Adults/Daily Care: Is the provision of an organized program of services during the day in a community group setting for the purpose of supporting adults' personal independence, and promoting their social, physical, and emotional well-being. Services must include a variety of program activities designed to meet the individual needs and interests of the participants, and referral to and assistance in using appropriate community resources. Also included are medical examinations required for individuals participants for admission to day care and periodically thereafter when not otherwise available without cost, and food and food services to provide a nutritional meal and snacks as appropriate to the program. Services must be provided in a home or center certified to meet State Standards for such programs.

031 – Day Care Services For Adult/Recruitment Only: The recruitment, study, and development of adult day care programs, evaluation and periodic re-evaluation to determine if the programs meet the needs of the individuals they serve, and consultation and technical assistance to help day care programs expand and improve the quality of care provided.

Special Instructions: This code is used by agency services staff to report on the DSS-4263 only those parts of this service described above which are provided to vendors.

041 – Level I Home Management: In-Home Aide Services at this level are intended to provide support to those needing assistance with basic home management tasks, such as housekeeping, cooking shopping, and bill paying. Persons/families to be served include those who are self-directing, medically stable, and have at least one instrumental activity of daily living (IADL) impairment or require assistance with basic home management tasks. Personal care tasks may not be performed at this level.

042 – Level II Personal Care: In-Home Aide Services at this level are intended to provide support to persons/families who predominately require assistance with basic personal care/activities of daily living but does not preclude providing assistance with home management tasks. Provision of both the personal care and home management tasks can be done for or in support of the person/family when capacities are diminishing or when he/they are striving to maintain or improve personal or family functioning. Persons/families to be served include those who are medically stable and partially dependent in activities of daily living (ADL) functioning (1 or 2 ADLs) due to physical and/or mental impairment; or who have maintenance needs and/or rehabilitative potential. In addition to their predominate personal care needs, person/families may also have increased IADL needs (2-4) requiring additional support to maintain/achieve overall functioning.

043 – Level II Home Management: In-Home Aide Services at this level are intended to provide support to persons/families who predominately or entirely require assistance with home management tasks but does not preclude providing assistance with personal care tasks. Provision of home management tasks focuses more on strengthening and developing the person's/family's own skills than on doing these tasks for the client. Persons/families to be served include those who need assistance to remain in their own homes; to maintain, strengthen, and safeguard their functioning because of physical/emotional illness or handicap; to preserve and strengthen parental functioning; or to obtain education, training, and employment to improve their economic self-sufficiency. Persons/families may also need assistance with IADL activities to improve IADL functioning or to learn independent skills; or they may have increased IADL needs (2-4) requiring additional support to maintain/achieve overall functioning.

NOTE: When Level II - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

044 – Level III Home Management: In-Home Aide Services at this level are intended to provide intensive education and support to persons/families in carrying out home management tasks and improving family functioning skills. Provision of the service primarily focuses on individualized work with an individual/family in teaching and demonstrating skills and tasks and reinforcing improved individual/family accomplishments. It also involves direct assistance and support in crisis situations. Individuals/families to be served generally have moderate to severe limitations in cognitive and/or psycho-social functioning, have poor family functioning skills or are in a family crisis, but have potential for partial/total independence in IADL impairments (more than 4).

NOTE: When Level III - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

045 – Level III Personal Care: In-Home Aide Services at this level are intended to provide substantial ADL support to individuals/families who require assistance with health and personal care tasks. Provision of these tasks involves extensive "hands on" care and potential assistance with a wide range of health related conditions. Persons to be served include those who are medically stable with significant ADL impairments (3 or more) resulting from a chronic condition; or who are medically stable with significant ADL impairments, but have rehabilitative potential; or who are medically unstable due to recent illness, complications of a chronic condition, or a deteriorating condition with variable IADL and ADL needs; or children and their families who have any of a wide range of health related conditions and who need substantial support.

046 – Level IV Home Management: In-Home Aide Services at this level are intended to provide a wide range of educational and supportive services to persons/families who are in crisis or who require long term assistance with complex home management tasks and family functioning skills. Provision of the service involves quick and creative response to individual/family crisis situations identified by the case manager; it also focuses on conducting appropriate learning sessions with small groups of persons from different families who have similar needs. Persons/families to be served include those who have serious limitations in cognitive and/or psycho-social functioning, who may live in disruptive family situations, but who have the potential for major or complete independence in IADL or home management functioning and who have little or no ADL impairment.

047 - Level I Home Management/Child Welfare Services: Level I Home Management services provided in conjunction with, or as a component of other Child welfare Services. In-Home Aide Services at this level are intended to provide support to those needing assistance with basic home management tasks, such as housekeeping, cooking shopping, and bill paying. Persons/families to be served include those who are self-directing, medically stable, and have at least one instrumental activity of daily living (IADL) impairment or require assistance with basic home management tasks. Personal care tasks may not be performed at this level.

048 - Level III Home Management/Child Welfare Services: Level III Home Management services provided in conjunction with, or as a component of other Child welfare Services. In-Home Aide Services at this level are intended to provide intensive education and support to persons/families in carrying out home management tasks and improving family functioning skills. Provision of the service primarily focuses on individualized work with an individual/family in teaching and demonstrating skills and tasks and reinforcing improved individual/family accomplishments. It also involves direct assistance and support in crisis situations. Individuals/families to be served generally have moderate to severe limitations in cognitive and/or psycho-social functioning, have poor family functioning skills or are in a family crisis, but have potential for partial/total independence in IADL impairments (more than 4).

NOTE: When Level III - Home Management is provided by county DSS staff for Work First participants and/or their family members, the service is reported as Work First Case Management Support Services (522).

050 – Delinquency Prevention Services: Is the provision of services to youths who are in danger of being confined to a correctional facility, including counseling and other treatment services to provide guidance and direction to youths who are having behavior problems which, if not corrected, may result in their being brought before the court and committed or recommitted to a correctional facility. Also included are counseling or instructions for parents or other caretakers to improve parent/caretaker capacity to supervise the youth; vocational counseling and, where appropriate, assistance in obtaining employment; assistance in establishing better child-school, child-parent, child-community relationships, assistance in securing better living arrangement; assistance in relieving unnecessary psycho-social pressures on the child and/or family; and provision, as appropriate, of information and counseling on drug and alcohol abuse.

At county option, residential care, including room and board for up to six months for any one placement, may be provided where necessary to the provision of a comprehensive and intensive regimen of the services described above. Medical or remedial care are included in such residential care when they are integral, but subordinate parts of the regimen of services. Included are psychiatric diagnosis and treatment and drug therapy as prescribed by a physician.

070 – Employment And Training Support Services: Are services provided as part of an individual service plan to enable appropriate individuals to secure paid employment or training leading to employment, including basic education and continuing education. Services included counseling to explore with the individual his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family; providing information about and referral to educational resources, training programs, and possible sources of employment; and counseling and information to encourage and support the individual's employment objectives with respect to such topics as grooming, how to apply to appropriate resources, employer expectations, and constructive resolution of work related problems. Also included is arrangement for or provision of general and specialized diagnostic tests and evaluation to assess the individual's potential for employment and any limitations, which affect employment or training.

At provider option, payment for resource items may be provided to facilitate the provision of employment and training support services. Resource items include tuition, supplies, and rental or purchase of books when needed to assist in meeting the usual expenses of obtaining vocational training, basic education, or a high school education or its equivalent in public or private technical institutes or community colleges; lunches, uniforms, and subject to state office approval, tools and other equipment necessary to enable individuals to accept training or employment when such items are not otherwise available.

080 – Health Support Services/Family Planning: Services to enable individuals and families to voluntarily limit the family size or to space the children, and to prevent or reduce the incidence of births, out of wedlock. Such services include educational activities, the provision of printed materials, counseling about family planning and genetics, and help in utilizing medical and educational services available in the community and state. Also included are educational services in human sexuality appropriate to an individual's emotional and social adjustment and physical development.

091 – Foster Care Services For Adults/Recruitment And Evaluation: Recruitment, study, and development of family care homes and group care facilities, evaluation and periodic re-evaluation to determine if the home or facility meets the needs of the individuals it serves, and consultation and technical assistance to help family care homes and group care facilities to expand and improve the quality of care provided.

095 – Adult Placement Services: Activities necessary to assist aging or disabled individuals and their families or representatives in finding substitute homes or residential health care facilities suitable to their needs when they are unable to remain in their current living situations. Activities include completing an initial screening and assessment while providing counseling to help the individual and his family or representative to determine the need for initial or continued placement; assisting in the process for completing necessary financial application and medical evaluations; helping to locate and secure placement in a suitable setting and level of care; supporting an individual and his family or representative in the individual's transition from one location to another; and providing counseling and other services to help the individual adjust to the new setting and maintain the placement. Adult Placement Services also include assisting individuals, when requested, to return to more independent settings in the community, or to relocate in more appropriate settings when new levels of care are needed.

100 - Diagnostic And Treatment Services (Non-Residential)/Foster Care: Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or

remedying personal problems, behaviors, or home conditions that endanger the stability of the foster placement.

This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

This code can only be used when Medicaid funding is not available.

101 - Foster Care Services For Children/Foster Care Assistance Eligibility: Time spent by service worker on either establishing initial eligibility or reestablishing on-going eligibility for Foster Care Assistance.

102 – Training For Foster Parents: Activities include:

- Short term training of current or prospective Foster parents.
- Travel associated with the training of Foster parents.

NOTE: This includes MAPP/GPS Training and any other training (both preparation and follow-up) of all Foster Parents. When training activities are conducted with groups or with individuals, the trainer must survey or otherwise determine how many of the participants are foster parents and how many are adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

103 – Recruitment And Assessment Of Foster Parents: Arranging/conducting recruitment and assessment activities to ensure the availability of foster homes, including developing and distributing information about fostering opportunities. Activities include:

- Recruitment and assessment of prospective Foster parents.
- Foster home assessments.
- Social Worker travel associated with recruitment and assessment Foster parents.
- Documentation associated with the recruitment and assessment of prospective Foster parents.
- Documentation and related activities associated with the re-assessment and re-licensing of foster parents.

NOTE: This code should be used for relative and non-relative Recruitment/Assessment activities, as well as for out of state requests for home studies. When Recruitment/Assessment activities are conducted with groups or with individuals, the facilitator must survey or otherwise determine how many of the participants are potential foster parents and how many are potential adoptive parents, and allocate time reported on the DSS-4263 proportionally between the foster care code and the adoption code.

104 – Foster Care Services For Children/Special Services: At county option, the provision by a foster family home of services, in addition to basic foster care, which meets the special needs of children in that home.

105 – Optional Elements: At county option, services may include payment of resource items provided to support participation in school. Resource items include supplies, special clothes, and fees for membership in school sponsored extra curricular activities. Tutoring may be considered a resource item if it is provided as a part of Independent Living Services.

At county option, services may include the provision of legal services to facilitate permanency planning for a child.

106- Adult Guardianship Contact: Time spent making all contacts related to the persons for whom the agency Director serves as Disinterested Public Agent Guardian, as well as the required 90-day contacts, in accordance with 10A NCAC 71B.0101 (b) (2). This includes contacts with the client, with the client's family as part of a service plan, with facility staff or other individuals associated with the care of the client.

107 – Guardianship Services: Services provided to an adult individual alleged to be in need of a guardian or services to those for whom the agency director or assistant director has been appointed as legal guardian. The service includes the assessment of an adult individual's need for guardianship; activities aimed at locating the appropriate person(s) to serve as guardian(s); and, when necessary, petitioning or assisting the family to petition for the adjudication of incompetence for an adult and the appointment of a guardian for an adult under the provision of GS 35A. Working with other community agencies to locate an appropriate guardian for an individual and work with the clerk of court concerning an individual case are included in this service, as is coordination of activities with the agency's attorney regarding court action on a specific case. Ongoing case work with clients for whom the agency's director or assistant director has been appointed as guardian is also part of this service.

NOTE: Contacts related to the client as well as the required 90-day contacts specified in 10A NCAC 71B .0101 (b)(2) should be coded to Service Code 106 – Adult Guardianship Contact.

108 – Guardianship/Child Welfare Services: Services provided to a minor individual alleged to be in need of a guardian or services to those for whom the agency director or assistant director has been appointed as legal guardian. The service includes the assessment of a minor individual's need for guardianship; activities aimed at locating the appropriate person(s) to serve as guardian(s); and, when necessary, petitioning or assisting the family to petition for the adjudication of incompetence/dependency for a minor and the appointment of a guardian for the minor under the provision of GS 35A. Working with other community agencies to locate an appropriate guardian for an individual and work with the clerk of court concerning an individual case are included in this service, as is coordination of activities with the agency's attorney regarding court action on a specific case. Ongoing case work with clients for whom the agency's director or assistant director has been appointed as guardian is also part of this service. This includes contacts with the client, with client's family as part of a service plan, or with facility staff; completing quarterly reviews; and completing and filing annual accounting and status reports.

109 - Foster Care Services For Children/Case Management: This includes a broad range of activities related to supervising the care of the child and managing the case plan and case reviews. This includes time spent on:

- Referral to, coordination with, and utilization of other services;
- Maintenance of contact with the family and others significant to the case. This also includes aftercare services to the family when a child is placed via a court order with the parents, a relative, or a non-relative, or who has been placed on a court ordered trial home visit.
- Working with the parents on the status of the case and case goals;
- Giving information, instruction, guidance, and mentoring regarding parenting skills;
- Preparation for and participation in court, e.g., petitions, motions, reviews, reports;
- Preparation of the child and biological family for separation and placement, including negotiation/preparation of visitation agreements and any subsequent time spent on notices related to changes in where the child is living;
- Monitoring and updating the Out of Home Family Services Agreement;
- Periodic reviews of the Out of Home Family Services Agreement including foster care review team meetings;
- Supervising the care of the child and of the foster care arrangement to assure that the child receives proper care.
- Grievances, appeals, and fair hearings surrounding termination of use of foster care facilities which have been found unsuitable for the care of children, or associated with any individuals claim that benefits and services have been denied or not acted upon with reasonable promptness, or related to complaints about the agency's failure to keep parents involved in case planning, case reviews, and placement decisions.

110 – Health Support Services: Helping individuals and families to recognize health needs including those related to alcohol and drug abuse; to cope with incapacities and limited functioning resulting from aging, disability, or handicap and to choose, obtain and use resources and mechanisms of support under Medicaid (including the early and periodic screening, diagnosis and treatment program), Medicare, maternal and child health programs and from other public or private agencies or providers of health services; counseling and planning, as appropriate, with individuals, families, and health providers to help assure continuity of treatment and the carrying out of health recommendations; and helping individuals to secure admission to medical institutions and children to secure admission to other health-related facilities as needed; and family planning services as described in the family planning component.

111 - Contracted Guardianship: Guardianship services provided to individuals for whom the DSS Director has NOT been named as Disinterested Public Agent Guardian in accordance with 10A NCAC 71B.0101 (b) (2) through contractual arrangements with private corporation(s).

112 – Guardianship Assistance Case Management: Child Welfare Services means services provided to a minor individual to determine eligibility for, or manage receipt of, Guardianship Assistance benefits. Activities include:

- Determination of eligibility for special needs children for Guardianship Assistance benefits.
- Preparation and review of Guardianship Assistance benefits.
- Participation in grievances, appeals, and fair hearings surrounding denial of Guardianship Assistance benefits.
- Annual review of eligibility for Guardianship Assistance benefits.
- Ensuring that assisted guardianship placements across state lines are in compliance with Interstate Compact laws.
- Management of non-recurring Guardianship Assistance costs, eligibility determination, approval and authorization for reimbursement.

117 - Foster Care Caseworker Visit: Time spent in face-to-face visit with foster child by any caseworker for the case. This code should be used when the visit takes place in a setting other than the child's current place of residence (that is, outside the foster home, group home or other residential setting). Only time for the actual face-to-face visit should be included. Travel time to the visit, etc., should be recorded as case management.

118 - Foster Care Caseworker Visit/In Child's Residence: Time spent in face-to-face visit with foster child by any caseworker for the case. This code should be used when the visit takes place in the child's current place of residence (that is, in the foster home, group home or other residential setting). Only time for the actual face-to-face visit should be included. Travel time to the visit, etc., should be recorded as case management.

119 - Foster Care Case Planning/Case Management Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of specific children in agency custody whose permanent plan goal is other than adoption, including but not limited to:

- Day One conferences;
- Community Assessment Teams;
- Permanency Planning Action Teams;

120 – Family Reunification Services: Are time limited reunification services provided to children in foster care and to their parents or primary caretaker in order to facilitate reunification within the 15-month period that begins on the date the child entered foster care. Eligible services and activities include individual/group/family counseling, inpatient or outpatient substance abuse services, mental health services, assistance to address domestic violence, services to provide temporary child care and therapeutic services for families, peer-to-peer mentoring and support groups for parents/primary caretaker, activities designed to facilitate access and visitation of children by parents and siblings, and transportation to any of the services listed. Family Reunification funds are to only be used for these services and not case management.

121 – Family Preservation Services: Are services for children and families (including adoptive or extended families) designed to help families that are at risk of or in crisis. These services include, but are not limited to:

- permanency planning services
- preplacement prevention services
- respite care
- parenting support services

122 – Family Support Services: Are community based services to promote the well-being of children and families designed to increase the strength and stability of families (including adoptive, foster and extended families), to increase parents' confidence and competence in their parenting abilities, to afford children a stable and supportive family environment, and otherwise to enhance child development.

123 – Intensive Family Preservation Services: Are family focused, community based crisis intervention services that are designed to maintain children safely in their homes and prevent unnecessary separation of families. Such services are characterized by very small caseloads for workers, short duration of services, 24-hour availability of staff, and the provision of services primarily in the child's home or in another familiar environment.

128 - Preparation For, And Participation In, Judicial Determinations/Foster Care:

Activities include:

- Preparation for and participation in court, e.g. petitions, motions, reviews, and court reports
- Travel associated with preparation and participation for judicial determinations.

130 – LINKS Activities Independent Needs Assessment: An independent living needs assessment is a systematic procedure to identify a youth's basic skills, emotional and social capabilities, strengths, and needs to match the youth with appropriate independent living services. An independent living needs assessment may address knowledge of basic living skills, job readiness, money management abilities, decision-making skills, goal setting, task completion, and transitional living needs.

131 – LINKS Activities Supervised Independent Living: Supervised independent living means that the youth is living independently under a supervised arrangement that is paid for or provided by the State agency. A youth in supervised independent living is not supervised 24-hours a day by an adult and often is provided with increased responsibilities, such as paying bills, assuming leases, and working with a landlord, while under the supervision of an adult.

132 – LINKS Activities Outreach Services: Locating and offering services to former foster youth ages 13-21 have aged out of foster care or are otherwise known to be in need of LINKS services.

135 – LINKS Services to Current/Former Foster Youth 13-15: Assessment of needs, skills, and resources, engaging young adolescents in planning and implementing LINKS services, and service delivery to the targeted group.

136 – LINKS Activities Services To Current Or Former Foster Youth ages 16-21: Assessment of needs, skills, and resources, engaging youth and young adults in planning and implementing LINKS services, and service delivery to the targeted group of older adolescents and young adults who are or were in DSS custody/planning responsibility.

137 – LINKS Activities Group Setting: Activities associated with planning, coordinating and conducting activities with eligible LINKS participants in a group setting for the purposes of instruction, skill-building, leadership development, or collaboration with other youth-serving agencies to conduct such activities.

138 – LINKS Program Planning: General administrative activities conducted by the county LINKS liaison/coordinator to include LINKS program planning, data collection and analysis, preparation of reports, surveys, and development of agency plans.

140 – Housing and Home Improvement Services: Assistance to individuals and families in obtaining and retaining adequate housing and basic furnishings. Services include helping to improve landlord-tenant relations, to identify sub-standard housing, to secure correction of housing code violations, to obtain or retain ownership of own home, and to find and relocate to more suitable housing. The provision of labor and materials for minor renovations and repairs to owner-occupied dwellings to remedy conditions, which are a risk to personal health and safety, may be included as an optional part of this service.

Basic appliances, such as stove, refrigerator, heater, fan, or air conditioner may also be provided at county option to facilitate the provision of housing and home improvement services. Such appliances may be provided when this is not the responsibility of the landlord and the individual lacks these essentials to prepare food or is without heat or cooling equipment, which is needed to protect their health.

155 – Day Health Services For Adults/Daily Care: The provision of an organized program of services during the day in a community group setting for the purpose of supporting an adult's personal independence, and promoting his social, physical, and emotional well-being. Services must include a preadmission health assessment; assistance with activities of daily living including feeding, ambulation, or toileting as needed by individual participants; health care monitoring of each participant's general health and medical regimen, which includes documenting the periodic assessment of the vital signs, weight, dental health, general nutrition, and hygiene of each participant; documenting and reporting changes in health status to caretakers; assistance to participants and caretakers with medical treatment plans, diets, and referrals as needed; health education programs for all participants and health care counseling tailored to meet the needs of participants and caretakers. Also included are medical examinations required for individual participants admission to day health and periodically thereafter when not otherwise available without cost, food and food services to provide a nutritional meal and snacks as appropriate to the program. Services must be provided in a home or center certified to meet State Standards for adult day health or combination adult day care/adult day health.

156 – LINKS Activities Academic Support: Academic supports are services designed to help a youth complete high school or obtain a General Equivalency Degree (GED). Such services include the following: academic counseling; preparation for a GED, including assistance in applying for or studying for a GED exam; tutoring; help with homework; study skills training; literacy training; and help accessing educational resources. Academic support does not include a youth's general attendance in high school.

157 – LINKS Activities Post Secondary Educational Support: Post-secondary educational support are services designed to help a youth enter or complete college, and include the following: classes for test preparation, such as the Scholastic Aptitude Test (SAT); counseling about college; information about financial aid and scholarships; help completing college or loan applications; or tutoring while in college. The list is not all-inclusive; other supports such as college tours provided by the agency could fall within this definition.

158 – LINKS Activities Education Financial Assistance: Education financial assistance is a payment that is paid for or provided by the State agency for education or training, including allowances to purchase textbooks, uniforms, computers, and other educational supplies; tuition assistance; scholarships; payment for educational preparation and support services (i.e., tutoring), and payment for GED and other educational tests. This financial assistance also includes vouchers for tuition or vocational education or tuition waiver programs paid for or provided by the State agency.

160 – LINKS Activities Career Preparation: Career preparation services focus on developing a youth's ability to find, apply for, and retain appropriate employment. Career preparation includes the following types of instruction and support services: Vocational and career assessment, including career exploration and planning, guidance in setting and assessing vocational and career interests and skills, and help in matching interests and abilities with vocational goals; job seeking and job placement support, including identifying potential employers, writing resumes, completing job applications, developing interview skills, job shadowing, receiving job referrals, using career resource libraries, understanding employee benefits coverage, and securing work permits; retention support, including job coaching; learning how to work with employers and other employees; understanding workplace values such as timeliness and appearance; and understanding authority and customer relationships.

161 - LINKS Activities Employment Programs Or Vocational Training: Employment programs and vocational training are designed to build a youth's skills for a specific trade, vocation, or career through classes or on-site training. Employment programs include a youth's participation in an apprenticeship, internship, or summer employment program and do not include summer or after-school jobs secured by the youth alone. Vocational training includes a youth's participation in vocational or trade programs in school or through nonprofit, commercial or private sectors and the receipt of training in occupational classes for such skills as cosmetology, auto mechanics, building trades, nursing, computer science, and other current or emerging employment sectors.

162 - LINKS Activities Budget And Financial Management: Budget and financial management assistance includes the following types of training and practice: Living within a budget; opening and using a checking and savings account; balancing a checkbook; developing consumer awareness and smart shopping skills; accessing information about credit, loans and taxes; and filling out tax forms.

163 - LINKS Activities Housing Education And Risk Prevention: Housing education includes assistance or training in locating and maintaining housing, including filling out a rental application and acquiring a lease, handling security deposits and utilities, understanding practices for keeping a healthy and safe home, understanding tenants rights and responsibilities, and handling landlord complaints. Home management includes instruction in food preparation, laundry, housekeeping, living cooperatively, meal planning, grocery shopping and basic maintenance and repairs.

164 – LINKS Activities Health Education And Risk Prevention: Health education and risk prevention includes providing information about: Hygiene, nutrition, fitness and exercise, and first aid; medical and dental care benefits, health care resources and insurance, prenatal care and maintaining personal medical records; sex education, abstinence education, and HIV prevention, including education and information about sexual development and sexuality, pregnancy prevention and family planning, and sexually transmitted diseases and AIDS; substance abuse prevention and intervention, including education and information about the effects and consequences of substance use (alcohol, drugs, tobacco) and substance avoidance and intervention. Health education and risk prevention does not include the youth's actual receipt of direct medical care or substance abuse treatment.

165 – LINKS Activities Family Support And Healthy Marriage Education: Such services include education and information about safe and stable families, healthy marriages, spousal communication, parenting, responsible fatherhood, childcare skills, teen parenting, and domestic and family violence prevention.

166 – LINKS Activities Mentoring: Mentoring means that the youth has been matched with a screened and trained adult for a one-on-one relationship that involves the two meeting on a regular basis. Mentoring can be short-term, but it may also support the development of a long-term relationship. While youth often are connected to adult role models through school, work, or family, this service category only includes a mentor relationship that has been facilitated, paid for or provided by the State agency or its staff.

167 – LINKS Activities Room And Board Financial Assistance: Room and board financial assistance is a payment that is paid for or provided by the State agency for room and board, including rent deposits, utilities, and other household start-up expenses.

168 – LINKS Activities Other Financial Assistance: Other financial assistance includes any other payments made or provided by the State agency to help the youth live independently.

170 – Personal And Family Counseling: The rendering of counseling services or therapy to adults, either singly or in groups, for the purpose of resolving emotional conflicts within social relationships. It operates through a process of mobilizing the strengths inherent in the person which are needed to deal with immediate situations and developing the coping ability of the family and its members to use themselves effectively in life roles and tasks. The process involves a professional relationship with a skilled counselor to help the client(s) to assess the situation, to plan steps for dealing with it, and to take appropriate action.

Special Instructions: Code 170 is used on the DSS-4263 only by staff qualified in accordance with the Standards for Personal and Family Counseling as set forth in Volume V, Chapter XIII of the Family Services Manual. This code should be used when providing services to adult recipients.

171 - Personal And Family Counseling/Child Welfare Services: The rendering of counseling services or therapy to children, either singly or in groups, for the purpose of resolving emotional conflicts within social relationships. It operates through a process of mobilizing the strengths inherent in the person which are needed to deal with immediate situations and developing the coping ability of the family and its members to use themselves effectively in life roles and tasks. The process involves a professional relationship with a skilled counselor to help the client(s) to assess the situation, to plan steps for dealing with it, and to take appropriate action.

Special Instructions: Code 171 is used on the DSS-4263 only by staff qualified in accordance with the Standards for Personal and Family Counseling as set forth in Volume V, Chapter XIII of the Family Services Manual. This code should be used when providing services to children and minors.

180 – Preparation And Delivery Of Meals: The preparation and delivery of nutritious meals to a blind, aging, or disabled individual in his own home or in a central dining facility as necessary to prevent institutionalization or malnutrition. The cost of raw food necessary to provide the meal service is included.

190 – Problem Pregnancy Services: Services to individuals who are involved with an undesired pregnancy. Services include counseling to assist such individuals in looking at alternative solutions to the unwanted pregnancy (e.g., abortion, adoption, or keeping the baby), and at the probable consequences of each alternative; and assistance in arranging for and utilizing other needed services. Residential care, including a concentrated regimen of services as described above, room and board for up to six months, medical supervision, and medications required for health maintenance in pregnancy as prescribed by a physician may be provided when such care is provided in as approved living arrangement. Psychiatric counseling specifically related to help in coping with the pregnancy might also be included as an integral but subordinate part of the regimen of residential services.

200 – Protective Services For Adults/Intake: Receiving and documenting information which alleges that a disabled adult has been abused, neglected or exploited and is in need of protective services. Intake activities include making a decision regarding the information being provided to determine whether a protective services evaluation will be initiated, noticing the reporter about whether the information has been accepted for APS, directing the reporter to another agency or other community resources, when appropriate; making referrals to the district attorney, law enforcement and/or regulatory agencies, when appropriate; and completing thorough documentation of the above activities.

202 – Protective Services For Adults/Evaluation: Conducting activities necessary to determine whether a disabled adult has been abused, neglected or exploited, and is in need of protective services, and to assess what services are needed to prevent further mistreatment. Unsuccessful efforts to locate the adult are included as part of the evaluation process. Evaluation includes making the case decision determining capacity to consent, and activities related to obtaining service authorization either from the client or the court. It includes the services of lawyers to represent the agency where court action is necessary to protect the adult. When an APS petition has been filed, it includes the time until court authorization is obtained. If the need for protective services is not substantiated, referrals to any available and appropriate agency or community resources are included as thorough evaluation activities. Documentation of the evaluation, of authorization for services, of the distribution of required notices, as well as termination of adult protective services in situations where the report is unsubstantiated or service authorization was not obtained are part of this activity.

204 – Protective Services For Adults/Mobilizing Services: The provision of services, as part of a service plan, when the need for protective services has been substantiated. Such services include arranging for the provision of and assisting individuals and their relatives or caretakers in utilizing appropriate services and community resources; conducting quarterly reviews if the case remains open for services; and documenting in the client record the services provided. Includes the services of lawyers to represent the agency where court action is necessary. Includes the case termination decision when the goals in the protective services plan have been met, the client's situation has stabilized, and/or there is no longer a need for protective services. Also includes time involved in transferring the case for other agency services or additional community services prior to termination.

210 – Protective Services For Children/CPS Assessments: Activities Include:

- Conducting those activities necessary to determine whether or not allegations of abuse, neglect, or dependency are true, and to evaluate the safety of the child in the home.
- CPS Assessments refer to both CPS Family Assessments and CPS Investigative Assessments.
- The primary elements of CPS Assessments as defined by law and Administrative Rule are included in this service code.
- Activities related to petitions for interference with a CPS Assessment are to be coded in this category.
- Tasks related to information gathering for the purpose of making a case decision, such as referral to CME/CFEP, are included under this code.
- Giving information, instruction, guidance, and mentoring regarding parenting skills; ongoing determination of the need for placement; referrals to other service providers and evaluation of services provided; and gathering information for initial case plans.
- The CPS Assessment encompasses the completion of the Structured Decision Making Tools including the Safety Assessment, Family Risk Assessment, Family Assessment of Strengths and Needs, and the Case Decision Summary/Initial Case Plan.
- Documentation of pre-placement activities and related travel time.

211 – Protective Services For Children/Intake: Activities Include:

- Receiving and documenting a report, which alleges that, a child or children may be abused, neglected or dependent.
- Making a thorough evaluation of the information provided by the reporter to determine whether a CPS Assessment will be initiated.
- Informing the person making the report of the agency's decision whether or not to conduct a CPS Assessment and their right to a review of this decision.
- Directing the reporter to other agency or community resources, when indicated.
- Making referrals to the district attorney and/or law enforcement, when indicated.
- Completing thorough documentation of the above activities.

212 - Protective Services For Children/Medical, Psychological, And Medico-Legal Diagnostic Services: Medical, psychological and medico-legal diagnostic studies and evaluations when needed to substantiate and assess the circumstances of abuse or neglect of children.

215 – Protective Services For Children/In-Home Services For Children Defined As Reasonable Candidates For Foster Care and Their Families: After there has been a substantiation of child abuse, neglect, and/or dependency or a case decision of services needed and removal of the child is a reasonable possibility in the absence of such services. This code should be used when:

- Monitoring, expanding and updating the In-Home Family Services Agreement to address identified areas of need.
- Routine case supervisory activities;
- Maintenance of contact with the family and others significant to the case.
- Working with the parents on the status of the case and case goals.
- Giving information, instruction, guidance and mentoring regarding parenting skills.
- Referral to monitoring of service as appropriate, including referrals to DSS-provided clinical treatment.
- Ongoing determination of appropriateness of need for out-of-home placement.
- Ensuring that foster care placements across state lines are in compliance with interstate compact laws.
- Documentation of CPS In-Home Services activities.
- This code should be used for travel associated with any of the above activities.

When a CPS Assessment is not substantiated or if there was not a finding of Services Needed, the CPS case is closed and related activities are not IV-E reimbursable. The family may be referred to voluntary services or services outside the agency.

219 - Protective Services For Children/Team-Setting: Planning, arranging, and conducting multidisciplinary assessment and planning team meetings on behalf of children reported for abuse, neglect, or dependency or for whom there has been a substantiation of child abuse, neglect, or dependency and for whom removal from the home is a reasonable possibility in the absence of such services. This code includes, but is not limited to:

- Day One conferences;
- Community Assessment Teams;
- Child and Family Team Meetings

220 – Unsuccessful Attempts To Locate Victim Child: Unsuccessful efforts to locate the alleged victim child in order to initiate the CPS Assessment.

228 – Preparation For, And Participation In, Judicial Determinations In Juvenile Court (Pre-Placement): Activities which contribute to preparing a report for the juvenile court, or preparing for or participating in a juvenile court proceeding, with the exception of cases involving interference with a CPS Assessment.

229 – Other Court Related Activity (Preplacement): This code should be used when a worker is engaged in preparation for or participation in court-related activities other than for Juvenile Court, e.g., divorce/custody cases or criminal cases.

230 - Diagnostic And Treatment Services (Non-Residential)/CPS: Direct outpatient psychological, clinical, or therapeutic counseling or treatment provided to a child in a structured individual or group session by a qualified professional for the purposes of ameliorating or remedying personal problems, behaviors, or home conditions. This code should not be used when a worker is making a referral for these services to be provided to the client, or is otherwise referring the client to these services.

This code can only be used when Medicaid funding is not available.

250 – Transportation Services: Providing transportation as part of a service plan to enable children or adults (when charged to Medicaid) for whom transportation is not otherwise available to have access to medical and health resources, or to enable adults to have access to shopping facilities, education, recreational and employment and training opportunities, and other community facilities and resources, and to support the delivery of other social services.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services.** Code 250 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

Purchased Transportation Services charged to Program Code T – Title XIX Medicaid Transportation should **not** be reported on the DSS-1571 Part IV, but reported **only** on the DMA-2055.

NOTE: Counties may report all Medicaid Transportation purchased cost for both Part II and Part IV on the DMA-2055.

Deleted:

251 - Transportation Services/Child Foster Care: Providing transportation as part of a service plan to enable foster children for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, education, recreational and employment and training opportunities, and other community facilities and resources, and to support the delivery of other social services. Code 251 should be used when providing only transportation services and the time cannot be coded as an integral part of another foster care service activity.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services.** Code 251 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

252 - Transportation Services/CPS: Providing transportation as part of a service plan to enable recipient children of child protective services for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, education, recreational and other community facilities and resources, and to support the delivery of other social services. Code 252 should be used when providing only transportation services and the time cannot be coded as an integral part of another child protective service activity.

Special Instructions: The activities of services staff in **arranging for and helping clients utilize transportation is not included in the definition of Transportation Services.** Code 252 is used by agency service staff to report on the DSS-4263 only that time spent in direct provision of transportation.

281 – Health Support Services/Mobility Assistance (Optional Resource): Mobility assistance for aging, disabled and handicapped persons, through the installation of ramps, rails and other safety measures at the individual's home and the provision of escort service to health facilities and other needed resources for individuals unable to travel or wait alone.

Special Instructions: Activities of Services staff in arranging for mobility assistance is not included in the definition of the Service. Code 281 is used on the DSS-4263 only by agency staff directly engaged in installation or escort activities.

282 – Health Support Services/Companionship Services (Optional Resource): Arranging for or providing friendly visitors or companions for part of a day to assist individuals who, because of fragility, physical or mental disability or social isolation, have limited contacts with other people. Such companionship service offers mental and physical stipulation and provides an opportunity for observation as to the need for professional help of any kind.

284 – Health Support Services/Special Health Needs (Optional Resource): Provision of special health needs and supplies such as ostomy supplies, oxygen, bandages, orthopedic and other appliances needed by aging and disabled individuals in their own homes and not available through Medicaid, Medicare or resources without cost.

285 – Health Support Services/Communication Assistance (Optional Resource): Assistance with communication to enable individuals to utilize needed health and medical resources and other community services and resources through the provision of interpreters for the deaf and the provision of telephones when not otherwise available for the aging, disabled, or handicapped who are alone and homebound, or who have a health or medical condition which necessitates ready access to or frequent use of a telephone in their home.

Special Instructions: Code 285 is used on the DSS-4263 only by agency employed interpreters to report their activities in direct provision of communication assistance to clients.

303 – Community Living Services: The provision of services to support continuation of the individual's family or community-based situation, or to prepare him for leaving institutional care and facilitate his transition to living in the community. Such services include training in community living skills and work activity training commensurate with the individual's age and developmental level; recreational and other activities which promote normalization outside an institutional setting; and assistance in arranging for and utilizing community services and resources which support this regimen of services. On an optional basis, services may also include remedial and treatment services necessary to ameliorate the handicapping effects of the disability which prevent or constrain personal, social, and work adjustment (e.g., physical therapy, speech therapy), and food and food services to provide a nutritious meal and snacks during the time clients participate in on-site services.

Community Living Services/Transportation: The provision of transportation when needed and not otherwise available to access community living services programs.

319 – Child & Family Support Team Activity/Non-DSS Recipient: A Child and Family Team facilitator's time spent preparing for, participating in, or facilitating Child and Family Support Team meetings where the subject child is currently not receiving any child welfare services provided by the local Department of Social Services. Activities include any follow up that is required to help meet needs identified during such meetings. This code should be used to document the worker's time in cases where the child was identified by their school as being at risk of academic failure or out of home placement, but the child has no open case with DSS and no assigned client ID.

320 - Evaluation Activities For Adoption Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Adoption Services.

322 - Evaluation Activities For Child Foster Care Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Child Foster Care Services.

323 - Evaluation Activities For Child Protective Services Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Child Protective Services.

324 - Evaluation Activities For Family Support Services Programs: Collecting, analyzing, and reporting data related to specific performance measures when those activities are assigned to establish baselines and/or to evaluate the effectiveness of components of the child welfare delivery system related to Family Support Services.

330 – Individual And Family Adjustment Services: Services designed to offer assistance to individuals and their family members in support of attempts to restructure or solidify the individual's environment. Activities include counseling to enable the individual to recognize, understand, and cope with problems and conflicts in regard specifically to such areas as household management, consumer affairs, family life, alcoholism, drug addiction, mental retardation, emotional disturbance, and school related problems. Such counseling is also designed to help individuals independently utilize community resources, including other social services: take advantage of natural support systems; and achieve an adequate level of functioning within the family. Also included is arranging for other services when needed to support the provision of individual and family adjustment services; diagnostic psychological study and evaluation necessary to determine the appropriate plan of service; activities associated with fulfilling the agency's responsibility to serve as guardian or representative payee for individual clients; and social development through therapeutic groups as a part of a service plan to give individuals opportunities for participation in structured group activities focused on helping them cope with personal problems, develop capacities for more adequate social functioning and relieve social isolation.

331 – Individual And Family Adjustment Services/Representative Payee: Services offered to individuals for whom the DSS has been appointed the representative payee, including assurance of the appropriate use of income for the client's needs, and strengthening the client's basic skills in money management.

332 – Individual And Family Adjustment Paraprofessional Services:

Examples of direct services are:

- Teaching, coaching and modeling skills related to home management, communication with resources, caretakers and placement providers.
- Teaching, coaching, modeling advocacy skills (especially as related to housing, services agencies, etc.)
- Supporting case management of maltreated adults.
- Transporting adults going to doctor visits and other appointments (time in transit may be transportation)
- Communicating information between services providers and case managers/placement providers.
- Testifying in court related to specific assigned duties and client interactions)

333 – Individual And Family Adjustment Paraprofessional Services/Child Welfare Services:

Examples of direct services are:

- Supervising visits between parent and child
- Supervising children (while parents attend therapy, parenting classes, etc.) in absence of caregiver.
- Teaching, coaching, modeling parenting skills, home management skills, communication skills with resources to parents and caretakers and placement providers.
- Teaching, coaching, modeling advocacy skills (especially as related to housing, school system, services agencies)
- Supporting case management of neglected, abused, dependent, delinquent children.
- Transporting/supervising/providing in loco parentis to children going to doctor visits, schools (time in transit may be transportation)
- Communicating information between services providers and case managers/placement providers.
- Testifying in court related to specific assigned duties and client interaction (supervised visits, school visits, etc.).

340 - Referral, Coordination And Monitoring Of Medical Services: Staff use this code when making referrals for, coordinating, and/or monitoring the delivery of health related/medical services on behalf of clients. Linking the individual and family with Medicaid service providers to plan, carry out and maintain a health service plan. Includes all related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

- Referring and/or coordinating Medicaid covered diagnostic services for individuals that have functional impairments or mental health disabilities, and/or substance abuse/addiction disorders that require specialized health care procedures covered by Medicaid
- Performing functional assessments or strength and need assessments that may be required in advance of referrals or evaluations to Medicaid covered services to assist with case coordination for individuals with specialized medical(physical) or mental health needs
- Coordinating necessary medical, mental health or substance abuse services for clients covered by Medicaid that benefit from care coordination services
- Monitoring and evaluating the Medicaid covered medical components of the individual's service plan and ensuring that service plan objectives are achieved and appropriate for an individual with mental health addiction diagnoses, or functional or physical impairments
- Preparing documentation for a case to be reviewed by interdisciplinary staff planning meetings, case planning meetings, etc.
- Participating in treatment plan meetings to coordinate and monitor the medical portion of a client's service plan with other staff
- Gathering information for facilitating prior authorizations
- In-home training with a parent or family that improves the coordination/delivery of medical/mental health services to the client if not billed as a Direct Service
- Providing follow-up contact to ensure that an individual has received the prescribed medical/mental health services

341 - Facilitating An Application For The Medicaid Program: Staff use this code when assisting an individual or family (regardless of client eligibility status) to make application for Medicaid or referring them to the appropriate agency to make application, as well as assisting an individual to maintain Medicaid eligibility. Both written and oral methods may be used. Includes all related paperwork, clerical activities or staff travel required to perform these activities.

Examples:

- Verifying an individual's current Medicaid eligibility status for the purpose of the Medicaid eligibility process
- Explaining Medicaid eligibility rules and the Medicaid eligibility process to prospective applicants
- Assisting individuals or families to complete a Medicaid eligibility application and spend down activities
- Assisting individuals or families to collect/gather information and documents for Medicaid program application
- Arranging for or providing translation or signing services to assist in the completion of a Medicaid application
- Gathering information related to the application and eligibility determination for an individual, including resource information and third party liability (TPL) information, as a prelude to submitting a formal Medicaid application
- Providing necessary forms and packaging all forms in preparation for the Medicaid eligibility determination

- Referring an individual or family to the local assistance office to make application for Medicaid benefits
- Medicaid prior authorization activities
- Participating as a Medicaid eligibility outreach worker

342 - Outreach for Medicaid Services: Staff use this code when performing activities that inform individuals (regardless of client eligibility status) about Medicaid, how to access Medicaid and medically related services, the importance of accessing medical, mental health, aging, functional/developmental disability, and alcohol and drug services and the importance of maintaining a routine place for health care. Activities include bringing persons into the Medicaid system for the purpose of determining eligibility and arranging for the provision of medical/health related services. Both written and oral methods may be used. Includes all related paperwork, clerical activities, or staff travel required to perform these activities.

Examples:

- Developing, disseminating or presenting Medicaid outreach materials to inform individuals about Medicaid services and where to obtain services
- Informing individuals and families about the benefits and availability of services provided by Medicaid
- Informing individuals and their families on how to effectively access, use, and maintain participation in all health/mental health resources under the federal Medicaid Program
- Assisting in early identification of individuals who could benefit from the health/mental health services provided by Medicaid as part of a Medicaid outreach campaign
- Assisting the Medicaid agency to fulfill objectives of the Medicaid program by:
 - Informing individuals of the benefits of prevention
 - Helping individuals and families use health/mental health resources
 - Assuring that health/mental health problems are diagnosed and treated early

343 - Arranging Transportation Services For Client To Access Medicaid Services: Arranging for or scheduling specific support provisions, such as transportation services, which are necessary for an individual or family to access medical/mental health services. The category is for assisting an individual to obtain transportation for Medicaid-covered services and does not include the provision of the actual transportation service, but rather the administrative activities involved in providing transportation. In addition, it does not include activities that contribute to the actual billing of transportation as a medical or dental service, nor does it include accompanying an individual to Medicaid services as an administrative activity. Includes related paperwork, clerical activities, or staff travel required to perform these activities.

Examples:

- Scheduling or arranging transportation services that assist the individual or family to access necessary care or treatment by health/mental health care providers

~~**352 - Family Violence Prevention Case Management:** Case management services for victims of domestic violence without regard to their income such as screening and assessment of domestic violence, provision of and arranging for emergency shelter and food, clothing, legal advocacy, transportation, counseling, housing, relocation costs to a safe place within or outside of the state and other supportive appropriate services that the DSS and domestic violence agency agree together will promote the safety of the client and their children.~~

~~**Special Instructions:** County DSS workers must use Program Code N (DSS Non Reimbursable) to report time coded to service code 352 on the DSS 4263.~~

~~**353 – Family Violence Prevention Services:** Family Violence Prevention Services includes services provided for victims of domestic violence without regard to their income such as screening and assessment of domestic violence, emergency shelter and food, clothing, legal advocacy, transportation, counseling, housing, relocation costs to a safe place within or outside of the state and other supportive appropriate services that the DSS and domestic violence agency agree together will promote the safety of the client and their children.~~

~~**Special Instructions:** Service Code 353 is used only on the DSS 5027 and DSS 1571 Part IV.~~

380 – Case Management: Planning and directing the provision of social services within the constraints of policies and procedures to an individual who is receiving or who is applying to receive services. Activities include initial and on-going eligibility determination and assessment of the nature, impact and extent of individual's current service needs as well as establishment of ways and means to tackle the individual's problem. This includes keeping track of what has been provided and what can be provided in relation to the client's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s). This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the client as he or she moves through the service delivery systems. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the individual.

NOTE: Service Code 380 should be used only when providing case management services for adult recipients, except when providing Subsidized Child Care (380 - 4) case management for children.

381 – Services Intake: Describes the function of designated service staff who are assigned to handle the task of initiating clients into the service delivery system of the agency. Activities include receiving requests for services; exploring with the client his request in terms of the services available; taking applications; and such elements of case management as establishing eligibility for services, initiating the Service Client Information Record and certifying clients for purchased services. The extent to which Services Intake performs any of the above case management activities is an agency decision and is related to how broadly the agency wishes to define the intake function. Also included may be working with clients to apply eligibility criteria and determine eligibility for another agency's resources, e.g., crippled children, free school lunches. As a part of assessing with the client his request for help and the nature of his need, the designated intake staff may provide Information and Referral as a part of the tasks assigned to Intake. Activities may also include those performed by staff responsible for handling requests for Medicaid Transportation, including certifying eligibility, scheduling rides and those activities associated with vendor billing.

NOTE: Service Code 381 should be used only when providing intake services for adult recipients, except when providing intake services for children for Medicaid Transportation (381 – T) or Subsidized Child Care (381 - 4).

382 - Service Intake/Family Support Services: Describes the function of designated service staff who are assigned to handle the task of initiating children and their families into the service delivery system of the agency. Activities include receiving requests for services; exploring with the client his request in terms of the services available; taking applications; and such elements of case management as establishing eligibility for services, initiating the Service Client Information Record and certifying clients for purchased services. The extent to which Services Intake performs any of the above case management activities is an agency decision and is related to how broadly the agency wishes to define the intake function. Also included may be working with clients to apply eligibility criteria and determine need and eligibility for specific child welfare services. As a part of assessing with the client his request for help and the nature of his need, the designated intake staff may provide Information and Referral as a part of the tasks assigned to Intake.

383 - Case Management/Family Support Services: Planning and directing the provision of social services within the constraints of policies and procedures to children and their families receiving or applying to receive Family Support or Family Preservation services. Activities include initial and on-going eligibility determination and assessment of the nature, impact and extent of the family's current service needs as well as establishment of ways and means to tackle the identified problem(s). This includes keeping track of what has been provided and what can be provided in relation to the family's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the identified problem(s). This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the family as they move through the service delivery systems. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the family.

385 – Case Management/State Abortion Fund: Is the activity of completing and reviewing the State Abortion Fund Authorization Form DSS-6847.

NOTE: When this time is reported on the Worker Daily Report of Services to Client (DSS-4263), the Client ID must be entered. It is not appropriate to record this activity as a block of time.

386 – Case Management/In-Home Services: Case management activities as defined under Code 380 when carried out to support and facilitate the provision of In-Home Services to a client.

NOTE: In-Home Services are Adult Day Care, In-Home Aide Services, Housing and Home Improvement Services, and Preparation and Delivery of Meals.

389 – Repatriation Services (see Appendix D)

390 – Other Child Welfare Services: Social work intervention services which, in addition to core services (i.e., those services defined above that are available as Child Welfare Services) protect and promote the welfare of children, including the strengthening of their own homes where possible. Activities include gathering information about and assessing the needs and problems of a child within the context of family interaction, environment and/or coping patterns; helping a child and his family gain insights into and understanding of their needs and problems, and assisting them to know about and use other services and resources available to them. Activities also include collaborating on a case by case basis with individuals in other systems (e.g., judicial, health, education) to plan with and support a child and those involved with him through a crisis or an at-risk situation. These services may also include purchases to alleviate non-recurring, episodic events impacting the child's welfare.

437 – Paternity Testing Fees: Are fees paid by non custodial parents (NCP) and collected by DSS's or Child Support Agencies/contractors for paternity testing. The NCP may pay part of the fee or the entire fee to cover the cost of paternity testing. The fee will be reported on Part II of the DSS 1571.

505 – Assessment And Developing Of Employment And Training: Activities to collect information about a client in order to evaluate the client's potential and suitability for **Food Stamp Workfare/Employment & Training** participation. Activities include analyzing the client's work history, personal and medical conditions, educational background, special skills, interests, and attitudes. Activities also include identifying barriers and strengths and supportive services needed in order to enhance the client's program participation and employment goal. Development of the employment and training plan is covered under this definition. Also included are pre-assessment activities such as the review of the case record and informal notes, discussion with other staff members, visits with the individual in his/her home, determination of realistic personal, familial, and employment goals, and discussion of the work program and the rights and responsibilities of the individual (i.e., orientation to the program).

515 – Employment And Developing Of Employment And Training: Services provided as part of an individual service plan to enable **Food Stamp Workfare/Employment & Training** participants to secure or maintain paid employment or training leading to such employment. Services include counseling to explore with the individual his current readiness or potential for employment and to assess the feasibility of seeking training or employment in relation to the total needs of the family; providing information about and referral to training programs and possible sources of diagnostic assessment of health, mental health, learning and other limitations that affect involvement in training or employment; counseling and information to encourage and support the individual's employment objectives with respect to such topics as grooming, how to use available resources, employer expectations, and solving work related problems, and arranging for the provision of services needed to remove personal and family barriers to training and stable employment.

For purposes of employment programs, this service includes the following activities which are directed toward alleviating specific barriers to the individuals employment or training plan: providing information about and arranging for day care services for children, family planning, and vocational rehabilitation services, and provision of educational support, home management and maintenance services, health related services and housing and home improvement services and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

Also included are payments for essential expenses, other than transportation expenses, required for participation in job preparation activities and/or to meet worksite requirements, e.g., fees for job preparation training, uniforms, shoes, medical exams.

520 – Work First Information/Referral: Includes providing information about the Work First Program to Work First Family Assistance recipients and the general public. Activities include but are not limited to, providing an explanation of Work First, including employment services, support services available to Work First families, non-custodial parents or former Work First families with income at or below 200% of the poverty level, assistance with child support, and temporary cash assistance, and a general overview of participant and agency responsibilities. Referrals to other programs and resources may also be included.

Also included is time spent identifying and developing community resources for work and work-related activities and supportive services. This includes working with businesses, establishing and supporting local business councils, working with the Faith Community and other non-profit organizations. Faith and community liaisons should generally use this code to record their time.

Activities include explaining program policy to agency providers, developing memoranda of understanding with local agencies, and monitoring feedback. Accessing labor market information, public awareness, posting worksite and employment opportunities are included in this service. General development and negotiation of OJT and Job Development and Job Placement contracts are included in this activity.

If your agency contracts for these services, use this code also.

No client ID is needed. One entry on the DSS-4263 can be used to record total Work First Information/Referral time for the entire day.

521 - Child Care: Is the provision of an organized program of activities utilized for the purpose of enabling a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the child. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Child Care for Work First families may use code **521** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

522 - Case Management Without Eligibility Determination: Planning and directing the provision of, and/or directly providing services by Work First staff with case management responsibilities as defined in Work First policies and procedures. These staff do not determine eligibility for Work First Family Assistance. Activities include ongoing evaluation of the individual's current program participation and service needs and appropriate modifications to the Mutual Responsibility Agreement. This also includes providing the appropriate assistance to enable the participant to assume responsibility for identifying and accessing those services necessary to promote successful program participation, and employment. Some services identified as case management include: initial assessment and periodic reassessment of a participant's job readiness, job search, examination of constructive ways to resolve all work-related issues, mutually-developed strategies (by the participant and worker) for self-sufficiency, identification of responsibilities of both the participant and agency in facilitating the completion of the plan; arranging and/or providing transportation, and arranging child/adult care.

Case management activities assist families to independently conduct routine tasks such as recognizing family health needs, utilizing maternal and child health programs, and performing daily household management tasks, which contribute to self-sufficiency.

Development and continuing assessment of the Mutual Responsibility Agreement are considered Case Management functions and should be coded here. This includes, among other things, gathering information through various methods, such as home visits, interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments. The purchase of diagnostic evaluations to assess an individual's job readiness is an allowable use of funds. Time spent arranging for consultative examinations is considered as case management.

If your agency contracts for this service, code 522 should be reported on the DSS-1571 and a Client ID number is not required.

Special Instructions: One entry on the DSS-4263 is used to record total Case Management time for the entire day.

When a DSS case manager reports Case Management Services on the DSS-4263, no client ID number is needed. One entry on the DSS-4263 is used to record total Case Management time for the entire day.

523 - Adult Care: The provision of an organized program of activities utilized to enable a Work First participant to participate in activities outlined in the Mutual Responsibility Agreement, when the individual's presence would otherwise be required in the home to care for the adult family member. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included. Staff who are responsible for arranging Adult Care for Work First families may use code **523** to report this service. If the Work First case manager provides this service, it is considered case management.

No client ID is needed.

527 – Education/Training: The costs and expenses required for participation in a vocational or technical skills training program, leading to a specific occupation. Examples of expenses required for participation include tools, fees, supplies, and tuition when funds are not otherwise available (e.g., financial aid). Also included are the costs and expenses required for participation in a high school education program designed to prepare an individual for a high school diploma or equivalency certificate. This also includes basic and remedial education and education in English proficiency for those individuals whose native language is not English. In very limited instances, this could include the costs and expenses required for participation in an institution of higher education that is intended to result in a bachelor's degree.

532 – Work First Transportation Services: Includes purchasing transportation to enable current recipients of Work First Cash Assistance and their families, for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to promote successful completion of the activities outlined in the Mutual Responsibility Agreement, and to achieve self-sufficiency. The purchase of childcare transportation, when not included in the child care payment, is to be reported as Work First Transportation Services (Code 532).

Note: Costs for Code 532 are reported on the DSS-1571; client ID numbers are **not** required.

537 – Participation Expenses: Payment of expenses when needed to facilitate an individual's participation in approved activities included in the Mutual Responsibility Agreement. These may or may not be component-specific expenses. Some non-component specific expenses may include such expenses as car repairs, licensing fees, and meals and refreshments (as set forth in county policy). Component-specific expenses may include, but are not limited to, CPR training and equipment such as a fire extinguisher for an individual providing child care for someone performing community services; uniforms, tools, and medical exams for someone participating in work experience. This includes one-time work related expenses also.

541 – Transportation Retention Services: Purchasing transportation for families who are not current Work First recipients, have gross income at or below 200% of the federal poverty guidelines, and met the other requirements outlined in Section 118 of the Work First manual. Transportation Retention Services may be provided to former Work First families and to eligible families that have never received Work First. These transportation services are designed to enable families to stay off Work First cash assistance, particularly when the parent is employed. Use this code for transportation that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient. All expenditures related to the provision of Retention Transportation Services (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 541.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

Note: Code 541 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Arranging for “Transportation Retention Services” by a DSS Case Manager should be reported on the DSS-4263 as Case Management Retention Services, Code 558.

542 – Child Care Retention Services: Purchasing child care for families that are not current Work First recipients, that have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First manual. Childcare Retention Services may be provided for former Work First families and to families that have never received Work First. Childcare services are intended to help families remain off Work First cash assistance, particularly when the parent is employed. Use this code for childcare that is funded through the local Work First Block Grant. Any agency staff can provide retention services so long as the intent is to keep the parent employed or otherwise assist the family in remaining self-sufficient.

This code is applicable only to counties that have chosen to provide services to families with income at or below 200% of poverty and that have submitted a local Work First Plan amendment indicating such.

Note: Code 542 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Transportation expenditures related to “Child Care Retention Services” should be reported as Code 541.

543 – Other Retention Services: Purchasing other services for families who are not current Work First recipients, that have gross income at or below 200% of the federal poverty guideline, and meet the other requirements outlined in Section 118 of the Work First manual. These services are designed to enable families to remain off Work First Family Assistance, particularly when the parent is employed. Any agency staff can provide retention services so long as the intent is to keep the family employed or otherwise assist the family in remaining self-sufficient. Services may include but are not limited to parenting classes, financial counseling, short term training, child and family enrichment services, health insurance, etc.

Note: Code 543 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

544 – On-The-Job-Training: The costs and expenses required for participation in OJT. OJT is an activity in which the participant is hired by a public or private employer, and while engaged in productive work, receives training that provides the knowledge and skills necessary to perform that job. Staff time spent recruiting possible resources or negotiating an OJT slot on behalf of a specific participant is included. Costs may include payment of the employer subsidy. Examples of expenses include tools and other equipment, when not provided by the employer to any employee.

545 – Eligibility: Performing the activities required to determine if a family's **income and resources** meet the guidelines to receive Work First and determining the payment amount. These activities are performed at application and ongoing at periodic intervals.

Eligibility activities include collection of information on the family's financial situation at application. Specifically defined, eligibility is the collection of earned and unearned income information such as wages; and collection of information on other resources such as savings accounts.

Eligibility activities for an ongoing case include the re-verification of a family's financial situation at review. This is completed every 6 or 12 months. If a family is subject to quarterly reporting, the processing of the financial information reported on the QR is an eligibility activity. Reacting to financial changes reported by the family is eligibility.

Eligibility **does not** include initial or ongoing evaluation of the individual's participation in employment activities, need for services, or the initial completion of or revisions to the individual's Mutual Responsibility Agreement. Evaluation of the family's living situation is not eligibility. Discussions with families about other agencies or services are not included in the definition of eligibility.

Eligibility **does not** include services defined as case management.

Special Instructions: Use only on the DSS-4263. No EIS Client ID number is required.

546 – Job Development And Placement:

- (a) **Job Development** is an activity, which involves soliciting job slots and interviews for Work First participants from public and private employers. Staff time spent in Job Development is an allowable cost.
- (b) **Job Placement** is an activity, which results in the employment of a Work First participant following the referral of the participant to a potential employer. Staff time spent in Job Placement is an allowable cost.

Special Instructions: No Client ID number is needed for this entry. One entry on the DSS-4263 is used to record total Work First Job Development and Placement time for the entire day.

547 – Job Search/Job Readiness: Is defined as activities provided to Work First participants on an individual or group basis for the purpose of providing information on job leads; to teach job seeking and job keeping skills such as how to locate job openings; how to effectively use the telephone to contact employers; and how to make contact with the individual directly responsible for hiring. Job Search activities also include participant contact with employers to arrange interviews, the actual interview process, providing feedback to the Work First case manager for other service provider. Expenses required for participation in Job Search and Job Readiness include, but are not limited to, fees and supplies.

Also included are activities and those expenses and costs required for participation in activities that help prepare individuals for work by assuring that participants are familiar with general work place expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market. Examples of expenses include fees and supplies when required for participation as well as staff time spent conducting these activities or providing activities such as Job Coaching/Mentoring.

548 – Case Management For Non-Custodial Parents Of Work First Children: Planning and directing the provision of, and/or directly providing services by Work First staff with case management responsibilities. Activities include ongoing evaluation of the non-custodial parent's participation in work-related activities and service needs. This also includes providing the appropriate assistance to enable the participant to assume responsibility for identifying and accessing those services necessary to promote employment. Some services identified as case management include: initial assessment and periodic reassessment of a participant's job readiness, job search examination of constructive ways to resolve all work-related issues, mutually-developed strategies for self-sufficiency, arranging and/or providing transportation, and arranging child care.

Development and continuing assessment of a plan for employment are considered Case Management functions and should be coded here. This includes, among other things, gathering information through various methods, such as interviewing, formal testing, and self-assessment instruments. It includes coordination with agency staff and other community resources when appropriate to prevent duplicative assessments. The purchase of diagnostic evaluations to assess and individual's job readiness is an allowable use of funds. Time spent arranging for consultative examinations is considered as case management.

Time spent in job development and placement activities for non-custodial parents is considered Case Management. Also, time spent arranging for mental health or substance abuse services, including arranging for needed support services, is included.

If your agency contracts for this service, report this code on the DSS-1571. **SIS Client ID number is required.**

When a DSS case manager reports Case Management Services on the DSS-4263, a **SIS Client ID number is required**.

549 – Child Care For Non-Custodial Parents Of Work First Children: Includes the provision of an organized program of activities utilized for the purpose of enabling a non-custodial parent to work or participate in activities leading to work when the individual's presence would otherwise be required in home to care for the child. Food services to provide nutritional meals and snacks and transportation to and from the facility may also be included.

Note: Code 549 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Code 549 is to be used only for childcare for the Non-Custodial Parent's non-Work First children. Child Care Services for Work First children are reported as Code 521. Time spent arranging for childcare for a non-custodial parent should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548. Transportation to/from childcare facilities for non-Work First children of non-custodial parents should be reported as Code 569.

551 – Mental Health Services: Helping Work First participants to obtain mental health services necessary to enable them to participate in Work First activities as specified in the Personal/Mutual Responsibility Contract. Services will also be available to the participant's family members, if needed, to support the participant's plan. Services include helping families recognize needs, assisting individuals to secure admission to institutions as needed, and referrals to appropriate resources.

Services include the provision of counseling services or therapy to Work First participants and their families for the purpose of resolving emotional conflicts and to enable the participant to reach his/her employment goal. This process involves a professional relationship with a skilled counselor to assist the participant to assess the situation and to identify and implement strategies for resolution.

Special Instructions: If the service is provided by a certified/licensed counselor that is employed by DSS, time spent providing Mental Health Services is to be reported on the DSS-4263 as code 551. If the Work First case manager provides this service, it is considered case management.

552 – Substance Abuse Services: Helping Work First participants obtain the substance abuse services necessary to enable them to participate in Work First activities as specified in the Personal/Mutual Responsibility Contract. Services will also be available to the participant's family members, if needed, to support the participant's plan. Services include helping families recognize needs, assisting individuals secure admission to appropriate treatment programs, and referral to appropriate resources. This includes the services leading up to the diagnosis, the cost of the diagnosis, and the cost of treatment to the extent these services are not covered by any other source.

Special Instructions: If the service is provided by a trained Substance Abuse Counselor, employed by DSS, time spent providing this service is to be reported on the DSS-4263 as code 552. If the Work First case manager provides this service, it is considered case management.

553 – Subsidized Employment: The costs and expenses required for participation in subsidized employment. This is an activity in which the individual is hired as an employee when for a specified amount of time, the employer receives an agreed upon amount to subsidize the

individual's wage. Staff time spent recruiting possible resources or negotiating a subsidized employment slot on behalf of a specific participant is included. Costs may include payment of the employer subsidy if paid other than through Work First cash assistance, and cost of tools and other equipment, when not provided by the employer to any employee.

554 – Other Supportive Services: Are all other services provided to assist Work First participants in meeting the conditions of the Mutual Responsibility Agreement as allowed in policy. Allowable services include, but are not limited to: Services provided by qualified paraprofessionals, i.e., in-home aides, and case management support staff, who are trained, equipped, assigned, and supervised by DSS staff to assist in the case management function to maintain and strengthen the family unit. These services include providing assistance with home management tasks, providing transportation, and preparing for participant groups.

Use this code if the staff person performs all or some of the functions described even if the functions are not performed on every case.

Special Instructions: Code 554 requires a client ID when used on the DSS-4263 and coded to Program Code R (TANF 100% Federally Funded). Code 554, when reported on the DSS-1571, requires a client ID.

555 - Other Work-Related Expenses For Non-Custodial Parents Of Work First Children

Includes:

- Payment of expenses when needed to facilitate an individual's employment or participation in approved activities. Some expenses may include licensing fees, meals and refreshments (as set forth in county policy); CPR training and equipment such as a fire extinguisher for an individual providing child care for someone performing community service; uniforms, tools, and medical exams for someone participating in work experience. This also includes one-time work related expenses.
- Cost of and expenses for participation in OJT. OJT is an activity in which the participant is hired by a public or private employer, and while engaged in productive work, receives training that provides the knowledge and skills necessary to perform that job. Costs may include payment of the employer subsidy. Examples of expenses include tools and other equipment, when not provided by the employer to any other employee.

Special Instructions: Staff time spent recruiting possible resources or negotiating an OJT slot on behalf of a specific participant should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548.

- Cost of and expenses required for participation in subsidized employment. This is an activity in which the individual is hired as an employee when for a specified amount of time, the employer receives an agreed upon amount to subsidize the individual's wage. Costs may include payment of the employer subsidy, and cost of tools and other equipment, when not provided by the employer to any other employee.

Special Instructions: Staff time spent recruiting possible resources or negotiating a subsidized employment slot on behalf of a specific participant should be reported on the DSS-4263 as Case Management for Non-Custodial Parents of Work First Children, Code 548.

- All other services provided to assist non-custodial parents in going to work. Allowable services include, but are not limited to: Services provided by qualified paraprofessionals, i.e., in-home aides, and case management support staff who are trained, equipped, assigned, and supervised by DSS staff to assist in the case management function to maintain and strengthen the family unit. These services include providing assistance with home management tasks and preparing for participant groups.
- Services leading up to a mental health or substance abuse diagnosis, the cost of the diagnosis, and the cost of treatment to the extent these services are not covered by any other source.

557 – Fraud Activities: Activities performed by program integrity staff to identify fraudulent activities, investigate fraud allegations, refer for prosecution, assist the prosecutor in his duties, or conducting disqualification hearings for Work First or former AFDC cases. Also included are activities related to collection of overpayments, including setting up repayment agreements, enforcing repayment agreements, facilitating federal and State tax debt set-off for Work First.

Special Instructions: No client ID number is needed for this entry. One entry on the DSS-4263 is used to record total fraud activity time for the entire day.

558 – Case Management Retention Services: Planning and directing the provision of, and/or directly providing services by Work First Staff with case management responsibilities. Activities include ongoing evaluation of the family's participation in activities and services needs. These services are designed to enable families to remain off Work First Family Assistance, particularly when the parent is employed. Use this code when providing this service to families that do not receive Work First and have gross income at or below 200% of the federal poverty guideline. Case Management Retention Services may be provided to be former Work First families and to families that have never received Work First. These services may include specific strategies, such as job coaching, crisis identification and management (e.g., car breaks down, baby-sitter is sick), referral to Employee Assistance Program services, referrals to other agencies or organizations, etc. Any agency staff can provide retention services so long as the intent is to keep the family employed or otherwise assist the family in remaining self-sufficient.

Note: This code is not to be used to report time spent on Transitional Medicaid cases, unless the time is specifically spent on the described activities.

Special Instructions: When Case Management Retention Services are reported by a DSS case manager on the DSS-4263, a **SIS client ID number** is required.

559 – Work First Functional Assessments: Include purchasing *Functional Evaluations (FE)* services that document a person's ability to work or *Vocational Assessments (VA)* to assess an individual's abilities, skills, interests and readiness for employment. Functional Assessments can be performed from a physical, medical, behavioral or psychological perspective. Specific services may include, but are not limited to, academic testing, observation, interviewing, dexterity testing, motor skills testing and job placement.

Special Instructions: Worker time spent arranging for FE/VA and participating in activities related to FE/VA should be coded as either 522 - Case Management Without Eligibility Determination, 548 – Case Management For Non-Custodial Parents Of Work First Children or 558 – Case Management Retention Services, as appropriate for the individual being served.

Note: Service Code 559 should be reported on the DSS-1571 Part IV only and client ID numbers are required.

561 - Child And Family Enrichment Services: Include services and activities that enhance parents' and children's ability to become self-sufficient, properly care for children, and enhance school performance and behavior, self-esteem and leadership skills, and family relationships. The services do not have to be solely and directly related to employment, but must be provided to protect, support, and/or enhance the lives and futures of the parents/caretakers and children involved. The services should be related to helping families and children transition from welfare to self-sufficiency. Examples of such services include, but are not limited to, after-school mentoring and tutoring, parenting skills, summer enrichment programs such as specially designed 4H camp enrichment programs, and family counseling services. Services will primarily be purchased services but could be provided by an agency staff member responsible for providing such services. These services may be provided for current Work First cash assistance families as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual

No client ID is required for this service code.

566 – Individual Development Accounts: Counties may contribute matching funds to the Individual Development Accounts of TANF eligible families. IDAs, to which recipients make a contribution from their earned income, enable them to save for "big ticket" items, such as a home, or a college education or to start a business. Any expenditure related to the operation of an IDA program must also be reported as an Individual Development Account expense.

Note: Code 566 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for Individual Development Accounts is to be reported on the DSS-4263 as Case Management Without Eligibility Determination, Code 522.

567 – Transportation Services: Arranging for or providing transportation as part of a service plan to enable **Food Stamp Workfare** participants for whom transportation is not otherwise available to have access to medical and health resources, shopping facilities, and other community facilities and resources, and other employment and training opportunities and for participant costs directly related to participation in the FNS Employment and Training (E&T) program.

569 – Non-Custodial Parents/Transportation: Includes purchasing transportation to enable eligible non-custodial parents (See Section 118 of the Work First manual) for whom transportation is not otherwise available, to access community resources, supportive services, and employment and training opportunities as appropriate to facilitate employment. All expenditures related to the provision of transportation services for a non-custodial parent (e.g. car repairs, insurance, client/volunteer reimbursement, bus tokens, taxis, local coordinated transportation system, car purchases, inspections, etc.) should be reported as Code 569. The purchase of childcare transportation, for children when not included in the child care payment, is to be reported here.

Note: Code 569 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of transportation services for non-custodial parents is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services, Code 548.

570 – Job Access Transportation Service/Non-Custodial: (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the “Job Access and Reverse Commute Grant Program.” Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual, and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 570 is used to report (Federal) TANF expenditures made on behalf of non-custodial parents only.**

Note: Code 570 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services is to be reported on the DSS-4263 as Non-Custodial Parents-Case Management Services Code 548.

571 – Job Access Transportation Services/Current Work First Recipients: (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the “Job Access and Reverse Commute Grant Program.” Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 571 is used to report (Federal) TANF expenditures made on behalf of current Work First recipients only.**

Note: Code 571 should be reported on the DSS-1571 and client ID numbers are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services is to be reported on the DSS-4263 as Work First Case Management, Code 522.

572 – Job Access Transportation Services/“Other Recipients”: (Federal) TANF expenditures for transportation services that are used to meet the cost sharing (match) requirements for the “Job Access and Reverse Commute Grant Program.” Job Access funds may be used to support the development of employment transportation services for current Work First recipients as well as families that are not current Work First recipients but have gross income at or below 200% of the federal poverty guideline and meet the other requirements outlined in Section 118 of the Work First manual, and eligible non-custodial parents (See Section 118 of the Work First manual). **Code 572 is used to report (Federal) TANF expenditures made on behalf of former Work First recipients that have received welfare assistance within the past three years and other individuals whose family incomes are at or below 200% of the federal poverty level. (Do not use Code 572 to report (Federal) TANF expenditures made on behalf of non-custodial parents or current Work First recipients.**

Note: Code 572 should be reported on the DSS-1571 and **SIS client ID numbers** are required.

Special Instructions: Staff time spent coordinating/arranging for the purchase of Job Access transportation services for former Work First recipients and other individuals whose family incomes are at or below 200% of the federal poverty level is to be reported on the DSS-4263 as Case Management Retention Services, Code 558. SIS client ID numbers are required.

573 – Medical Insurance Premiums: Payment of medical insurance premiums for Work First eligible families and or children, including the NC Health Choice for Children Program. Allowable expenditures may include full or partial payment of the medical insurance premium or full or partial subsidy of family medical insurance available through an employer. Counties may consider subsidizing employment related medical insurance for a limited period of time possibly with a decreasing subsidy over time. Families eligible for help with medical insurance premiums must be Work First cash assistance recipients or families with income at or below 200% of the federal poverty level who meet all eligibility requirements for that group.

Medical insurance premiums are limited to MOE funds because there is a federal prohibition against funding medical services with federal TANF funds. The federal interpretation is that medical insurance premiums are a medical service.

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required.

574 – Housing Subsidies That Do Not Meet Federal Definition of “Assistance”: Rental or mortgage subsidies that are provided for fewer than 4 months, including emergency housing assistance. Families eligible for these housing subsidies must be Work First Family Assistance recipients or families with income at or below 200% of the federal poverty level who meet all eligibility requirements for that group.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9).

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-1571 Part IV).

575 – Work First Housing Expenditures/Other Than Housing Subsidies: Is any costs, other than subsidies, used to provide housing assistance to eligible families. This may include costs such as, staff time for a housing coordinator, housing/financial counseling, costs associated with operation of the Work First Housing pilots, and contracts with non-profits to provide housing assistance. Since no housing subsidies are involved, funding may be either federal or MOE.

Special Instructions: For families that do not receive a monthly Work First check, a case must be opened in SIS. An EIS or SIS ID is required (on the DSS-4263).

576 – Housing Subsidies That Meet Federal Definition Of “Assistance”: Is rental or mortgage subsidies that meet the federal definition of assistance. A detailed description of the federal definition of assistance can be found in Section 102 of the Work First Manual. However, in general terms related to rental or mortgage subsidies, it is subsidy payments that are provided for more than 4 months. Families eligible for these housing subsidies must be Work First Family Assistance recipients.

For all counties, housing subsidies are funded solely with MOE funds (Program Code 9).

Special Instructions: An EIS ID is required (on the DSS-1571 Part IV).

580 – Employment Programs Case Management: Planning and directing the provision of social services within the constraints of policies and procedures for a **Food Stamp Workfare/Employment & Training** participant. Activities include initial and ongoing assessment of the nature, impact and extent of the individual's current service needs as well as establishment of ways and means to tackle the individual's problem. This includes keeping track of what has been provided and what can be provided in relation to the client's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s) and effectively facilitate achievement of the individual's goal. This means assuming the role of prime agent who assures an equitable, consistent, dependable and coordinated flow of services to the client for the duration of work program participation. Activities include establishing separate and joint responsibilities, authorities and tasks among services workers and services agencies involved in the process of helping the individual. Activities also include assisting the individual in making application to other service programs and in gathering sufficient information for a determination of eligibility for services provided under other service programs.

581 – Employment Programs Intake: Includes all **Food Stamp Workfare/Employment & Training** program staff activities of providing information to individuals who have been referred to or who are inquiring about the program. Intake activities include but are not limited to making an explanation of the program, explaining the advantages and/or disadvantages, and exploring with the individual the appropriateness of his participation. The Intake code may also be used to cover employment program staff activities provided on behalf of former participants. Intake activities may include counseling, assisting individuals in identifying and pursuing other resources for training and employment and follow-up to determine the outcome for clients to whom information and referral service has been provided.

582 – Worksite Development And Management: Identifying potential **Food Stamp Workfare/Employment & Training** worksites for the program and securing support and/or commitment for work slots. Included are explaining program policy to worksite sponsors, negotiating a Work Experience Agreement, and monitoring worksites.

583 - Program Development Food Stamp Workfare: Staff time spent identifying and developing community resources for job placement and development, education and training, and supportive services. Developing labor market information, educating the public about the program, and posting education, training, worksite, and other opportunities are included in this service.

Special Instructions: it is not required that an individual must have completed an application for services and have been assigned an eligibility category code in order to receive Intake Services. A SIS ID# is not required on the DSS-4263 for reporting under this code.

590 - Able-Bodied Adults Without Dependents Case Management: Planning, directing, or providing social services to an Able-Bodied Adult Without Dependents within the constraints of policies and procedures. Activities include initial and ongoing assessment of the nature of the barriers keeping the individual from becoming employed. This includes keeping track of what has been provided and what can be provided in relationship to the individual's needs. Activities include determination and orchestration of conditions and methods of service delivery, which will best support resolution of the individual's problem(s) and effectively facilitate achievement of the individual's employment goal.

591 - Able-Bodied Adults Without Dependents Work Site (Community Work Experience) Development, Placement and Management: Identifying potential worksites for individuals and securing support and/or commitment for work slots with public and private non-profit agencies. Included are explaining program policies to worksite managers, negotiating an Agreement between the Department of Social Services and worksite agency, placement of individuals, and monitoring work sites.

592 - Able-Bodied Adults Without Dependents Education Development, Placement and Management: Identifying potential education components (e.g., Pathways to Employment, Human Resources Development, Adult High School, General Education Development, Adult Basic Education, etc.) for individuals. Included are advocating for individuals requiring educational opportunities, placement of individuals, and obtaining reports on individual participation and progress.

593 - Able-Bodied Adults Without Dependents Training Development, Placement and Management: Identifying potential training components (e.g., JTPA, N. C. Department of Labor, etc.) for individuals. Included are advocating for individuals requiring training opportunities, placement of individuals, and obtaining reports on individual participation and progress.

610 – Long-Term Care Case Management: Is assessing client needs and planning care, as well as locating, obtaining, coordinating, and monitoring services to maintain the client's health, safety, and well-being in the community as a part of the State's Long Term Care Screening Program (CAP/DA). The principal components of case management are:

- Assessing the client/family for the program in six functional areas by a team of at least two persons (a social worker and a registered nurse) in the home of the client. The initial part of the assessment may also be conducted while the client is in the hospital or nursing facility if the client/patient is to be discharged within 30 days.
- Developing the Plan of Care, revising the Plan as needed and securing approval of the Plan and all revisions.
- Locating and coordinating sources of help from within the family and community so that the burden of care is not exclusively borne by formal health and social agencies.
- Monitoring the client's situation to assure quality care as well as the continued appropriateness of the services and CAP/DA participation. The monitoring includes reviewing provider documentation and claims; obtaining input from the client, family, physician, caregivers, and providers; and personal observation.
- Coordinating with Medicaid income maintenance staff regarding the client's Medicaid eligibility and the meeting of applicable deductibles. This includes planning with the income maintenance caseworkers, clients, and families/primary caregivers on how deductibles will be met. Conducting the annual reassessment (Continued Need Review) by the registered nurse/social worker team. Discharging the client when CAP/DA is no longer appropriate and assisting the client/family in making other appropriate plans.

750 – Agency-Wide Administration Staff

752 – Services Supervisor and Clerical Support

753 – Income Maintenance Supervisor and Clerical Support

754 – IV-D (Child Support) Supervisor and Clerical Support

781 – Other Non-DSS Reimbursable Service Locally defined and funded service.

782 - Other Non-DSS Reimbursable Service Locally defined and funded service.

783 - Other Non-DSS Reimbursable Service Locally defined and funded service.

784 - Other Non-DSS Reimbursable Service Locally defined and funded service.

785 - Other Non-DSS Reimbursable Service Locally defined and funded service.

786 - Other Non-DSS Reimbursable Service Locally defined and funded service.

787 - Other Non-DSS Reimbursable Service Locally defined and funded service.

788 - Other Non-DSS Reimbursable Service Locally defined and funded service.

789 - Other Non-DSS Reimbursable Service Locally defined and funded service.

804 – Adolescent Parenting Administrative Activity: Program development for the Adolescent Parenting Program. Included are such activities as orientation of agency staff to the program model and implementation of the program components, including: in-house management team, community advisory committee and the recruitment, training and coordination/supervision of volunteers. Also included are activities associated with building community awareness to the program such as public speaking and resource building.

816 – Child Day Care Services Delivery: This code is used to record activities needed to deliver child day care services, including transportation, to eligible families. This includes such activities as working with the family to assess its child day care needs, determining initial and on-going client eligibility and establishing fees, providing parents with information that enables them to recognize quality care and to make informed child care choices, arranging a plan of care that best meets the needs of the child and the family, maintaining contact with the family and provider to insure the family is receiving the appropriate service(s), authorizing payments, and maintaining case files.

817 – Child Care Fraud Investigation: Includes activities related to detection and investigation of suspected Child Care fraud conducted by DSS staff members as permitted under Section 12B.7.(b) of Session Law 2013-360/SB 402. Up to two percent (2%) of each county's annual allocation of child care subsidy funds may be utilized for this purpose.

870 – Eligibility/Family And Children's Medicaid/Health Choice: Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for Family & Children's Medicaid programs (MAF, MIC, MPW, IAS, HSF and Family Planning) or the NC Health Choice program.

Special Instructions: the current penetration rate for NC Health Choice vs. Medicaid, obtained from NC XPTR report DHRWDB SUMMARY NCHC VS MEDICAID, should be applied to time coded as 870 – HC on the DSS-4263 when claiming reimbursement on the DSS-1571 such that the appropriate percentages of worker time are charged to Health Choice and Medicaid funding.

872 - Non-Eligibility Administrative Activities: Time spent conducting administrative activities for Medicaid programs that are **not** related to intake, eligibility determination or redetermination and issuance of notices & benefits, or case maintenance **not** related to eligibility redetermination. Such activities include: outreach, marketing, policy development & research, staff development & training, community-based application assistance, Program Integrity, appeals, general case management such as plan choice and enrollment counseling or customer service activities **not** related to eligibility determination or redetermination.

875 – Eligibility/Medicaid-Medical Assistance Administration (MA): Time spent by an Income Maintenance caseworker related to intake, eligibility determination or redetermination, issuance of notices & benefits or case maintenance related to eligibility redetermination for the Medicaid program.

876 – Eligibility/Special Assistance (SAA): Time spent by an Income Maintenance caseworker in activities related to intake, eligibility determination or redetermination, issuance of notices & benefits or case maintenance related to eligibility redetermination for the State/County Special Assistance program, including the Special Assistance – In-Home program.

877 – Eligibility/Refugee Assistance (PA): Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for the Refugee Cash Assistance program.

878 – Eligibility/Refugee Medical Assistance (RM): Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of client eligibility for the Refugee Medical Assistance program.

883 – Fraud Investigation/FNS (FS): Time spent by an Income Maintenance caseworker conducting investigations of suspected fraud cases under the Food and Nutrition Services program.

884 – Fraud Investigation/FNS-Non Fraud: Time spent by an Income Maintenance caseworker conducting investigations of suspected fraud cases under the Food and Nutrition Services program where no fraud is found.

885 – Energy Worker (LIEAP/CIP): Time spent by an Income Maintenance caseworker in activities related to administration the Low Income Energy Assistance Program or the Crisis Intervention Program.

886 – Eligibility/IV-E Foster Care: Time spent by an Income Maintenance caseworker in activities related to determination or redetermination of a child's eligibility for foster-care assistance under Title IV-E.

888 – Eligibility/Energy Assistance Programs/Non-Eligible: Time spent by an Income Maintenance caseworker in activities related to determination of client eligibility for assistance under the various privately-funded Energy Assistance programs where the applicant was determined to be ineligible.

890 – NC FAST/Case Management: Time spent by a worker within the NC FAST system completing any action other than those related to processing an application or recertification. This would include any such activities related to researching, updating or maintaining an active case.

891 – NC FAST/Applications: Time spent by a worker within the NC FAST system related to processing and completing a client application for benefits.

892 – NC FAST/Recertifications: Time spent by a worker within the NC FAST system related to processing and completing a recertification of benefits for an open case.

980 – County General Assistance: use this code when a county General Assistance payment is initiated and provided by service staff and it is not integral to the delivery of services.

990 – General Administration: Record in a block of time at end of day those activities considered general administration; e.g., leave, employee travel, supervisor/worker conferences, attendance at training sessions, other non-direct service activities of less than 5-minute duration, compensatory time, etc.

991 – CIP/LIHEAP Administration: Use this code to report time spent by a service worker in Crisis Intervention Program and Low Income Heating and Energy Assistance Program activities, e.g., taking applications, assessing need, establishing eligibility, and authorizing payments.

Note: When staff time is purchased, 991 costs are reported on the DSS-1571 Part II.

SIS400 PROGRAM CODE DEFINITIONS APPENDIX C

The following Program Codes are potentially available to all counties.

- ADM Administration Support**
Administration and supervisor support staff effort for increased efficiency.
- B In-Home Services/Age 18 through 59**
The provision of Day Care Services for Adults, In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In support of In-Home Services only), and In-Home Services Case Management services to individuals aged 18 through 59 when the services are funded by the State In-Home Services Fund.
- C In-Home Services/Age 17 and Under**
The provision of In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In-Support of In-Home Services only), and In-Home Services Case Management services to individuals aged 17 and under when the services are funded by the State In-Home Services Fund.
- CPS Child Protective Services/State**
100% State funding to replace federal funds lost during the 2013-2014 fiscal year previously used to pay for child protective service workers.
- D Food Stamp Workfare**
A program planned and operated by individual county Departments of Social Services to assist food stamp recipients obtain employment through participation in work experience, education and training.
- E Energy Programs Administration**
Administrative funds for Crisis Intervention Program and Low Income Heating and Energy Assistance Program activities reported under Service Code 991.
- F Family Planning**
Funds to provide educational and social services to enable individuals to exercise choice in determining the number and spacing of their children.
- G General Administration**
General administration activities reported under Service Code 990.
- H In-Home Aide Services/HCCBG Option A Reporting**
Funds to be claimed from the Division of Aging Home and Community Care Block Grant (Reporting Option A) for In-Home Aide services provided by county departments of social services staff.
- I In-Home Services/Age 60 and Over**
The provision of Day Care Services for Adults, In-Home Aide Services, Housing and Home Improvement, Preparation and Delivery of Meals, Transportation (In support of In-Home Services only), and In-Home Services Case Management services to individuals aged 60 and over when the services are funded by the State In-Home Services Fund.

- IHE Child Welfare State In-Home Expansion**
100% State funding allocated for child welfare in-home services to provide and coordinate interventions and services that focus on child safety and protection, family preservation and the prevention of further abuse or neglect.
- J Adult Protective Services Fund/SSBG**
Adult protective services are services aimed at providing protection to disabled adults alleged to be abused, neglected, or exploited and in need of protection. Adult protective services activities include intake and screening, evaluation, and mobilization of services.
- K LINKS (Formerly Independent Living Program)**
Chafee Foster Care Independence Act Funds that are designated for supplemental services to adolescents ages 13-21 who are or were in the custody/planning authority of the Department of Social Services. Services and purchases must be directly related to assisting the youth or young adult to become a self-sufficient adult
- L Child Care and Development Fund**
Funds from the Day Care Section provided to counties for child day care support services.
- MAC Medicaid Administrative Claiming**
Title XIX of the Social Security Act authorizes federal reimbursement to states for quarterly expenditures for medical assistance under the approved Medicaid state plan, and for expenditures necessary for administration of the state plan. Funds are made available to states to arrange medical and behavioral health services to Medicaid and North Carolina Health Choice (NCHC) eligible adults and children through the claiming of Medicaid administrative activities. Activities eligible for reimbursement include: Medicaid outreach; Medicaid eligibility determinations; referral to Medicaid services; case planning, review, and management; development of an individual plan of care for Medicaid Services; and coordinating transportation needed to access Medicaid services.
- N Non-DSS Reimbursable**
100% county funds used to provide social services.
- O State Adult Homes Specialist Fund**
Provides funds to support the Foster Care Services for Adults – Recruitment and Evaluation activities reported under Service Code 091.
- P Permanency Planning/Families for Kids**
Funds to strengthen and expand services to children whose situations make foster care placement imminent; to prevent prolonged foster care through reunification efforts, and to provide adoption opportunities for children who cannot be returned home. The funds may also be used to support backlog reduction and system reform activities when approved in writing by the Division of Social Services.

R **TANF 100% Federally Funded**

This code refers to 100% TANF Block Grant funds. These funds are allocated to county departments of social services on a formula basis for their Work First programs, and are also used to fund some child welfare services under the TANF provision that allows services to be provided solely under prior law.

This code may be used by Work First case managers to document Work First supportive services provided to TANF eligible families to accomplish one of the four purposes of the TANF program. Those purposes include: (1) Assistance to needy families; (2) promotion of job preparation, work and marriage to end dependency of needy families; (3) prevention and reduction of out of wedlock pregnancies; and (4) encouragement of formation and maintenance of two parent families.

This code may be used by child welfare social workers, to provide services that were approved in the former AFDC-EA State Plan. These services are provided under the TANF provision that allows services to be "provided solely under prior law". All eligibility requirements outlined in law and policy must be met. (Please refer to Family Services Manual, Volume I, Chapter IV: Child Placement Services, Section 1205.)

Briefly, when used for allowable child welfare services, the following eligibility requirements must be met:

- The family must be experiencing an emergency (policy defines what the term "emergency" means); and
- the child must be living with a parent or specified relative (or, if the child is in foster care, the child must have lived with a parent or specified relative within six months of the eligibility determination); and
- the family does not have the resources to meet the emergency.

S **FNS Employment And Training**

A program of education, training and employment for recipients of Food and Nutrition Services benefits to help them become employed.

T **Title XIX Medical Transportation**

Medicaid funds to provide transportation for medical services to authorized Medicaid recipients.

- V** **TANF Transferred To SSBG**
Funds transferred from TANF to the Social Services Block Grant (SSBG) and used following the rules described under the SSBG (for staff and purchased services to provide a wide variety of services to adults and children).
- W** **Work First Non-DSS Reimbursable**
Non-DSS Reimbursable funds associated with Work First and specified Child Protective Services.
- X** **SSBG**
Funds from the Social Services Block Grant for staff and purchased services to provide a wide variety of services to adults and children.
- Z** **IV-E Administration Activities**
Funds for staff training and administrative support to the child protective services program when providing services to candidates for foster care; for staff training and administrative support to the foster care services and adoption services programs; and to provide maintenance payments to foster care facilities and adoption assistance benefits for children who meet eligibility requirements. IV-E funding for those activities that are not linked directly to a child's eligibility are allocated to IV-E based on the penetration rate for foster care (the percentage of statewide percentage of the children in DSS custody that are IV-E eligible) or adoption (the statewide percentage of children receiving IV-E adoption assistance).
- 0** **TANF CPS & FC/Adopt (Zero)**
This code refers to a special allocation of 100% TANF Block Grant funds for the purpose of increasing the number of social workers providing child welfare services. This code has the same eligibility requirements as does Program Code **R – 100% TANF Federally Funded**, when used to provide those services approved in the former AFDC-EA State Plan under the TANF provision that allows services to be "provided solely under prior law".

This code is used to track costs associated with the expansion of child welfare services to TANF-eligible children and their families. Workers should consult with their supervisors, program administrators and/or fiscal officers as to if and when this Program Code should be used when documenting services to TANF-eligible children on their daily reports of services to clients (day sheets).

3 Able-Bodied Adults Without Dependents (ABAWDS)

The Balance Budget Act of 1997 provides states with 100% funding under the Food Stamp Employment and Training Program to help ABAWDS meet work requirements. Specific requirements must be met.

9 Work First Block Grant

This code refers to Maintenance-of-Effort requirements outlined in the federal TANF regulations. Each county has its own MOE spending requirement that must be met in order for North Carolina to receive TANF block grant funds.

When this code is used by Work First case managers to document supportive services provided to Work First participants, the eligibility requirements for TANF and Work First outlined in law and policy must be met. North Carolina's TANF State Plan identifies the following as permissible uses of MOE funds:

- Work First Family Assistance
- Child care
- Supportive and Preventive Services
- Educational activities intended to increase self-sufficiency, job training and work, excluding any expenditure for public education in the State except expenditures which involve the provision for services or assistance to a member of an eligible family which is not generally available to others
- Administrative Costs (may not exceed 15% - see TANF State Plan for further clarification)
- Case Management Services, including outreach and follow-up activities
- Services such as housing assistance or health care assistance which can help families meet their goals for self-sufficiency
- Automating the provisions of law
- Other uses that can reasonably be expected to enable families care for their children in the home, and support the four purposes of TANF.

When this code is used by child welfare social workers to document allowable services to children and their families, the eligibility requirements outlined in law and policy must be met. (Please refer to Dear Director Letter, dated 03-03-00, "Use of Maintenance of Effort (MOE) Funds for Child Welfare Services".) At a minimum, use of Program Code 9 involves the following eligibility factors:

- Services provided to a family must meet the 1st TANF goal of maintaining the child in his/her own home or the home of a relative.
- The family must meet income requirements (income must be no greater than 200% of the Federal Poverty Level), citizenship requirements (workers usually check with their Work First staff to determine this), and
- the child must be living with a parent or specified relative (or if the child is in foster care, the child is considered a family of one).

If a child is IV-E eligible and the service provided is one funded by IV-E, IV-E funds must be used rather than MOE.

20 Family Violence Prevention And Services

Funds made available to states in effort to prevent family violence and provide immediate shelter and related assistance for victims of family violence and their dependents through the Family Violence Prevention and Services Act, 42 USC Chapter 110. Funds support screening and assessment of victims of domestic violence in order to provide for supportive services that county departments of social services and domestic violence agencies together agree will promote the safety of the client and their children.

24 Family Reunification Funds (Title-IV-B-2)

Title IV-B, Subpart 2 funds directed toward the provision of Time-Limited Family Reunification Services (FRS) to families who have one or more children in out-of-home placement in the custody of the local child welfare agency with the goal being reunification, in accordance with the Promoting Safe and Stable Families Program (PSSF) within the Children and Family Services Improvement Act of 2011.

SIS400.01 COUNTY-SPECIFIC PROGRAM CODES

Use of the following Program Codes is limited to specific counties.

COM Community Response Program (IV-B2)

100% federal Title IV-B, Subpart 2 funds allocated to county departments of social services for the provision of Community Response Program services. Community Response Programs are intended to fill a gap in the continuum of child maltreatment prevention programs by providing voluntary prevention services to families who have been reported to county departments of social services, but whose cases have been screened out at intake, closed with a decision of services recommended, closed with a decision of no services needed or closed with an unsubstantiated finding after an assessment. Services are provided to families where there is an alleged victim child of age 5 years or younger (child must not have reached his/her 6th birthday.) Funds are awarded to counties in response to a competitive application process.

CRF State CPS Caseload Reduction Fund

100% State funding allocated under SL 2014-100 to provide additional funding for child protective services workers to reduce caseloads to an average of 10 families per worker.

NCF NC FAST Activity

A generic Program Code used by the NC FAST-CSDW-Day Sheet Interface for the purposes of allocating worker time actively engaged in using NC FAST to process applications, recertifications and other case management related activities to the appropriate fund sources, based on data from NC FAST regarding the number of completed applications, recertifications and active cases in the worker's county for each program for the current month.

S2 100% SNAP Employment & Training

A program of education, training and employment services operated by the NC Division of Social Services, through a contract with a local county Department of Social Services, for recipients of Food and Nutrition Services benefits to help them become employed.

4 Smart Start

Smart Start is North Carolina's public-private early childhood initiative for children under six and their families, whose goal is to help all children enter school healthy and ready to succeed. Smart Start helps assure access to affordable high quality childcare, provides health services and screenings, and offers resources for family support. Smart Start funds are administered statewide through 81 local partnerships, with local decisions made to meet the communities' specific needs. All costs associated with the provision of allowable services are included.

13 Adolescent Parenting Program -TANF/NR

Provides funds for staff purchased services, resource materials, training and volunteer costs for services to young first time parents (TANF eligible) to encourage continued school attendance, discourage second pregnancies, and promote parenting skills. Funds are provided through allocations from the Division of Public Health to participating counties only.

23 **CPS Expansion**

TANF funds transferred to SSBG and allocated to local Departments of Social Services to replace previous State allocations used to maintain Child Protective Service staff at the local level. Funds may be used to pay for salaries and related expenses only.

These funds may only be used to provide programs and services to children or their families whose income is below 200% of Federal Poverty Level applicable to a family of the size involved. Eligibility must be documented in the case record.

NOTE: These funds are exempt from the 25% local match requirement generally required for SSBG.

SIS400.02 INCOME MAINTENANCE PROGRAM CODES

The following Program Codes are provided for use by Income Maintenance workers on the DSS-4263.

- FS** **Food & Nutrition Services Administration**
Funding for the administration of the Food and Nutrition Services program.

- HC** **Health Choice**
Funding for the NC Health Choice (CHIPS) program.

- MA** **Medicaid Administration**
Funding for the administration of the Medicaid program.

- PA** **Refugee Assistance**
Funding for the Refugee Cash Assistance program.

- RM** **Refugee Medicaid Administration**
Funding for administration of the Refugee Medicaid program.

- SA** **State/County Special Assistance**
Funding for the State/County Special Assistance program.

SIS500 REPATRIATION SERVICES APPENDIX D

SERVICE	DSS 5027	DSS 4263		DSS-1571		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	PART II	PART IV	
Repatriation Services	389	389	No	Yes	No	50

Service Code Definition

389 - Repatriation Services are those activities, benefits and services provided to American citizens returning to the United States from foreign nations because of destitution, mental illness, physical illness, or international crisis. Allowable activities include, but are not limited to: intake, case management, needs assessment and referral to private and public service providers, counseling, health care, transportation, temporary shelter, and the provision of emergency cash assistance and loans. Funds expended for these services are considered loans to the individual, who will be responsible for reimbursement to the Federal government. Services may be provided for up to 90 days from the date an individual arrives in the United States.

Special Instructions: If the only service provided to a repatriated individual is **389-Repatriation Services**, it is not necessary (but allowable) to complete a SIS Client Entry Form (DSS-5027) to open a service client information record in the Services Information System. If the individual receives additional services, a DSS-5027 must be completed, as appropriate for the specific services provided, and the request for **389-Repatriation Services** should be documented along with the other services requested.

Program Code Description

50 - Repatriation Funds

Federal repatriation funds passed through International Social Services to NC-DHHS for the purpose of providing case management, counseling, health care, transportation, emergency cash assistance/loans, and other needed services to American citizens returning to the United States because of destitution, mental illness, physical illness, or international crisis.