

# Services Information System (SIS) User's Manual

08-01-2010

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***Item 12: Program - Entry Required***

Enter one of the following codes to indicate the Program:

<b>FULL TITLE</b>	<b>CODE</b>
Able-Bodied Adults Without Dependents (ABAWDS)	3
Adolescent Parenting Program – Medicaid*	A
Adolescent Parenting Program - Non Medicaid*	Y
Adolescent Parenting Program - TANF*	13
Adult Protective Services State Fund*	J
Child Care and Development Fund	L
Community Child Protection Fund*	M
Crisis Intervention Program (CIP)	E
Family Planning	F
Family Preservation Fund*	Q
Federal Adoption Incentive Fund*	22
Food Stamp Employment and Training	S
Food Stamp Workfare	D
General Administration	G
In-Home Aide Services - HCCBG Option A Reporting	H
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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-B1 (Family to Family – Casey Foundation)*	30
IV-E Administrative Activities	Z
LINKS	K
Medicaid Case Management (At-Risk or Adult Care Home)	2
Medical Transportation	T
Non-DSS Reimbursable	N
Permanency Planning – Families for Kids	P
Repatriation Funds	50
Smart Start*	4
SSBG Services	X
State Adult Homes Specialist Fund	O
TANF 100% Federally Funded	R
TANF CPS FC/Adopt	0
TANF Domestic Violence	10
TANF Transferred to SSBG	V
Work First Block Grant	9
Work First Demonstration Grant (TANF)* (eff. 06/01/2007)	12
Work First Non-DSS Reimbursable	W
TANF ARRA Emergency Contingency Fund*	15

\* Used only by applicable counties

III. GENERAL SERVICES

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
<b>In-Home Aide Services:</b>						
Level I Home Management	041	041	Yes	041	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Level II Personal Care	042	042	Yes	042	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Level II Home Management	043	043	Yes	043	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Level III Home Management	044	044	Yes	044	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Level III Personal Care	045	045	Yes	045	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Level IV Home Management	046	046	Yes	046	Yes	B,C,H,I,N,P,R,U,X,Y,0,9,13
Health Support – Family Planning	080	080	Yes	080	Yes	A,F,N,X,Y
Health Support Services:	110	110	Yes	No	No	A,N,P,X,Y
Housing and Home Improvement	140	140	Yes	140	Yes	B,C,I,N,P,R,X,Y,0,9,13
Personal And Family Counseling	170	170	Yes	170	Yes	N,P,R,X,Y,0,9,13
Preparation And Delivery of Meals	180	180	Yes	180	Yes	B,C,I,N,X
Problem Pregnancy Services	190	190	Yes	190	Yes	A,N,P,X,Y
Transportation Services	250	250	Yes	250	Yes	A,B,C,I,N,P,X,Y,4,30
Transportation Services	250	250	Yes	250		T (Report purchased costs <b>only</b> on DMA-2055)
Health Support – Mobility				281	Yes	
Health Support – Companionship				282	Yes	
Health Support – Special Health Needs				284	Yes	
Health Support – Communication Assistance	285	285	Yes	285	Yes	A,N,X,Y
Community Living Services	303			303	No	
Individual And Family Adjustment	330	330	Yes	330	Yes	N,P,R,X,Y,0,9,13,30
Individual And Family Adjustment Representative Payee	331	331	Yes	No	No	N,R,X,0,9
Individual And Family Adjustment Paraprofessional Services	332	332	Yes	332	Yes	N,P,R,X,0
TANF Domestic Violence Case Management	350			350	Yes	10
TANF Domestic Violence Case Management	350	350	Yes	No	No	N
TANF Domestic Violence Emergency Assistance	351			351	Yes	10
Family Violence Prevention Case Management	352	352	Yes			N
Family Violence Prevention Services	353			353	Yes	20
At Risk Case Management Services	395	395	Yes	No	No	N,2

IV. INTAKE AND CASE MANAGEMENT

SERVICE	DSS 5027	DSS 4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Case Management		380	No	No	No	N,P,T,X,Y,4
Case Management	380	380	Yes	No	No	R,0,9,13
Service Intake		381	No	No	No	N,P,R,T,X,Y,0,4,9,13
Case Management – State Abortion		385	Yes	No	No	N
Case Management –In-Home Services	386	386	No	386	No	B,C,I,N,X
Case Management –In-Home Services	386	386	Yes	386	No	R,0,9

VIII. FAMILY SUPPORT/WORK FIRST SERVICES

SERVICE	DSS 5027	DSS4263		PURCHASED SERVICES*		PROGRAM CODE
		SIS CODE	CLIENT ID# REQ'D	ALLOWED	CLIENT ID# REQ'D	
Work First Information/Referral		520	No	520	No	R,9,W
Child Care		521	No	521	No	R,9,12,W
Case Management Without Eligibility Determination		522	No	522	No	R,9,12,W
Adult Care	523	523	No	523	Yes	R,9,W
Education/Training				527	No	R,9,12,W
Work First Transportation Services				532	No	R,9,12,W
Participation Expenses	537			537	No	R,9,12,W
Transportation Retention Services	541			541	Yes	R,9,12,W
Child Care Retention Services	542			542	Yes	R,9,12,W
Other Retention Services	543			543	Yes	R,9,12,W
On-The-Job Training	544	544	Yes	544	Yes	R,9,12,W
Work First Eligibility Determination		545	No	No	No	R,9,W
Job Development and Placement	546	546	No	546	No	R,9,12,W
Job Search/Job Readiness	547	547	No	547	No	R,9,12,W
Non-Custodial Parents Case Management	548	548	Yes	548	Yes	R
Non-Custodial Parent Child Care	549			549	Yes	R
Mental Health Services	551	551	Yes	551	Yes	R,9,W
Substance Abuse Services	552	552	Yes	552	Yes	R,9,W
Subsidized Employment	553	553	Yes	553	Yes	R,9,12,W
Other Supportive Services	554	554	Yes	554	Yes	R,9,W
Non-Custodial Parent Other Work Related Expenses	555			555	Yes	R
Fraud Activities		557	No	No	No	R,9,W
Case Mgt. Retention Services	558	558	Yes	558	Yes	R,9,W
Work First Functional Assessments				559	Yes	R,9
Child And Family Enrichment Services	561	561	No	561	No	R,9,12,W
Pregnancy Prevention Services	562	562	Yes	562	No	R
ARRA Subsidized Employment	563	563	Yes	563	Yes <sup>1</sup>	15
Individual Development Account Expenses				566	Yes	R,9,W
Non-Custodial Parents – Transportation	569			569	Yes	R
Job Access Transportation Services – Non-Custodial Parents	570			570	Yes	R
Job Access Transportation Services – Current Work First Recipients				571	Yes	R
Job Access Transportation Services – “Other” Recipients	572			572	Yes	R
Medical Insurance Premiums	573			573	Yes	9
Housing Subsidies That Do NOT Meet Federal Definition of “Assistance”	574			574	Yes	9
Work First Housing Expenditures – Other Than Housing Subsidies	575	575	Yes	575	No	R,9
Housing Subsidies That Meet the Federal Definition of “Assistance”	576			576	Yes	9

\*When a CLIENT ID# REQ'D is required on the Day Sheet and there is no policy requirement for using a SIS Client ID, use the EIS Individual ID # (10-digit number and last digit blank in column 10 on the DSS-4263)

\*NOTE: If it is a Purchased service and does not require a Client ID, it goes on the DSS-1571 Part II. If an ID is required it goes on the DSS-1571 Part IV.

<sup>1</sup> NOTE: For ARRA Subsidized Employment, certain Administrative costs may be reported on the DSS-1571 Part II. Purchased services for clients must be reported on the DSS-1571 Part IV.

### **332 – Individual And Family Adjustment Paraprofessional 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 care may be transportation, time at the providers needs to be coded something.)
- 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.).

**350 – TANF Domestic Violence Case Management** Domestic violence services include screening, and identification of victims of domestic violence, development of safety and service plans, counseling, referral to appropriate agencies, batterers programs and support groups, determining the need for waivers for Work First program requirements and other direct services to clients that related to domestic violence.

**Special Instructions:** County DSS workers must use Program Code N (DSS NON-REIMBURSABLE) to report time coded to this Service Code on the DSS-4263.

**351 – TANF Domestic Violence Emergency Assistance** Short term not to exceed four months emergency services that ensure client safety such as emergency shelter, food, clothing, legal services and helping victims relocate to a safe place within or outside of the state.

**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.

**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.

## APPENDIX D

### IX. (Reserved)