

CHANGE NOTICE FOR MANUAL

DATE: November 13, 2007

MANUAL: Services Information System Data Entry Manual

CHANGE NO.: 1-2007

TO: County Directors of Social Services

EFFECTIVE: Upon receipt

I. GENERAL

The purpose of this change notice is to provide instructions for implementation of the new Services Information System (SIS) Data Entry User's Manual. This manual provides instructions when keying Daysheets (DSS-4263) and Client Entry forms (DSS-5027) in the Services Information System.

The new manual is available on-line via the internet website:

<http://info.dhhs.state.nc.us/olm/manuals/manuals.aspx?dc=dss>

II. INSTRUCTIONS FOR MAINTENANCE OF THE SERVICES INFORMATION SYSTEM DATA ENTRY USER'S MANUAL

REMOVE		INSERT	
SECTION	PAGES	SECTION	PAGES
No pages to remove		New Services Information System Data Entry Manual	1-23
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If you have any questions, please contact the DSS Information Support staff at (919) 733-8938.

Sincerely,



Hank Bowers, Chief
Performance Management/Reporting & Evaluation
Management Section

HB:mb
Attachments
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