

## CHANGE NOTICE FOR MANUAL

DATE: December 11, 2007

**MANUAL:** Services Information System Data Entry Manual

**CHANGE NO.:** 2-2007

**TO:** County Directors of Social Services

**EFFECTIVE:** December 10, 2007

### I. GENERAL

The purpose of this change notice is to provide corrections for section **100.01 PURPOSE OF FORM DSS-4263 (#1)**.

### II. SPECIFIC CHANGES

#### SIS 100.01 – Purpose of Form DSS-4263

Section 100.01 (#1) is updated to include the correct instructions on how to compute percentages of time spent by service staff in direct service activities and to include additional information that states 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/>).

### III. INSTRUCTIONS FOR MAINTENANCE OF THE SIS DATA ENTRY USER'S MANUAL

**To maintain your current hard copy of the SIS Data Entry User's Manual:**

1. Go to the DSS On-Line Manuals Change Notice website at:  
<http://info.dhhs.state.nc.us/olm/manuals/dss/rim-06/chg/>
2. Click on Change No. 2-2007
3. Click on the **CN 2-2007** and attachment links at the bottom of the page to print the Change Notice and the attached documents.
4. Open the files using Adobe Acrobat Reader and print the pages. Insert or replace the appropriate pages in your current hard copy as indicated below.

Note: Adobe Acrobat Reader may be downloaded for free at <http://www.adobe.com/>

To update your current hardcopy of the manual:

<b>REMOVE</b>		<b>INSERT</b>	
<b>SECTION</b>	<b>PAGES</b>	<b>SECTION</b>	<b>PAGES</b>
<b>Services Information System Data Entry Manual</b>	<b>1-2</b>	<b>Services Information System Data Entry Manual</b>	<b>1-2</b>

If you have any questions, please contact the DSS Information Support Unit at (919) 733-8938.

Sincerely,



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

HB:mb  
Attachments  
[SISDE\\_CN2-2007](#)  
[SISDE\\_Manual](#)