North Carolina Department of Health and Human Services
Division of Social Services

325 North Salisbury Street ● Raleigh, North Carolina 27603
Courier # 56-20-25

Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

Pheon E. Beal, Director

(919) 733-3055

December 22, 2005

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES:

ATTENTION: **CHILDREN'S SERVICES SUPERVISORS**
                              CHILDREN'S SERVICES SOCIAL WORKERS

SUBJECT: **CHANGES TO THE SERVICE INFORMATION SYSTEM (SIS)**

EFFECTIVE DATE: **JANUARY 2, 2006**

The purpose of this letter is to inform you of revisions to the Service Information System (SIS) that effect the coding of some child welfare services. This information has been previously distributed in its entirety to counties by CN-SIS-0106. Please carefully review that change notice for all of the specific changes to the SIS. This letter is to follow-up on the SIS change notice and contains essential information on this subject related to child welfare. It should be widely shared with child welfare staff in your agency. These changes will impact the way in which certain activities are coded on daysheets.

FOSTER CARE AND ADOPTIONS
The first change relates to coding for training and recruitment/assessment activities in foster care and adoptions. Since these activities are reimbursed at different levels, they need to be separately tracked. Training activities are reimbursed at the 75% level for IV-E eligible individuals and recruitment/assessment activities are reimbursed at the 50% level. **Child-specific SIS Service Codes 013 and 113 have been eliminated. These codes were not being utilized and were no longer necessary.**

Note: Please remember to enter end dates on the 5027 for Service Codes 013 and 113 and to add the new Training or Recruitment/Assessment Codes as appropriate.

Effective immediately, the following codes are to be used:

014   Training for Adoptive Parents
102   Training for Foster Parents

Note: The Training codes are to be used for all training of Foster or Adoptive Parents.

011   Recruitment and Assessment of Adoptive Parents
103   Recruitment and Assessment of Foster Parents

Note: The Recruitment and Assessment Codes are to be used for both relative and non-relative related activities as well as for out-of-state requests for home studies. These are the only codes to be used for recruitment and assessment activities.

LINKS
There have also been several changes for coding LINKS services**.** You will no longer be able to use Program Code K for any services other than LINKS Service Codes 132, 135, 136, 137 and 138. . The definitions of Service Codes 135 and 136 were clarified to be more inclusive and Program Code X may now be used with Service Code 132, LINKS Activities: Outreach Services. **LINKS Service Codes 130, 133 and 134 have been eliminated to avoid confusion.**

The two new LINKS service codes are:

137   LINKS Activities   Group Setting
138   LINKS   Program Planning

Neither of these service codes requires a SIS ID.

OTHER
Program Code Z   IV-E Administration Activities is no longer to be used with Service Code 212 - Protective Services For Children   Medical, Psychological, and Medico-Legal Diagnostic Services. This service is not an allowable activity under IV-E policy. Therefore Z has been removed as a funding option for this service code.
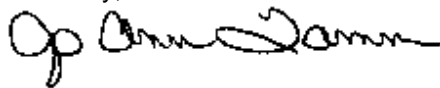
The definitions of Program codes R, 0, and 9 have been revised and clarified. A recent ACF audit found that the definitions were vague and recommended providing detailed instructions to illustrate instances when each program code should be used. These recommendations have been incorporated into the new definitions.

Appendix E and SIS service code 124 – Family Group Conferencing has been eliminated as it was no longer being utilized.

Appendix F has been eliminated and incorporated into existing Appendix B as there was no longer a need to track these activities separately.

All changes are effective January 1, 2006 for January 2006 services. Please communicate this information throughout your agency to ensure everyone is aware of these changes. If you have questions or need further information, please contact Thomas Smith at (919)733-9465 or at thomas.smith@ncmail.net.

Sincerely,

Jo Ann Lamm, Chief
Family Support and Child Welfare Services

cc:	Pheon Beal
	Sherry Bradsher
	Children s Program Representatives
	Work First Representatives
	Family Support and Child Welfare Services Team Leaders
	Local Business Liaisons
	Hank Bowers

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