



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

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Courier # 56-20-25

Beverly Eaves Perdue, Governor
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April 12, 2010

DEAR COUNTY DIRECTOR OF SOCIAL SERVICES

**ATTENTION: Child Welfare Program Administrators and Supervisors
Work First Program Administrators and Supervisors
Food and Nutrition Services Administrators and Supervisors
Adult Services Program Managers and Supervisors**

SUBJECT: Services Information System (SIS) ID Number Merge Reports

As stated in [Dear County Director Letter No PM-REM-13-2009](#), dated October 5, 2009, the Division of Social Services is currently developing an online process to merge SIS IDs for individuals who have more than one SIS ID number. After a merge takes place, an individual with multiple SIS IDs will have the data for these SIS IDs merged into one of the existing SIS ID (Target ID) and the old ID(s), or Source ID(s), will no longer exist as the individual's key in SIS, CPPS, Central Registry or the Adult Protective Services Register.

Effective Monday, April 12, 2010, the Division of Social Services will implement Phase I of the Services Information System (SIS) ID Merge Project. Phase I of the Project will search the SIS database for exact matches of individuals with more than one SIS ID. (Exact matches are those individuals with the same Name, Date of Birth, Sex Code and Social Security Number.) When an exact match is found an automated merge process will combine the records of these individuals with multiple SIS ID numbers into one record, resulting in a single (Target) SIS ID number. Several reports from the merge process have been produced and are available in NCXPTR. Listed below are the first two reports that counties are required to review:

- **DHRSYA SYA515 SIS MERGED ID RPT**
Services Information System (SIS) Successful Merge Report - This report contains records that were successfully merged in the batch process. Counties should immediately begin using the 'Target ID' for individuals found on this report and no longer use any other SIS ID formerly associated with the individual. The Target ID will now be the only

Services Information System (SIS) ID Number Merge Reports
Page 2

ID for these individuals in SIS, CPPS, Central Registry or the Adult Protective Services Register. Workers should review this report carefully to insure that from this date on, only the Target ID for the individuals are used on the DSS-4263 Worker Daily Report of Services (green day sheet).

- **DHRSYA SYA512 CNDS INVALID SSN**
CNDS/SIS Invalid Social Security Number by County - This report lists clients whose SSN is considered invalid by the Common Name Data Service (CNDS). CNDS is used during Phase I to identify exact matches of individuals. Because the SSN in SIS is invalid by CNDS rules, no match against CNDS was attempted. Counties will need to work this report and correct the SSNs on the DSS-5027s in SIS so that a merge of the IDs can be completed in the future.

It is important to note that this automated merge process is only the first step in a multi-phase project to eliminate multiple IDs in SIS. Not all records for individuals with multiple IDs will be merged at this time. Only records for individuals considered an exact match will have been merged. Further, only records for individuals with more than one SIS ID in the same County will be merged at this time. Individuals with more than one SIS ID as the result of service received in more than one county will be processed during a later phase of the project.

Within SIS, CPPS, Central Registry and the Adult Protective Services Register, if an attempt is made to use one of the former IDs that were merged into a Target ID, an Error Message will be displayed and the “new” Target ID will be displayed. This is not the case with the online Day Sheet system, however. County staff must be diligent in their efforts to review the above reports to insure that from this point forward, only the Target IDs are used on the DSS-4263 (day sheet).

If you have any questions, please feel free to contact the Performance Management/Reporting and Evaluation Management Section at 919-733-8938.

Sincerely,



Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Mgmt

PM-REM-03-2010