



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

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Wayne E. Black
Division Director

March 10, 2015

Dear County Directors of Social Services

SUBJECT: Instructions for Correcting EPIS Components

Dear County Directors:

During the EPIS conversions to NC FAST, existing participant open components were overwritten with a "CC 99" and an END RSN code "6" in error. In an effort to correct these components, we need the assistance of county staff. This will require the workers to submit a manual DSS-6908 to the State Office with the correct components that were in EPIS prior to the conversion. The conversion date is the "Ending Date" listed on the component for each individual.

An NCXPTR report has been created and titled "DHRWFJ EPIS - EXCEPTIONAL COMPON". The report lists individuals who need to be updated for each county. County staff should access the report to identify the individuals who need to be updated and complete the interactive DSS-6908 attached to this letter showing the correct data. Instructions for completing and submitting the DSS-6908 are listed below:

NOTE: The interactive DSS-6908 only allows entry in the fields listed below. No other updates are allowed.

1. Enter the participant's individual ID number (field 2)
2. Enter the workers' initials (field 3)
3. Enter the participant's last name only (field 8)
4. Enter the same index number listed on the report for the component code that needs to be corrected (field 30)
5. Enter the component code that was listed prior to the conversion (field 31)
6. Enter the "ACT" (activity type) that was listed prior to the conversion (field 32)
7. Enter the correct "PROV" (provider) code (field 33)
8. Fields 34 (beginning date), 35 (ending date) and 36 (reason code) cannot be keyed on this interactive form. Leave these fields blank. We will automatically populate these fields.

Performance Management/Reporting & Evaluation Management Section
www.ncdhhs.gov • www.ncdhhs.gov/dss
Tel 919-527-6260 • Fax 919-334-1052

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March 3, 2015

9. Submit the DSS-6908 to DSS Information Support via fax at 919-334-1052 or email to dss.automation.
10. Submit a county contact name and phone number in the event we have questions.

All information must be completed by Thursday, April 2, 2015. This will ensure the data is updated in EPIS and reported on the Federal TANF Participation Rate reports accurately.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive, flowing style.

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

DCDL PM-REM 04-2015

Attachment: [Interactive DSS 6908](#)

HB/th

cc: Robin Register
David Locklear
Johnice Tabron