



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

325 North Salisbury Street • 2415 Mail Service Center
Raleigh, North Carolina 27699-2415
Courier # 56-20-25

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

Sherry S. Bradsher, Director
(919) 733-3055

December 20, 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 Progress

The Division of Social Services implemented Phase I of the Services Information System (SIS) Unique Statewide Identifier project on April 12, 2010. Phase I of the Project searched the SIS database for exact matches of individuals with more than one SIS ID. When an exact match was found, an automated merge process combined the records of those individuals with multiple SIS ID numbers into one record, resulting in a single (Target) SIS ID number. This automated process is the first step in a multi-phase project to eliminate multiple IDs in SIS. Several reports were produced from the merge process and are available in NCXPTR. Please refer to the Dear County Director Letter No PM-REM-03-2010 dated April 12, 2010.

Within Phase I of the SIS Unique Statewide Identifier Project, several individuals with multiple SIS ID numbers were not merged because the database could not provide an exact match. When an exact match was not found those individuals with multiple SIS ID numbers were displayed on the DHRSYA SYA512 CNDS INVALID SSN, DHRSYA CNDS CLOSE MATCH NO DUPS, and the DHRSYA CNDS CLOSE MATCH W/DUPS reports in NCXPTR. Please refer to [DSS Administrative Letter No PM-REM-AL 03-10 dated June 11, 2010](#). The Administrative Letter also provides instructions on how to access the SIS Client Entry Form (DSS-5027) and instructions on how to manually merge records successfully.

Below is a summary of counts of SIS IDs that were identified as close matches (either single or duplicate) to individual records in the Common Name Data Service (CNDS). This summary also provides the percentage of SIS IDs that were manually merged since June 11, 2010. Deadline for completing Phase I of the SIS ID Merge Project is February 28, 2011.

The Division would also like to take this opportunity to remind counties that as a part of the CNDS process, a new SIS identification number should NOT be assigned to children who are adopted from foster care. The Division recognizes that, currently, a policy discrepancy exists between this statement and the CPPS Manual on the assignment of a new SIS ID for children adopted from foster care. Policy will be updated to reflect the requirement to NOT assign a new SIS ID for children adopted from foster care.

Counties are urged to provide a contact person and status updates with respect to progress on completing their ID merges. Please submit the name of your county's contact person to Wayne Chaison (wayne.chaison@dhhs.nc.gov) at (919) 334-1247. The table below provides an update on merges completed as of November 30, 2010.

County Number	County Name	SIS ID COUNT CLOSE MATCH WITH DUPLICATES	SIS ID COUNT CLOSE MATCH WITH NO DUPLICATES	MERGES COMPLETED (FOR SOURCE RECORDS)	PERCENTAGE MERGED
1	Alamance	58	1,538	0	0.0%
2	Alexander	12	349	0	0.0%
3	Alleghany	6	149	0	0.0%
4	Anson	34	315	0	0.0%
5	Ashe	32	480	5	1.0%
6	Avery	26	283	0	0.0%
7	Beaufort	33	764	0	0.0%
8	Bertie	12	584	0	0.0%
9	Bladen	16	460	49	10.3%
10	Brunswick	31	1,031	0	0.0%
11	Buncombe	163	3,363	0	0.0%
12	Burke	128	1,640	0	0.0%
13	Cabarrus	90	2,151	0	0.0%
14	Caldwell	86	1,344	0	0.0%
15	Camden	0	51	0	0.0%
16	Carteret	37	749	0	0.0%
17	Caswell	35	602	0	0.0%
18	Catawba	89	2361	10	0.4%
19	Chatham	35	662	7	1.0%
20	Cherokee	44	576	0	0.0%
21	Chowan	4	122	1	0.8%
22	Clay	18	174	0	0.0%
23	Cleveland	64	1,658	0	0.0%
24	Columbus	42	888	0	0.0%
25	Craven	110	1,639	0	0.0%
26	Cumberland	189	4,748	0	0.0%
27	Currituck	12	290	1	0.3%

County Number	County Name	SIS ID COUNT CLOSE MATCH WITH DUPLICATES	SIS ID COUNT CLOSE MATCH WITH NO DUPLICATES	MERGES COMPLETED (FOR SOURCE RECORDS)	PERCENTAGE MERGED
28	Dare	30	461	0	0.0%
29	Davidson	45	1,452	0	0.0%
30	Davie	42	424	0	0.0%
31	Duplin	20	920	0	0.0%
32	Durham	187	3,154	76	2.3%
33	Edgecombe	81	1,438	0	0.0%
34	Forsyth	209	4,299	0	0.0%
35	Franklin	42	669	0	0.0%
36	Gaston	88	3,398	0	0.0%
37	Gates	2	189	0	0.0%
38	Graham	14	256	2	0.7%
39	Granville	22	406	7	1.6%
40	Greene	10	317	0	0.0%
41	Guilford	133	3,631	0	0.0%
42	Halifax	25	614	0	0.0%
43	Harnett	37	1,520	0	0.0%
44	Haywood	76	999	30	2.8%
45	Henderson	24	1,047	0	0.0%
46	Hertford	25	424	0	0.0%
47	Hoke	34	890	0	0.0%
48	Hyde	4	102	0	0.0%
49	Iredell	42	1,572	0	0.0%
50	Jackson	34	494	6	1.1%
51	Johnston	46	2,012	0	0.0%
52	Jones	12	226	0	0.0%
53	Lee	26	813	0	0.0%
54	Lenoir	57	1,114	0	0.0%
55	Lincoln	18	657	9	1.3%
56	Macon	24	459	0	0.0%
57	Madison	8	406	0	0.0%
58	Martin	19	480	30	6.0%
59	McDowell	49	918	0	0.0%
60	Mecklenburg	285	8,102	0	0.0%
61	Mitchell	10	247	0	0.0%
62	Montgomery	37	497	0	0.0%
63	Moore	34	1,012	0	0.0%
64	Nash	40	1,526	0	0.0%

County Number	County Name	SIS ID COUNT CLOSE MATCH WITH DUPLICATES	SIS ID COUNT CLOSE MATCH WITH NO DUPLICATES	MERGES COMPLETED (FOR SOURCE RECORDS)	PERCENTAGE MERGED
65	New Hanover	202	2,715	0	0.0%
66	Northampton	45	408	0	0.0%
67	Onslow	195	3,234	32	0.9%
68	Orange	208	1,390	0	0.0%
69	Pamlico	15	272	0	0.0%
70	Pasquotank	18	634	0	0.0%
71	Pender	133	1,295	0	0.0%
72	Perquimans	2	121	0	0.0%
73	Person	10	439	0	0.0%
74	Pitt	95	1,810	5	0.3%
75	Polk	10	250	0	0.0%
76	Randolph	26	1,893	0	0.0%
77	Richmond	24	686	0	0.0%
78	Robeson	89	2,567	0	0.0%
79	Rockingham	18	610	0	0.0%
80	Rowan	155	2,771	0	0.0%
81	Rutherford	44	1,192	3	0.2%
82	Sampson	16	894	0	0.0%
83	Scotland	36	525	0	0.0%
84	Stanly	10	699	0	0.0%
85	Stokes	8	517	0	0.0%
86	Surry	22	884	0	0.0%
87	Swain	18	393	6	1.5%
88	Transylvania	12	466	0	0.0%
89	Tyrrell	0	40	0	0.0%
90	Union	48	1,526	0	0.0%
91	Vance	35	1,032	0	0.0%
92	Wake	156	4,483	0	0.0%
93	Warren	25	640	0	0.0%
94	Washington	16	297	0	0.0%
95	Watauga	2	216	0	0.0%
96	Wayne	100	1,150	0	0.0%
97	Wilkes	67	1,187	17	1.4%
98	Wilson	189	1,440	1	0.1%
99	Yadkin	31	614	0	0.0%
100	Yancey	18	319	0	0.0%
State		5,395	115,725	297	0.1%

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Planning for Phase II of the Unique Statewide Identifier project is scheduled to begin March 1, 2011. Phase II of the Project will involve combining records of individuals with more than one ID as a result of being served in more than one county (referred to as "cross-county merge"). Timely implementation of Phase II is contingent upon the completion of Phase I within the provided deadline.

If you have any questions, please feel free to contact the Information Support Unit at 919-733-8938.

Sincerely,

A handwritten signature in black ink that reads "Hank Bowers". The signature is written in a cursive style with a long, sweeping underline.

Hank Bowers, Chief
Performance Management/
Reporting & Evaluation Mgmt

PM-REM-10-2010