RIS Tip Outline

This document was designed to assist agencies understand recent changes/additions to the RIS system. Any questions should be directed to the RIS system administrator.

Client Demographics Page: Client Naming Structure

Surname/Family name/Last name should be in all CAPITAL LETTERS

First Name (and if present) Middle Name should be lower case letters.

There should be NO commas used in this field.

It would look like: SURNAME/FAMILY NAME/LAST NAME First Name Middle Name

SURNAME First Name: BOROWY Rachael

Two SURNAME/FAMILY NAME/LAST NAMES: SMITH SAUNDERS Kimberly Renee

Client Demographics Page: Required Client Data

Required information bolded. Please review the other

Alien Reg#

Immigration Status

Client Name (see naming structure outline below)

Date of Arrival

Date of birth

Sex

Country of Origin

National Vol Agency and/or Local Affiliate: Clients should have but may not

State of Origin, In-migration Date, Outmigration Date: ONLY if they have in-migrated from living in another state, or out-migrated to another state and left NC. List state originated in, and dates of entry or exit.

Occupation before entering US: If available

Employment Exemption Reason: If one applies to client

SSI Application Submitted: If it was done mark yes and include date

Education Level

English Capacity

Department of State (DOS) Id: If resettlement agency has it, enter it.

IF agency entering client does not have it, use the following structure: Start with the first three letters of the client's immigration status and end with the A# of the principal applicant. An example: REF123456789. So, when you click on *DOS Id List button* you would see all family members listed because they would all have same DOSID.

Client Language: 1 language is required to be entered (no abbreviations)

Client Household: Select number of adults, children, and their relationship to other members of the family

Sponsor: Information only required if relevant to client.

County
Phone
Email Address
Street
Address
City
State
Zip
SSN: Once received
SIS ID
EIS ID
Landlord Name
Phone
Health Screening Date: If in your possession

Health Screening Agency: If in your possession

Provider Page: Required Provider Data

Required information bolded. Please review the others

Case Id

Contract Code

County

Initial Services Enrolled in Services

Completed Services

Service Funding Source: Most used source

Initial Employment Services Enrolled in Services: If applicable to client

Services Completed

Service Funding Source: Most used source

Type of Assistance: If relevant

RCA Case Number

RMA Case Number

DSS 5022 Part B - Certification Completed? If applicable

If yes, Signed Date: If applicable

County Sent to: If applicable

DSS 5022 Part B - Certification Upload Doc If applicable

Case Manager Name

Agency Workers Names

FSSP Page

All clients receiving an EMPLOYMENT SERVICE **and** ALL family members *in* RIS must have an FSSP Page completed.

FSSP Initial Primary Goal (G1)

FSSP Initial Referral Relevant to G1

FSSP Secondary Goal (G2)

FSSP Initial Referral Relevant to G2

FSSP Initial Primary Goal Met: Complete at 12-month mark

FSSP Secondary Goal Met: Complete at 12-month mark

FSSP How was 12-Month Follow-Up information Collected? Complete at 12-month mark

FSSP Employment Status: within the first 12 months if the client obtains employment this ENTIRE section should be filled out. It should only be filled out one time for initial employment regardless of different employments. If the client is unemployable *status* would only need to be filled out.

FSSP Total Number of Months Employed Full-Time: time in months if applicable.

FSSP Total Number of Months Employed Part-Time: time in months if applicable.

FSSP First Employment Date

FSSP Best Hourly Wage in Currency Format

Uploading Documents

ALL available documents that have a space in RIS should be uploaded.

Possibilities: Immigration Documents, SSI Documents, DSS 6247, DSS 8108, DSS 8110

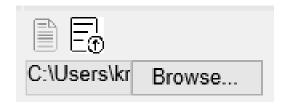
How to Upload:



Click Browse, then select document to upload.

Click *Upload Document Icon* (Arrow inside a circle)

DO NOT HIT UPDATE BUTTON at top of the screen



NCID Password Reset

If you have issues with your NCID you will need to contact IT and not the RIS Administrator.

If you get locked out of your NCID (RIS) Account, you will need to go to this website: $\underline{ \text{https://it.nc.gov/support/ncid/reset-password-unlock-account} }$

Helpful hint: If you do a search for NCID Password help this website will come up. Just double check before you enter any passwords or personal information.

PowerPoint Trainings/Manual

Be advised that there are several training PowerPoint presentations put together by the State Refugee Office to assist with most aspects of the database. Please check your office for them or email the RIS Administrator for them.

Service Codes and Descriptions: Participants, Placements, Hours

The Service Codes and Descriptions Document should be referred to when entering services into RIS. Codes will instruct to either calculate services by Participants, Placements, or Hours.

Participants: Each time an agency meets with a client the agency will count 1 for the **participant** meeting.

Placements: Each time a client is placed in an (English) level they will get **one placement** in this category for RIS

Hours: For each hour of instruction/training/case management a client will receive an **hour** in RIS for this category. Can be hours and minutes in 15-minute increments.