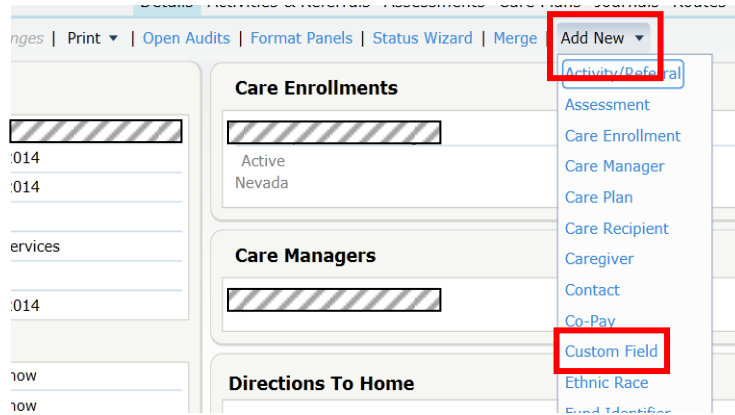


Entering a Custom Field in SAMS

Notice of Privacy Practices Date

Clients must see the *Notice* annually. The Privacy Practice date in SAMS must be updated to alert ADSD that the requirement has been met.

Open the client's file. Find the Add New drop down menu and choose Custom Field.



Once you are in the Add New Custom Field area, choose Privacy Practices from the Custom Field drop down menu. Enter the date of distribution in the box next to "privacy practice." Click OK.



Verify the field has been entered on the Summary screen. Save or Save and Close the client's file.

