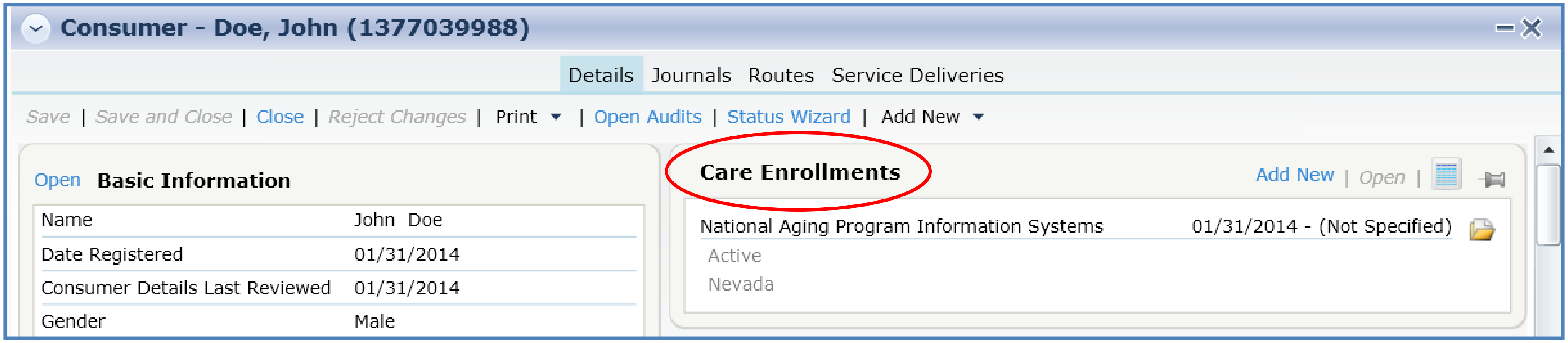
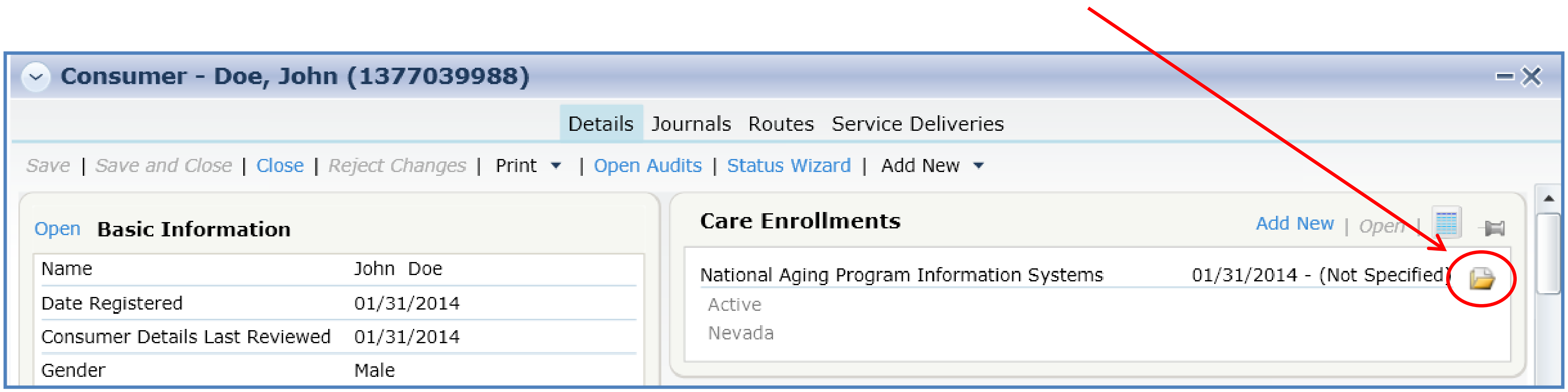
Using the “Reason” Field to Enter the Additional SAMS Income Data Item

Step #1: Locate or Add a Client’s Record

When your client’s record has been located or added in the SAMS Database, the “Reason” will need to be added to the correct Care Enrollment.



Locate the client’s correct Care Enrollment and click on the file folder icon to edit the Care Enrollment.



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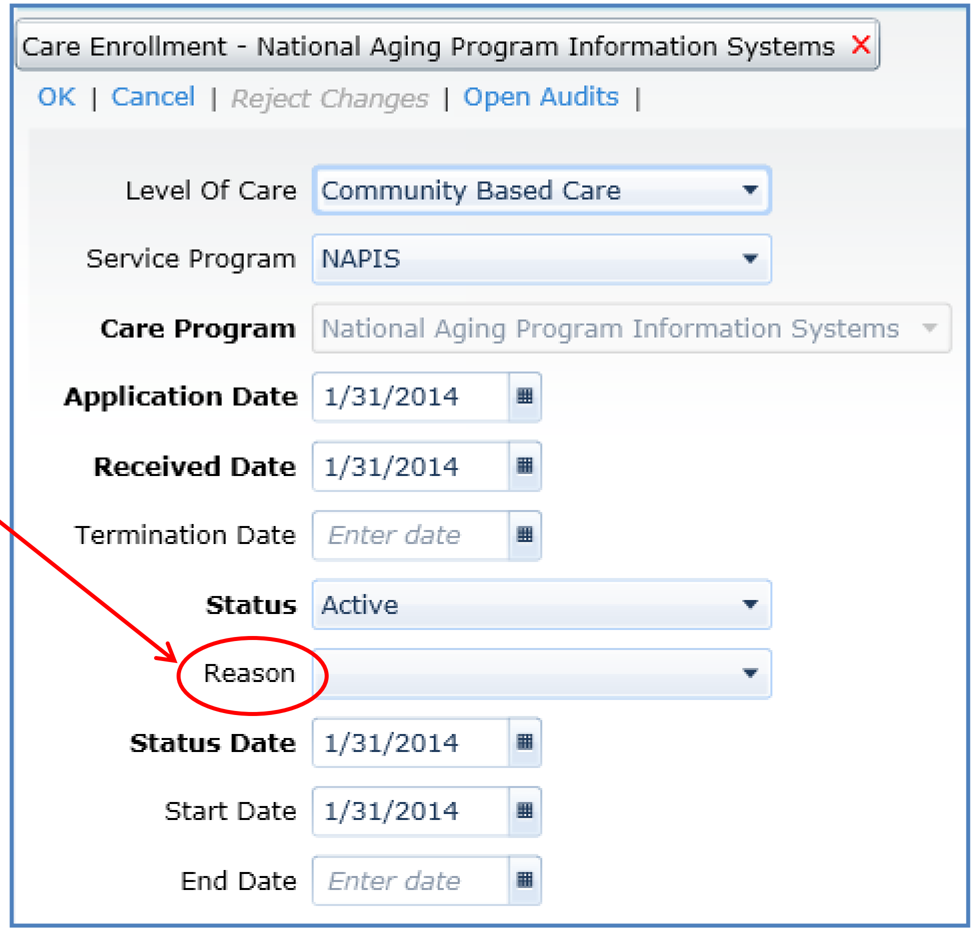
Step #2: Select a “Reason” option to indicate client’s income

This screen will allow you to edit the Care Enrollment, to select one of the options under “Reason.”



Select a “Reason” option from the dropdown menu to indicate the client’s income.

Your two choices from the drop down are:

Income is above 300% SSI
Income is at or below 300% SSI

There are other Reasons listed in this dropdown menu for other programs; **only select one of the two options above**.

Refer to: http://nvaging.net/grants/poverty.htm to determine income threshold for 300% SSI.

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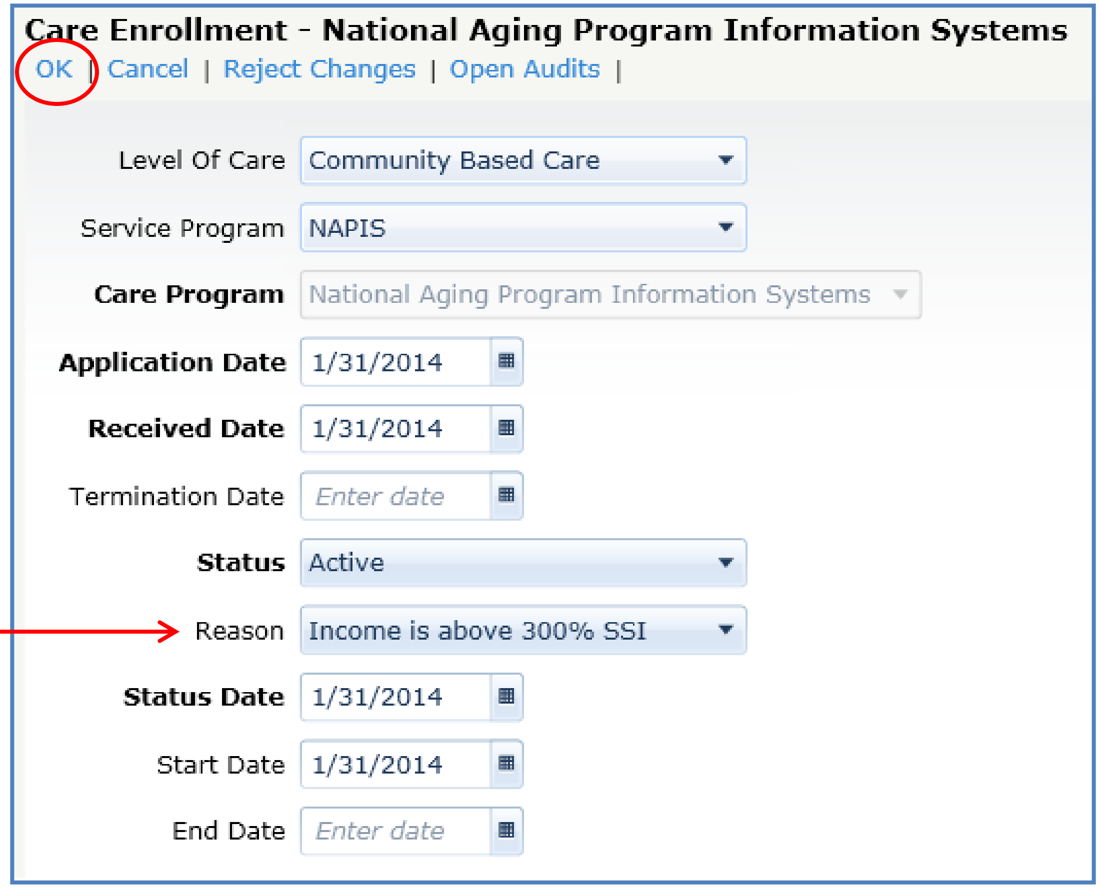
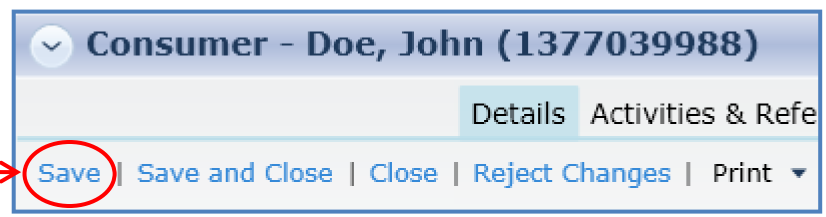
Step #3: Click OK and Save



When the “reason” has been selected it looks like this:

Then click “OK” found above, top left.

Make sure to Save your work! Click “Save” on the record.



THANK YOU!