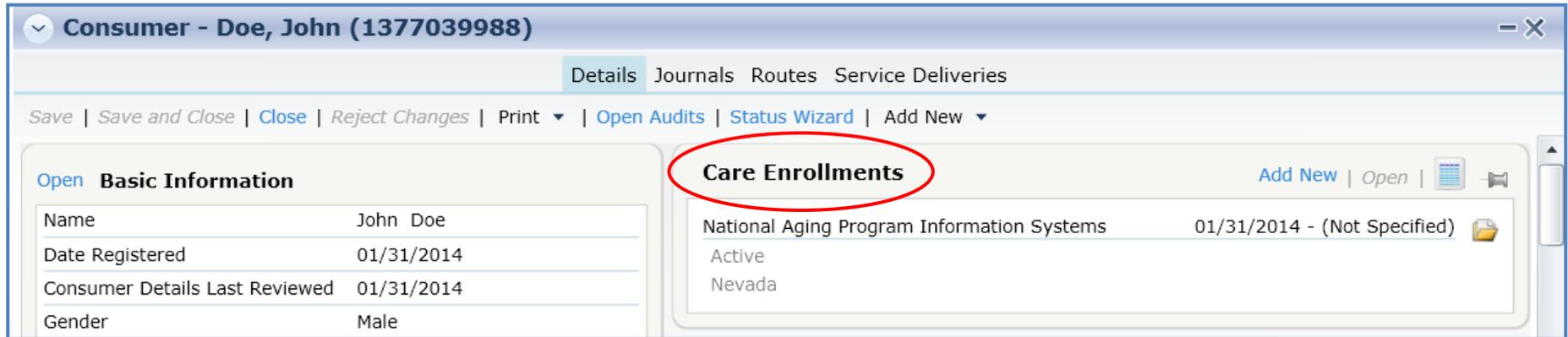


# Using the “Reason” Field to Enter the Additional SAMS Income Data Item

## 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.



The screenshot shows the SAMS Database interface for a client named John Doe (ID: 1377039988). The interface includes a header with the client name and ID, and a navigation bar with tabs for Details, Journals, Routes, and Service Deliveries. Below the navigation bar is a toolbar with options like Save, Save and Close, Close, Reject Changes, Print, Open Audits, Status Wizard, and Add New. The main content area is divided into two sections: Basic Information and Care Enrollments. The Basic Information section contains a table with the following data:

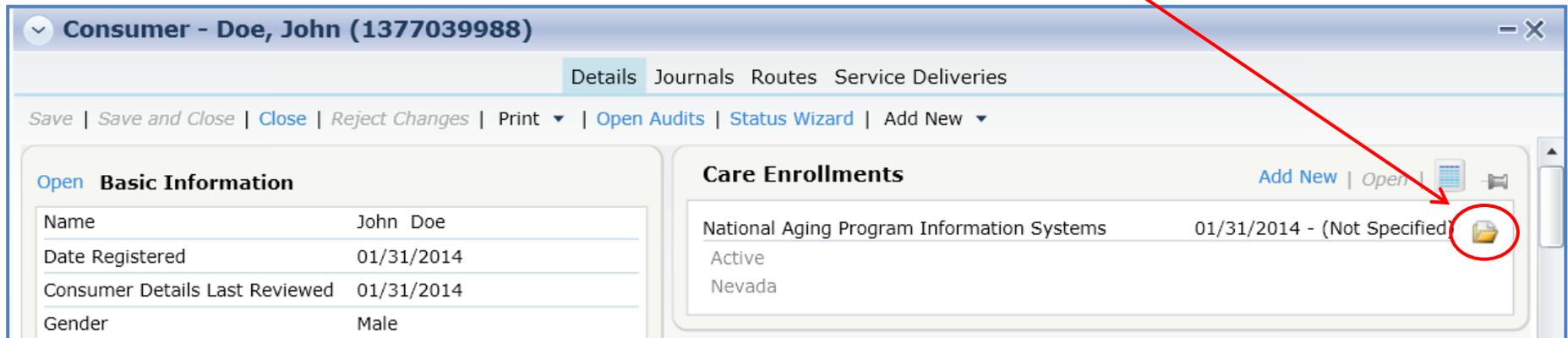
Name	John Doe
Date Registered	01/31/2014
Consumer Details Last Reviewed	01/31/2014
Gender	Male

The Care Enrollments section contains a table with the following data:

National Aging Program Information Systems	01/31/2014 - (Not Specified)	
Active		
Nevada		

The 'Care Enrollments' section title is circled in red.

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



The screenshot shows the SAMS Database interface for a client named John Doe (ID: 1377039988). The interface is identical to the previous screenshot, but with a red arrow pointing to the file folder icon in the Care Enrollments section. The file folder icon is circled in red.

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

## 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.

Care Enrollment - National Aging Program Information Systems X

OK | Cancel | Reject Changes | Open Audits |

Level Of Care

Service Program

Care Program

Application Date

Received Date

Termination Date

Status

**Reason**

Status Date

Start Date

End Date

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

## Step #3: Click OK and Save

**Care Enrollment - National Aging Program Information Systems**  
[OK](#) | [Cancel](#) | [Reject Changes](#) | [Open Audits](#) |

Level Of Care

Service Program

Care Program

Application Date

Received Date

Termination Date

Status

Reason

Status Date

Start Date

End Date

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

Then click “OK” found above, top left.

Consumer - Doe, John (1377039988)

Details | Activities & Refe

[Save](#) | [Save and Close](#) | [Close](#) | [Reject Changes](#) | [Print](#)

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

# THANK YOU!