

SAMS - Report Requirements FFY19

1. Request import at beginning of month (only for providers who use MySeniorCenter)
 - Import request for MSC

2. Monthly SAMS reports to accompany monthly invoices for the following programs
 - III-C1
 - III-C2
 - III-E
 - WyHS

3. Quarterly SAMS reports to accompany quarterly reports for the following programs
 - III-B
 - III-C1
 - III-C2
 - III-E
 - WyHS

4. Rules of Behavior documentation
 - Send Rules of Behavior (ROB) agreement to Heather Welch (heather.welch1@wyo.gov) and Jeanne Scheneman (jeanne.scheneman@wyo.gov) upon completion of SAMS training for new SAMS users

5. License transfer
 - When a SAMS user leaves employment or you would like to change the SAMS license from one user to another, you must contact Heather Welch and Jeanne Scheneman as soon as possible to have the license transferred and to schedule SAMS training, if applicable