

Program Access Request Form (Print Clearly)

SAMIS Program User

Employee Name			
Agency			
Employee Location Address			
Employee Telephone		Employee Fax Number	
E-Mail			

Step 1 – Select the change requested:

- New User
 Revision
 Termination
 (Please notify immediately)

Step 2 – Select program access:

- Agency (Super) User Access** – (This person will have access to all CSC funded programs within the agency with the Program module below.)
 Agency (Limited) Access User – (This person will receive access to only selected programs within the Program module below.)

Listed specified programs:

1.	3.
2.	4.

Step 3 – Select Program module Access:

Program Functions:

- Case Data Gatherer - Ability to enter individual participant information
- Close CDG Cases
- Consolidated Reports - Ability to run CDG reports
- Delete Case - Provides this user with the access to delete a case
- Delete Participant – Provides this user with the access to delete participants from a case
- EDI
- Group Activities - Ability to enter group activities
- Group Units of Service - Ability to input group units of service information
- Performance Measures Manual - Outcomes
- Performance Measures Quick Entry - Outcomes
- Program Units of Service – Ability to input units of service information
- Program Units of Service Rapid Fill – Ability to enter the same units for multiple clients in an activity for a specific date
- Reverse EDI
- Volunteer Activities - Ability to enter volunteer information

Agency Authorizing Signature: _____

Title: _____ Date: _____

For CSC use only:

Date Changed:	Initials:	SAMIS Email Mailing List:	Code 1: