

*Your Link to Independent Living*

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*For  
Over  
25 Years*

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(614) 645-3880 voice  
(614) 645-3884 fax  
(614) 645-6200 TTY/TI

## **SAMS Notes for Providers**

1. SAMS/Harmony/Mediware are all the same company/program. The name keeps changing.
2. SAMS requires Internet Explorer 11. Other browsers will most likely not work properly.
3. Default Agency in the consumer detail screen must be set to “6 Central Ohio Area Agency on Aging”
4. Service deliveries should be entered in SAMS monthly.
5. All Service Deliveries require a “Fund Identifier”
  - a. COAAA may change the fund identifier after you submit your RFF. If it changes please do not change it back.
6. The rate shown in SAMS should be the FULL unit rate on your budget.
  - a. This is NOT the rate that you will receive from COAAA. Your monthly payment will be based on the contracted grant reimbursement rate from your budget
7. The Care Program for Non-Meal Title III services should be “Traditional OAA”
  - a. The fund Identifier should be Title-IIIB when you enter the service delivery.
    - i. That may change to a different fund identifier later. If it does please do not change it.
  - b. Do not enter service delivery units above the budgeted number of units.
    - i. Over reporting does not help you receive more funds.
    - ii. If you must report additional units for your records then contact Ann Bauman for instructions on how to enter non-contracted units.
  - c. Only use a subservice if you need it for your records.
8. The Care Program for Title III meal services should be “Traditional OAA”
  - a. The fund Identifier should be Title-IIIC1 (Congregate) or Title-IIIC2 (Home Delivered) when you enter the service delivery.
    - i. That may change to a different fund identifier later. If it does please do not change it.
  - b. All qualified meals should be entered as Traditional OAA Care Program
    - i. Extra units will help our area with meal funds for next year.
  - c. Only use a subservice if you need it for your records

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Serving • Delaware • Fairfield • Franklin • Licking • Madison • Pickaway • Union Counties

Central Ohio Area Agency on Aging • Cindy L. Farson, Director

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9. The Care Program for Alzheimer's Respite services should be "Alzheimer's Respite"
  - a. The fund Identifier should be "Alzheimer's Respite"
10. The Care Program for Caregiver services should be "National Family Caregiver Program"
  - a. These services are entered on the caregiver's detail screen
  - b. The care recipient must be added on the service delivery

Please contact Ann Bauman with questions: 614-645-3865 or [abauman@coaaa.org](mailto:abauman@coaaa.org)