



*Healthy People. Healthy Communities.*

Department of Public Health & Human Services

## Addictive and Mental Disorders Division



# SUBSTANCE ABUSE MANAGEMENT SYSTEM (SAMS)

# INSTRUCTION MANUAL

ADDICTIVE AND MENTAL DISORDERS DIVISION MONTANA DEPARTMENT OF  
PUBLIC HEALTH & HUMAN SERVICES  
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The Montana Substance Abuse Management System (SAMS) is administered by the Addictive and Mental Health Disorders Division of the Montana Department of Public Health & Human Services and is a required reporting process for all state approved chemical dependency programs. The SAMS information is used for planning, invoicing, reports and reporting, client case management; as well as the Chemical Dependency Bureau's management and evaluation of program effectiveness.

The SAMS system has been designed to allow state approved chemical dependency programs to provide client services data to the Department of Public Health and Human Services, who in turn report the data to the federal government on a monthly basis. This document provides instructions for data entered into the SAMS system in an electronic format, as well as the collection in the form of reports and invoices, for both the provider and the bureau. It supersedes all previously dated material.

The Chemical Dependency Bureau takes our Security of the SAMS System seriously. The SAMS System may only be accessed by persons once approval has been granted through the State of Montana AMDD (Addictive and Mental Health Disorders Division) Chemical Dependency Bureau. If any persons have been found to have accessed the SAMS System using any other persons access information who have not been granted access to the SAMS System, the access which this person used will be permanently revoked.

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