SAMIS Program Access Request Form
Fax to Children's Services Council of Martin County (CSCMC) at 772-288-5799

Employee Name:		Title:	
Agency Name:			
Complete Mailing Address:			
Telephone Number:	Ext.	Fax Number:	
E-Mail Address:			

Step 1 - Select requested change: ☐ **New User** ☐ **Revision** ☐ **Termination** due to:
( ) Employment termination OR
( ) Change in job responsibility

Step 2 – Select program access:

☐ **Agency Super User Access-** (This person will have access to **ALL CSCMC funded programs within the agency** as listed below in "Specified Programs" and the checked modules in "Select Modules" below.)
☐ **Agency Limited Access User-** (This person will have access to **only the CSCMC funded programs within the agency** as listed below in "Specified Programs" and the checked modules in "Select Modules" below.)

Step 3 - Specify programs names: (Please list all CSCMC-funded programs affected by this request.)

1.	4.
2.	5.
3.	6.

Step 4 – Select Modules:

☐ Case Data Gatherer – Ability to enter individual participant and Measurable Objective information – includes access to all CDG and Measurable Objective Reports	☐ Close CDG Case – Provides user the ability to change the close date of a previously closed case
☐ 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
☐ Measurable Objective Quick Entry – Provides user with access to quickly enter Measurable Objective information – includes access to MO Report	☐ Reverse EDI – Allows user to receive case data gatherer, attendance and units of service information back in a Microsoft Access Database.
☐ Volunteer Activities – Ability to enter volunteer information	☐ Group Activities – Provides user with ability to enter group activities – includes access to Group Activity Report
☐ Attendance Tracking-Ability to track program participants' day-by-day attendance – includes access to all Attendance Reports	☐ Attendance Tracking EDI – Ability to upload attendance files that have been scanned – includes access to all attendance bar-code reports
☐ Calendar Maintenance – Ability to maintain the program calendar ONLY NEEDED if utilizing Attendance Tracking and/or Program Units of Service	☐ Client Wait List – Provides user the ability to enter clients on a program wait list – Includes access to Wait List Reports
☐ Program Units of Service (PUOS)– Provides user access to enter units of service for Case Data Gatherer clients – includes access to PUOS reports	☐ Program Units of Service Rapid Fill – Provides user access to rapid fill units of service

Agency Authorizing Signature:_____Phone_____

Title:_____Date_____

FOR CSCMC USE ONLY

Date Processed:	Initials:	☐ SAMIS	Date Processed:	Initials:	☐ E-mail (individual list) ☐ E-mail (group list) ☐ E-mail (SAMIS list)