

Available Training for the SAMS User
Department of Disabilities Aging & Independent Living

The document provides a list of some of the available Training Manuals and Webinar Training that are available to all SAMS Users. We strongly encourage using these tools to assist you in becoming proficient in the use of SAMS. Harmony provides manuals and webinars are intended for all of their customers and are therefore generic to their software. DAIL SAMS administrators have worked to provide Vermont version of the SAMS manual. DAIL program leads are responsible for SAMS training materials specific to the program use of the applications. Your agency may offer supplemental instructions. Training specific to your agency or department's business practices will be done by someone within your office.

Customer Quick Links: Found on the left menu on the Portal Page

VT SAMS Reference Manual March 1, 2014 - V1.9 - This manual is designed to be a reference guide for all Vermont SAMS Users. While it includes step by step instructions to view, add and update a consumer record it does not include program specific instructions.

<http://asd.vermont.gov/sites/asd/files/documents/vt-sams-3-reference-manual-v1.pdf>

VT SAMS I&R Manual (Information and Referral) - This Training Guide contains detailed, step-by-step instructions on how to perform the tasks typically handled by SAMS I&R Users. The Guide is based upon SAMS I&R software as of April 2015. Updates to the application after this date, and any custom configurations for your organization may not be reflected in this manual.

http://asd.vermont.gov/sites/asd/files/documents/SAMS_IR_V4A_Training%20Manual.pdf

SAMS I&R Provider Policies - This document notes the specific rules that need to be followed when updating Harmony I&R providers.

http://asd.vermont.gov/sites/asd/files/documents/IR_Provider_Update_Policie_v2.pdf

At-A-Glance Mobile Assessments -

This guide is an at-a glance document. Mobile Assessments allows you to conduct assessments in the field with almost any type of mobile device without having to go through the import/export process. There are two documents (Mobile Assessments – Companion Guide and Mobile Assessments Training Guide) available on the Portal under Application Support Resources.

http://asd.vermont.gov/sites/asd/files/documents/SAMS_Mobile_Assessments_At_A_Glance.pdf

At-A-Glance Dashboards - The Dashboard is a screen in SAMS that can be set as a “start page” and used for a quick overview of consumer information useful to a SAMS user, case manager and supervisor. It consists of widgets (task widgets and saved search reports) that can be added, or deleted.

http://asd.vermont.gov/sites/asd/files/documents/SAMS_Dashboards_At_A_Glance.pdf

Changing Your SAMS Password – This document contains the step-by-step instruction to change your SAMS application password.

http://asd.vermont.gov/sites/asd/files/documents/Change_your_SAMS_Password.pdf

Mediware Quick Links: Found on the left menu on the Portal Page

Harmony Training - Webinar Trainings covering the SAMS Application and Mobile Assessments.

Harmony Customer Success Webinar Series – Webinar Trainings covering subjects such as: Mobile, Service Deliveries, SHIP, NAPIS, etc. <https://webinars2.harmonyis.net/>

Application Support Resources: Found on the right menu on the Portal page

In addition to the Customer and Mediware Quick Links the Portal page has a section that includes extensive additional training documents for Users and Administrators. Listed below are just a few of the documents available.

■ SAMS 3 - Keyboard Shortcuts - March 2014	■ SAMS I&R Quick Start Guide
■ SAMS 3 User Guide - May 2014	■ Mobile Assessments - Companion Guide
■ Introduction to SAMS Training Guide	■ Mobile Assessments 1.0 Release Notes
■ SAMS 3 Reports at-a-Glance - January 2016	■ Mobile Assessments Training Guide
■ SAMS 3.1 Administrator User Guide	■ SHIP User Guide