

**POLICY 404**

**SAMS AND OASIS DATA COLLECTION AND REPORTING**

All contracted Service Providers, unless exempted in writing, shall collect and submit SAMS and OASIS data for all services provided, regardless of funding source.

**PROCEDURE A COLLECTION AND REPORTING OF DATA**

- a. Specific instructions concerning the collection of SAMS and OASIS data will be issued by the Agency's Planning and Program Development Department by letter or memorandum.
- b. SAMS data is to be collected and reported as an integral part of the Service Provider's day to day operations. The Agency's Planning and Program Development Department will monitor SAMS data available in the AgingNetwork.com database for quality and timeliness of submission.
- c. OASIS quarterly reports are due at the Agency by the close of business on the fifth business day of the month following the end of the quarter.

**PROCEDURE B SAMS USERS GROUP**

- a. Participation in the Agency's SAMS Users Group is mandatory for all contracted Service Providers. This group meets periodically for provider training and technical assistance.