



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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PREFACE

The Montana Substance Abuse Management System (SAMS) is administered by the Addictive and Mental 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, management and evaluation of program effectiveness. SAMS was developed to replace the Alcohol and Drug Information System (ADIS) previously in use.

The SAMS has been designed to allow state approved chemical dependency programs to provide client services data to the Department of Public Health and Human Services either electronically by connecting directly to the Department's Oracle Server. This document provides instructions for providing data on printed paper forms for input into the system. It supersedes all previously dated manuals including the Montana Alcohol and Drug Information System Instruction Manual (September, 2004).

Instructions for electronic data entry are included in a separate SAMS Technical Manual.

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