

# APPENDIX D: FACILITY & SERVICE FORM

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This section provides definitions and general instructions for setting up a facility in SAMS. Just like in the past, you are allowed to assign numbers, names, and other identifiers to your main offices. That does not change in SAMS. What has changed is that SAMS no longer asks for satellite facility information. This is now optional.

## GENERAL PROCEDURES

The Facility & Services Form is for your main facility. Once you have filled out the form, fax it, mail it or e-mail it to Curt Weiler

Curt Weiler  
100 N. Park, Suite 300  
Helena, MT 59620-2905  
Phone 406-444-9635  
Fax: 406-444-4435  
Email: [cweiler@mt.gov](mailto:cweiler@mt.gov)

## FORM INFORMATION

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**PROGRAM NUMBER:** Three-digit identifier assigned to your facility by AMDD. See code list in Appendix A (Section 25) for a complete list of valid values.

**FACILITY NUMBER:** Three-digit number assigned to all facilities connected to a program, including the main facility. These numbers are assigned by provider staff.

**DATE OPENED:** Enter two digits for the month, two digits for the day, and four digits for the year the facility was opened. There are eight spaces for the month, day and year. They must all be completed.

EXAMPLE: Facility was opened July 1, 2016. Enter *07012016*.

**SERVICES:** Mark each of the services you will be providing at the facility. These are the service codes that will be attached to the facility so that service information can be input into SAMS. The complete list of services is provided in Appendix C. Some of the descriptions have been shortened on the form to allow for a one-page form, but the service codes are the same.