

## SAMIS/TAPS – Outcomes Report

### Accessing the Delivery Module

**Palm Beach County Board of County Commissioners**

Login to get started

Email Address/Login ID **1**

Password **2**

Remember Me      [Forgot your password?](#)

**3** [Sign In](#)

Having trouble? [Contact Support](#)

[Register](#)

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1. Enter your SAMIS Login ID.
2. Enter your SAMIS Password.

NOTE: If you do not have a SAMIS account, please contact Akil Taylor – [Ataylor3@pbc.gov](mailto:Ataylor3@pbc.gov).

3. Select the blue “Sign In” button.



# Welcome Akil

Welcome to The Administrative Portal System (TAPS)!

**PROTECT YOUR ACCOUNT WITH MULTI-FACTOR AUTHENTICATION (MFA)**

We care about the security of your data. That's why we offer multi-factor authentication (MFA) to provide an extra layer of protection for your account. When MFA is enabled, you will be prompted to enter a one-time code from your mobile authenticator app (like Google Authenticator or Microsoft Authenticator) each time you log in. This makes it much harder for unauthorized users to gain access, even if they somehow discover your password.

With passkeys, you can use your fingerprint, face, or screen lock to verify it's you. Add a passkey for this device and sign in with ease next time.

[Not Now](#) [Setup MFA](#) [Create Passkey](#)

- ADMIN
- AGENDA ITEMS
- CONTRACTS
- DELIVERY**
- FISCAL
- FLEX FORMS
- FORMS
- LMS
- MONITORING
- MONITORING DOCUMENTS
- MY PROFILE
- NOFO
- PROPOSALS
- REQUISITIONS
- SUPPORT

4. Select the "Delivery" module.

## Creating a New Outcome Report

The screenshot shows the 'Delivery' module dashboard. At the top, there is a navigation bar with a hamburger menu, a logo, and a user profile for 'AKIL TAYLOR'. Below this is a secondary navigation bar with a 'Delivery' dropdown and an 'Add New' button. The main navigation bar contains several tabs: 'AGENCIES', 'PROGRAMS' (highlighted with a red box), 'SITES', 'CASES', 'PARTICIPANTS', 'ATTENDANCE', 'PM', 'VIEW', 'REPORTS', 'WIKI', and 'OPTIONS'. The dashboard content area is divided into sections: 'DASHBOARD' with '+ Add Custom Pod' and 'Reset Dashboard' buttons; 'VIEWS' with an 'Outcomes' view and a notification badge showing '1'; and 'UPCOMING' with the text 'You have no upcoming events.'

5. Select the "Programs" tab at the top of the Delivery module dashboard.

Home / Delivery / Programs /

AGENCIES PROGRAMS SITES CASES PARTICIPANTS ATTENDANCE PM VIEW REPORTS WIKI OPTIONS

Search or ask AI 465

Drop group by column

		Agency	Program Name	Active	Contract Number...	Enforce Participa...
1	<input type="checkbox"/> View	"Youth Services Te...	"Youth Services Test Program"	Yes		No
2	<input type="checkbox"/> View	211 Palm Beach / ...	TAS and General Helpline Program Services	Yes	R2024-1193	No
3	<input type="checkbox"/> View	211 Palm Beach / ...	Elder Crisis Outreach Program	Yes	R2022-1355	No
4	<input type="checkbox"/> View	211 Palm Beach / ...	Crisis Line Information and Referral	Yes	R2022-1355	No
5	<input type="checkbox"/> View	211 Palm Beach / ...	Special Needs Helpline	Yes		No
6	<input type="checkbox"/> View	Academy for Nursi...	Patient Care Technician Program	Yes	R2019-1280	No
7	<input type="checkbox"/> View	Academy for Nursi...	Nursing and Health Occupations	Yes	R2019-0193	No
8	<input type="checkbox"/> View	Adopt-A-Family	HRC Rapid Rehousing	Yes	R2024-1363	No
9	<input type="checkbox"/> View	Adopt-A-Family	CARES Act Rent and Utilities Assistance Program	Yes		No
10	<input type="checkbox"/> View	Adopt-A-Family	ESG-CV	Yes	R2021-0025	No
11	<input type="checkbox"/> View	Adopt-A-Family	ERA Program COVID-19	Yes	R2021-1901	No
12	<input type="checkbox"/> View	Adopt-A-Family	Project Safe	Yes	R2024-1363	No
13	<input type="checkbox"/> View	Adopt-A-Family	Housing Stabilization Program	Yes	R2024-1363	No
14	<input type="checkbox"/> View	Adopt-A-Family	HRC	Yes	R2023-1851	No

6. Select "View" next to the Program for which you wish to enter Quarterly Outcomes to open the Program Detail page.  
 NOTE: Only Programs within your Agency or Agencies will be visible.

**To associate a Program to a Fiscal Period:**

- Under the "Create New" drop down, select "Fiscal Period..." and complete the required fields and Save
- Once (at least) one Fiscal Period is associated, an additional grid will show on the Program Detail page that lists all the Fiscal Periods that the Program is associated with. Additional Fiscal Periods can be associated directly through that grid as well.

**HRC RAPID REHOUSING**  
Program Detail

497 Adopt-A-Family Yes R2024-1363

ID	Agency	Active	Contract Number
No Active Measures			

AP SUMMARY

ATTENDANCE

Create New ...

- New Files/Document Repository
- New Fiscal Periods and MSL (Minimum Service Levels)
- New Funder
- New GL Fringe Percentages
- New Group Activity / Services
- New Group Roster
- New Monthly Commentary
- New Outcomes**
- New Participant
- New Participant Groups / Classes
- New Program Case
- New Quarterly Commentary
- New Reference
- New Service Levels
- New Site
- New Subcontractor
- New Utilization

7. Within the Program Detail page, select the "Create New ..." menu button.
8. Select "New Outcomes"

## Viewing Existing Outcome Reports

The screenshot displays the 'Delivery' module dashboard. At the top, the 'PROGRAMS' tab is highlighted with a red box. A dropdown menu is open, showing various options. The 'Explore' option is also highlighted with a red box. A red arrow points from the 'Explore' option to a secondary dropdown menu on the right side of the screen. In this secondary menu, the 'Outcomes' option is highlighted with a red box. The dashboard includes sections for 'DASHBOARD', 'VIEWS', and 'UPCOMING'. The URL at the bottom is <https://pbccsamis.io/modules/programmatic/programs.cfm?action=Explore>.

5. Hover over the “Programs” tab at the top of the Delivery module dashboard.

6. Click the “Explore” button.

7. Scroll down and select “Outcomes”

Palm Beach County - FAA Quarterly Outcome Report

Please upload a copy of:

- Quarterly Outcome Report
- Client Level data
- All related documentation

PLEASE SUBMIT ALL DOCUMENTS IN EXCEL (.XLS OR .XLSX) FORMAT

Attach File(s) \* Choose File **5**

✎ Sample Client Level Data.xlsx  
 Size: 553 kb 100%

✎ Sample Quarterly Outcome R...  
 Size: 553 kb 100%

✎ Sample Related Documentati...  
 Size: 553 kb 100%

✎ Sample Related Documentati...  
 Size: 553 kb 100%

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Program Details

Date Submitted \*  **6**

Agency \*  **7**

Program Name \*   PSH  **8**

Service Category \*  Homelessness **9**

Fiscal Year \*  **10**

Reporting Period \*  Quarter 1  
 Quarter 2  
 Quarter 3

8. In the Attach File(s) field, select the grey “Choose File” button and select all of the documents you wish to upload, including but not limited to the Quarterly Outcome Report and Client Level Data.
9. Enter the date on which this report is being filled out.
10. Select the Agency of which you are reporting on the behalf of.
11. Select the Program within the Agency of which you are reporting on the behalf of.
12. Select the Service Category related to the Program within the Agency of which you are reporting on the behalf of.
13. The Fiscal Year will be automatically filled in depending on when the report is being filled out.

Reporting Period *	<input checked="" type="radio"/> Quarter 1 <input type="radio"/> Quarter 2 <input type="radio"/> Quarter 3 <input type="radio"/> Quarter 4	11
Was Outcome #1 Met during the Quarter? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	12
Please explain why Outcome #1 was not met during the Quarter *	N/A	13
Was Outcome #2 Met during the Quarter? *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable (N/A)	14
Please explain why Outcome #2 was not met during the Quarter *	*Reason(s) why the Outcome in question was not met*	15
Was Outcome #3 Met during the Quarter? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable (N/A)	16
Please explain why Outcome #3 was not met during the Quarter *	N/A	17
Share a Success Story during the Quarter *		
Completed By (Print) *		

14. Select the Fiscal Quarter of which you would like to report on.
  - a. Quarter 1 – October 1<sup>st</sup> – December 31<sup>st</sup>
  - b. Quarter 1 – January 1<sup>st</sup> – March 31<sup>st</sup>
  - c. Quarter 1 – April 1<sup>st</sup> – June 30<sup>th</sup>
  - d. Quarter 1 – July 1<sup>st</sup> – September 30<sup>th</sup>
15. Based on your Program’s Outcome, enter if Outcome #1 was met.
16. If “Yes” was selected previously, you may move on. If “No” was selected, please explain why not as thoroughly as possible.
17. Repeat Step 12, but for Outcome #2. If your program does not have an Outcome #2, select Not Applicable (N/A)
18. Repeat Step 13, but for Outcome #2. If “Not Applicable (N/A)” was selected previously, you may move on.
19. Repeat Step 12, but for Outcome #3. If your program does not have an Outcome #3, select Not Applicable (N/A)
20. Repeat Step 13, but for Outcome #3. If “Not Applicable (N/A)” was selected previously, you may move on.

Please explain why Outcome #2 was not met during the Quarter \*

\*Reason(s) why the Outcome in question was not met\*

Was Outcome #3 Met during the Quarter? \*

Yes

No

Not Applicable (N/A)

Please explain why Outcome #3 was not met during the Quarter \*

N/A

Share a Success Story during the Quarter \*

\*Success Story due to Agency action relating to the given Outcome(s)\* 18

Completed By (Print) \*

Akil Taylor 19

Completed By (Sign) \*

 20

Contact Information

Email \*  ATaylor3@pbc.gov 21

22 **Save & Submit** Cancel

21. Share a Success story, relevant to your Agency and the desired Outcome(s). This Success Story may be shared in our Annual Community Investment Portfolio.
22. Enter your Full First and Last Name. This, along with your Email, will be used to contact you in the case of any questions as well as to notify when the report has been fully processed.
23. Enter your Signature. This can be done directly on the virtual Signature Pad, using a mobile device, and/or external Signature Pad. Once entered, the signature can be saved for future use.
24. Enter your email address associated with your Agency. This, along with your Full Name, will be used to contact you in the case of any questions as well as to notify when the report has been fully processed.
25. Select the blue "Save & Submit" button to submit your report to Community Services Staff for processing.

NOTE: If any required fields are not filled out before submitting, an error will appear in red, displaying what was missed and preventing the document from being submitted.

Contact Information

Email

Palm Beach County - Community Services Staff ONLY

Number of Unduplicated Clients served YTD

Projected Number of Unduplicated Clients served YTD

Current Percentage of Attainment YTD  %

Is Outcome 1 YTD Attainment on track for the Fiscal Year?  
 Yes  No  Not Applicable (N/A)

Is Outcome 2 YTD Attainment on track for the Fiscal Year?  
 Yes  No  Not Applicable (N/A)

Is Outcome 3 YTD Attainment on track for the Fiscal Year?  
 Yes  No  Not Applicable (N/A)

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**AGENCIES PLEASE NOTE:**

This section is for Palm Beach County – Community Services Department Staff ONLY.  
Please disregard.

RECORD 1018

 Modify  Print  Download PDF

— Program Outcome Report

Created By  Akil Taylor

Modified By  Akil Taylor

— Palm Beach County - FAA Quarterly Outcome Report

Attach File(s)

 Sample Client Level Data.xlsx

 Sample Related Documentation 2.xlsx

 Sample Related Documentation 1.xlsx

 Sample Quarterly Outcome Report.xlsx

— Program Details

Date Submitted 11/1/2024

Agency  Vita Nova

Program Name  PSH

Service Category  Homelessness

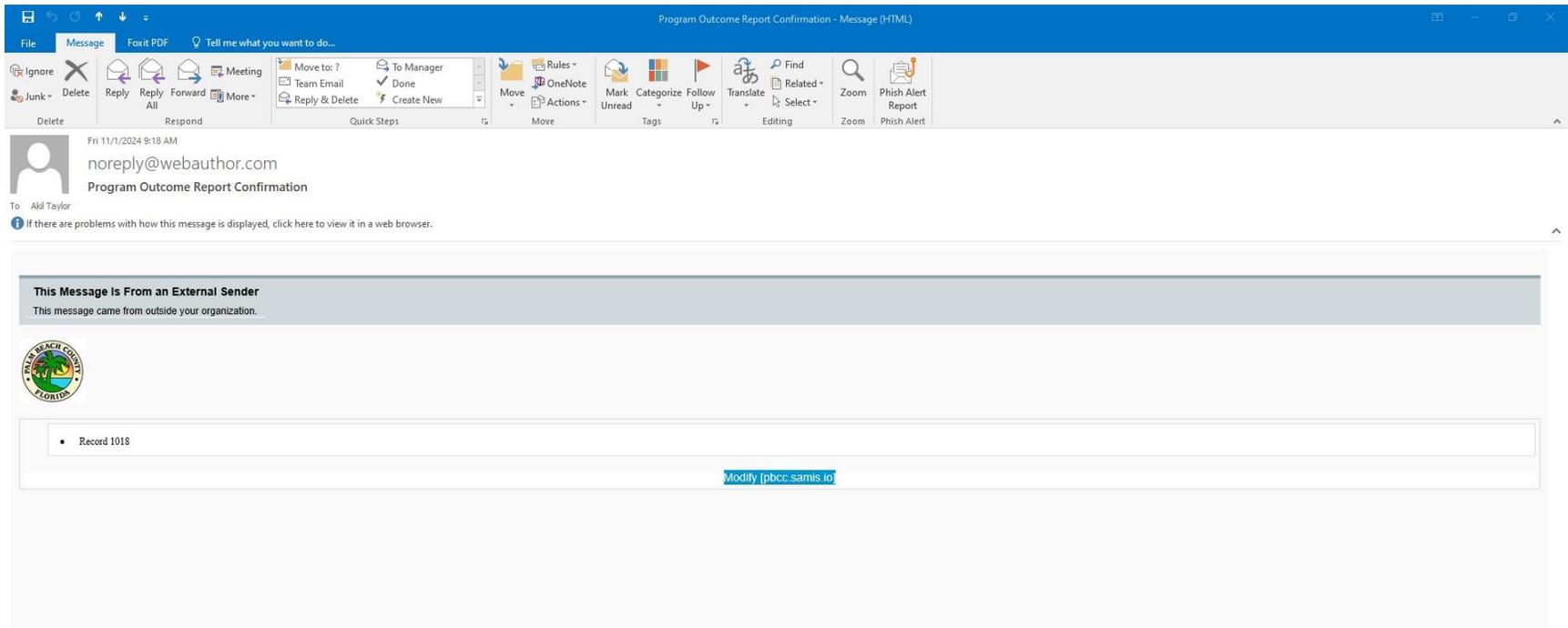
Fiscal Year 2024

Reporting Period  Quarter 1

Was Outcome #1 Met during the Quarter?  Yes

Please explain why Outcome #1 was not met during the Quarter N/A

This is the Record that was submitted. Feel free to download a copy for your Agencies' records.



An Email will be sent to the user who signed-in and submitted the record. All subsequent updates will be sent to the user whose information was entered in the Full Name and Email field.