

SHARES Provider Manual – III. Outcomes

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OUTCOMES PROCESS

There are two methods for completing Outcomes in SHARES.

1. The first method is to select the member and fill out the appropriate Outcomes form from SHARES.
2. The second method is to upload the batch Outcomes information through the SHARES file upload utility.

This manual will walk you through both processes.

SELECTING A MEMBER AND ACCESSING THE FORMS

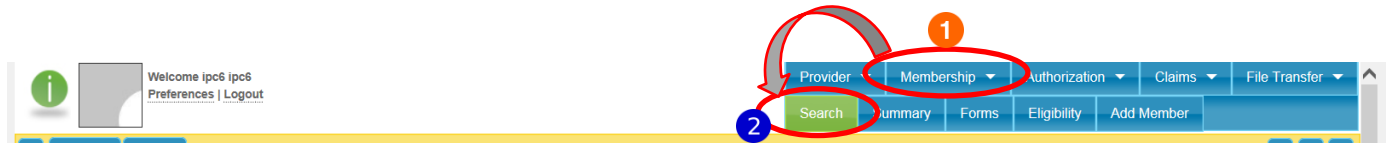
The following steps are needed to fill out an Outcomes form for a member:

1. In SHARES, Search for the desired member and open their record
2. Go to the Forms module and select the appropriate form
3. Add the form and complete the information, save it when complete.

Below are those steps in greater detail:

SEARCHING FOR A MEMBER

To search for a member, go to **Membership** and choose **Search** to bring up the Search form.



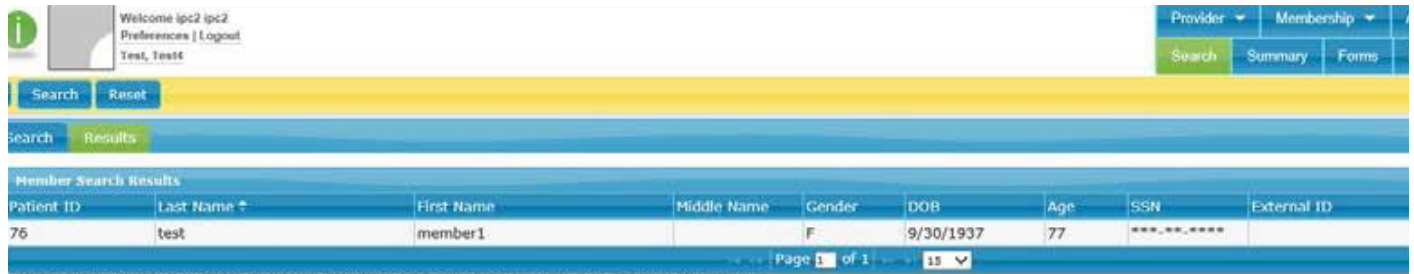
In order to find and select a member, you must enter enough information in the search criteria screen. The required data combinations to search for a member are:

- Patient ID (also referred to as the SHARES ID)
- [Last Name, Birth Date, Gender]
- [Last Name, SSN, Gender]

1. Enter your search criteria
2. Click on the Search button

RESULTS SCREEN

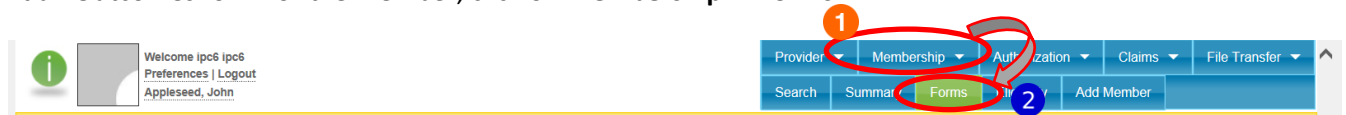
Once you click search, you will be taken to the **Results** tab. If the member is enrolled in SHARES, you will see their record in the results. Simply double click anywhere on the row with their name to open their record.



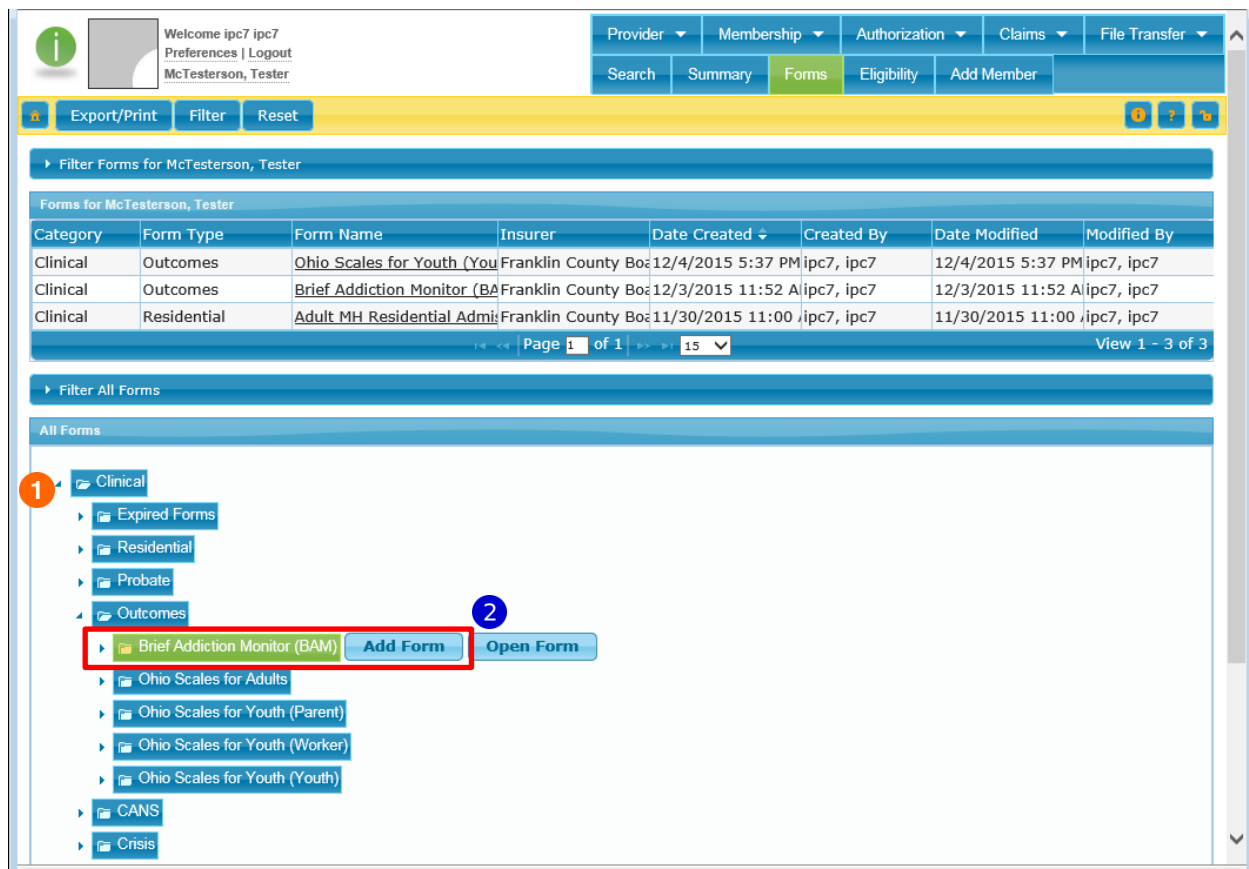
If the member is not enrolled in SHARES, you will see “no results” displayed. You will then need to enroll that member.

ADDING A FORM

To submit an Outcomes form for the member, click on **Membership -> Forms**.



1. In the “All Forms” list, expand “Clinical” and “Outcomes” then click on the desired form.



2. Click on Add Form to open the form.

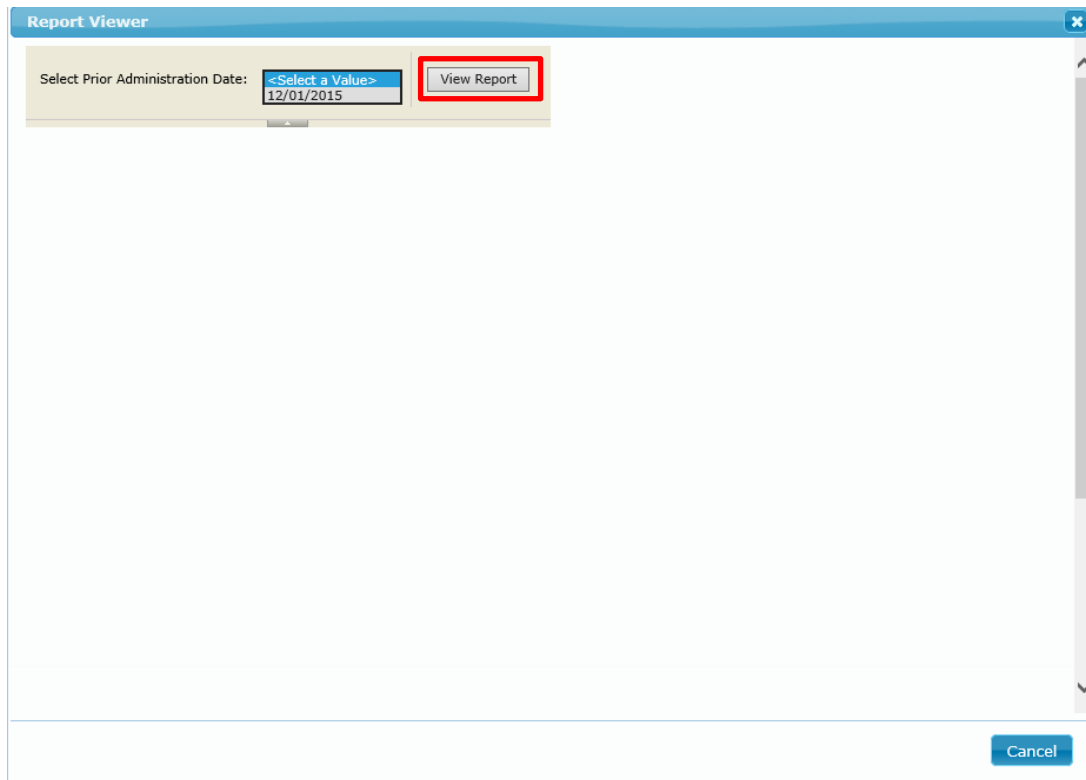
3. Information in red is required to be filled out in order to complete the form.

4. Complete the information in the form, click “save” when done.

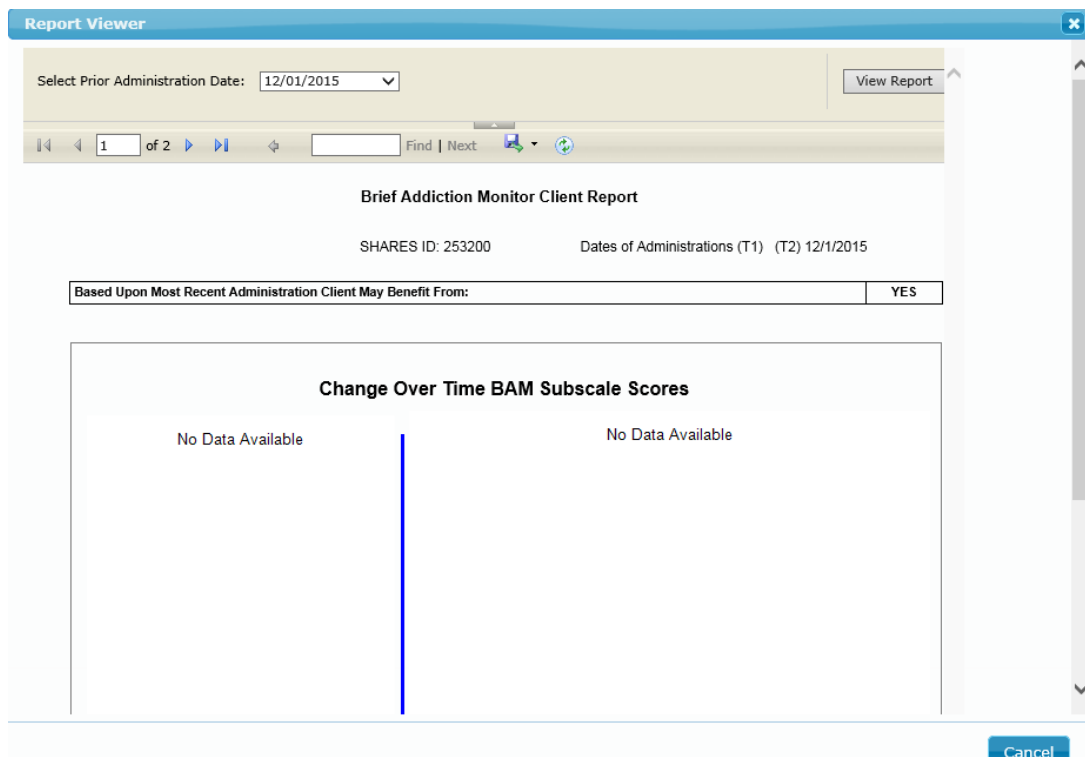
Doing things without supervision or restrictions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accepting responsibility for actions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ability to express feelings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Please note the scoring sections marked “Do Not Complete”. Do not enter any information in these fields. Scoring is automatic and an erroneous entry may alter the scoring.

- Once you click **save**, you will be taken to the report viewer. Here you have the option to select a prior administration date (if one exists) to compare to the form that you just completed, or just view the current report.



Please note that these are optional, you may use them if you find value in the information. ADAMH is utilizing other means of reporting.



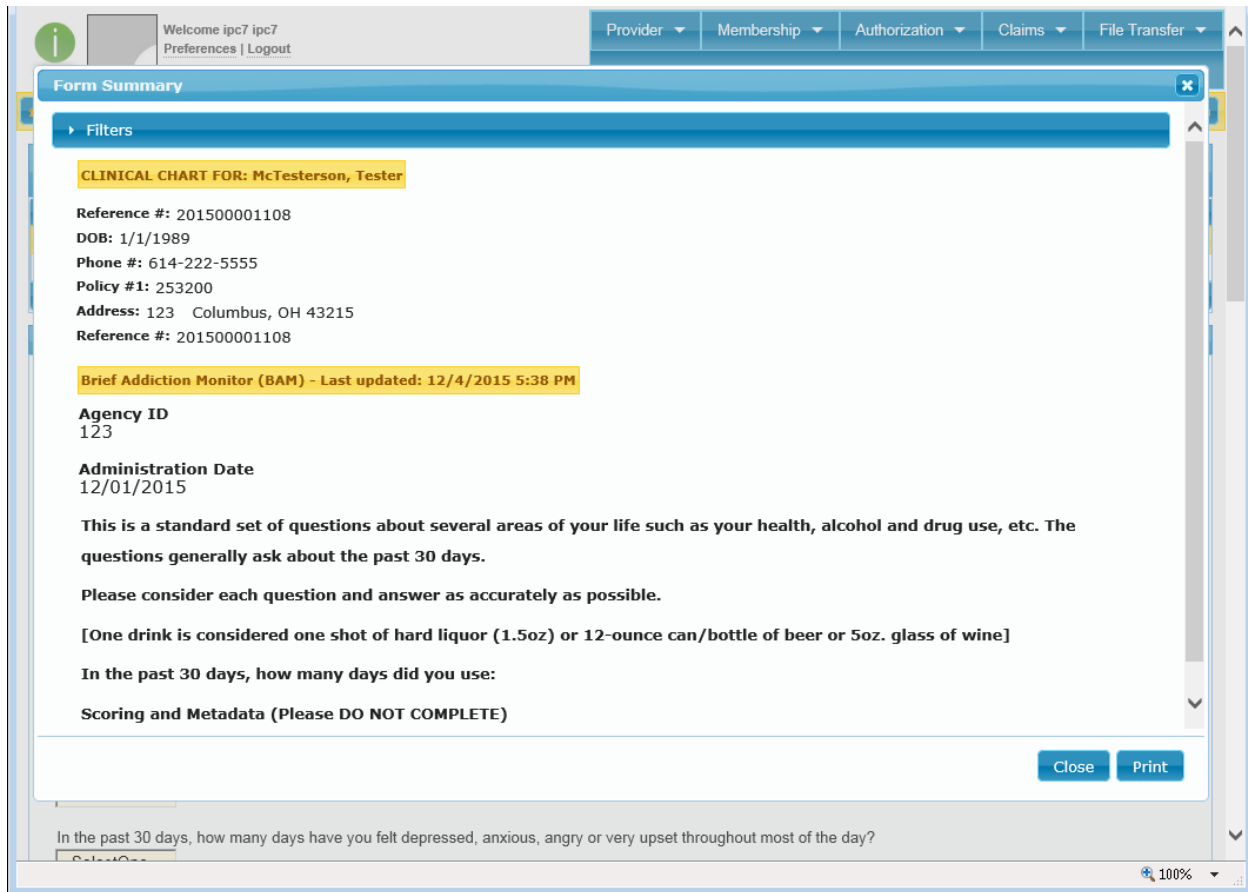
NOTES:

- You can access forms already completed by your agency for any members, by pulling up the member record then going to **Membership -> Forms**. (you may need to adjust your filter criteria to see older forms).

The “Forms for *member*” section is where you will see all forms for that member as entered by your agency.

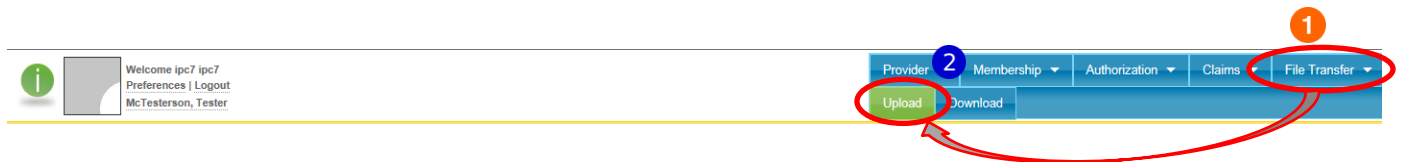
- When you open an existing form, you may be able to delete or edit it (depending on security).

- Clicking on “Summary” produces a nice summary of that report with the basic member information at the top.

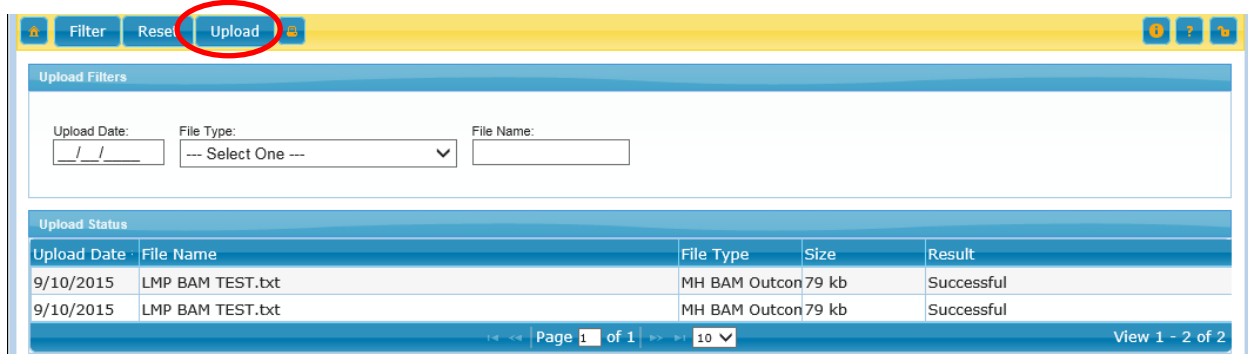


UPLOADING BATCH OUTCOMES

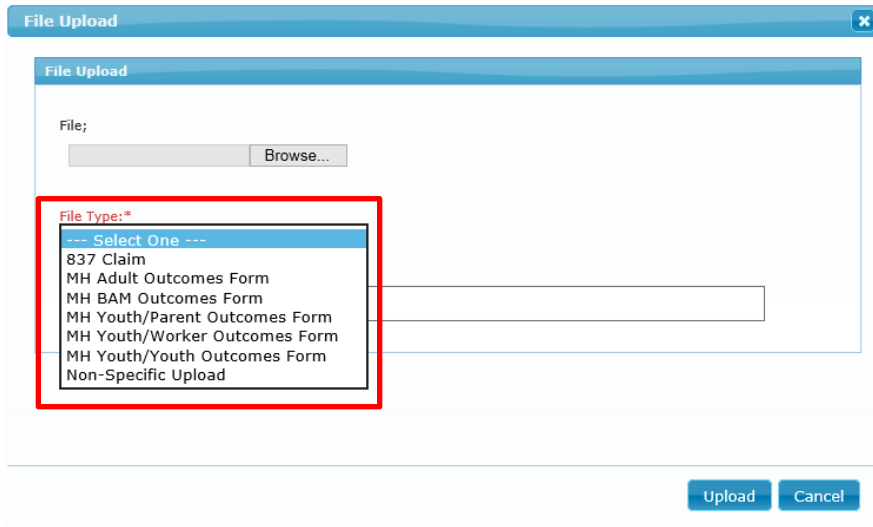
To upload batch Outcomes files, go to **File Transfer** and choose **Upload** to bring up the file upload utility.



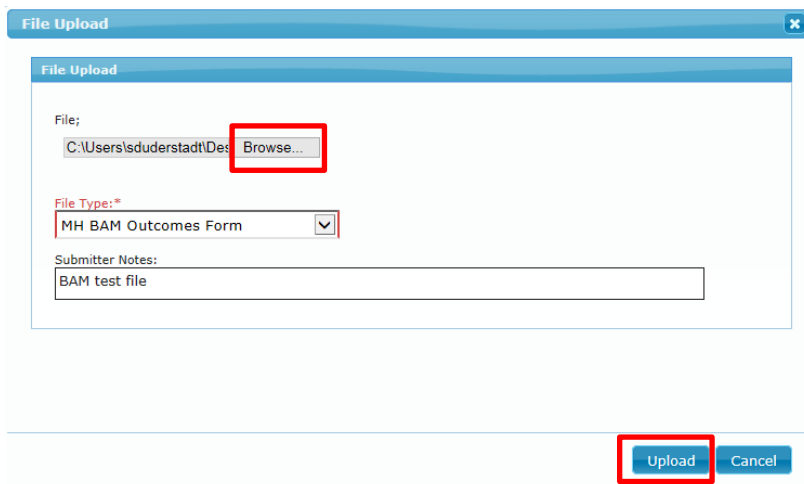
- On this screen, you can see previous uploads. Click **Upload** to add a new file.



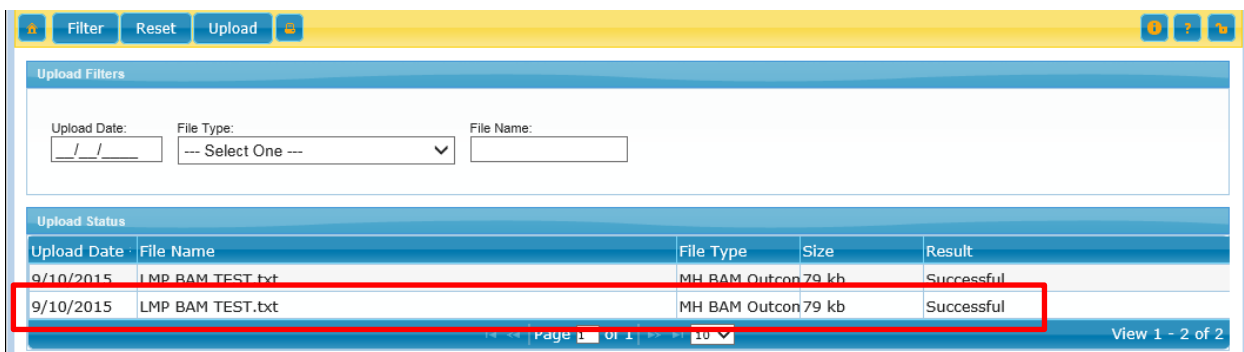
2. Select the file type. It is important to choose the correct file type when uploading the file.



3. Click on **Browse** then navigate to where the file is saved on your computer/network. After selecting your file, enter a note if desired, and then click on **Upload**.



4. Once you upload the file, you will see the file in the **Upload Status** window. If successfully uploaded, the Result will display as **successful**.



Note: A successful upload means simply that the file was uploaded into SHARES. There is additional processing that occurs with the actual information provided in the file; this status here only reflects the file upload.