

**ADAMH Board of Franklin County  
Report Documentation**

**OUTCOMES ERROR REPORT**

*Purpose:*

To notify SHARES users of rejected outcomes records in batch uploads.

*Overview:*

Comma-separated values (CSV) formatted file that contains batch upload errors that cause SHARES to reject specific outcomes form records—these records will not appear in member records and are unavailable for other ADAMH analysis/reporting. SHARES providers may use these reports to correct row-level batch errors and resubmit. Please do not resubmit entire batch files because rows in the file that were initially accepted will be accepted again by SHARES and result in duplicates. SHARES agencies will receive this report only if outcomes records errors have occurred since the last report.

*Frequency:*

Reports are produced and delivered in connection with the ADAMH claims run schedule. See the *Reimbursement Schedule* available on the Provider Portal of the ADAMH Franklin website (<https://adamhfranklin.org/provider-portal/>). Reports are delivered on or before the dates specified for “Reimbursement Expected”.

*Transmission Method:*

Reports are available for download in the SHARES File Transfer Subsystem in the Download folder.

*Columns:*

1. Provider
  - SHARES agency ID# followed by agency name
2. Batch Upload Date
  - The date of upload and processing in SHARES
3. Batch File Name
  - The name of the uploaded batch file
4. Line Number
  - The line/row number in the batch with an error
5. Column Number
  - The column/field number in the batch file that resulted in an error
6. Error Message
  - The SHARES-produced reason for the error
    - i. “Unable to identify unique patient match”: SHARES Member ID# does not exist in the system and cannot be associated with an existing member record.
    - ii. “Content Element Data Type Incorrect”: A required field (CID [*SHARES member ID*], AID [*SHARES agency ID*], and ADMINDT [*outcome form administration date*]) has a value that is of a different type than what is expected. For example, a CID value is submitted as a string (such as “id00011”) when an integer is expected.
    - iii. “Content Has Missing Data Element”: A required field is missing a value; CID, AID, and ADMINDT are required for each outcomes record.
    - iv. “Content Value Does Match Format String”: Value provided does not conform to the required formatting. Likely the administration date (ADMINDT) entered is not in the format YYYYMMDD. For example, “2019615” is entered when “2019Q615” is expected.
    - v. “Content Does Not Match Any Existing Lookup Values”: Value is not in the list of accepted values for that field.
    - vi. “Content Field Exceeds The Maximum Length Requirement”: Character length of the value provided exceeds the maximum setting for that field.