



To: ADAMH network provider SHARES users
From: Justin N. Curtis, Director, SHARES Enterprise Services
CC: ADAMH Senior Staff, ADAMH business units
Date: March 10, 2021
Re: SHARES/SmartCare Transition Memo #8 – Decommissioning of SHARES

In previous communications, the ADAMH Board has provided guidance regarding the decommissioning of the current SHARES system in March 2021. The Board previously advised provider staff regarding the timelines for final deadlines related to enrollment and claims submissions in SHARES for the 2020 Contract Year in Transition Memo #5 and will address further final activities related to SHARES as it impacts provider staff in this memorandum.

Provider User Accounts in SHARES

As discussed in recent transition meetings with provider agencies, all user accounts for provider staff have been disabled and access to the provider-facing SHARES website (iPC) has been discontinued starting on February 27, 2021. Access for provider staff to reports from SHARES is addressed below.

Final Decommissioning Date and Record Retention

The Franklin County instance of SHARES (FRAN SHARES) will be permanently discontinued as of 5:00 PM on Wednesday, March 31. All records and data from the SHARES database will be retained by the Board in accordance with public record retention schedule requirements and will be housed in archive form for “as needed” access to fulfill consumer records requests, audit requirements and other activities.

Contract Year 2020 SHARES Reports Access

Provider staff who typically accessed the reports regularly delivered to the Download location of the SHARES File Transfer page (such as the Allocation Balance Statement, Services Budget-to-Actual reports) may continue to access these reports outside of SHARES. These reports may be accessed by appropriate staff from each agency’s Planning & Evaluation folder on the ADAMH secure file site at <https://files.adamhfranklin.org>. Please note that this site requires a user account and appropriate permissions. For provider staff who have not utilized the FTP folder previously access may request access by e-mailing the Board’s Information Services staff at helpdesk@adamhfranklin.org. This e-mail may also be used to report any access issues or problems.

The final reports for the 2020 Contract Year should be posted to this location and available for provider staff to access by Tuesday, March 9, after all claims, members and outcomes information from the final claims run in SHARES have been fully processed.

Outcomes Data Previously Submitted in SHARES

The SHARES system also served as the data collection system for selected prevention program information (such as NOMS portion of the Prevention Program Description Form) and outcomes data (such as the Brief Addiction Monitor or BAM) which is affected by the decommissioning of the system. At this time there are no plans to integrate these data collections into the new SmartCare system and alternative methods for submission of requested data are being explored and will be communicated in future updates.

As it applies to the continued submission of BAM data for consumer outcomes, the Board is working with the current vendor OQ Measures to build out the BAM form into the OQ Analyst online system for future collection of this data. Although the exact date for the release of this tool in OQ-Analyst is unconfirmed at this time, the Board currently anticipates a release in mid-April 2021. Additional details regarding the launch of this data collection will be provided in a future update upon confirmation with the vendor.

As part of this transition, provider staff are asked to hold additional submissions of BAM data not already submitted into SHARES prior to February 22 for later entry into OQ-Analyst. Once the BAM data collection form is made available in OQ-Analyst, future BAM data moving forward and the data held during the February 22 to mid-April period should only be submitted using OQ-Analyst. The Board plans to provide further details and a refresher training on OQ Measures tools in April for appropriate staff. For questions specifically regarding outcomes data collection, the BAM form or OQ Measures, please contact the Planning and Evaluation team at ADAMH via e-mail at PlanningAndEvaluation@adamhfranklin.org.

Additional SHARES or SmartCare Questions

Please contact Justin Curtis at jcurtis@adamhfranklin.org or the Enterprise Services team at shares@adamhfranklin.org with any questions or concerns related to this guidance or the ongoing transition from SHARES to SmartCare.