



To: ADAMH network provider SHARES users
From: Justin N. Curtis, Director, SHARES Enterprise Services
CC: ADAMH Senior Staff, ADAMH business units
Date: October 2, 2020
Re: SHARES Transition Memo #4 – ADAMH Franklin (FRAN) SHARES “Go-Live”

As noted previously, the ADAMH Board of Franklin County has been working with the SHARES vendor to implement a Franklin County-only instance (FRAN SHARES) to continue enrollment, claiming, service requests, outcomes submissions and other reporting capabilities for the remainder of Contract Year 2020 (KY20) following decommissioning of the COG on September 30. As part of the work to stand up FRAN SHARES, we planned an outage to allow for the transition activities to be completed during which time we requested providers to hold new enrollment requests and claims submissions.

As of 5 PM on Friday, October 2, the work to transition data and functionality between the instances is proceeding on schedule. At this time, we expect all transition and validation activity to be complete by the end of day on Monday, October 5 and that **providers may begin submitting new consumer enrollment requests, enrollment updates and claim file submissions (and/or simple claim submissions) starting at 8 AM on Tuesday, October 8, 2020.**

Please recall that providers should experience no changes to their previous user accounts or access to the system and the SHARES portal URL remains the same. If you have any issues accessing the system or have other issues with the FRAN SHARES instance, please contact the Enterprise Services team at shares@adamhfranklin.org (please refer to SHARES Transition Memo #3 for submission of issues with PHI).

We appreciate your patience with this process and welcome any questions or concerns during this transition.