



## ADAMHS Board Outcomes Data Upload Process

Outcomes data should be provided to the Board in a digital format as described below. Currently, contract providers are required to submit their outcomes data to the Board in CSV files. The files are to be uploaded to the provider's respective GOSH Outcomes folder using the GOSH file portal. Please limit your files submissions to one per day per file type.

Each file submitted should be named using the following format:

### **INSTRUMENT ABBREVIATIONS\_AGENCY\_ID\_YEAR\_MONTH\_DATE**

The example below is a correct file name for an agency that used BAM data that was submitted on January 14, 2020:

**BAM\_1486\_2020\_01\_14.csv**

Below are the abbreviations to use for each instrument:

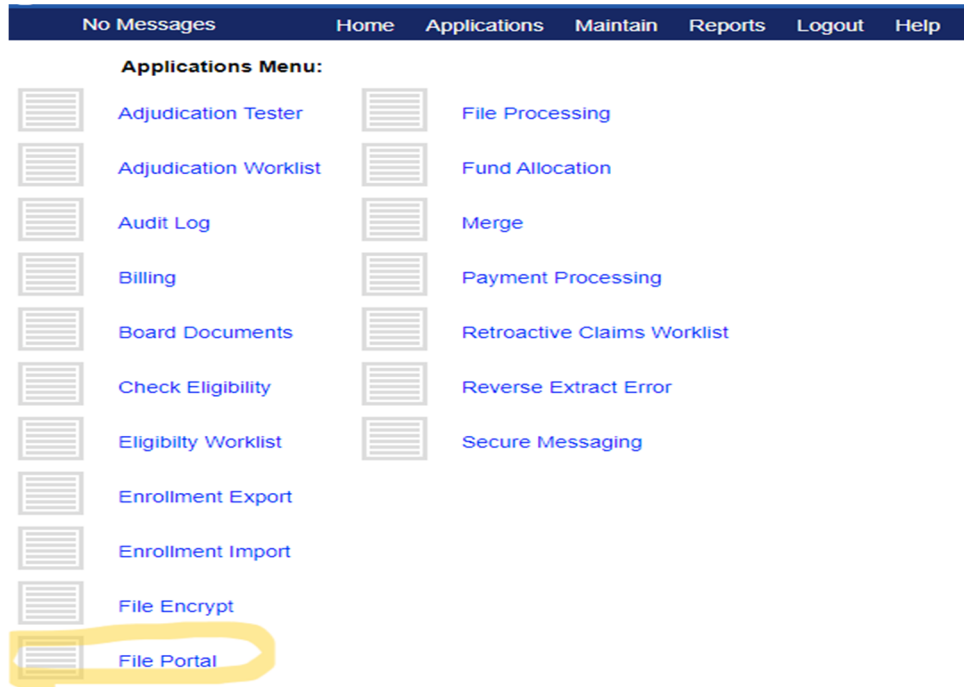
- Brief Addiction Monitor (use **BAM** for file name)
- Ohio Scales Adult (use **OSA** for file name)
- Ohio Scales Youth-Parent (use **OYP** for file name)
- Ohio Scales Youth-youth (use **OYY** for file name)
- Ohio Scales Youth-Worker (use **OYW** for file name)

Each area of the file name should be separated by an underscore (\_). The areas that must be included in the file name must be in this order and are:

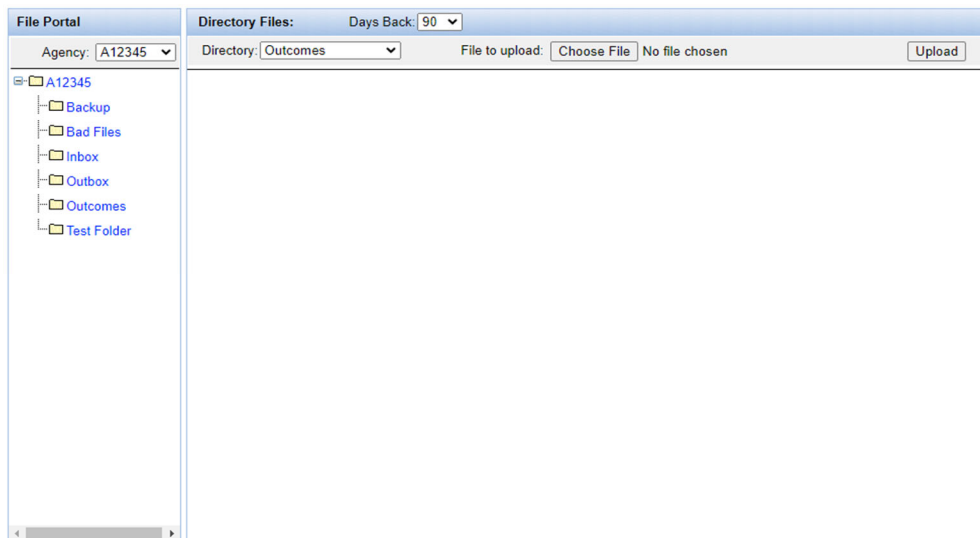
- three letter instrument abbreviation
- four-digit agency id number,
- four digits for the year,
- two digits for the month,
- two digits for the day.

## How to Upload an Outcomes File

1. Sign into GOSH
2. Go to the Applications Tab
3. Click File Portal



4. Click the Outcomes folder icon.



5. Click **Choose File** button:
6. Once you select the file. You will see the file name next to the Choose File button.
7. Click Upload
  - a. If it successfully uploaded, you will see the file in the window.

The screenshot shows a file management interface. At the top, there is a header bar with "Directory Files:" and "Days Back: 90" with a dropdown arrow. Below this, there is a "Directory:" dropdown menu set to "Outcomes" and a "File to upload:" section with a "Choose File" button and the text "No file chosen". To the right of this section is an "Upload" button. Below the header is a table with the following columns: "File Name", "Modified Date", "File Size", "Uploaded Date", and "Uploaded By". The table contains one row with a checked checkbox in the first column, the file name "TEST.xlsx", a modified date of "10/4/2023 3:45:30 PM", a file size of "6190", an uploaded date of "10/4/2023 3:45:30 PM", and an uploaded by user of "B18DMDURR". Below the table, there is a "Remove" link.

	File Name	Modified Date	File Size	Uploaded Date	Uploaded By
<input checked="" type="checkbox"/>	TEST.xlsx	10/4/2023 3:45:30 PM	6190	10/4/2023 3:45:30 PM	B18DMDURR

[Remove](#)