

## **PRINTING THE ADULT CARE COST REPORT:**

Hopefully by now the completed cost report has been printed. If it hasn't, let's go over those steps quickly:

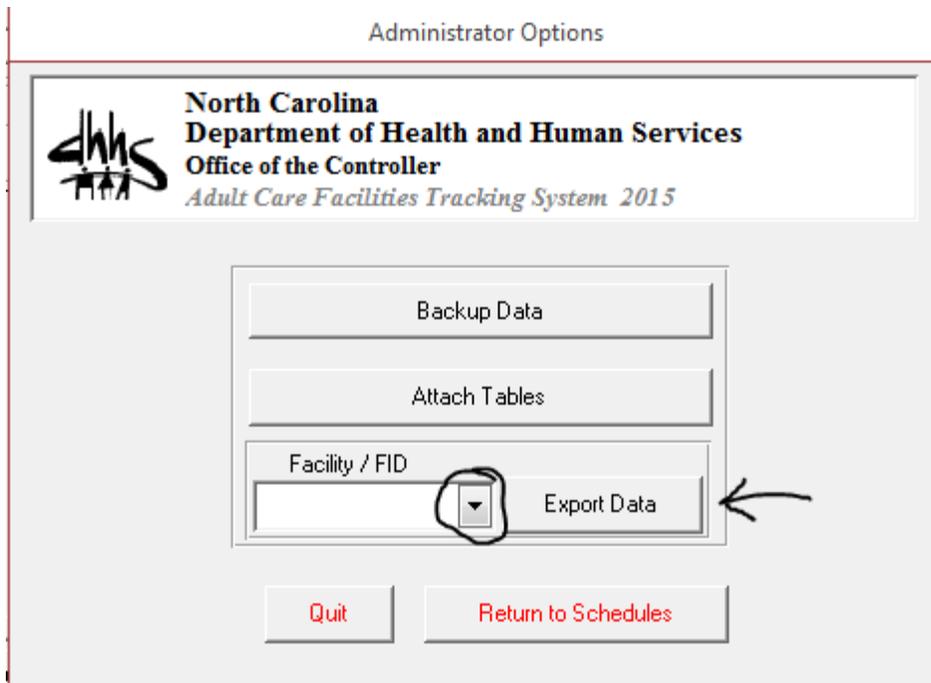
- To print off a copy of the cost report, the facility that needs to be printed should be showing on the screen. Click on the "Preview Reports" button and click on "No" to the "Do you wish to print a blank copy" question. That will bring up all the reports that need to be printed. If an error box pops up about the "AUP information missing", please click "No" which backs out of the printing process. Click on "Modify AUP" and attach an accountant or CPA to the cost report (again).
- Please print all the schedules that come up. Schedule A needs to be signed under Certificate of Accuracy. A cost report will not be accepted if it isn't signed. Screen prints of schedules is not acceptable either. The Certificate of Accuracy needs to be showing on Schedule A and signed. Please keep a copy of the cost report on file. If the facility is required to complete the Agreed Upon Procedures (AUP), make sure the last page of the report is signed by the CPA or accountant.
- The complete cost report with all the pages that were printed needs to be submitted. The quickest way to submit a cost report with AUPs (if applicable) is through email or by fax. If you want to know if your cost report has been received and processed, send everything through email. Which means the cost report and AUP pages (again if applicable) need to be scanned into a pdf file(s). Information submitted by email will get an email reply saying the cost report has been received and processed. Or if there is a problem or question, they will be addressed at that time. Cost reports can also be submitted by snail mail through the US Postal Service. **PLEASE** make sure to include Attn: Susan Kesler when addressing the envelope. This will cut down on the mail getting mis-directed or lost when it arrives to the DHHS office building.

Now that the cost report has been printed the next step is for each facility keyed into the database to be exported out into an individual database. Only a single database file with one facility in it can be imported into the master file with DHHS. The following sections walk through each step. **PLEASE** if using the free downloadable version of the Microsoft Access program to pay attention to the very last section of these instructions!!!!

## **NEXT STEP TO COMPLETING THE COST REPORT**

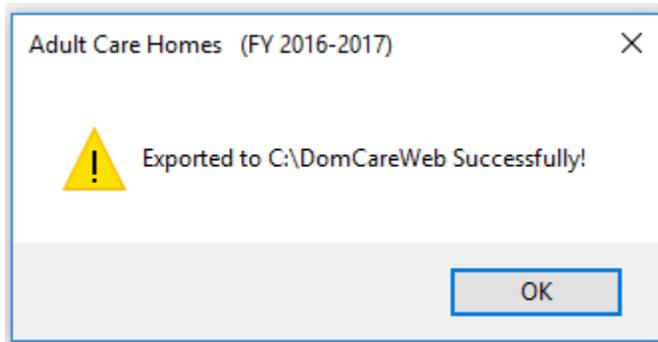
Please send the DHHS Office of the Controller (OoC) a copy of the cost report data file. The more data files sent through email helps to cut down on the number of cost reports that need to be keyed by hand. The first step to exporting is to click the button at the bottom of the page called "Administrator Options." There are three options:

- Backup Data - allows the user to back up their database file to the computer's C Drive. It will automatically create a subdirectory called C:\DomCareBackup. Do you have to do this? No, it is not required, but it never hurts.
- Attach Tables – most users will never use this function. It allows the user to connect the cost report program to another data file. Let's say a facility has already been exported out of the main database and there was an error on that cost report. By using this Attach Tables file the user can choose the file name and reconnect to the cost report, make changes and print out revised Schedules without having to rekey anything. **Note:** Previous years data files cannot be attached or opened in this year's database!!
- Export Data is how to move a cost report out of the main database into its own data file which will allow DHHS to import the file into a large database. Please follow these steps:



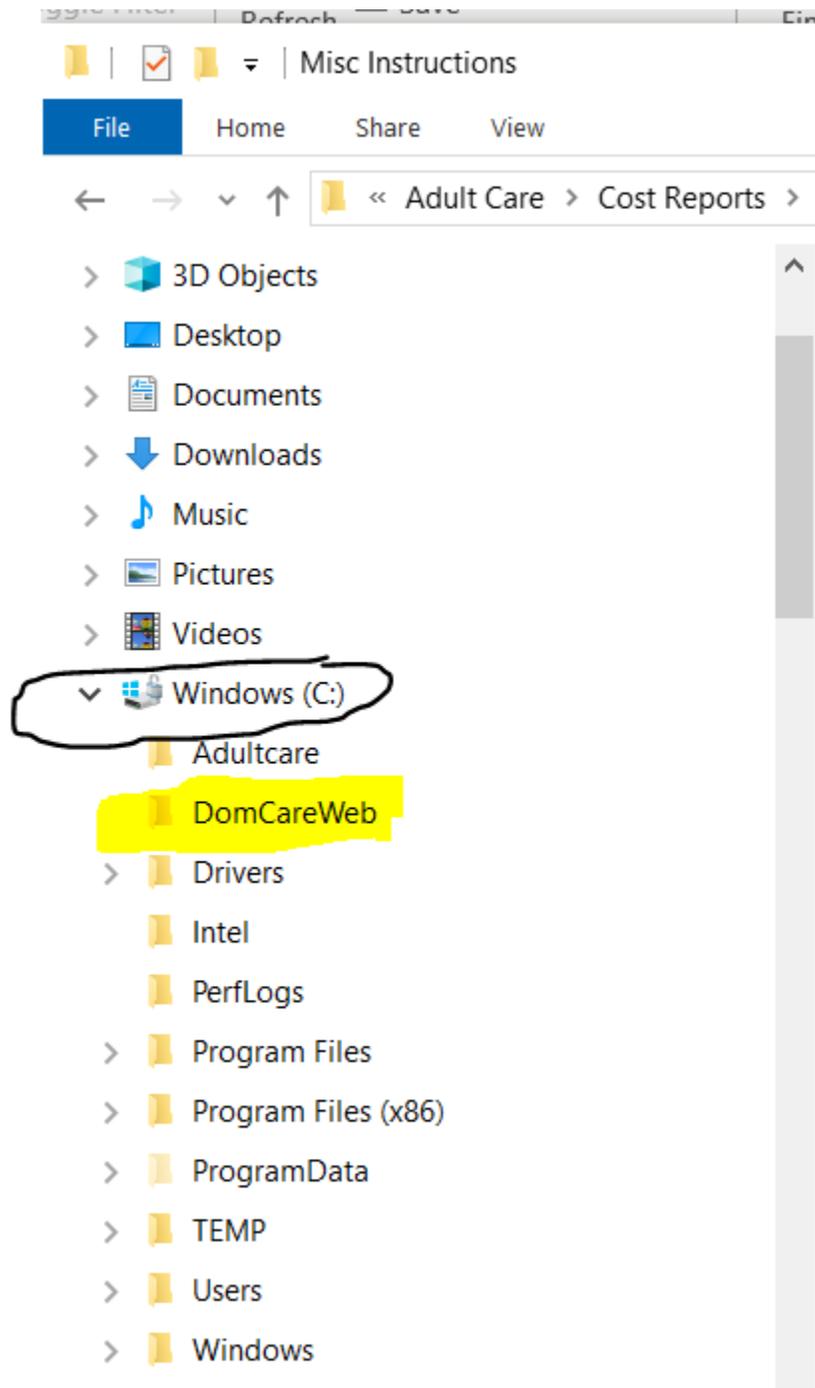
Click on the Facility/FID arrow (circled) to find the list of facilities keyed into the cost report program. Highlight and click on the facility name to be exported. Even if only one facility was keyed, this step should still be done. If multiple facilities were keyed into the program, this step needs to be done for each facility (one at a time).

1. Once the highlighted facility is showing in the Facility/FID box, click on the option called "Export Data"
2. A popup box will ask: "Do you wish to create an export file?" Click on "OK".
  - a. If a popup box comes up saying: "There are no related party entries in Schedule D, Do you still wish to export?" Schedule D is for related party transactions. For further information on what is considered a related party transaction, please go to the "Instructions for Cost Reports" found on the website. If items need to be added to Schedule D, then click on "No" and go back to the facility, click on Schedule D and make the entries. If there is nothing to enter on Schedule D, then click on "Yes".
  - b. A popup box will come up letting you know the export was successful. Click "OK" here and it will return to a blank Schedule A.



If using a full version of Access and if security issues were not updated (see Download Instructions found on the website), then the "Open" button will have to be clicked up to 47 times before the export message above pops up. Don't stop clicking "Open" until this message comes up!!

3. The facility just exported should no longer show up in the dropdown list if clicking on the “Lookup Facility/FID”. If the facility is still there, there was a problem with the export. It didn’t work, so please call Susan Kesler for help!!
4. When the button “Export Data” was clicked, that DID NOT AUTOMATICALLY SEND THE FILE TO OoC!!! The cost report is still on YOUR computer. The exported data will go to a defaulted subdirectory on the computer’s C or Local Drive called DomCareWeb (C:\DomCareWeb). If the subdirectory is not already on the computer, it will automatically be created.



- a. The name of the exported file will be “**2021 Facilityname.accdb**”. **This is the file that needs to be attached to an email and electronically sent to OOC.** Please read “How to Email the Cost Report...” section below. The file size once exported should be around 800kb (see picture below). If the file size is smaller than 500kb, call Susan Kesler for help. If you send her a file less than 500kb, she will be calling or emailing you back.

 2021 Dowd Rehab Center.accdb	4/30/2021 8:47 AM	Microsoft Access ...	800 KB
 2021 Edwards Assisted Living.accdb	4/30/2021 9:19 AM	Microsoft Access ...	800 KB
 2021 Emmy & Jackson's Place.accdb	4/30/2021 8:53 AM	Microsoft Access ...	796 KB
 2021 Rose Adult Care Home.accdb	4/30/2021 8:37 AM	Microsoft Access ...	800 KB

5. If the free runtime version of Microsoft Access was used. See “Export Using Free Runtime Version...” section below.

With the facility cost report printed (signed and dated) and an exported report in the C:\DomCareWeb folder, the next step is to submit the cost report to OoC.

### **HOW TO EMAIL THE COST REPORT AND AGREED UPON PROCEDURES (AUP):**

- 1) Open a new email message and **put the name(s) of the facility(s) in the Subject Line.** Please submit all information related to the facility in one email. If multiple cost reports plus their requirement information will go through on one email that is fine too.
- 2) Email anywhere between 2 to 3 or 4 files to OOC. Attach:
  - a) Cost Report data file from C:\DomCareWeb – “2021 facilityname.accdb”
  - b) Pdf copy of the whole cost report signed and dated
  - c) If applicable pdf signed copy of AUP
  - d) Send to: [Susan.Kesler@dhhs.nc.gov](mailto:Susan.Kesler@dhhs.nc.gov)
    - i) **IMPORTANT NOTE:** This happened several times, please note there is only one “s” in Kesler. The email address [Susan.Sibbett@dhhs.nc.gov](mailto:Susan.Sibbett@dhhs.nc.gov) will also work. That is with 2 “b” and 2 “t”.
    - ii) Susan does try to reply to each email after saving the files and importing into the master file. If everything goes smoothly the email will say nothing more than “Processed”. If it doesn’t go smoothly or more information is needed, she may email back with questions.

A cost report only needs to be sent **one way**: by email, by mail or by fax. Please do not send a cost report by email and then also by mail. Or send by fax and then also by mail.

- Email – email address given above in 2d, will be processed quicker and user will get an email back when the cost report has been processed. This is the preferred method of submission.
- Fax number – 919-715-3095, next quickest way a cost report will be processed. However, **there will be no** notification back to the sender that the cost report was received or processed. A faxed cost report will be picked up and processed. As this fax machine is only used by OoC Rate Setting, there is little chance of information getting lost.
- Mailing address - slowest way to send a cost report. No notification is sent back to sender that a cost report was received or processed. To cut down on miss directed mail, please make sure to include “Attn: Susan Kesler” on the envelope!!!

Mailing Address:

Department of Health and Human Services  
 DHHS Office of the Controller  
 Attn: Susan Kesler  
 2019 Mail Service Center  
 Raleigh, NC 27699-2019

Street Address:

Department of Health and Human Services  
 DHHS Office of the Controller  
 Attn: Susan Kesler  
 1050 Umstead Drive  
 Raleigh, NC 27603

A cost report is not considered received until all pieces of it have been received.

- If the facility submitting a cost report is licensed for 6 beds or less, all that needs to be submitted is the cost report data file and all 6 to 7 pages of the signed cost report.
- If the facility submitting a cost report is licensed for 7 beds or more, please send the cost report data file, all 8 to 12 pages of the signed cost report and a signed copy of the AUP.

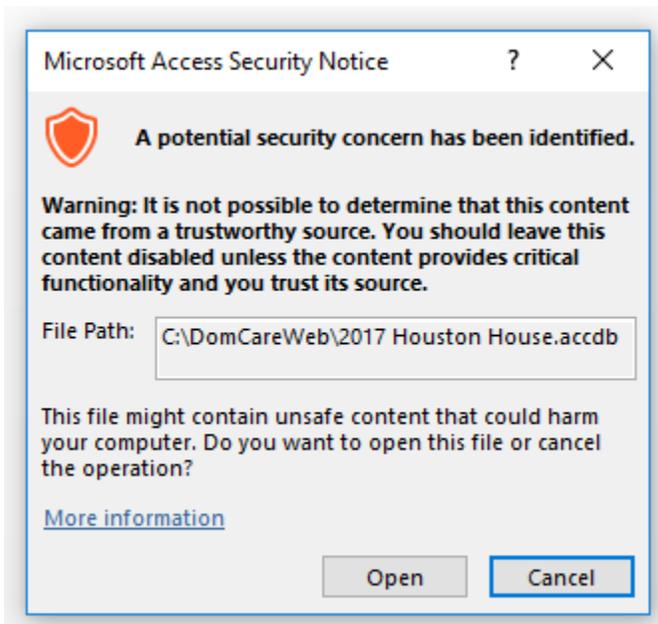
This will complete the submission of the 2020-2021 Adult Care Home Cost Report.

### **EXPORT USING FREE RUNTIME VERSION OF MICROSOFT ACCESS:**

After printing the cost report, click on the button at the bottom called “Administrator Options” (same as one pictured above).

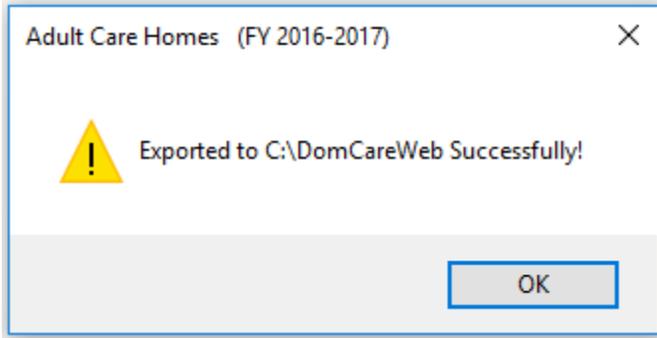
Click on the Facility/FID arrow (circled) to find the list of facilities keyed into the cost report program. Highlight and click on the facility name to be exported. Even if only one facility was keyed, this step should still be done. If multiple facilities were keyed into the program, this step needs to be done for each facility (one at a time).

Click on the option called “Export Data”. Next thing to come up should be a security warning screen that looks something like the screen below:



This screen pops up because by using the free runtime version of Microsoft Access, there is no way to bypass the Access security issues. Click “Open”. May have to click “Open” up to 47 times, **yes 47 times.** When testing the program that is how many times it took before the “exported successfully” message would come up.

If clicking on “Lookup Facility/FID” and the file just exported is still there, then “Open” wasn’t clicked enough times. Try exporting again and **keep clicking “Open” until the message below comes up!**



The exported data will go to the defaulted subdirectory on the computer's C drive, the location noted in the above screen. If the subdirectory is not already on the computer it will automatically be created..

The name of the exported file will be "**2021 Facilityname.accdb**". This is the file that needs to be attached to an email and electronically sent to OoC. Please read "[How to Email the Cost Report...](#)" section above. The file size once exported should be around 800kb. Again if the file is smaller than 500 to 800kb and if the facility is still in the program the export didn't work. Please start the export process again and just keep clicking "Open" until the exported successfully message comes up.

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