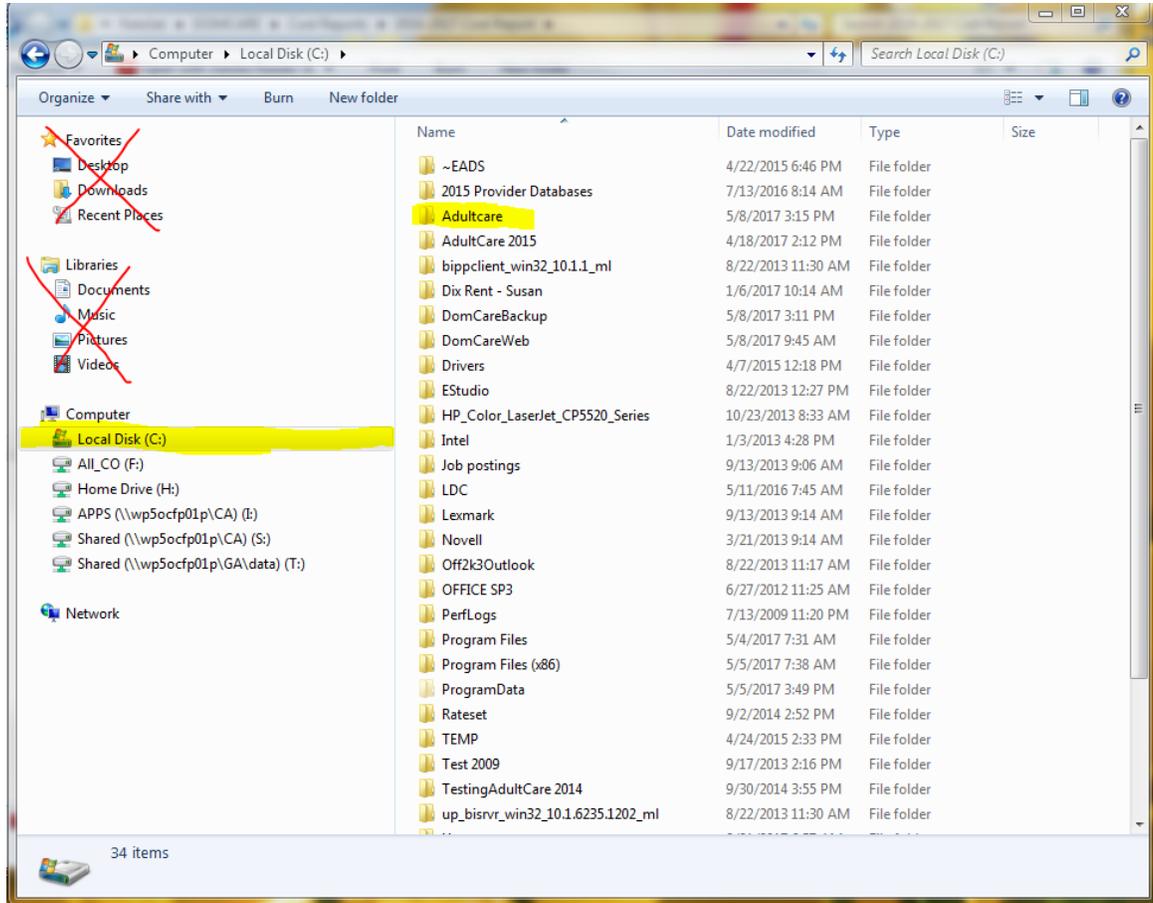


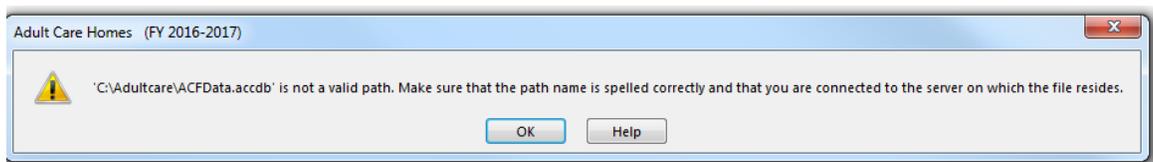
ADULT CARE COST REPORT INSTRUCTIONS FOR ACCESS 2013 or Higher

DOWNLOAD/INSTALLATION INSTRUCTIONS FOR THE REPORTING APPLICATION:

1. Go to Explore (right-click the Start button located in the lower left hand corner of the screen, To the right should be several options like: “Computer”, “Control Panel”, “Devices and Printers”. Click on “Computer and a screen like this should come up.



- a. Create a new subdirectory on the Local Disk (C:). To do that, highlight (click on) Local Disk (C:). In the above picture the correct location is highlighted in yellow. With the cursor sitting on that, right-click and a menu should come up and toward the bottom highlight “New”. That will bring up another menu and click on “Folder”. This will add a new subdirectory to the C drive. Call it “AdultCare”. It needs to be that exact name. There are no spaces. If the subdirectory is not called “AdultCare” it will say there is an error when the program is opened.
- b. In the above picture there are two red “X”s. **DO NOT** save the cost report program in either of these two places. If the program is saved in either location and opened, it will say there is an error. The error will say something like this:



2. Go to the Office of the Controller web page: <https://www.ncdhhs.gov/about/administrative-divisions-offices/office-of-controller/>.
3. Click on the above link. In the yellow box click on the first bullet “Adult Care Facilities”. The first bullet on this next screen will be “2016-2017 Cost Report - AUPs – Now Available”, click on that. Next click on the link labeled “Click to download Adult Care Cost Report Application for Access”. A download tab at the bottom of the screen window called “ACF Access 2017.zip” should open. Put the mouse cursor over the tab and right-click. It should bring up a menu with

the first option of “Open”, click on that. It will bring up a window that looks like a Windows Explorer with two files sitting in it. Copy and paste these two files or drag and drop them into a subdirectory “AdultCare” created in step 1 above.

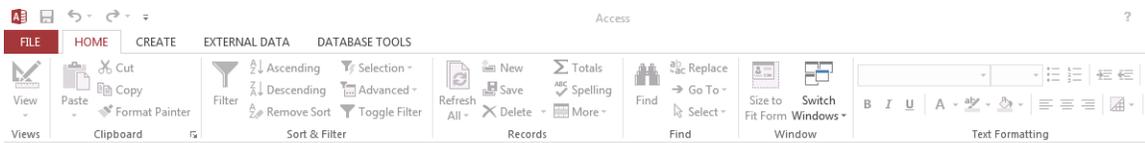
4. The cost report program is now ready to be opened. This can be done one of two ways.
 - a. The first way is just to double click on the file called “ACFCode.accdb” in the AdultCare subdirectory and the cost report program will open. The slight downside is that to start the program the user will always have to open Windows Explorer, go to the C drive, AdultCare subdirectory and double click on the ACFCode.accdb file.
 - b. The second way is to create a shortcut and put the shortcut on the computers desktop. With Windows Explorer still open and looking at the AdultCare subdirectory, find the file called “ACFCode.accd”. Highlight this file and right click with the mouse. A box will appear and look for “create shortcut”. Left click with the mouse and a Shortcut file will appear under the ACFData file. Move the shortcut file to the desktop (drag and drop). The icon appears as follows, “ACFCode.accd - Shortcut”. Right click on the icon click on “rename” the icon to say “Adult Care 2017”. See the pictures below.



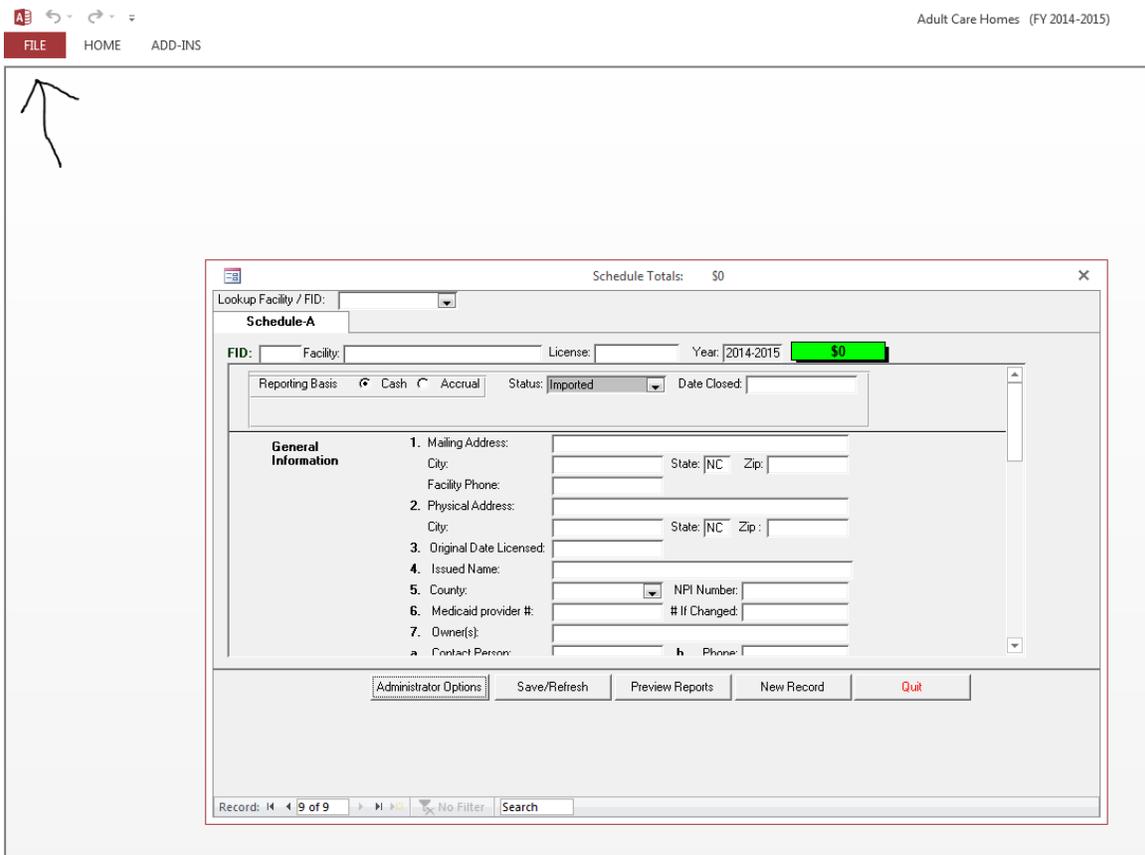
To open the application, double click on the Adult Care 2017 shortcut located on the desktop.

Users with a Full Microsoft version of Access 2013 or higher Screens Instructions

The first time the Cost Report program is opened it might look like the screen below:

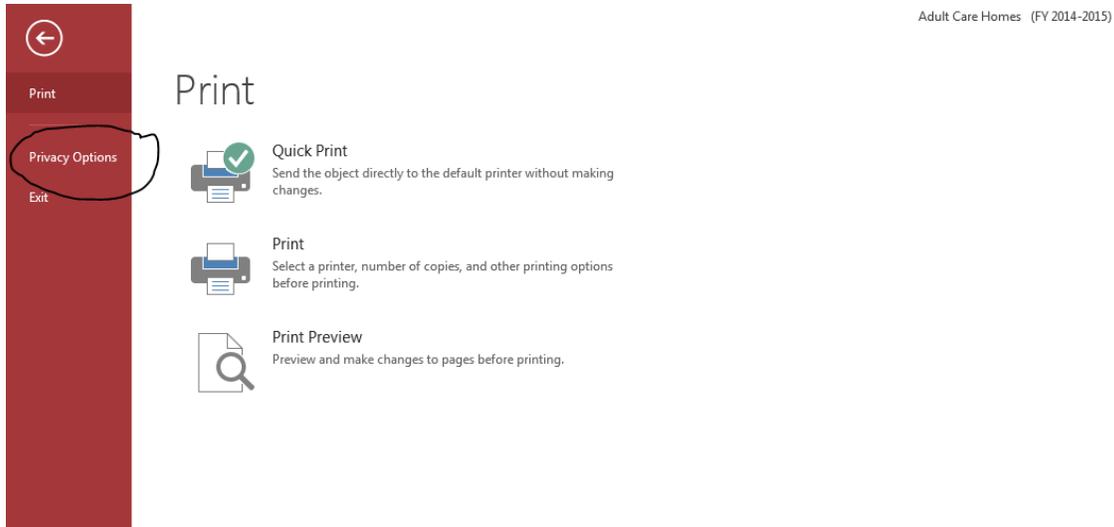


If so, click on the “Open” button. The next screen should look like this:

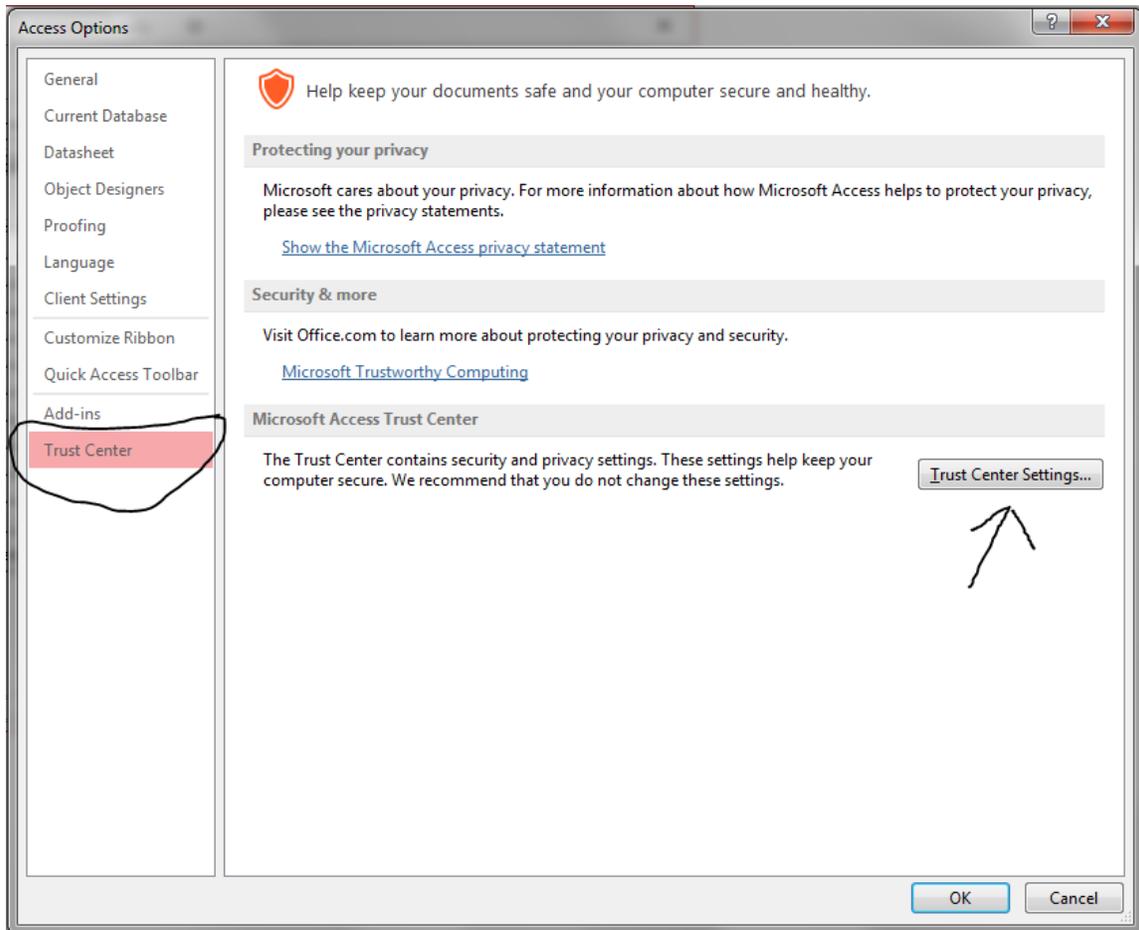


But before entering any cost report data. please do the following steps!!

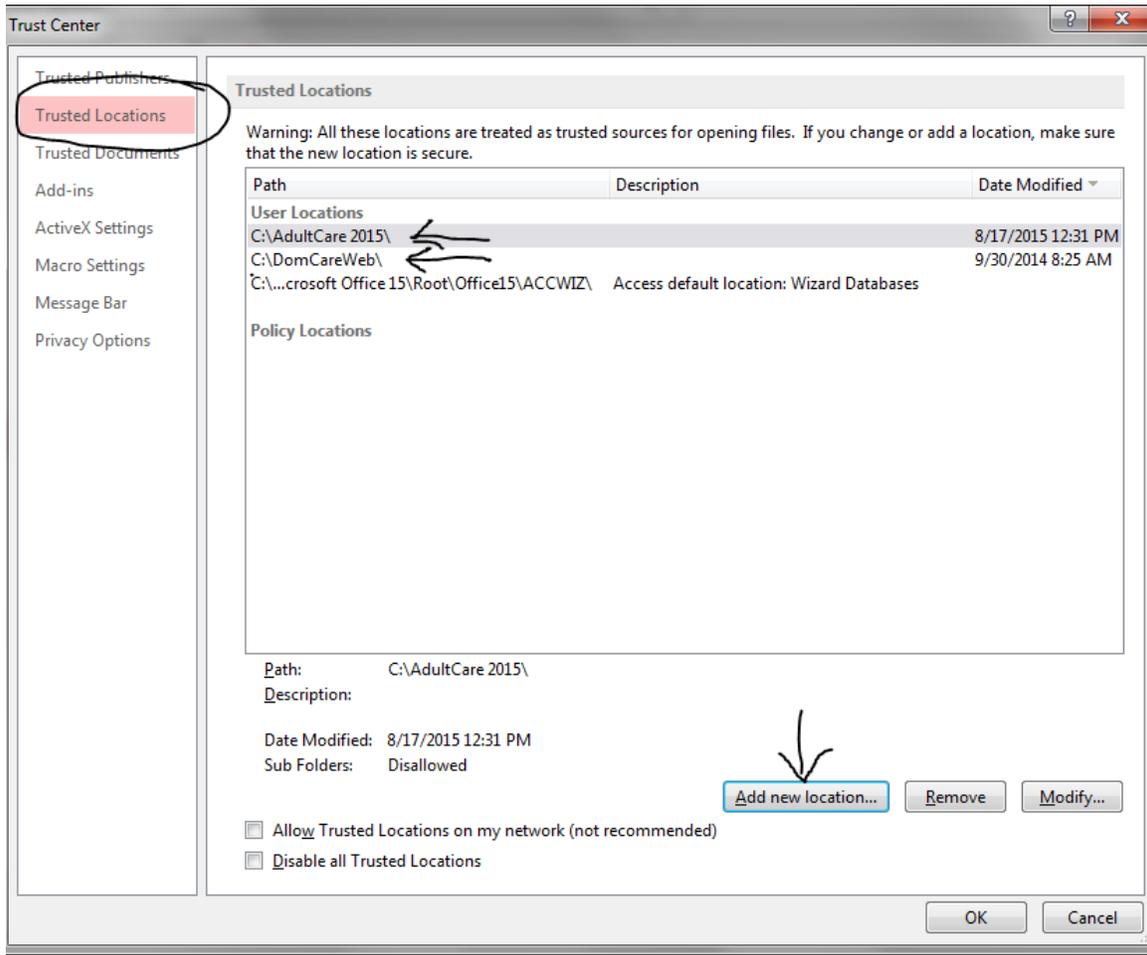
Click on File and then Privacy Options



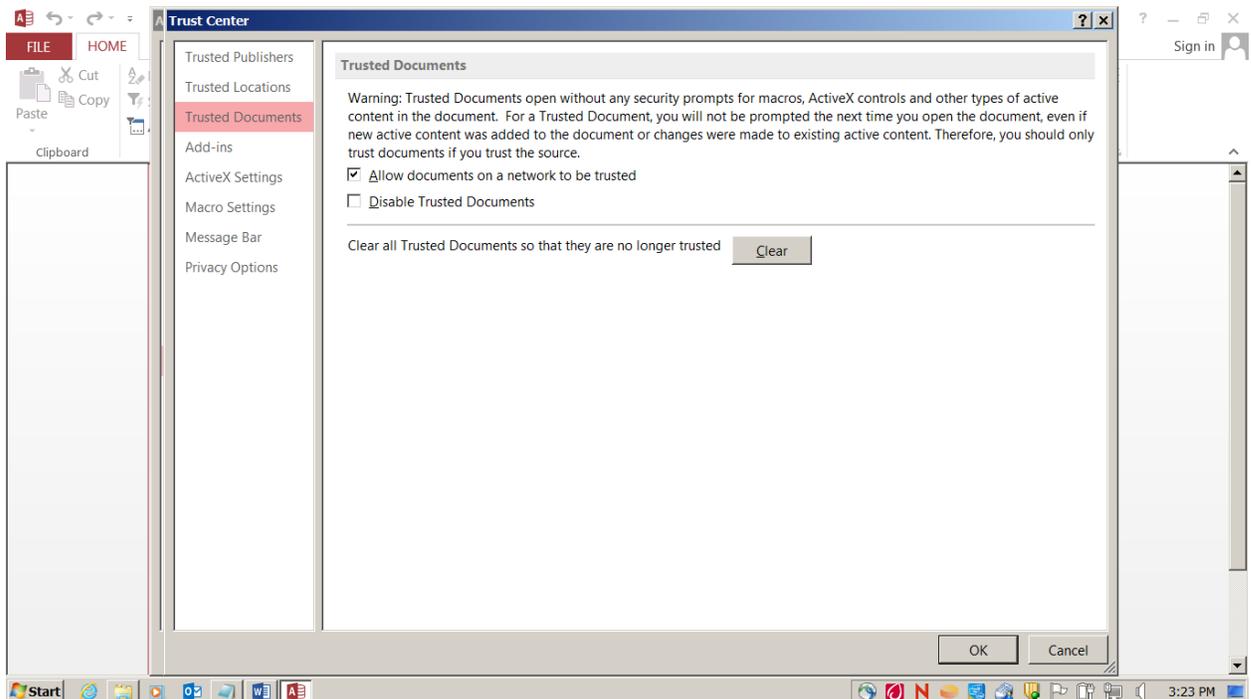
Go to Trust Center



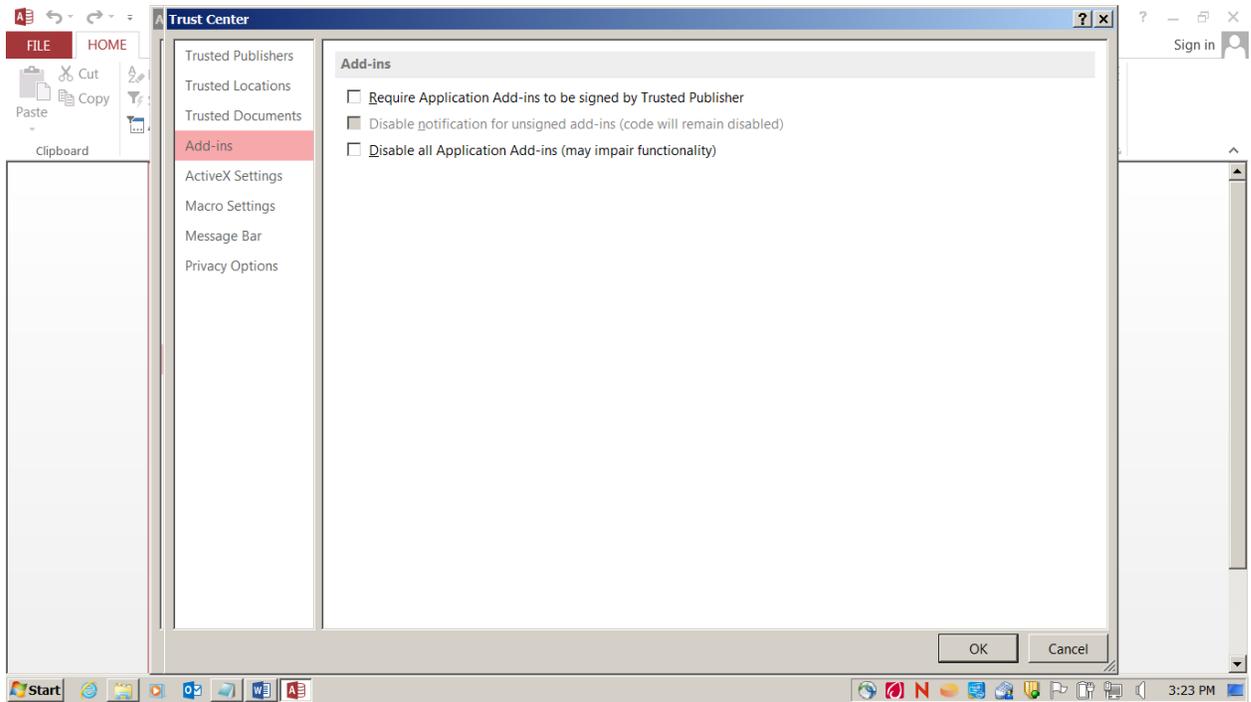
In Trust Center Settings screen, select trusted locations. Click on Add new location to add the folders for AdultCare and DomCareWeb (if already on the computer) as shown below.



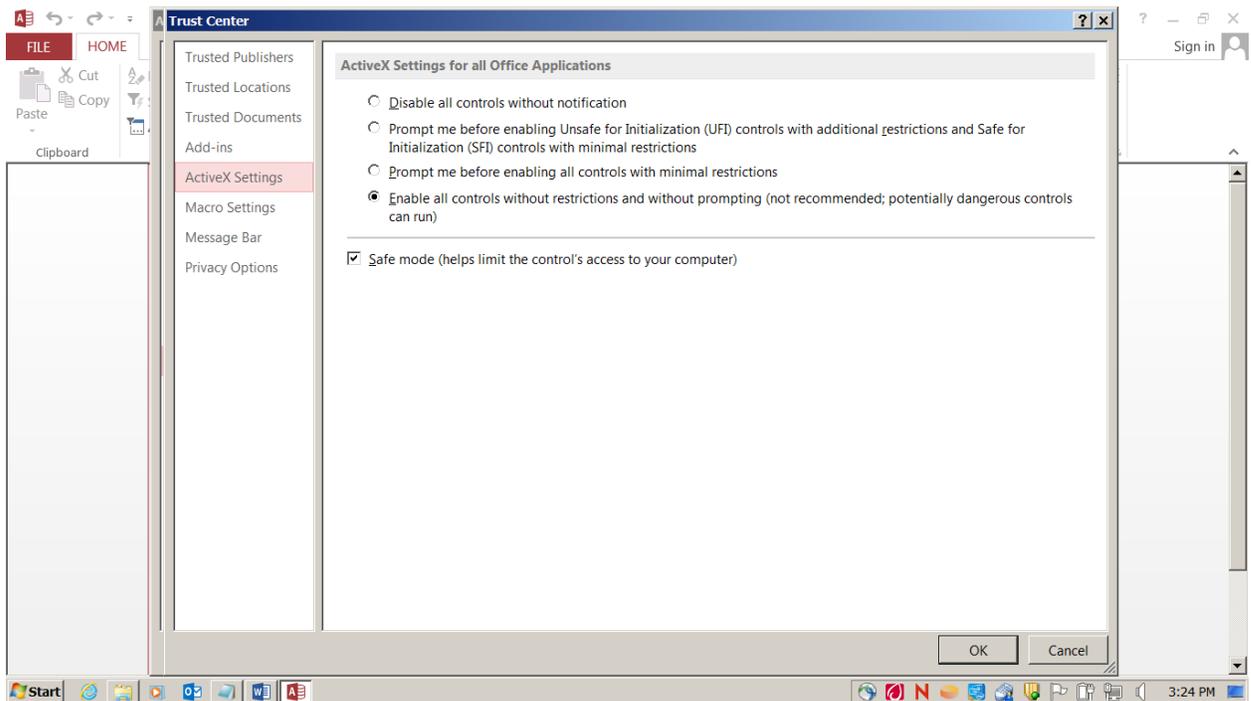
Select Trusted Documents, check Allow documents on a network to be trusted. Click OK



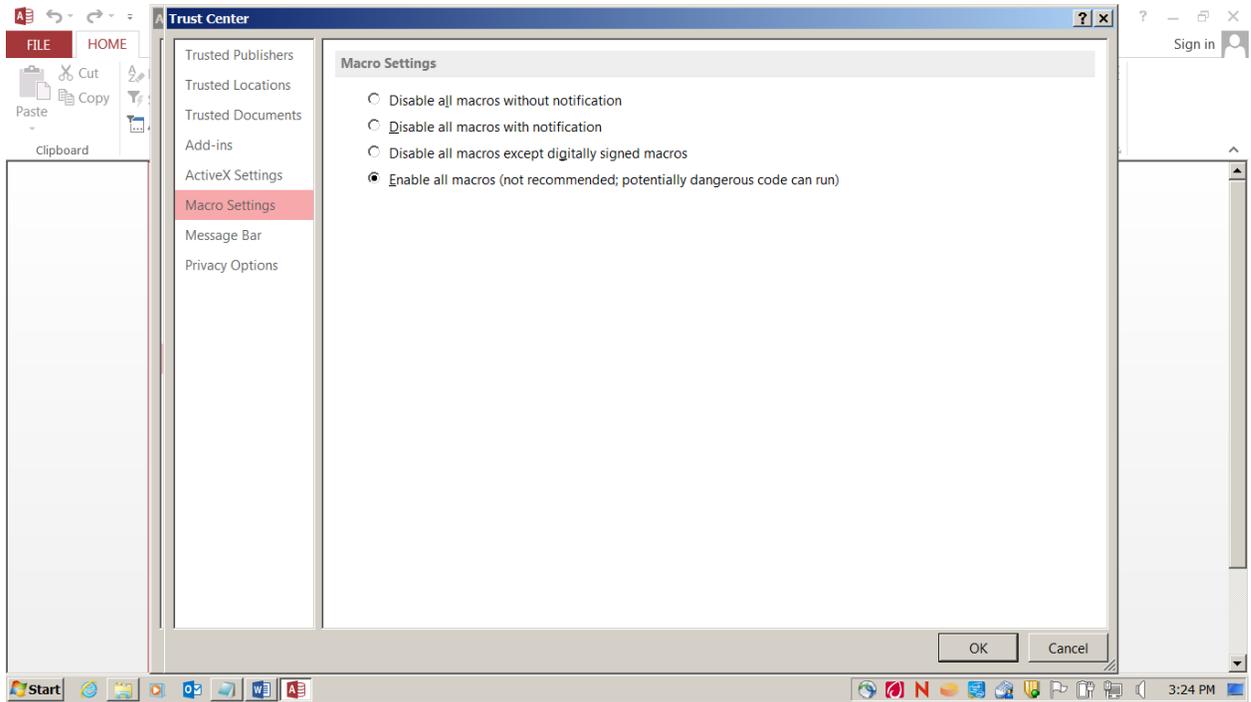
Nothing checked in Add-ins



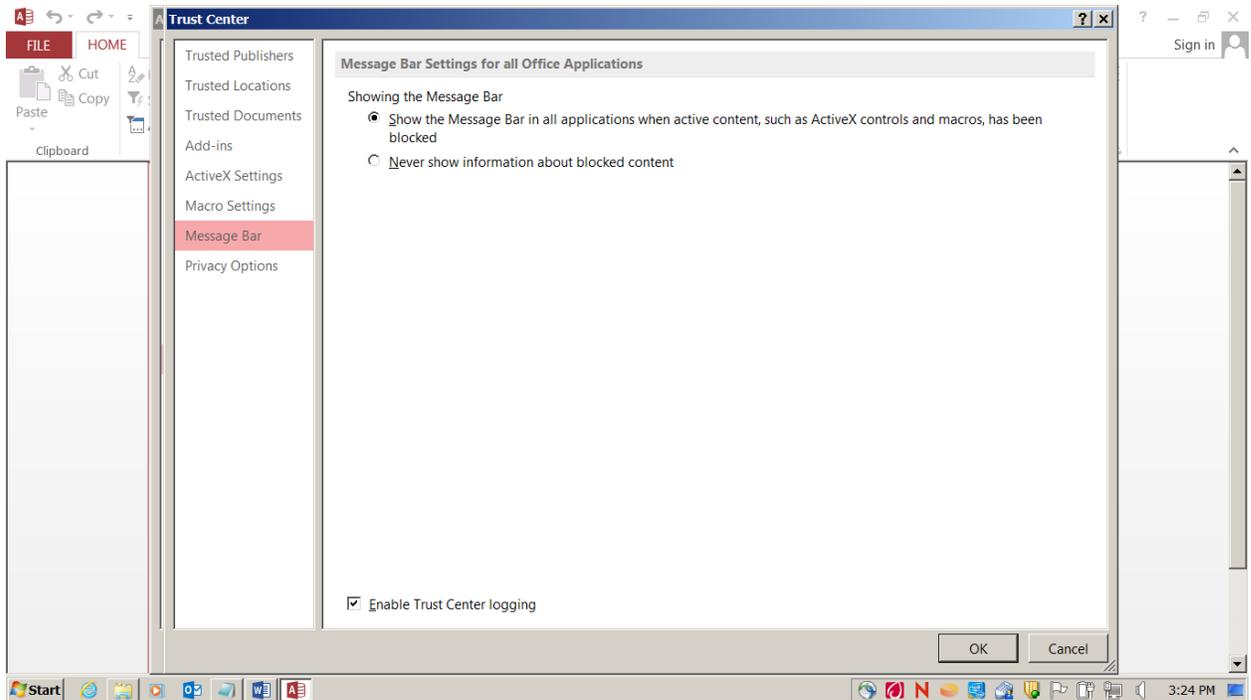
Enable all controls in ActiveX Settings



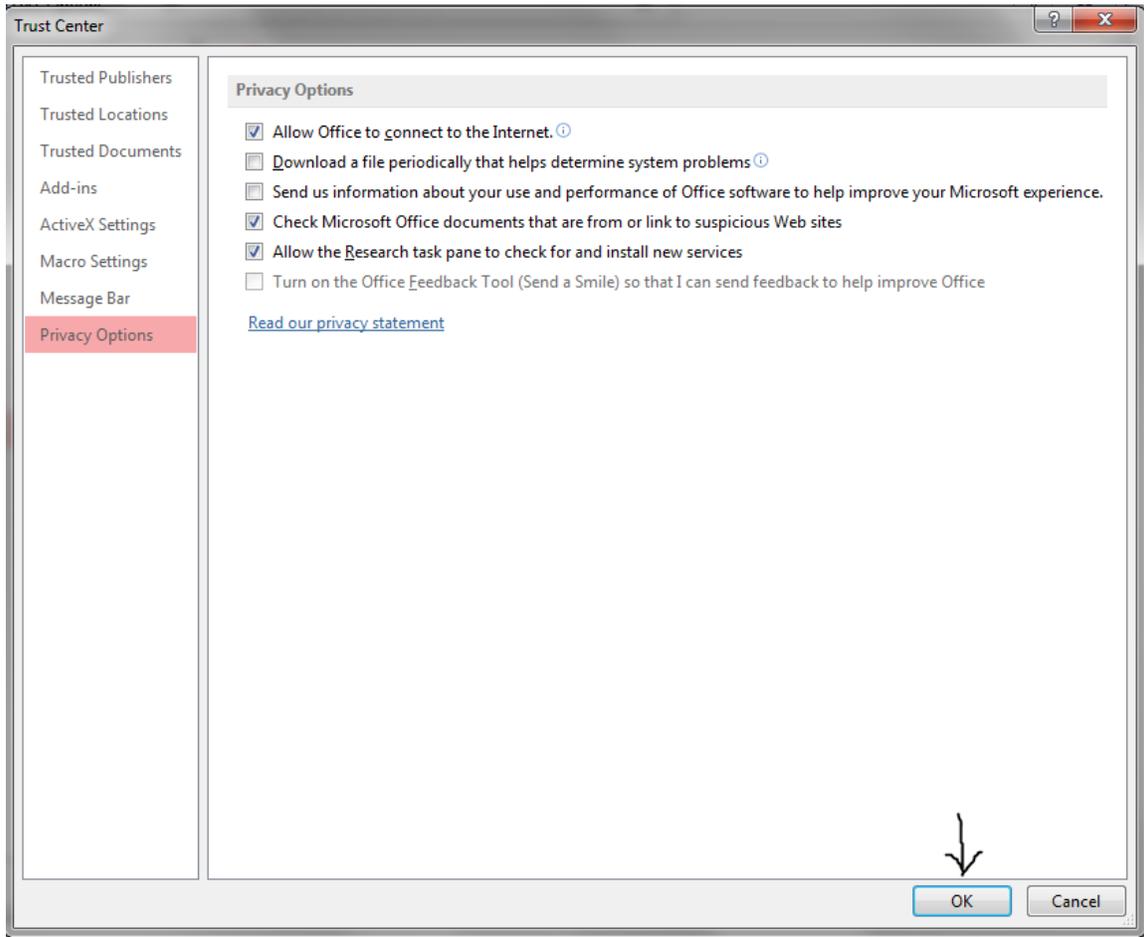
Check Enable all Macros



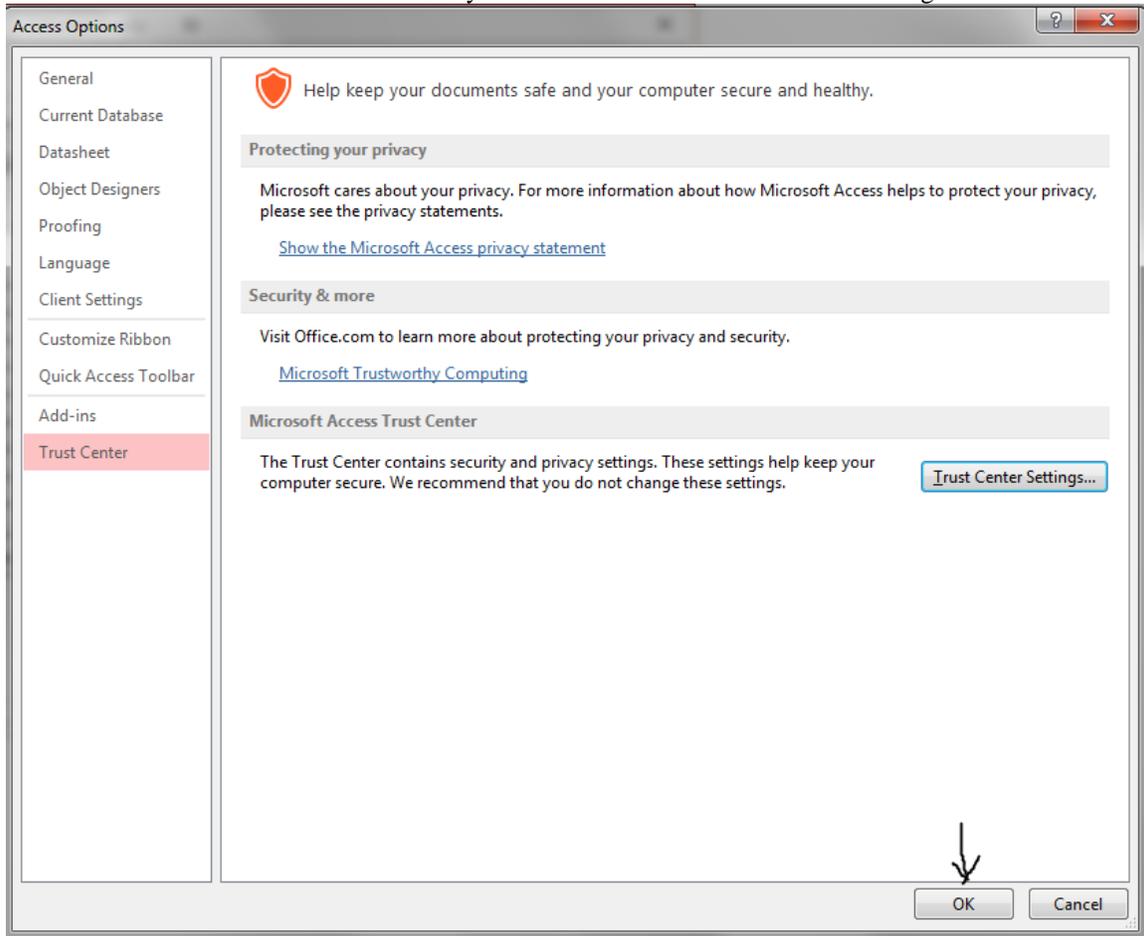
Check Show the Message bar and Enable Trust Center



Privacy Options Screen



When finished click OK. This should take you back to this screen below. Click OK again.



Now data can be entered onto the screens.

On how to enter data into the cost report program, please refer to the “Instructions for the 2016-2017 Adult Care Cost Report” files. There is one set of instructions for homes with a license capacity of 6 beds or less. There is another set of instructions for homes with a license capacity of 7 beds or more. Both can be found on the Office of the Controller’s web site.

Users needing to download the Access Microsoft Free Runtime

Download Instructions

The cost report program only uses Access 2013 or above. No other versions are available. If you don't have Access 2013 or higher, there is a free runtime version of it that can be downloaded directly from Microsoft to use. On the Adult Care Facilities website click the link that says "please download a free Runtime version from Microsoft". The next screen should look like this:

Microsoft Access 2016 Runtime



Select Language: English ▼ Download

The Microsoft Access 2016 Runtime enables you to distribute Access 2016 applications to users who do not have the full version of Access 2016 installed on their computers.

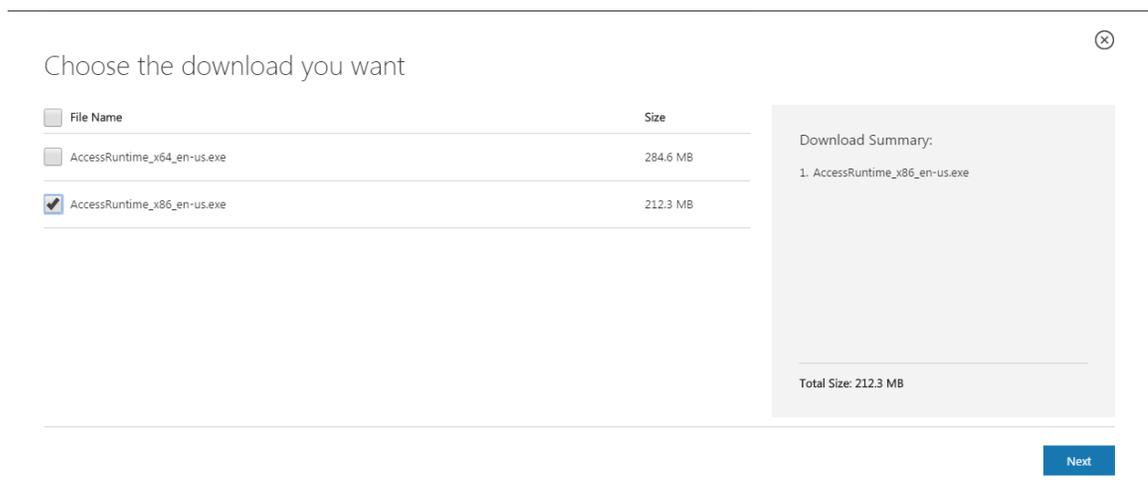
[+ Details](#)

[+ System Requirements](#)

[+ Install Instructions](#)

[+ Related Resources](#)

Choose a language, then click the Download button on the right. The screen below will appear.



Choose the download you want

File Name	Size
<input type="checkbox"/> AccessRuntime_x64_en-us.exe	284.6 MB
<input checked="" type="checkbox"/> AccessRuntime_x86_en-us.exe	212.3 MB

Download Summary:
1. AccessRuntime_x86_en-us.exe

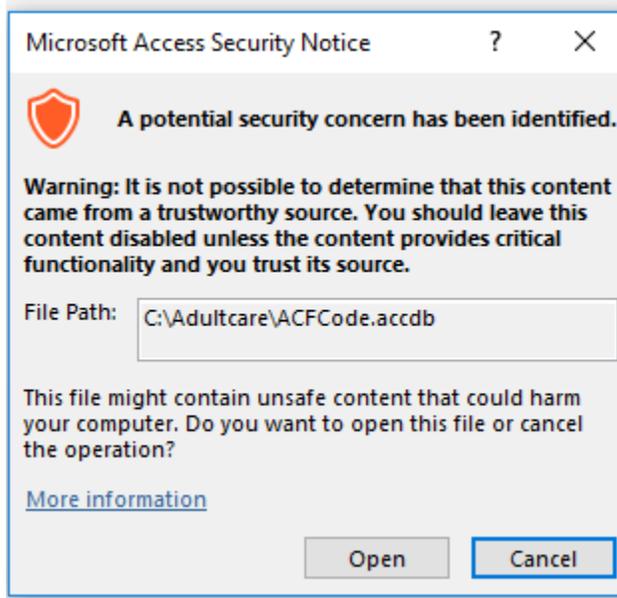
Total Size: 212.3 MB

Next

Choose the bottom option of AccessRuntime_86_en_us.exe. This option is for the 32 bit version of Access 2016. The cost report program was written using the 32 bit version of Access so please pick that version for the runtime. The cost report will not work using the top option for the 64 bit version of Access 2016. Again, make sure to pick to pick AccessRuntime_x86. Click the Next button in the bottom right and follow the directions.

Using Free Microsoft runtime version of Access 2016 Screens Instructions

When using the free runtime version of the Microsoft Access, the following screen will come up every time the cost report program is opened.



There is nothing that can be done to stop this screen from popping up. This is not a full version of the Microsoft Access program and because of that security options are not available to override these warnings. Just click "Open" and begin keying in data.