

## COMPLETING THE ADULT CARE COST REPORT:

After downloading the program, to obtain blank copies of the cost report click on the “Preview Reports” button and following the prompts. If printing reports for a home with Special Care Units (SCU) beds, please key in SCU. If there is no printer icon, hold down control + P.

Multiple homes can be in process at the same time within the cost report program. To start another home, press the “New Record” button at the bottom of the screen. A blank record will appear with the cursor sitting in the “FID” box. This box **is not** for the Federal ID number. It is only used to number the homes if multiple homes are entered in the database. The numbering system can be as simple as 101, 102, 103, has a maximum length of 5 digits and no number can be duplicated. DO NOT use 1 in the “FID” box, any other number but that one will work. To switch back and forth between homes being entered, use the “Lookup Facility/FID” box to bring back up the desired home.

To print a copy of the complete cost report, click on the “Preview Reports” button at the bottom of the screen. There is a tool bar print button across the top of the screen. Click on the print button (located on the tool bar) to print a copy of Schedule D (it appears first). If a SCU cost report was completed, Schedule E will be the first screen to appear, then Schedule D. After printing Schedule D or E or both click on the small x in the inner box to close the preview window. Now click on the print button again to print a copy of the rest of the Report Schedules (A, B, C). Close by clicking on the small x in the inner box to close the preview window. If an error box pops up about the AUP being missing, please back out of trying to print the cost report, click on “Modify AUP” and attach an accountant or CPA to the cost report (again). **Please keep a complete paper copy of the cost report for your records.** Please sign Schedule A under Certificate of Accuracy. If the facility is required to complete the Agreed Upon Procedures (AUP), make sure the last page of the accountant’s report is signed.

## NEXT STEP TO COMPLETING THE COST REPORT

Please send the DHHS Office of the Controller (OOC) a copy of the cost report data file. After printing the cost report, click the button at the bottom of the page called “Administrator Options.” There are four options:

Administrator Options

**North Carolina**  
**Department of Health and Human Services**  
**Office of the Controller**  
*Adult Care Facilities Tracking System 2015*

Backup Data

Attach Tables

Facility / FID

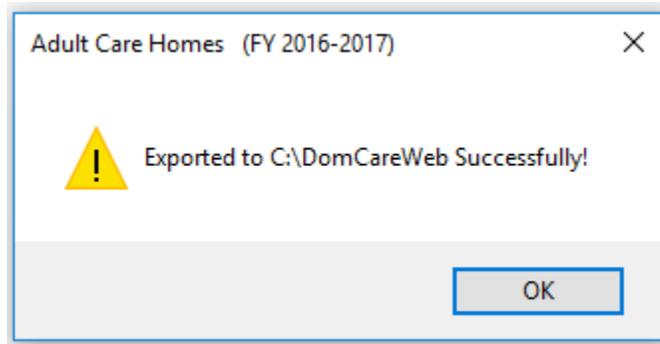
Export Data

Quit

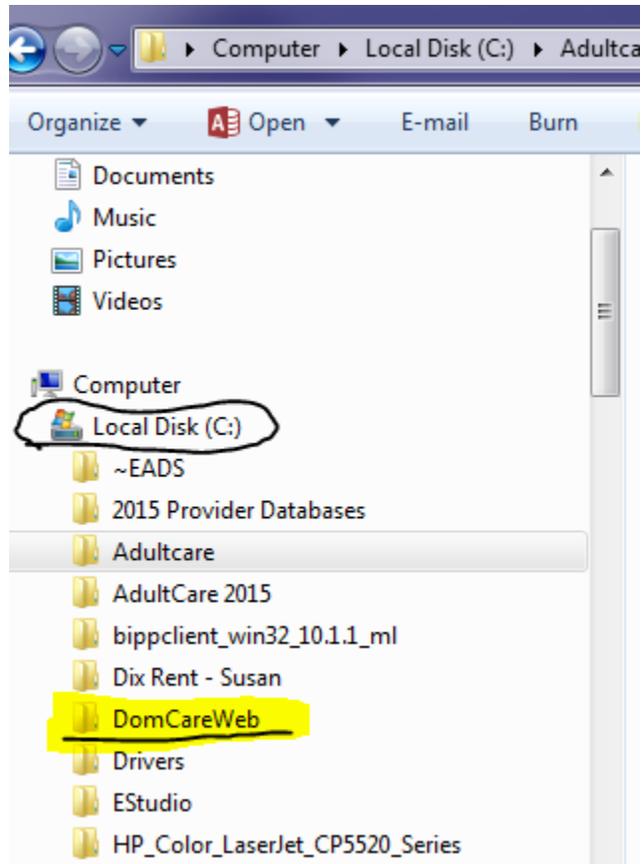
Return to Schedules

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 pop up 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 pop up box will come up letting you know the export was successful. Click OK here and it will return to a blank Schedule A.



3. 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 “2017 *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 500kb.
4. 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 of the facility and license number in the Subject Line.** Example: Adult Care Home HAL-000-000. Would prefer a separate email for each facility, **BUT if several facilities from the same group/owner are being submitted, and will go through on one email that is fine too.**
- 2) Email anywhere between 1 to 3 or 4 files to OOC. Attach:
  - a) Cost Report data file from C:\DomCareWeb – “2017 facilityname.accdb”
  - b) If applicable pdf signed copy of AUP
  - c) Pdf copy of the whole cost report, signed and dated
  - d) Send to: [Susan.Sibbett@dhhs.nc.gov](mailto:Susan.Sibbett@dhhs.nc.gov)
    - i) **IMPORTANT NOTE:** This happened several times, please note there are two “b” and two “t” in Susan’s last name (**S-I-B-B-E-T-T**). If only one “t” is keyed in the last name, the email will disappear into internet la la land. The sender will never know that Susan didn’t receive the email because nothing will bounce back as undeliverable and Susan will never know that an email was sent.

- ii) Susan does try to reply to each email after saving the files and importing into her master file. If everything goes smoothly the email with say nothing more than “Received”. If it doesn’t go smoothly or need more information, she may email back with questions.

A cost report only needs to be sent **one** of three ways: 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. Again:

- Email – email address given above in 2d
- Fax number – 919-715-3095
- Mailing address

Mailing Address:

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

Street Address:

Department of Health and Human Services  
DHHS Office of the Controller  
Attn: Susan Kesler Sibbett  
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 signed copy of the cost report.
- If the facility submitting a cost report is licensed for 7 beds or more, please send the cost report data file, signed copy of the cost report and a signed copy of the AUP.

This will complete the submission of the 2016-2017 Adult Care Home Cost Report.

**OTHER ADMINISTRATIVE OPTIONS:**

BACKUP DATA – Click on this button at any point in time to make a copy of the data if there are concerns of losing information should the computer crash. With all the viruses going around, it is a good idea to make a backup copy of the data, especially when finished to have as a future reference. The default address will be C:\DomCareBackup. Please change the address if saving the backup copy to a CD, flash drive or a server location.

ATTACH TABLES – If completing more than one cost report and have many single home data files, ‘Attach Tables’ is the way to attach to the various data files if modifications need to be done after a file has been exported from the main database. This function pulls up a browse window, so an individual data file can be found and select it to attach to it. Default is C:\DomCareWeb.

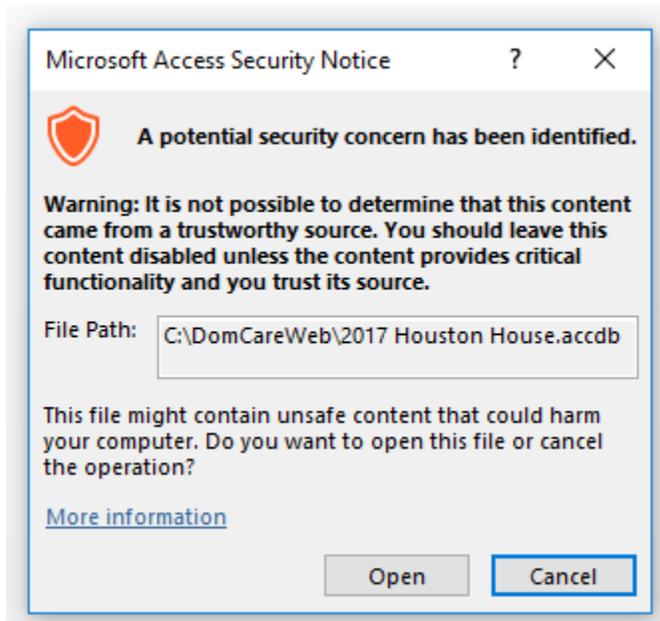
**\*\*Previous years data files can not be attached or opened in this year’s database\*\***

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

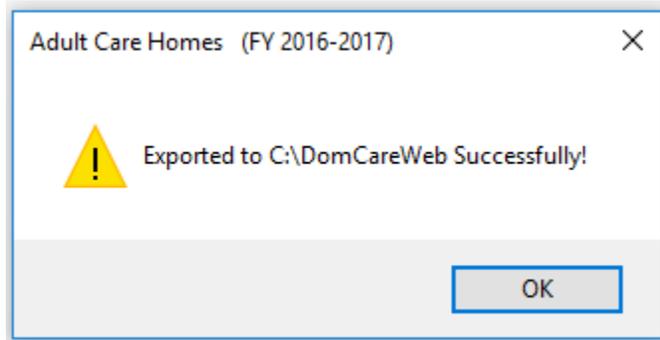
After printing the cost report, click on the button at the bottom called “Administrator Options” (same at one pictured above).

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 23 times, yes 23 times. When testing the program that is how many times it took before this message would come 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 “**2017 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 500kb.