<u>**User with Full Microsoft version of Access screen instructions**</u>
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<u>ADULT CARE COST REPORT INSTRUCTIONS FOR ACCESS 2016 or Higher</u>

DOWNLOAD/INSTALLATION INSTRUCTIONS FOR THE REPORTING APPLICATION:

1. At the bottom of the screen click on the icon that looks like a folder:

2. That brings up Explorer showing the different directories on computer. Look for the C drive. It may say "Local Disk (C:)" or "Windows (C:)". It just depends on the kind of computer on what it is labeled as but hopefully it at least has the "(C:)" part attached at the end of it which means it is the C drive. Mine looks something like this:
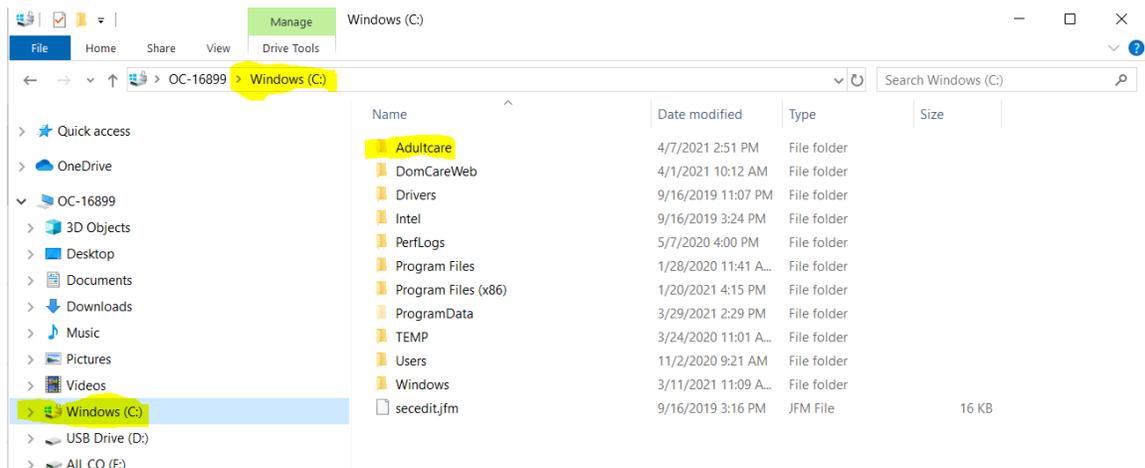
    a. A new subdirectory needs to be created on this Windows (C:) drive. To do that, highlight (click on) Windows: (C:). In the above picture the correct location is highlighted in yellow. When this is clicked on it should be highlighted in blue. With the cursor sitting on that, right-click and a menu should 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**.
    b. If the program is saved anywhere else on the computer, **it will not work**!!! The program cannot be saved in My Documents. It cannot be saved on the desktop. It needs to be saved on the C drive in a subdirectory called Adultcare (C:/Adultcare). If the program is saved in a location other than C:\Adultcare the following error will come up.
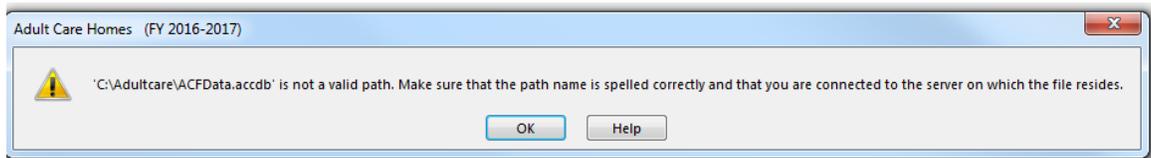
3. Go to the Office of the Controller web page: https://www.ncdhhs.gov/about/administrative-divisions-offices/office-of-controller.

4. Click on the above link. Under "Program-Specific Information" heading click on the first bullet "Adult Care Facilities". The first bullet on this next screen will be "2020-2021 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 2021.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 Explorer with two files sitting it. Copy and paste these two files or drag and drop them into a subdirectory "AdultCare" created in step 2 above.

5. 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 "ACF**Code**.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 computer's desktop. With Windows Explorer still open and looking at the AdultCare subdirectory, find the file called "ACFCode.accde". 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, called ACFCod20-21.accdb – Shortcut. Move this file to the desktop of the computer by either doing a copy/paste or drag and drop. The icon appears as follows, "ACFCode.accde - Shortcut". Right click on the icon click on "rename" the icon to say "Adult Care 2021". See the pictures below.

ACFCode20…
- Shortcut

ACFCode
2021
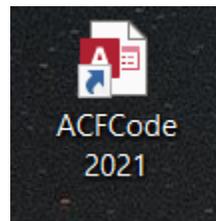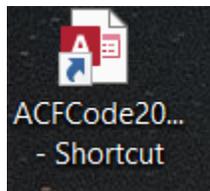
To open the application, double click on the Adult Care 2021 shortcut located on the desktop.

Users with a Full Microsoft version of Access 2016 or higher
Screens Instructions

The first time the Cost Report program is opened it might look like the screen below:
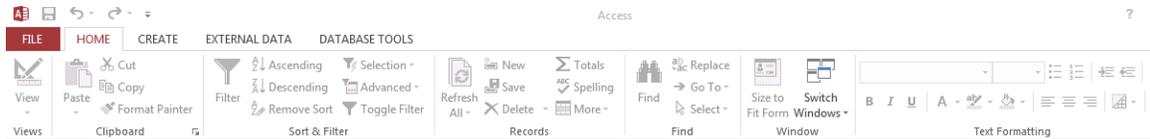
If so, click on the "Open" button. The next screen should look like this:

FILE   HOME   ADD-INS

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

Click on File and then Privacy Options
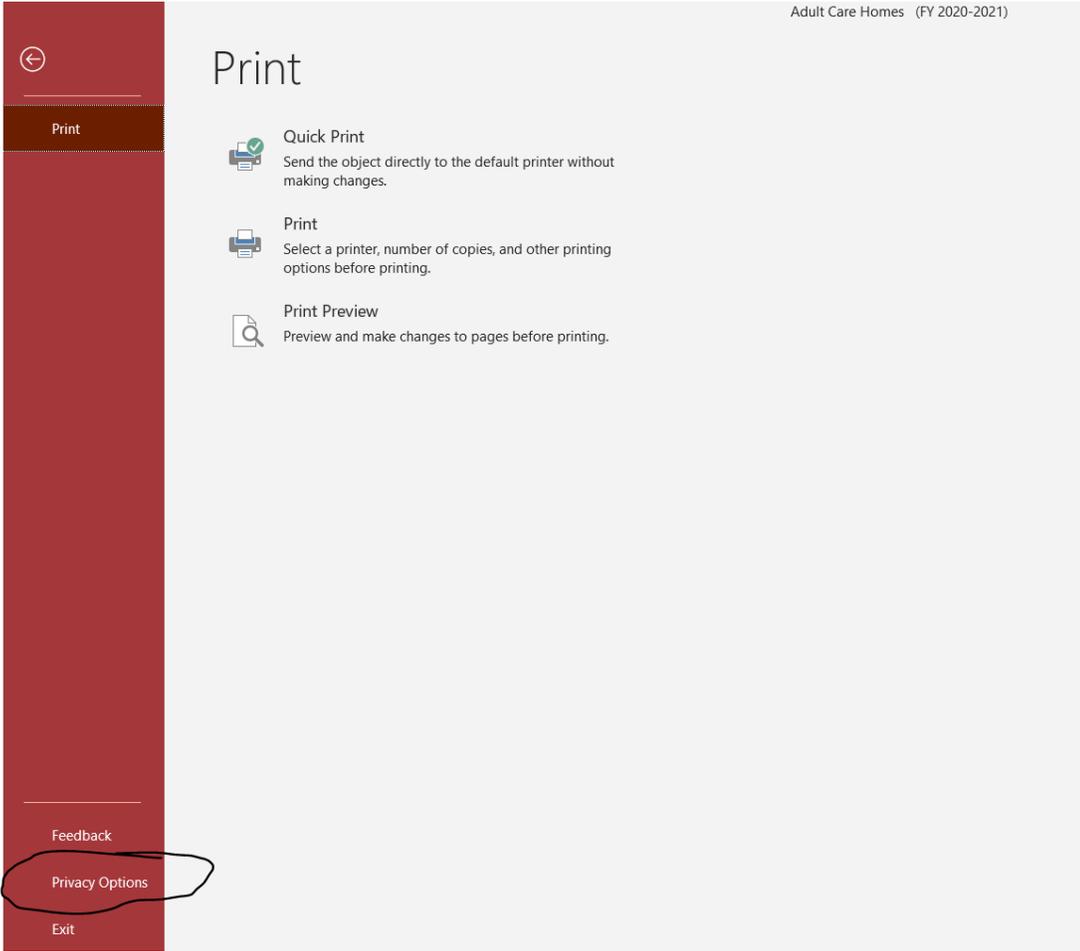
Go to Trust Center
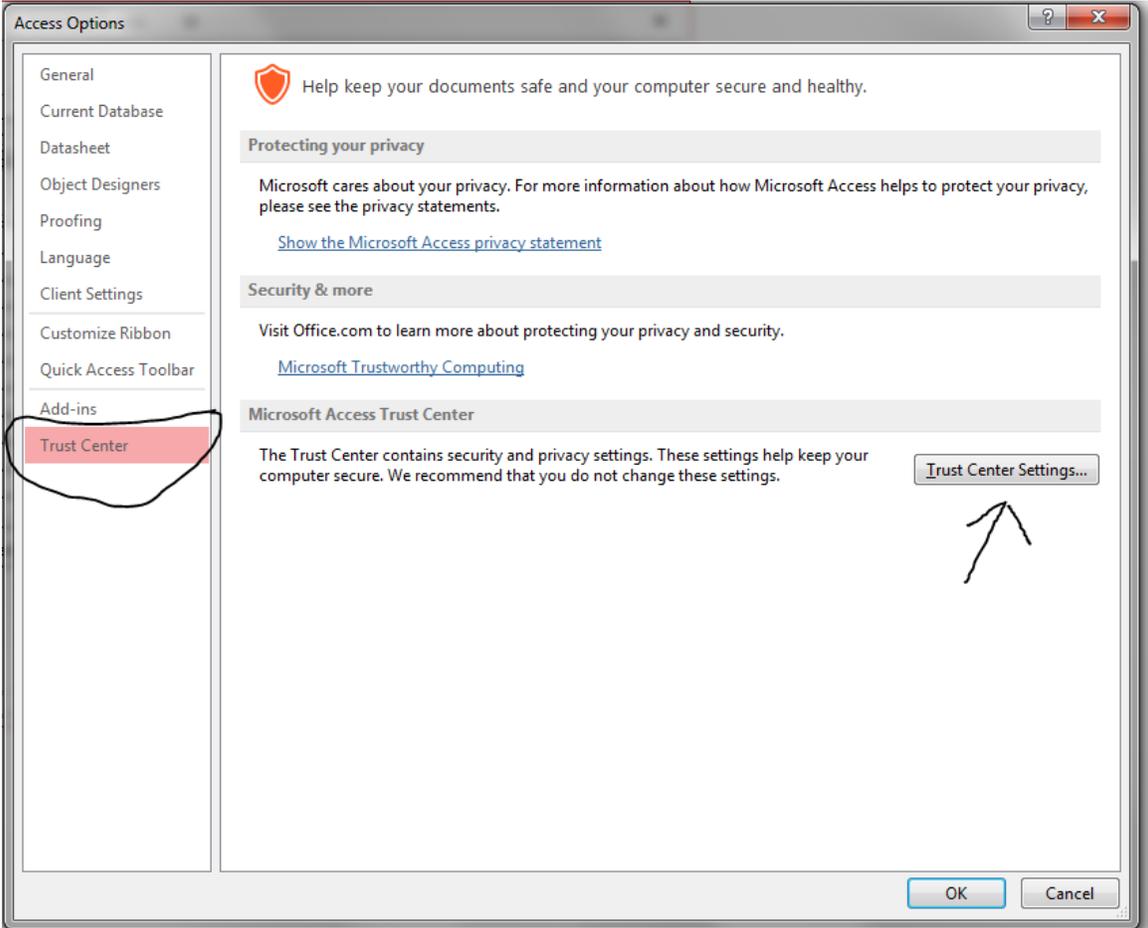
In Trust Center Settings screen, select trusted locations. Click on Add new location to add the folders for AdultCare and DomCareWeb (if already on the computer) as shown below.
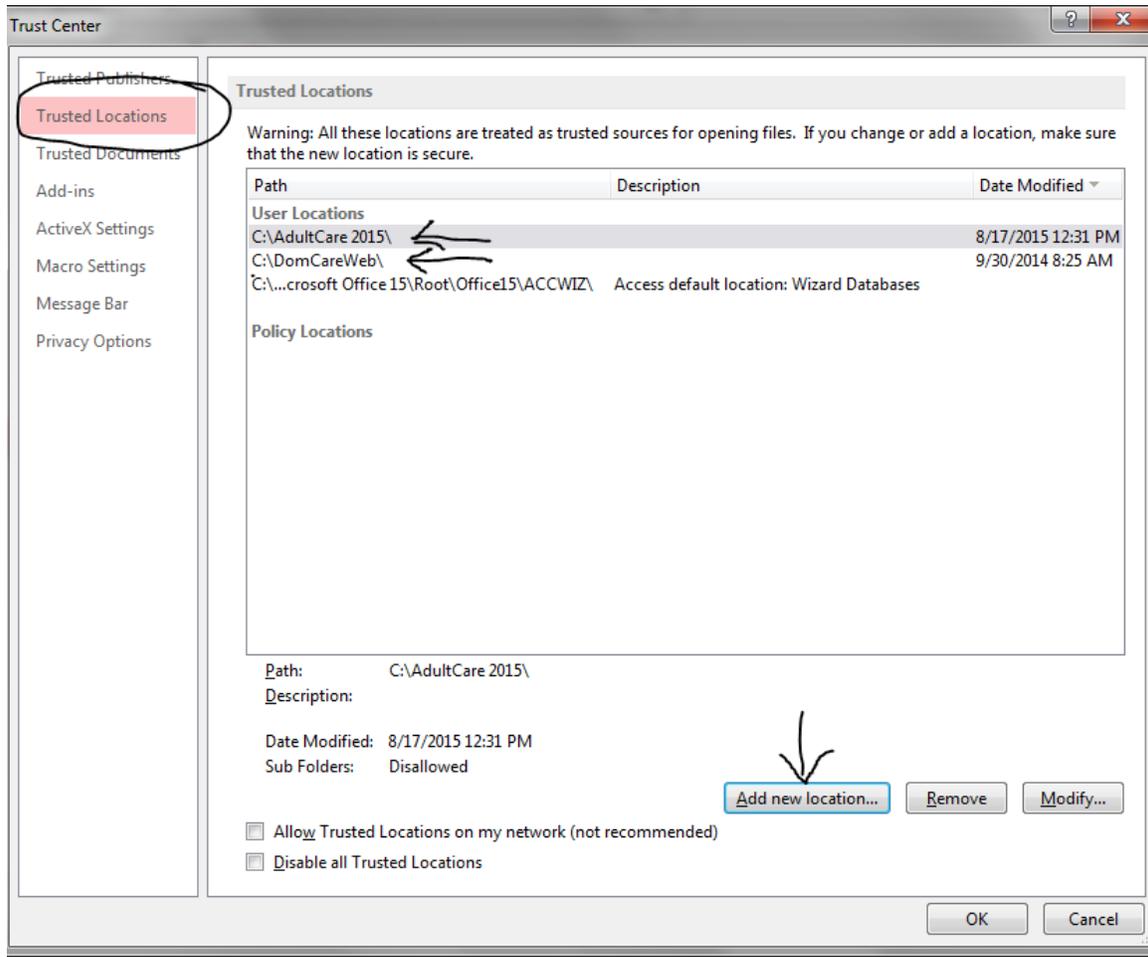
Select Trusted Documents, check Allow documents on a network to be trusted. Click OK
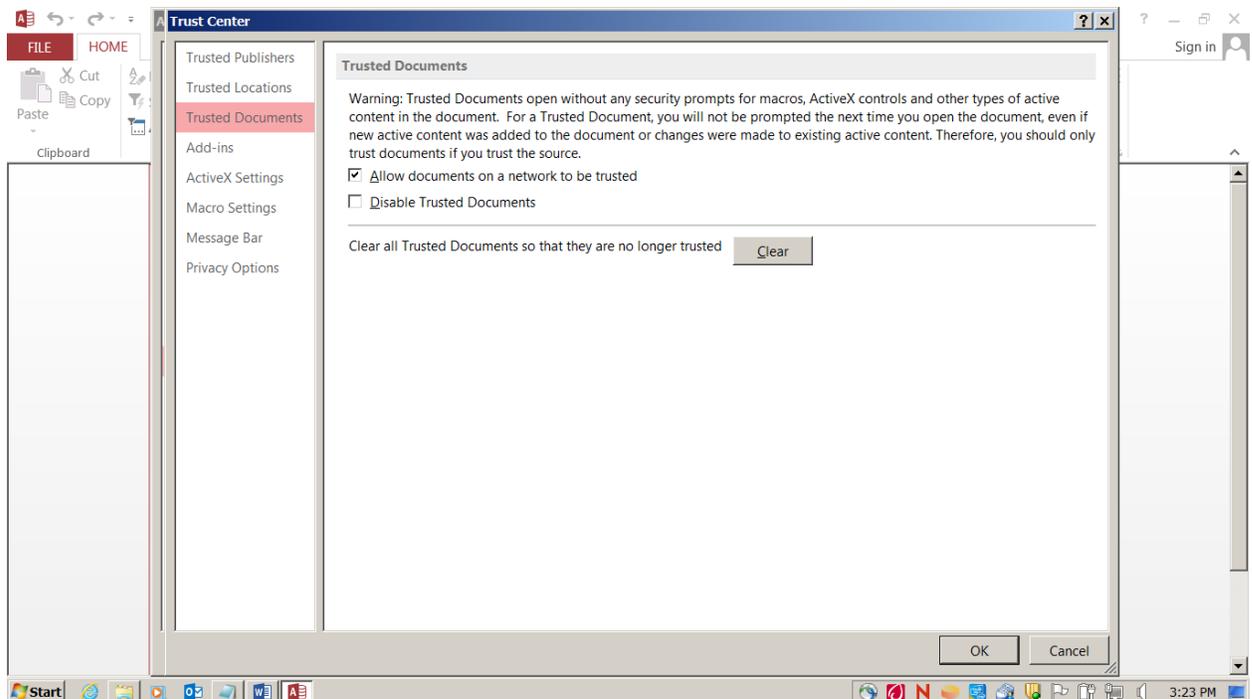
Nothing checked in Add-ins
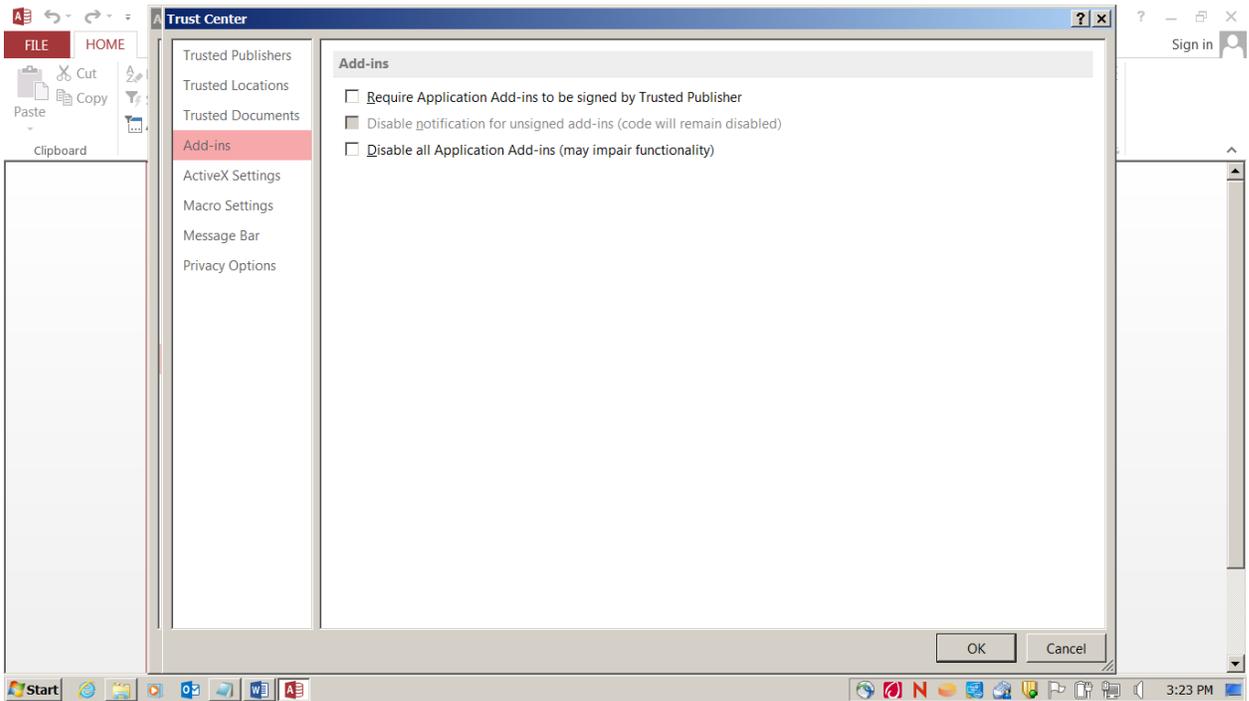
Enable all controls in ActiveX Settings
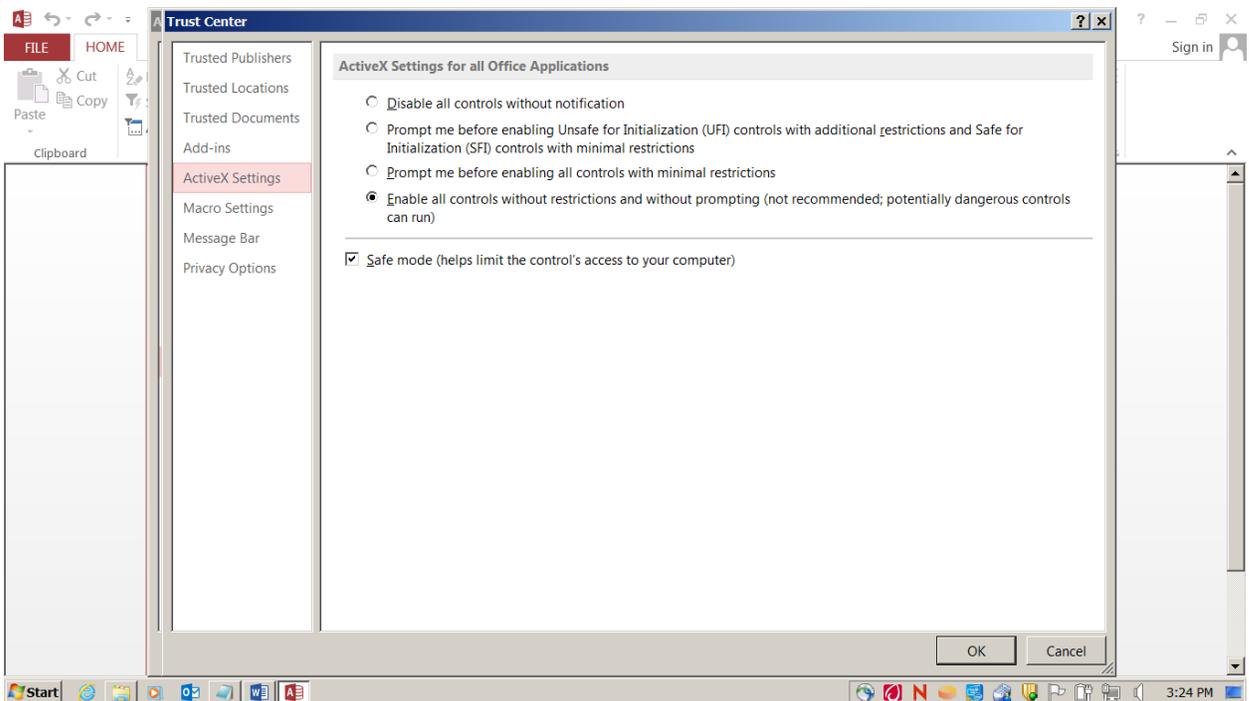
Check Enable all Macros
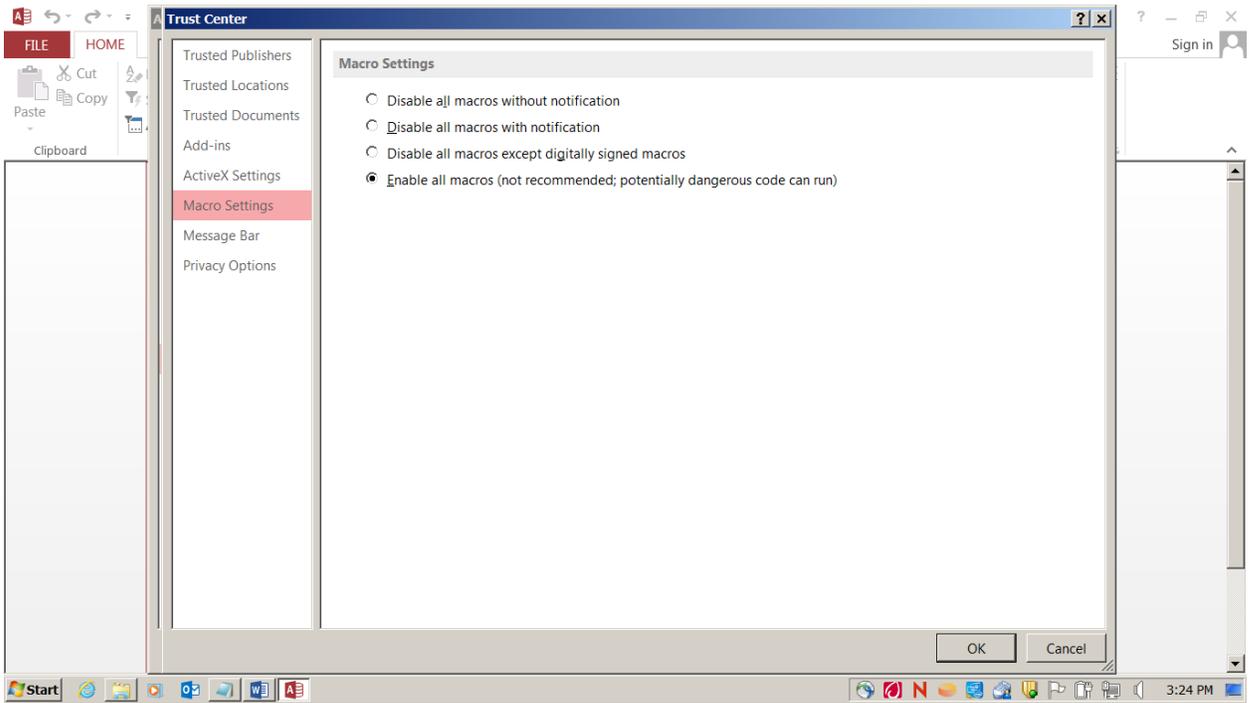
Check Show the Message bar and Enable Trust Center
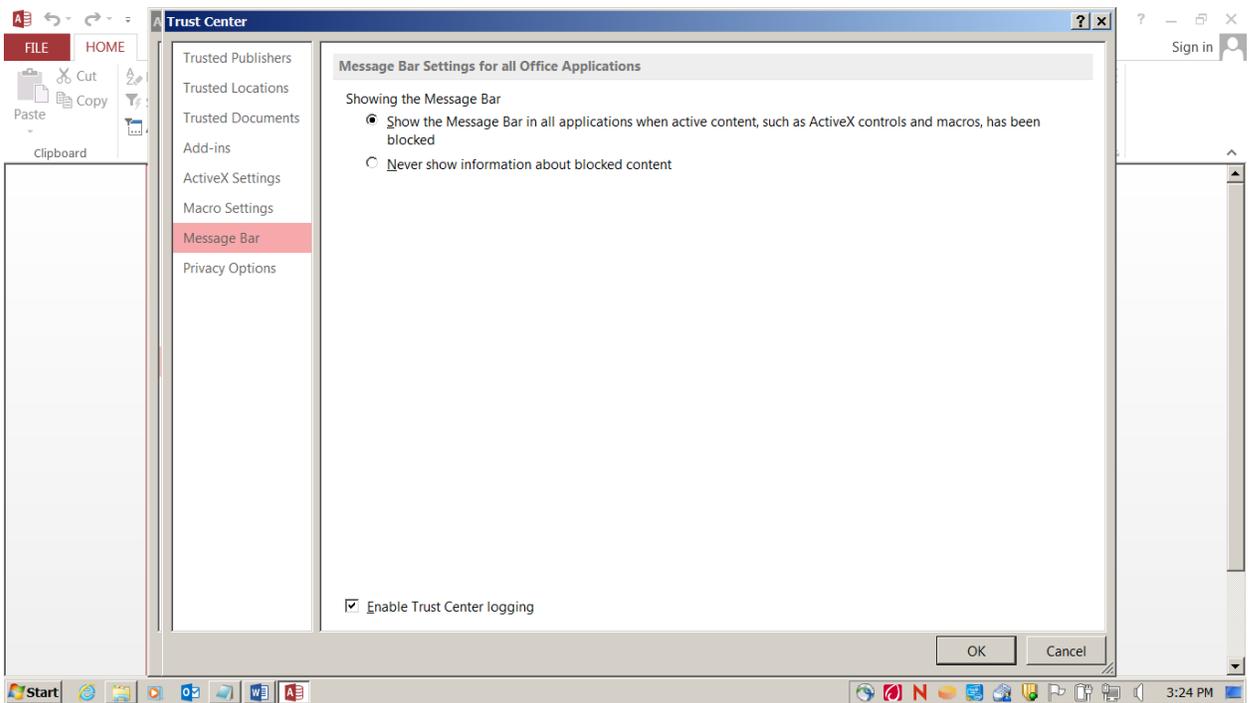
Privacy Options Screen
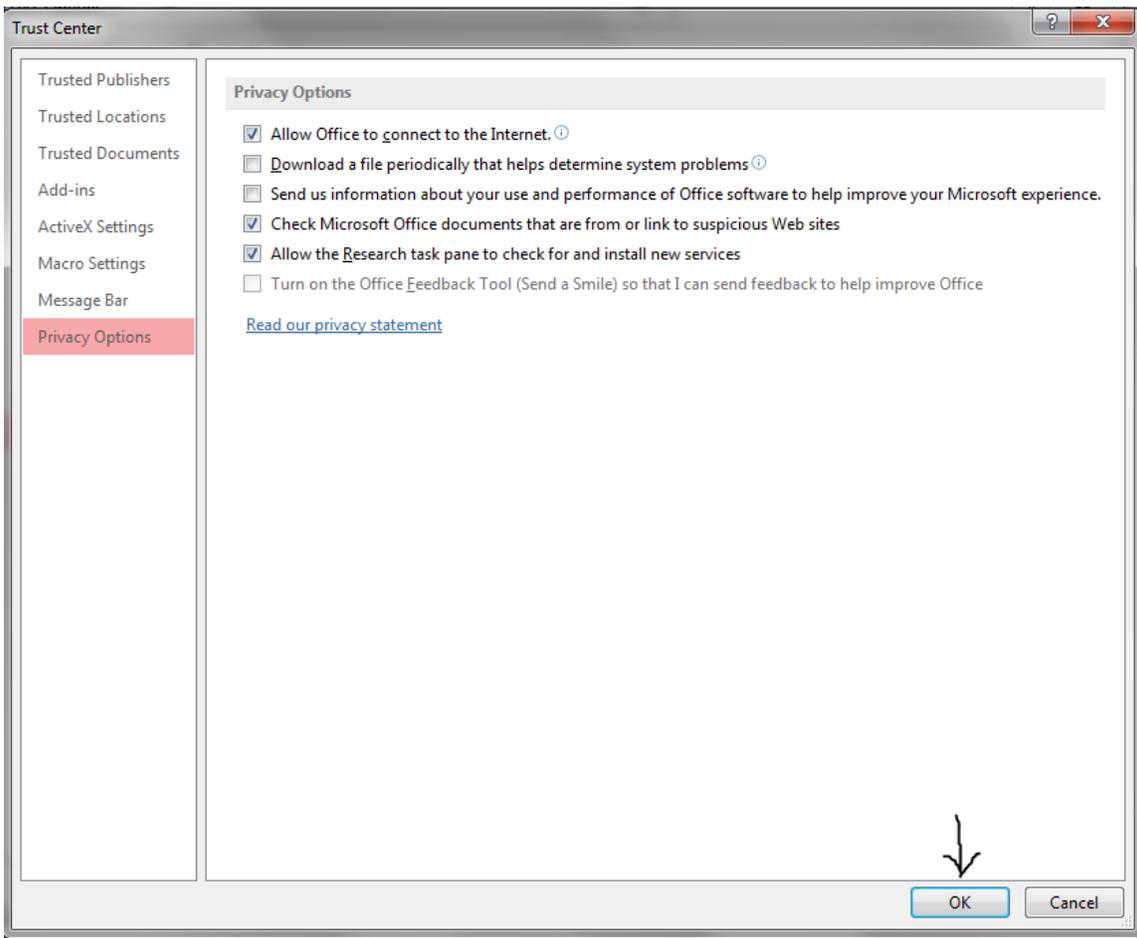
When finished click OK. This should take you back to this screen below. Click OK again.
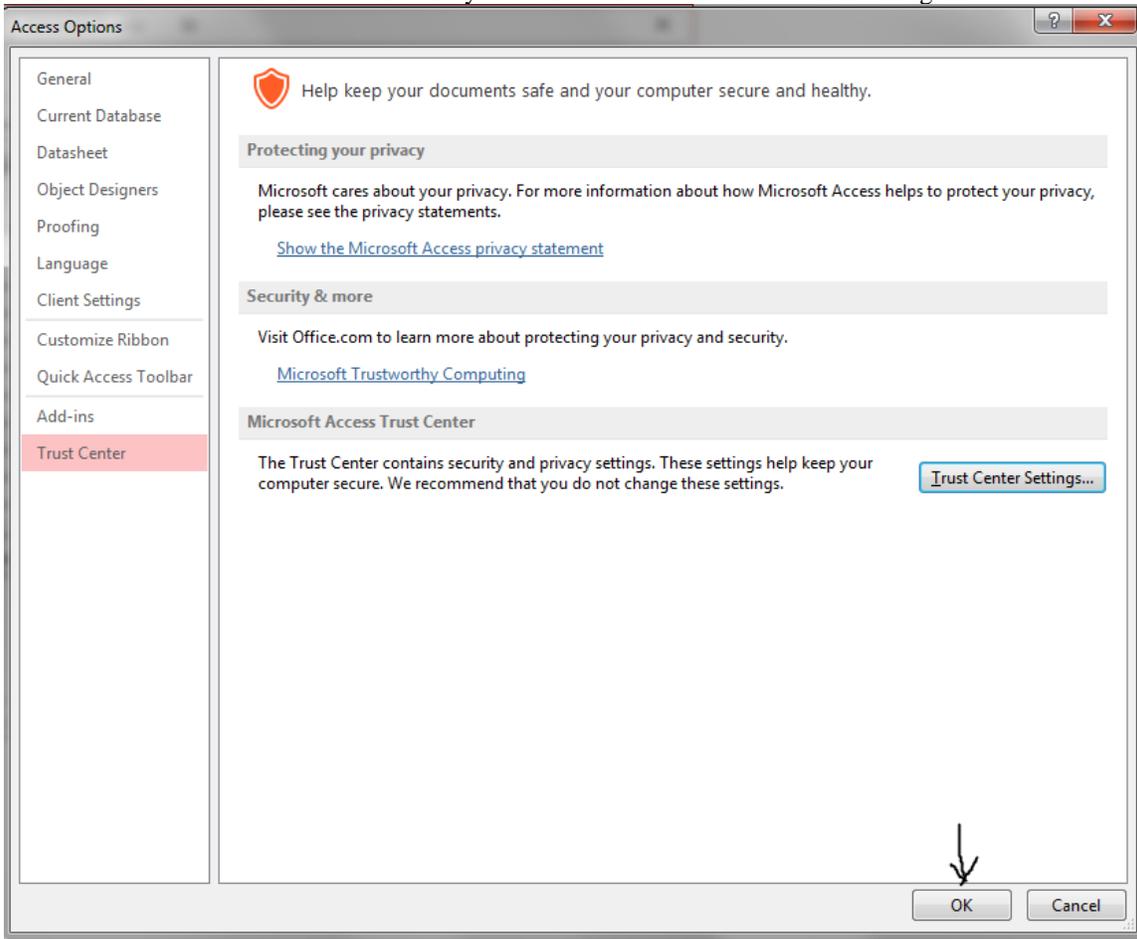
Now data can be entered onto the screens.

On how to enter data into the cost report program, please refer to the "Instructions for the 2020-2021 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 2016 or above. No other versions are available. If you don't have Access 2016 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:

Choose a language, then click the Download button on the right. The screen below will appear.
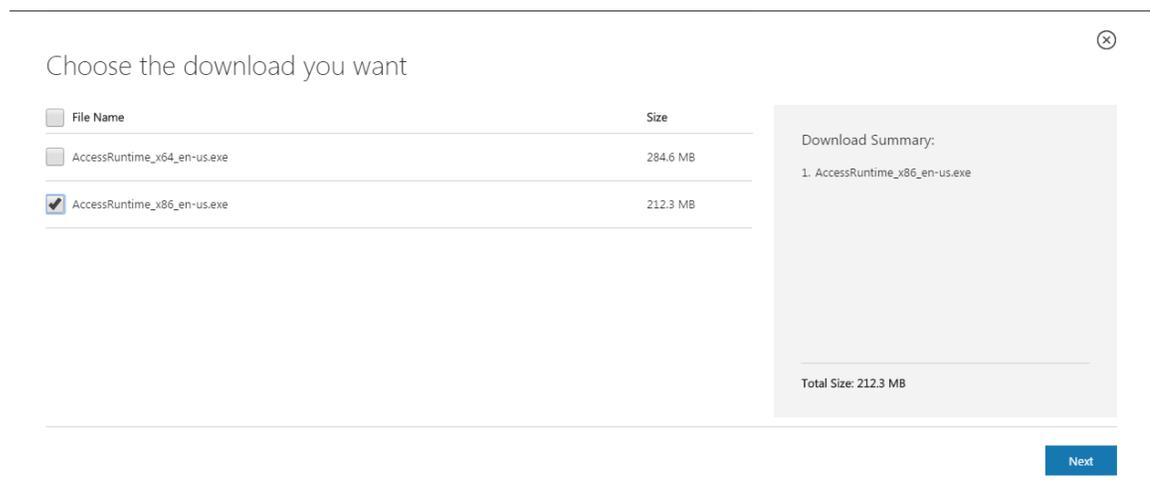
Choose the bottom option of AccessRuntime_86_en_us.exe. This option is for the 32 bit version of Access 2016. The cost report program was written using the 32 bit version of Access so please pick that version for the runtime. The cost report will not work using the top option for the 64 bit version of 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.
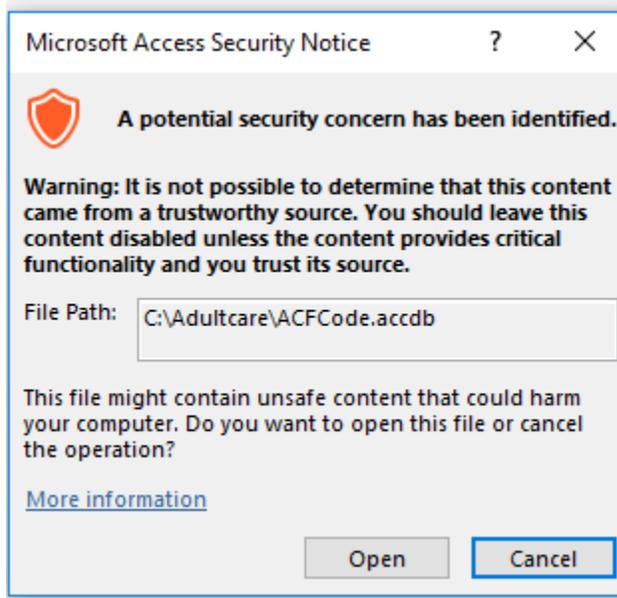
There is nothing that can be done to stop this screen from popping up. This is not a full version of the Microsoft Access program and because of that security options are not available to override these warnings. Just click "Open" and begin keying in data.

Printing Off a Blank Copy of the Cost Report

After downloading the program, to obtain blank copies of the cost report, click on the "Preview Reports" button. A blank copy of the cost report can be used to help work out the numbers needed to key into the cost report information.

A box will come up asking, "Do you wish to print a blank copy?" Click on "Yes".

The next box to come up will ask, "Does your facility have Special Care Unit?"

- If the home does have Special Care Unit beds (SCU) then click on "Yes". The next box to come up will say "Please enter the number of beds." Please key in the total number of beds the facility is licensed for, both SCU beds and regular adult care beds if applicable. If the number keyed was 31 or more beds, then the Schedules A-F should come up. If the number keyed was 30 or less beds, then the Schedules A-E should come up. The printer looking button will be in the top left corner of the screen.

- If the home doesn't have SCU beds, then click on "No". The next box to come up will say, "Please enter the number of beds." If the number keyed was 31 or more beds, then Schedules A-D and F should come up. If the number keyed was between 7 to 30 beds, then Schedules A-D should come up. If the number keyed was 6 beds or less, then Schedules A, B, C1 and D should come up. Again, the printer looking button will be in the top left corner of the screen.

In printing the different Schedules. Schedules D, E and F will be individual sheets to be printed. When you see Schedule A, that has multiple pages that will print. It will print Schedules A, B, C1 (if less than 7 beds) or C-Direct and C-Indirect (if more than 7 beds).

Additional information for keying into the cost report program:

- Multiple homes can be in process at the same time within the cost report program. To start on another facility, press the "New Record" button at the bottom of the screen. A blank record will appear with the cursor sitting in the "FID" box.

- The "FID" box **is not** for the facilities federal tax ID number. Because the cost report program can hold more than one cost report in the database, each facility needs to have a unique ID number, so FID here means Facility ID number. The numbering system can be as simple as 101, 102, 103. The number can even have leading zeros like 00101, 00102, 00103. The maximum length for an FID number is 5 digits and no number can be used twice. Please do not use any alphabetic characters as part of the FID number. If the "Special Care Unit" button on Schedule A is clicked to "Yes", a S will automatically be added to the back of the FID number. To switch back and forth between facilities being entered, use the "Lookup Facility/FID" box and the dropdown arrow to bring up the desired home.

- To print off a copy of the cost report when all information has been entered, have the facility that needs to be printed showing on the screen. Click on the "Preview Reports" button and click on "No" to the question "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 that says the "AUP information missing, Do you still need to print report?", please click "No" to back out of the printing process. Click on "Modify AUP" and attach an accountant or CPA to the cost report (again). Please sign Schedule A under Certificate of Accuracy, keep a copy of the cost report on file and follow the instructions provided on how to complete the cost report and submit it.

- For HAL licensed facilities with 31 beds or more. It is strongly recommended to print out a copy of the cost report **BEFORE** filling out the information on Schedule F. In hopes that this will help to cut down on any errors when keying the hours. If the hours keyed onto Schedule F do not match the total hours keyed for each cost center within the cost report, you cannot leave the Schedule F screen. After completing Schedule F, please print off another full copy of the cost report or at least a completed copy of Schedule F to be submitted.

- On Schedule A, a new error check that was added last cost reporting cycle. Many times, information has been left off lines 17, 18, 19 and 20 concerning the resident days information. This is important information that needs to be completed. A lot of facilities are contacted by phone or email because of problems with the information being left off or if numbers don't make sense. If the number of beds has been keyed on line 13, the user cannot leave Schedule A to go any of the other screens until lines 17, 18, 19 and 20 are filled out. If using the cost report program, line 17 is automatically calculated using the number of beds keyed on line 13 times the number of days the facility was open, shown by the dates keyed on line 16. Line 18, 19 and 20 need to be keyed. If they are left blank the following error will come up if you try to leave Schedule A and go to say Schedule B:
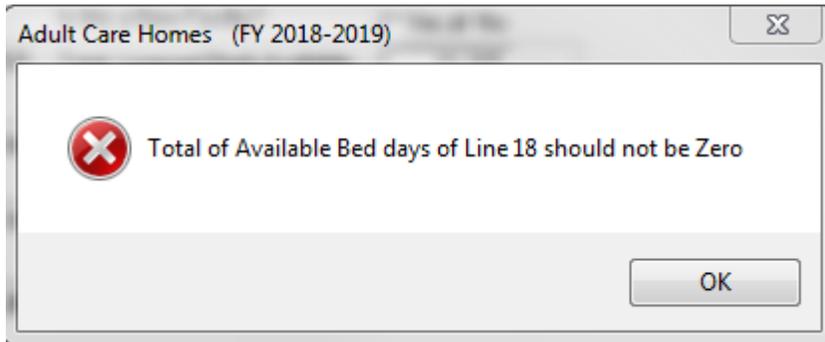
If you want or need to see the other Schedules, print of a blank copy of the cost report by clicking on the "Preview Reports" button.

A reminder of how to calculate days:
- o Line 18 – nine times out of ten the number of Available Bed Days is going to be the same number shown in line 17. The only reason it would be different is if a bed was un-useable. Not talking about a bed that was empty and just didn't have a resident sleeping in it. Talking about a bed that could not be used.
- o Line 19 – how many days during the year was there a resident's head in the bed. This would include any days the bed was held open for a resident to return from the hospital or spent the holidays visiting family.
- o Line 20 – how many days during the year was the resident whose head was in a bed was receiving State/County Special Assistance funds.

If there are questions on this when filling out lines 17, 18, 19 or 20 of the cost report, PLEASE call either Susan (919-855-3680) or Peyton (919-855-3682). They will explain and walk through this. 356 or 366 in any of these boxes is not correct and will have to be corrected.