



North Carolina Department of Health & Human Services  
Division of Medical Assistance

# Skilled and Intermediate Nursing Care Facility Cost Reporting System 2011

Nursing Facility  
Provider User Manual



**2011 Version**

**Program Design, Development, and Documentation by:**

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Division of Information Resource Management  
Raleigh, North Carolina



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# Section 1: Introduction

## The Cost Reporting System

The **Skilled and Intermediate Nursing Care Facility Cost Reporting System** will allow you to input the financial information required by the Division of Medical Assistance, create the cost report for review, and transfer the information to the Audit Section of the Division of Medical Assistance. The software will run on an IBM compatible personal computer. Although it can be installed in a multi-user network environment, specific procedures do not provide simultaneous access by more than one user at a time. Therefore, it should be treated as a stand-alone application rather than networked. Refer to **Section 2: System Requirements** for a specific list of hardware requirements for this software.

## The User Manual

This user manual contains important information concerning the operation of the **Cost Reporting System**. Prior to using the software, please read this document in its entirety.

## Filing the Cost Report

After you have completed all required inputs for the cost report, and verified the accuracy of the printed cost report, complete and sign the Certification Form following the instructions in **Section 8: Create/Print Certification Form**. Next, complete the Internal Control Questionnaire following the instructions given in **Section 8: Create/Print Internal Control Questionnaire**. After the above requirements have been accomplished, prepare a diskette or CD containing the data file(s) following the instructions in **Section 10: Create the Mail-In Diskette**. Send the electronic file and the signed Certification Form by the December 31, 2011 deadline to:

### Send Via US Mail To

Audit Section  
Division of Medical Assistance  
2501 Mail Service Center  
Raleigh, NC 27699-2501

### Alternate Shipping

Audit Section  
Division of Medical Assistance  
One Bank of America Plaza  
421 Fayetteville St.  
Raleigh, NC 27601

If you have any questions regarding the requirements or completion of the cost report, call the Audit Section of the Division of Medical Assistance at:

(919) 647-8060

The DMA website has undergone significant changes and the Frequently Asked Questions (FAQs) web pages have been replaced by **Quick Links** and other shortcuts found on each webpage. You may receive important information and answers to your questions by visiting the following DMA web pages –

the **[Nursing Facilities](#)** web page at:

<http://www.ncdhhs.gov/dma/services/nursingfacility.htm>

and

the **[Nursing Facilities Cost Reports](#)** web page at:

<http://www.ncdhhs.gov/dma/cost/nflcreports.htm>

You can also find answers to many questions relative to the reimbursement by visiting the CMS Web Site at:

<https://www.cms.gov/manuals/pbm/list.asp>

For questions regarding the operation and use of the **Cost Reporting System** software provided, call a Division of Information Resource Management computing consultant at:

(919) 855-3200

# Section 2: System Requirements

## Software Requirements

- The software is capable of running on most computers in a DOS or Windows environment that includes IBM PC-DOS© or Microsoft MS-DOS 5.0© and higher as well as Windows© 3.1, 95, 98, ME, NT, Win2000©, XP, and Vista operating systems.
- The CONFIG.SYS (or Windows CONFIG.NT) file **must** include the following two statements to enable printing the entire cost report. You may be able to print individual pages without changing the settings but most systems will not print all the schedules concurrently unless configured to the minimum settings shown below. Use larger settings if needed. In addition, you **must** reboot your computer after making the changes or they will not take effect until the next boot up.

**Files=50**

**Buffers=50**

## Hardware Requirements

- 4 MB of Random Access Memory, (RAM)
- Hard disk with 32 MB of free space for the software (additional free space requirements depend on the amount of data required for your specific cost reports)
- CD drive or 1.44 MB 3½" floppy diskette drive
- Printer capable of printing 132 characters per line compressed (16.66 or 17 characters per inch) in portrait orientation

## Recommendations

- This application should be installed and treated as stand-alone for a single user rather than networked or multiuser. The software is **not** capable of having multiple users accessing the system at the same time. Instead, each user may have a copy of the program on their respective computer or a single user may access the program on a network drive.

## Section 3: Download & Install the Software

Log on to the DMA website and go to the [Nursing Facilities Cost Reports](#) web page using the URL shown below and choose the proper link to download the 2011 Nursing Facility “Software” with appropriate fiscal year end (FYE) for your organization.

Nursing Facilities Cost Reports web page URL --

<http://www.ncdhhs.gov/dma/cost/nftcreports.htm>

Nursing Facility with FYE 9/30/2011 “Software” URL –

<http://www.ncdhhs.gov/dma/cost/Nurse11p.exe>

To obtain specific information about installing the cost reporting software or system requirements, print or download the [Software Installation Instructions](#) using the hyperlink shown below.

<http://www.ncdhhs.gov/dma/cost/install.pdf>

The **Cost Reporting System** must be installed on your hard drive before it can be used.

## Section 4: Starting the Cost Reporting System

To start the **Cost Reporting System**:

1. Locate the drive where the program was installed using DOS or Windows and make it the active drive or working directory.
2. Change to the **NURSE11** sub-directory where the program was installed by using your mouse or by keying:

**CD \NURSE11**

3. Next, double click the file **COSTRPT.BAT** or key **COSTRPT** at the DOS prompt and press the **Enter** key. You may create a shortcut to this file for your desktop to make starting the program easier.

The system will display the **System Menu**, (Figure 1).

When starting the program for the first time after installation, you will be asked to specify the printer you are using and the printer port to which it is attached on your computer. Refer to **Printer Setup** in **Section 12: Utilities** for the instructions.

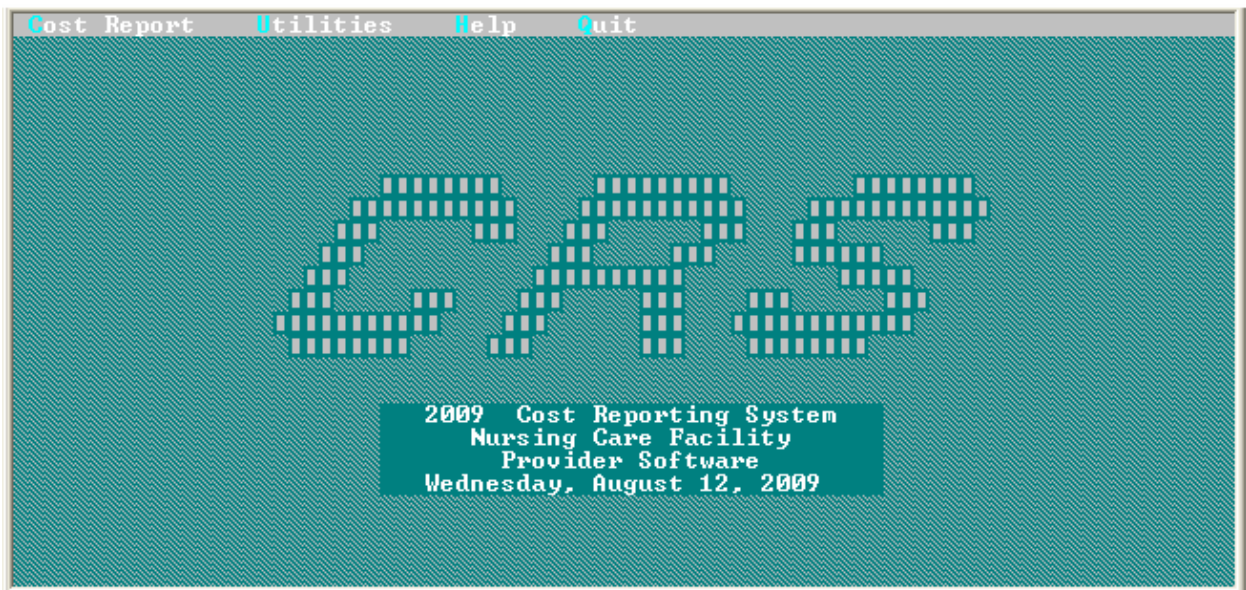


Figure 1. The System Menu

When the menu is displayed, press the appropriate key combination found in the table below for one of the displayed options.

OPTION DISPLAYED	DESCRIPTION	KEY COMBINATION
<b>Cost Report</b>	Input the financial information for the cost report, review and print the calculated cost report, create and print the Certification Form, create and print the Internal Control Questionnaire, copy the cost report data to diskette for mailing to DMA, copy audited cost reports from diskette received from DMA	Alt+C
<b>Utilities</b>	Manage Cost Report Templates, identify your printer and the port to which it is attached on your computer, specify printing options, perform file maintenance, print blank cost report entry forms	Alt+U
<b>Help</b>	Display general help for the System Menu options	Alt+H
<b>Quit</b>	Exit the <b>Cost Reporting System</b>	Alt+Q

Figure 2. Main Menu Options

When either the **Cost Report**, **Utilities**, or **Help** menu option is selected, the procedures available for the option will be displayed. If the **Quit** menu option is selected, the **Cost Reporting System** is exited without any further user action required.

Figure 3 shows the procedures available for the **Cost Report** menu item, and Figure 4 shows those available for the **Utilities** menu option.

<b>OPTION DISPLAYED</b>	<b>DESCRIPTION</b>	<b>PRESS KEY</b>
<b>Add Cost Report</b>	Add a new cost report	<b>D</b>
<b>Change Cost Report</b>	Change the information for an existing cost report	<b>C</b>
<b>Automated Check List</b>	Process Line-Item comparisons of certain items on the Checklist in Appendix A	<b>L</b>
<b>Print Cost Report</b>	Print the cost report(s)	<b>P</b>
<b>Create/Print Certification Form</b>	Enter information for the Certification Form, Print the Certification Form, Print a Blank Certification Form	<b>F</b>
<b>Create/Print Internal Control Questionnaire</b>	Enter information for the Internal Control Questionnaire, Print the Internal Control Questionnaire, Print a Blank Internal Control Questionnaire	<b>I</b>
<b>Create Mail-In Diskette</b>	Copy the data keyed for the cost report to diskette for mailing to the Division of Medical Assistance	<b>M</b>
<b>Upload Audited Cost Report</b>	Copy the data for the audited cost report from diskette received from the Division of Medical Assistance	<b>U</b>
<b>About</b>	Display information about the <b>Cost Reporting System</b>	<b>A</b>

Figure 3. Cost Report Menu Options

OPTION DISPLAYED	DESCRIPTION	PRESS KEY
Cost Report Templates	Enter information into cost report templates for copying into facility cost reports	<b>T</b>
Copy Data To Diskette	Copy data entered for a cost report to diskette for loading on another computer	<b>D</b>
Copy Data From Diskette	Copy data entered for a cost report from another computer	<b>F</b>
Print Blank Cost Report Forms	Print blank cost report entry forms to use as worksheets for the data to be input into the <b>Cost Reporting System</b>	<b>P</b>
Re-Index Data Files	Perform file maintenance to ensure file integrity	<b>R</b>
Printer Setup	Select the printer you will be printing to and its port location on your computer and specify printing options	<b>S</b>

Figure 4. Utilities Menu Options

## Getting Help

Help for the **Cost Reporting System** is available on the System Menu and on data entry screens.

## System Menu

Choosing **Help** from the **System Menu** will display two submenus (**Cost Report** and **Utilities**). Both submenus offer general descriptions and procedures for adding, changing, or printing cost reports or certification forms, as well as information on the automated checklist, creating a mail-in diskette and uploading / downloading cost report data. Other topics include printing and copying data files. Choose the procedure you wish to see described by highlighting the menu option and depress enter. The program will display a screen with that procedure's description, (Figure 5).

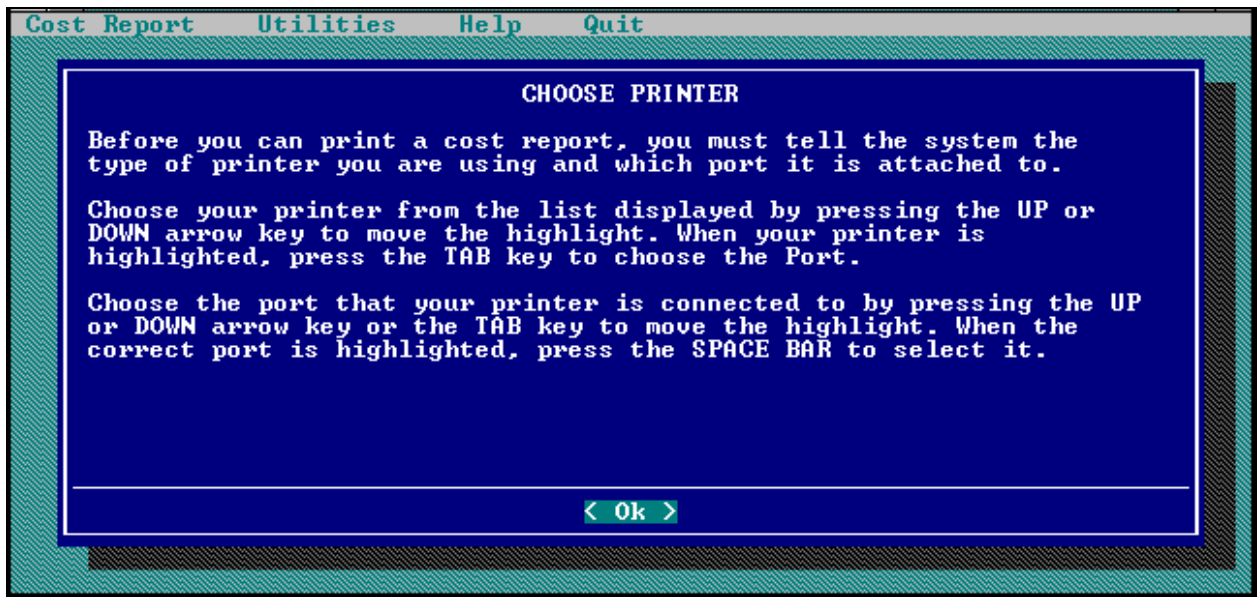


Figure 5. Menu Option Help Screen

## Data Entry

During data entry, you can obtain help for the current screen by pressing the **F1** function key. The program will display a window of help information for you to review, (Figure 6). Use the **Up** and **Down Arrow** keys to scroll the information in the window. To remove the help window from the screen, press the **Esc** key. The program will return you to the currently active screen.

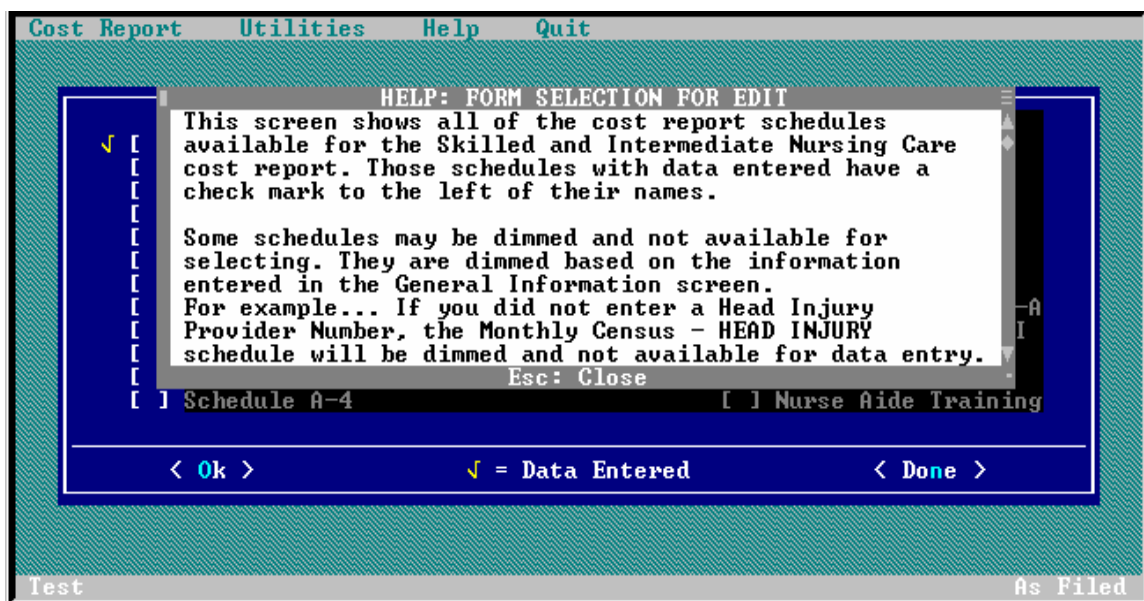


Figure 6. Help During Data Entry



# Section 5: Entering Data for a Cost Report

## Add Cost Report

To create a cost report, choose the **Add Cost Report** option from the **Cost Report** menu. The program will ask you to enter the INC, NRS(SNC) and NPI number assigned to the provider by the Division of Medical Assistance and CMS (Figure 7). If you have not received these numbers, you should contact DMA or CMS as soon as possible to obtain the numbers. The software will not accept just any numbers. They must conform to programmed criteria or else they will be rejected and you will not be able to submit the cost report to DMA.

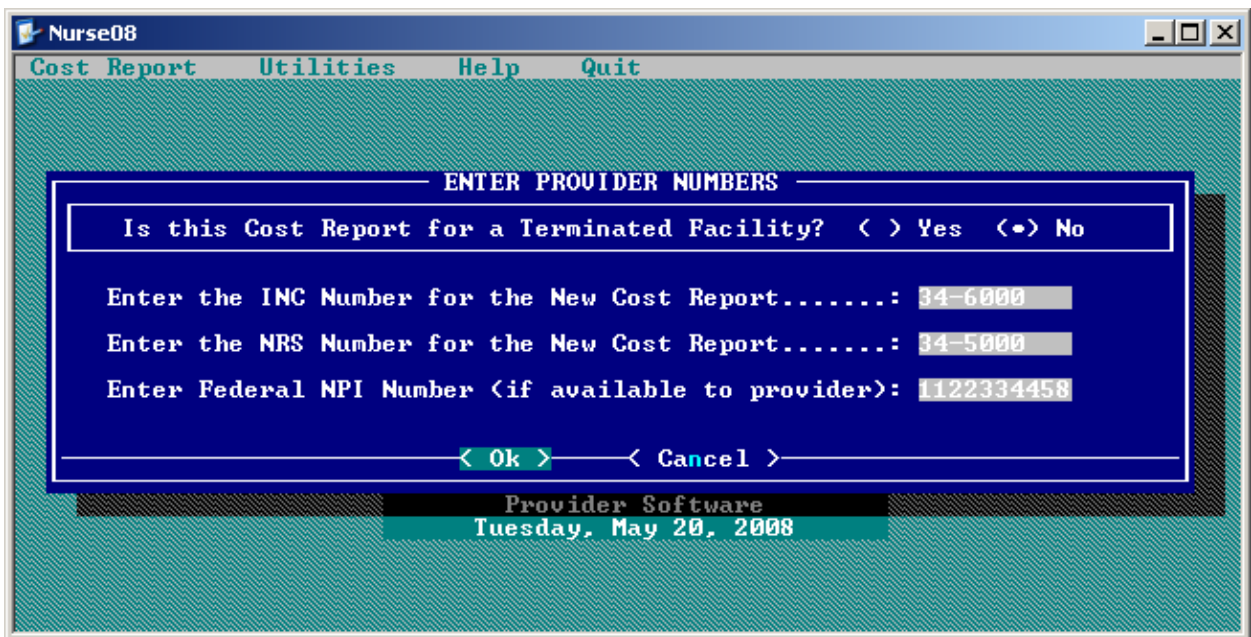


Figure 7. Enter the Provider Numbers

To continue with the creation of the cost report, choose the **< Ok >** push-button. If you already have a cost report on your data files, or you have entered a cost report template, the program will ask if you want to copy information from one of these cost reports into the cost report being added, (Figure 8). If this is the first cost report being entered, and there are no cost report templates, the program will display the first of three **General Information** screens for you to enter identifying information for the provider. Once entry of these screens is complete, the cost report will be

created, and the **Form Selection** screen will be displayed, (Figure 12). From this screen, choose the form to be completed.

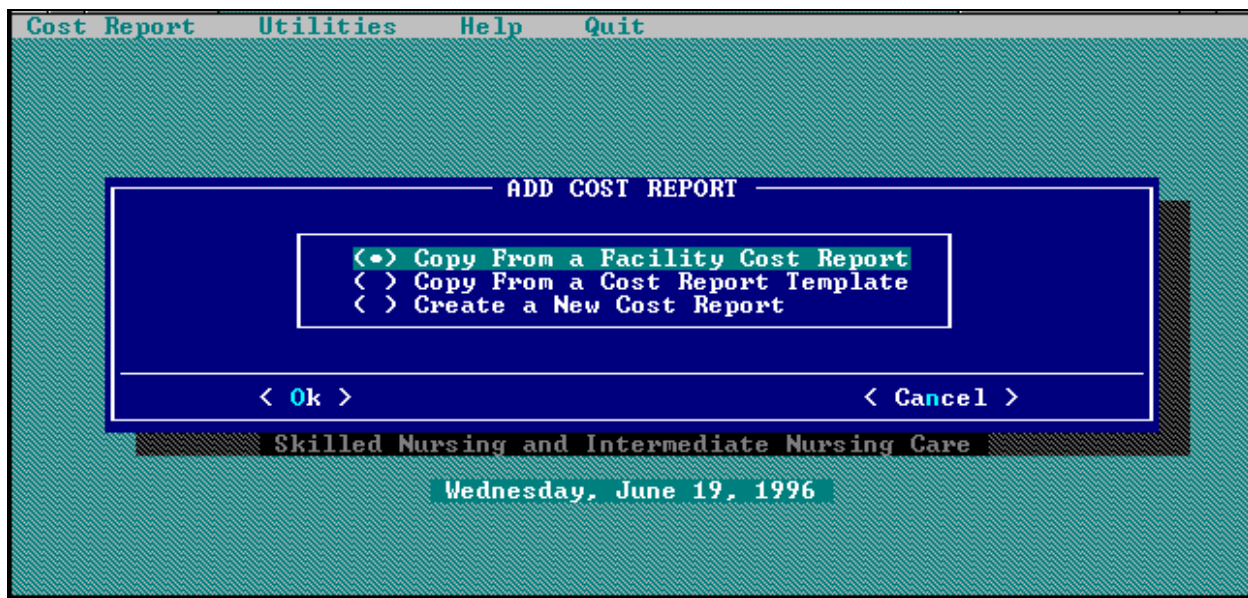


Figure 8. Copy Information for New Cost Report

## Copying Cost Report Information

To copy information from an existing cost report or cost report template, press the **Tab** key to highlight your choice, then press the **Space Bar** to select it. Choose the **< Ok >** push-button to continue.

If you choose to create a new cost report, the program will display the first of three **General Information** screens for you to enter identifying information for the provider. Once entry of these screens is complete, the cost report will be created, and the **Form Selection** screen will be displayed, (Figure 12). From this screen, choose the form to be completed.

If you choose to copy information from a facility cost report, the program will display a list of existing cost reports, (Figure 9). From this list, choose the cost report that contains the information to be copied, then choose the **< Ok >** push-button. If you choose to copy information from a cost report template, the program will display a list of existing cost report templates. From this list, choose the cost report that contains the information to be copied, then choose the **< Ok >** push-button.

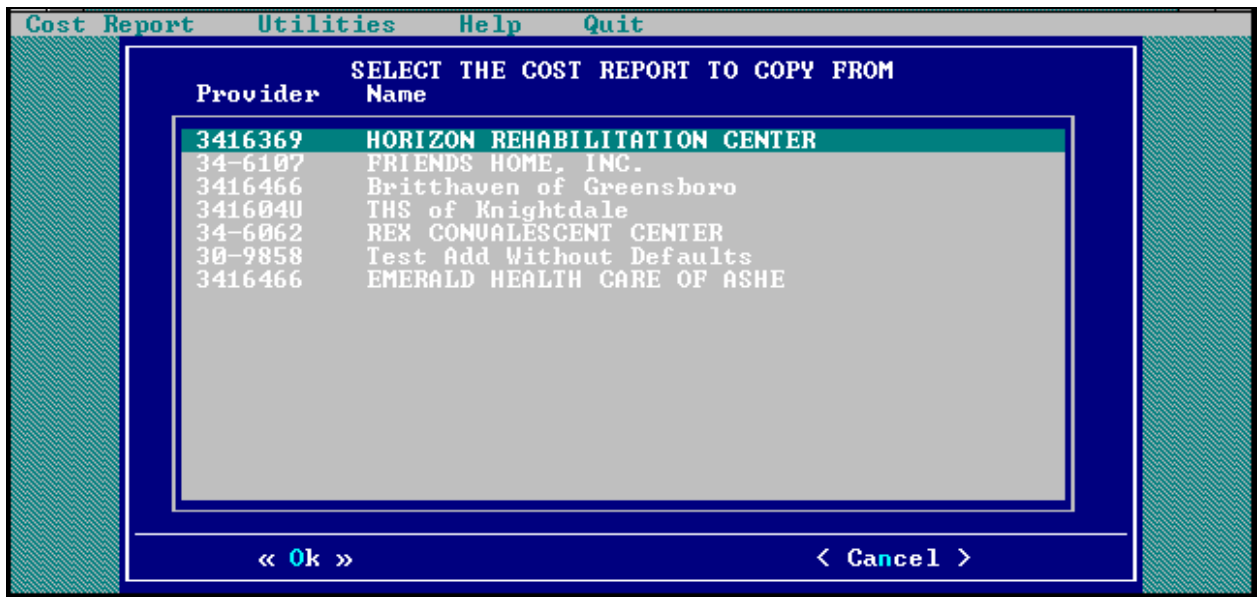


Figure 9. Select Cost Report to be Copied

The program will then determine the information contained in the selected cost report and display a list of forms/schedules, (Figure 10), allowing you to choose the specific cost report information to be copied. After making your selections, choose the < Ok > push-button to begin the copy process.

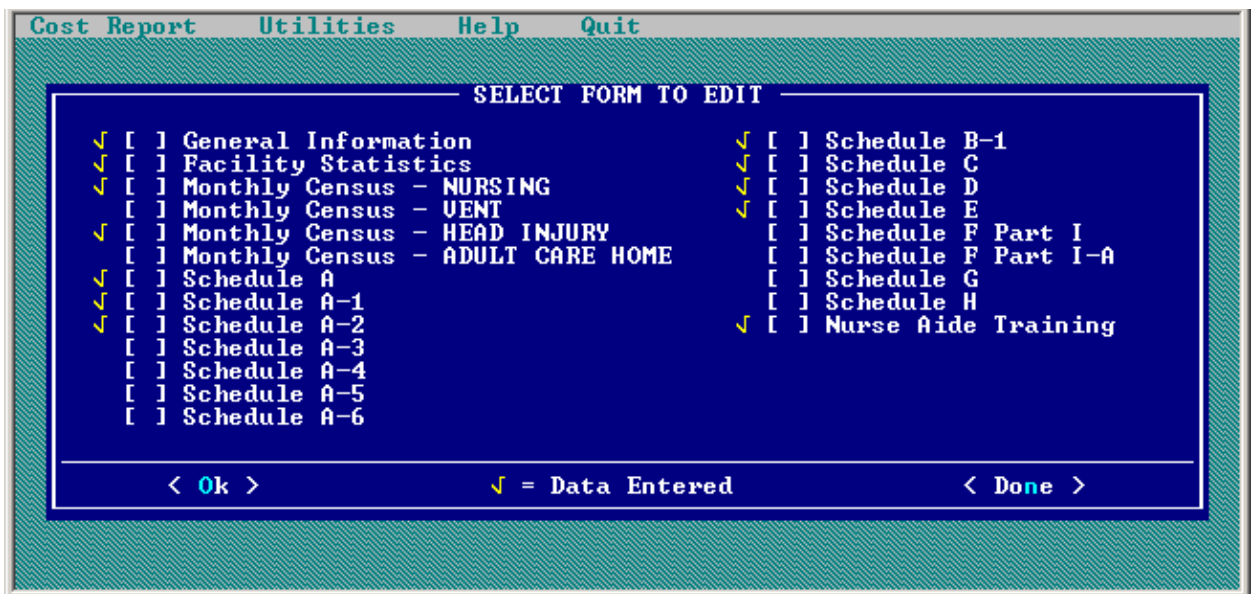


Figure 10. Select Forms to Copy

## Change Cost Report

To change or review an existing cost report, choose the **Change Cost Report** option from the **Cost Report** menu. The program will display a list of cost reports previously created, (Figure 11).

Provider	Name	Type	Date
34-5268	Autumn Care Of Marshville	AF	10/12/2007
3425345	Brian Center Health & Rehab/ Monroe	AF	12/12/2007
34-5099	Copied From Autumn Care Of Marshville	AF	03/12/2008
34-5210	Elizabethtown Nursing Center, Inc.	AF	12/20/2007
34-5000	Emerald Health Care of Ashe	AF	04/08/2008
34-5502	Lake Park Nursing & Rehab	AF	12/04/2007
34-5358	Louisburg Nursing Center, Inc.	AF	12/21/2007
34-5288	Magnolia Estates Skilled Care Facility	AF	12/19/2007
34-5373	Ocean Trail Convalescent Center, Inc.	AF	12/20/2007
34-5370	Pinehurst Nursing Center, Inc.	AF	12/20/2007
3425254	Rehabilitation & Nursing Ctr. Of Monroe	AF	11/29/2007
34-5311	Roxboro Nursing Center, Inc.	AF	12/21/2007
34-5240	Warren Hills Nursing Center	AF	11/14/2007
34-5167	Yadkin Nursing Care Center, Inc.	AF	12/18/2007

T = Terminated

< Edit >   < Remove >   < Calculate >   < Print >   < Done >

Figure 11. Cost Report Selection Screen

## Cost Report Selection Screen

This screen displays the name of those cost reports currently available. To select a cost report, press the **Up** or **Down** arrow keys to highlight the desired provider's name. Choose the appropriate push-button located at the bottom of the screen for the action desired:

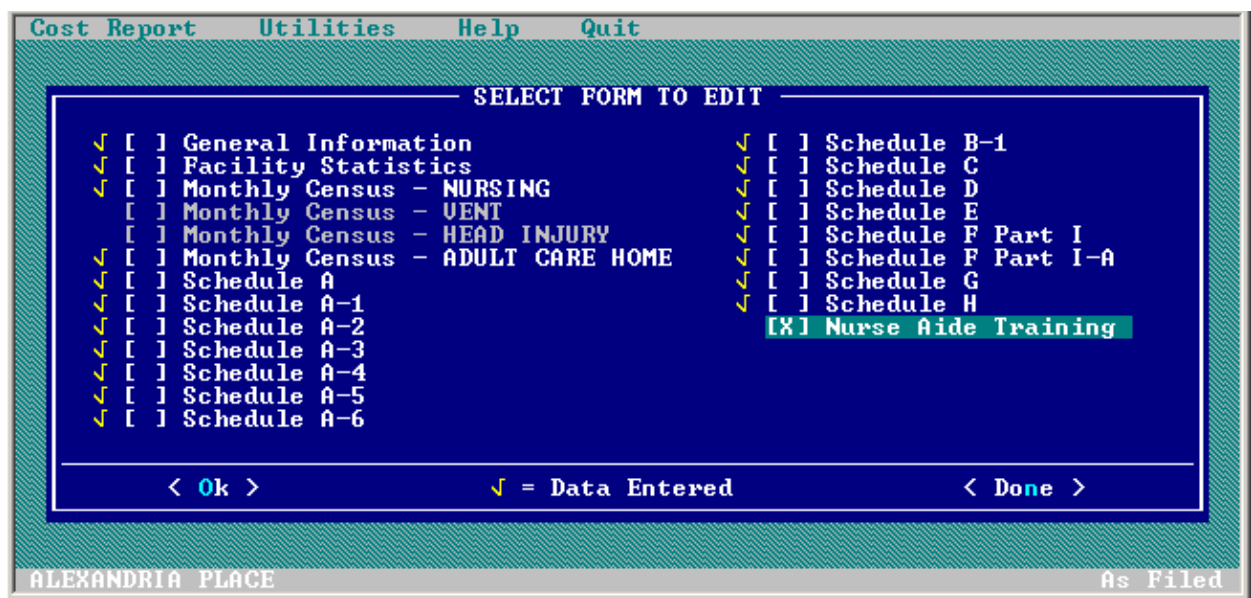
- < **Edit** >                    to review or change entries for the highlighted cost report
- < **Remove** >                to remove / delete the highlighted cost report
- < **Calculate** >              to force the recalculation of the highlighted cost report (see Note below)
- < **Print** >                    to display or print the highlighted cost report

Choose the < **Done** > push-button to return to the **Cost Reporting System** Menu.

If you choose the < **Edit** > push-button, the program will display a list of the forms available for entry on the **Form Selection** screen, (Figure 12).

**NOTE:** Normally, the cost report you are entering data for is recalculated when you return to the Cost Report Selection screen from the Form Selection screen. However, if you make changes it is advisable to always force a recalculation by choosing the < **Calculate** > push-button. In this way, you can be sure the new data changes flow across all schedules.

## Form Selection Screen



The screenshot shows a terminal window titled "Form Selection Screen". At the top, there are menu options: "Cost Report", "Utilities", "Help", and "Quit". The main area is titled "SELECT FORM TO EDIT" and contains a list of forms. Each form is preceded by a checkmark in a box, indicating whether data has been entered. The forms are:

- ✓ [ ] General Information
- ✓ [ ] Facility Statistics
- ✓ [ ] Monthly Census - NURSING
- [ ] Monthly Census - UENT
- [ ] Monthly Census - HEAD INJURY
- ✓ [ ] Monthly Census - ADULT CARE HOME
- ✓ [ ] Schedule A
- ✓ [ ] Schedule A-1
- ✓ [ ] Schedule A-2
- ✓ [ ] Schedule A-3
- ✓ [ ] Schedule A-4
- ✓ [ ] Schedule A-5
- ✓ [ ] Schedule A-6
- ✓ [ ] Schedule B-1
- ✓ [ ] Schedule C
- ✓ [ ] Schedule D
- ✓ [ ] Schedule E
- ✓ [ ] Schedule F Part I
- ✓ [ ] Schedule F Part I-A
- ✓ [ ] Schedule G
- ✓ [ ] Schedule H
- [X] Nurse Aide Training

At the bottom of the screen, there are navigation options: "< Ok >", "✓ = Data Entered", and "< Done >". The status bar at the very bottom shows "ALEXANDRIA PLACE" on the left and "As Filed" on the right.

Figure 12. Form Selection Screen

All forms required for the cost report are listed on this screen. If entries have already been made for a form, or data was transferred from another form on the cost report, a check mark will appear to the left of the form's name. Forms that are not available for the current cost report based on entries made in the **General Information** section will appear dim on this screen, (i.e. Monthly Census for Ventilator Services is not available because there was no entry in the Provider Number for Ventilator Services).

To select a form for review or entry, move the highlight bar to the desired form by pressing the **Up** or **Down** arrow key. Press the **Space Bar** to place an **X** between the brackets to mark the form as selected. If using a mouse, move the mouse cursor over the desired form and press the **Left Mouse Button**.

After marking the form selection, choose the < **Ok** > push-button to display the entry screen.

Once the entries are made for a form, and you choose to save the entries, the program will re-display this screen for you to select the next form for entry. When you choose to exit from this screen, (choose the < **Done** > push-button), the program will check to determine if any entries have been made that require the recalculation of the cost report. If there were, the cost report will be re-calculated. If not, the program will return you to the **Cost Report Selection** screen.

## **Data Entry Screens**

There are numerous screens for data entry in the **Cost Reporting System**. Depending on the number of entry fields required to complete a form, there can be from 1 to 25 entry screens.

When there are 2 or more screens required for a form, the bottom of the screen will show the number of the current screen and the total number of screens in the set, (**1 of 3**, **2 of 3**, **3 of 3**, etc.). Press the **Page Down** and **Page Up** keys to display the other screens in the set. For forms that require 5 or more entry screens, you can access specific screens in the set quickly by choosing the < **Go To** > push-button. When chosen, the system will display a list of the entry screens in the current set. Move the highlight to the screen desired by pressing the **Up** and **Down** arrow keys and press the **Enter** key to display it for review or entry.

When all entries have been made for a form, choose the < **Save** > push-button at the bottom of the screen to save the entries. To exit the screen at any time without saving entries made, choose the < **Cancel** > push-button.

## **Columnar Entry Screens**

Some of the forms/schedules in the **Cost Reporting System** are columnar in appearance. When these forms/schedules are selected for data entry, the program will have a screen option (F9:) on various input screens to allow you to select data entry “By Column” or “By Line”. Simply depress the “F9” key and choose the entry layout that best suits the format of your source

information. Fig. 13 shows the input selection screen “By Line” for Sch B-1. Fig. 14 shows the input selection screen “By Column” for Sch B-1. The user can change by pressing the “F9” button.

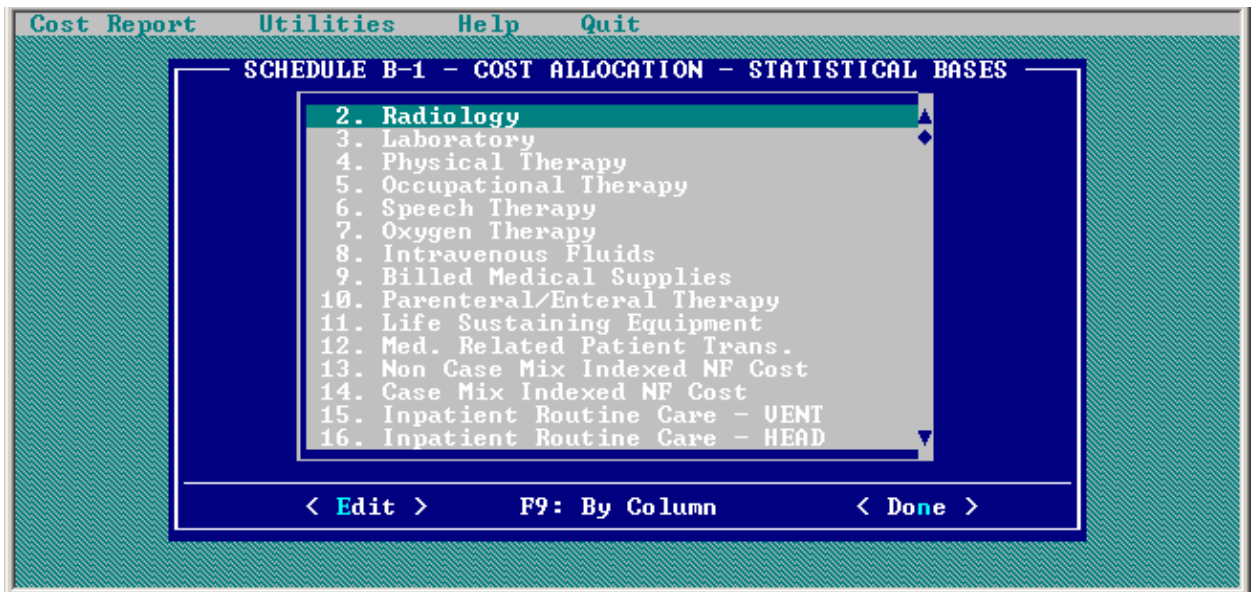


Figure 13. Input Entry “By Line” Shown for Sch B-1

The result of your choice will cause the program to react differently depending on the form being entered. If all entry fields for the form will fit on one screen, (as is the case with the Monthly Census entry screen), the sequence of the entry fields on the screen will be changed as follows:

- By Column      From the first entry in the first column, to the last entry in the column before moving to the next column
- By Line        From the first entry in the first line to the last entry on the line before moving to the next line

If the entry fields for the form will not all fit on the same screen, the program will display a list of column or line descriptions for you to select for entry, (Figure 14), then display the corresponding entries for that column or line, (Figure 15).

**NOTE:** The screens are not locked and you can make a change from column to line format any time on any of the affected screens regardless of your prior choice for a former screen.

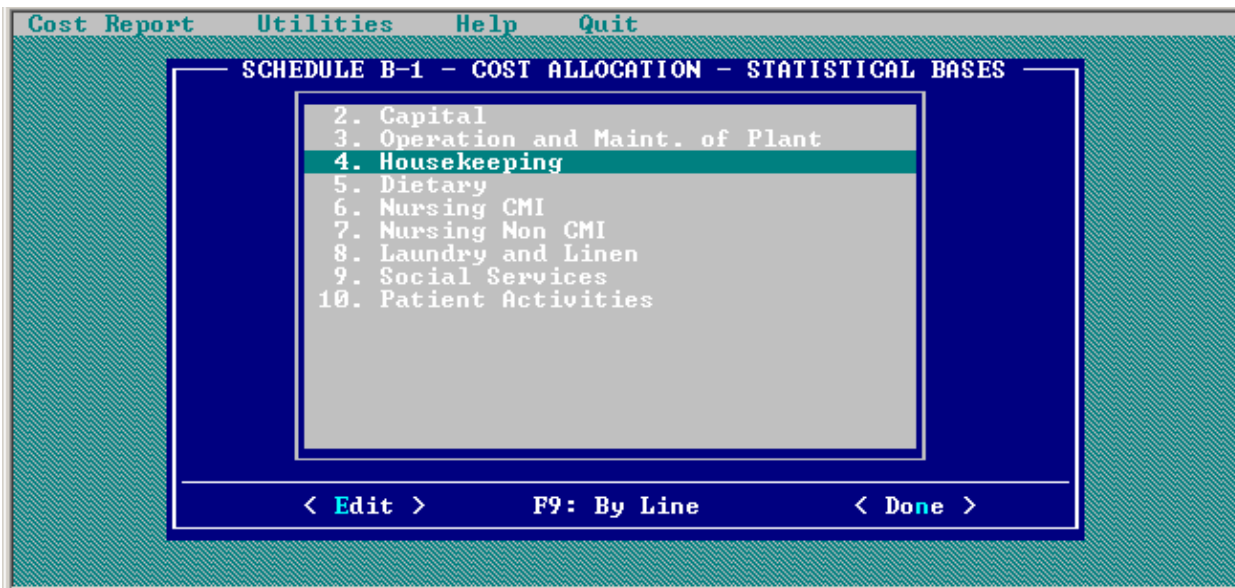


Figure 14. Input Entry "By Column" Shown for Sch B-1

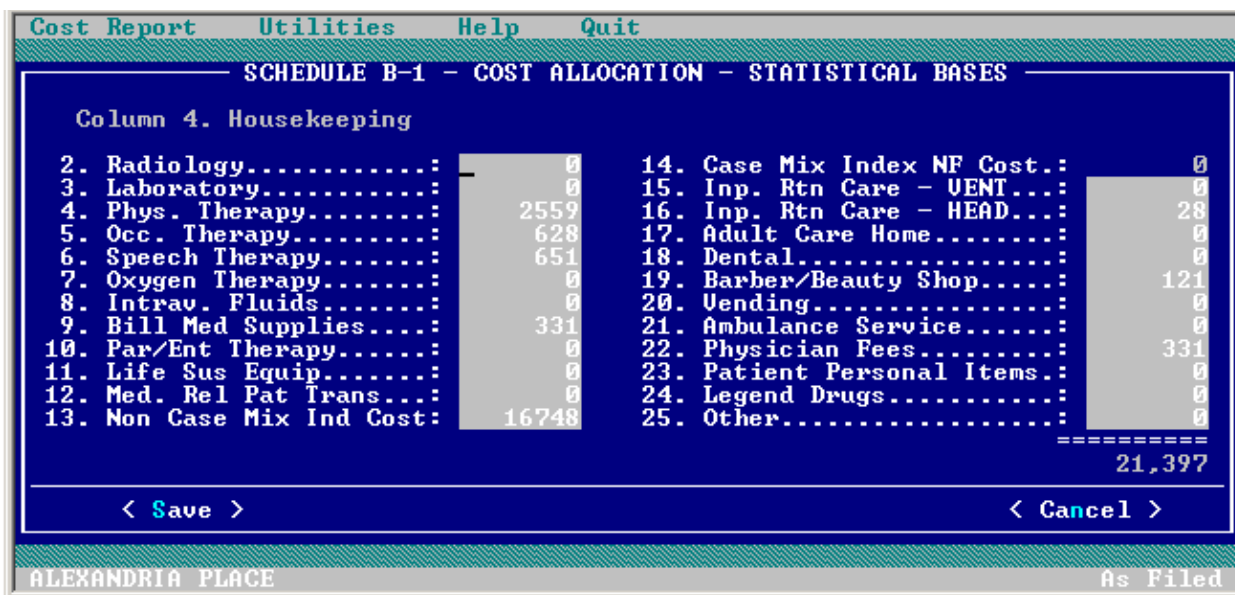


Figure 15. Columnar Entry for the Line Selected

## Push-buttons

At the bottom of all screens are push-buttons that allow you to control the action to be taken by the program. These include the < **Ok** > and < **Cancel** > push-buttons mentioned previously. You choose them by either of the following methods:

- Move the mouse cursor over the push-button and press the **Left Mouse Button**

- Press the **Tab** key until the push-button is highlighted, then press the **Enter** key
- Press and hold the **Alt** key down and press the push-button's highlighted character

**NOTE:** When a form's entry requires multiple screens, pressing the **< Save >** push-button does **not** cause the next screen to be displayed. It will simply save the information entered so far for the form. To display other screens in the set of screens for the form, press the **Page Down** or **Page Up** keys.

## Data Entry Fields

There are five types of entry fields in the **Cost Reporting System**; Character, Numeric, Date, Check Boxes, and Selectable. Each of these field types accept input in different ways.

To avoid difficulties during data entry, you should press the **Tab** key to move from one entry field to the next, rather than using the **Enter** key for this purpose. You will see the problem clearly when you are choosing from the Check Boxes described below.

### Character Fields

Character fields are typically used to input data consisting of letters or a combination of letters, special characters, and numbers. In these fields, key whatever is necessary to describe the entry properly.

### Numeric Fields

Numeric fields allow only numbers to be keyed into them. These entry fields are usually Zip Code and dollar amounts.

The Zip Code entry fields allow for the entry of 5-digit or 9-digit zip codes. When keying 9-digit zip codes, you do not have to key the dash separating the first 5 digits from the last 4; the program will insert the dash for you.

The money amount entry fields contain only whole numbers; no commas or decimal points are allowed. To ensure proper data entry, all money amount fields require you to confirm the entry by pressing the **Tab** or **Back Tab** key.

To clear a numeric entry field, press the **Ctrl+Y** key combination. (As you hold the **Ctrl** key down press the **Y** key.)

## **On-Screen Calculator**

When the current entry field is a money amount, you have access to a built-in calculator. It is accessed by pressing the **ALT+C** key combination, or by pressing the **Right Mouse Button**. To store the calculated amount in the current entry field, press the **Alt+C** key combination or the **Right Mouse Button** a second time. To ignore the calculated amount and return to the data entry field, press the **Esc** key.

## **Date Fields**

Date fields are keyed in the **MMDDYYYY** format. The system will insert the necessary slashes.

## **Check Boxes and Radio Buttons**

Check Boxes and Radio Buttons allow you to make choices from multiple responses possible. In most cases, you can select only one of the choices available, and when you do, any previous selection is removed. You will recognize Check Boxes by brackets [ ], and Radio Buttons by parentheses ( ) to the left of their description. To select a response from Check Boxes and Radio Buttons do either of the following:

- Press the **Tab**, **Down**, or **Up** Arrow key to highlight the desired response, then press the **Space Bar**.
- Move the mouse cursor over the proper response and press the **Left Mouse Button**.

This will place an **X** between the brackets, or a **•** between the parentheses signifying that response is the selected one. If you need to change your selection, select the new response. The previous response will be cleared automatically.

**NOTE:** When selecting the cost report forms to be printed, the system displays the list of forms with Check Boxes, and you are allowed to select as many as you desire to be printed.

## Selectable Fields

In the **Cost Reporting System** the **Cost Centers** and **Line Numbers** from Schedule A are entries on other forms. When they are, the system allows you to key the Line Number or to select the Cost Center from a list of all Cost Centers on Schedule A. One example of this is Schedule A-1, (Figure 16).

Cost Report Utilities Help Quit  
SCHEDULE A-1 - RECLASSIFICATIONS

Explanation: Benefits Code: 0

INCREASE			DECREASE		
Cost Center	Line No	Amount	Cost Center	Line No	Amount
Non-Cap POU/OMP	025	1164	Admin & General	229	126470
Housekeeping	057	7939			
Dietary	077	10502			
Nursing Srv - C	101	39387			
Nrsng Srv - Non-	117	67478			

< Save > < Page Up > 1 of 4 < Page Dn > < Cancel >

ALEXANDRIA PLACE As Filed

Figure 16. Schedule A-1 - Reclassifications - Other

When an entry is keyed in the **Line No** column, the system looks for that line number on Schedule A. If it finds it, the corresponding Cost Center is displayed to its left. If it is not found, you must press the **Alt+L** key combination to select the appropriate Cost Center from those available, (Figure 17).

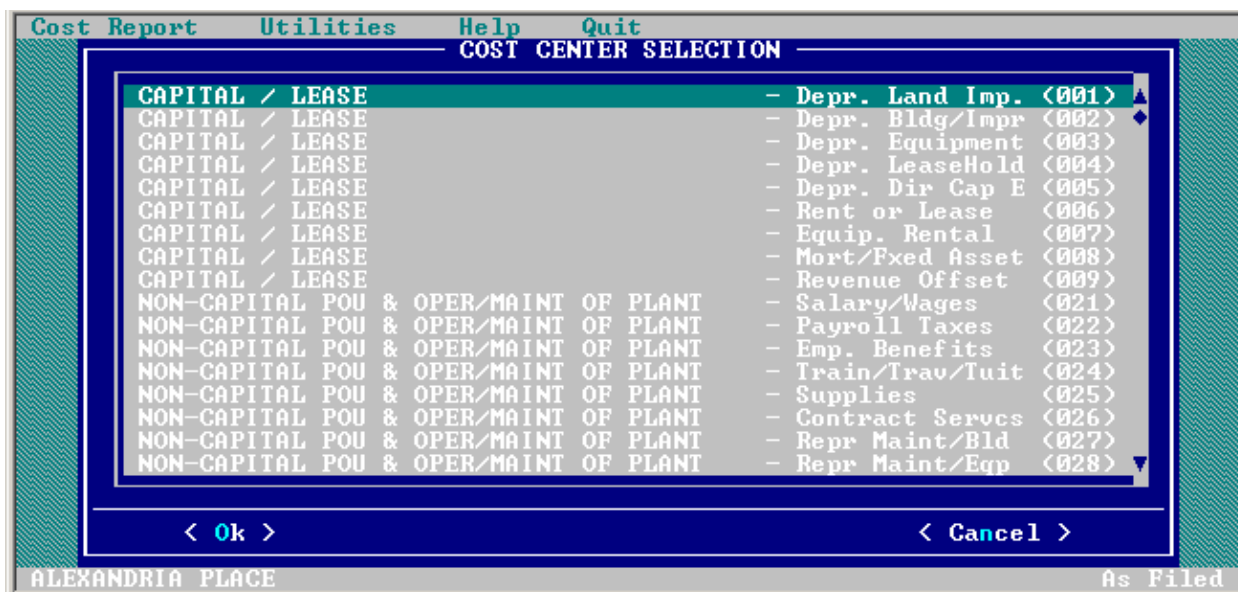


Figure 17. Cost Center Selection

Make your selection by pressing the **Up** or **Down Arrow** key until the appropriate choice is highlighted. Then press the **Enter** key, or choose the **< Ok >** push-button.. The Cost Center will be displayed to the left of the Line Number on the Schedule A-1 data entry screen.

## Multiple-Selection Lists

Normally, selection lists allow you to choose one entry from those listed. For example, if you want to make additional entries for an existing cost report, you choose that one cost report from a selection list.

However, for some options, (choosing cost reports to be printed for example), the system displays a multiple-selection list, (Figure 18), allowing you to select more than one cost report. The multiple-selection list can be identified by the  $\surd$  above the left-most column in the list.

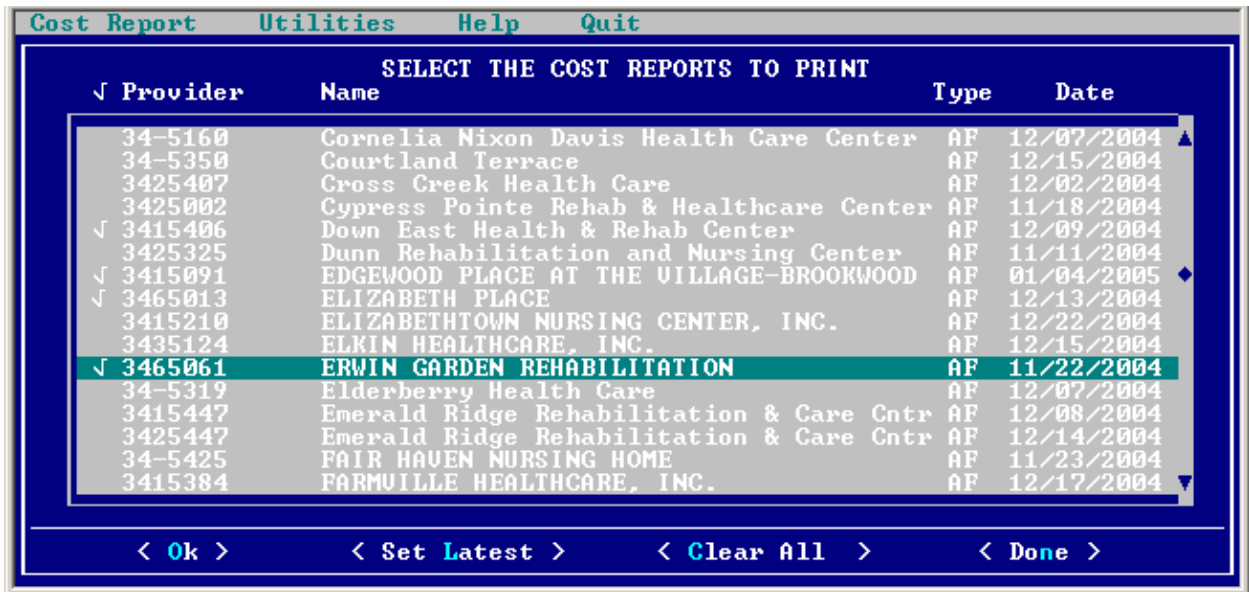


Figure 18. Multiple-Selection List

To make choices from this list, press the **Up** or **Down** arrow key to move the highlight bar to the first cost report to be selected and press the **Space Bar** to mark it for selection. When you do, a check mark, (√) will appear to the left of the Provider Number. (Pressing the **Space Bar** after a cost report has been selected will make that cost report *not* selected, and remove the check mark.) Then, move the highlight to the next cost report you wish to select and press the **Space Bar** again. Continue this process until all desired cost reports have been selected. When desired cost reports have been marked for selection, choose the < **Ok** > push-button to continue.

If using a mouse, position the mouse cursor over the cost report to be selected and press the **Left Mouse Button** to highlight the cost center. Then, press the **Right Mouse Button** to mark it for selection or to remove the check mark for one previously selected.



## Section 6: Automated Checklist

After entering the information necessary for the completion of the cost report, specific line items need to be checked for accuracy by comparing them to other line items in the cost report, (refer to the **Cost Report Checklist** in **Appendix A** on page 63).

Some of the items listed are calculated or transferred from the required form automatically for you, others are not. For items that are not, the **Cost Reporting System** will check them for you.

**NOTE:** Items listed on the checklist do not restrict the submission of the cost report to the Division of Medical Assistance. This checklist is provided only to assist you in the accuracy of the information entered.

To have the system check these line items, choose the **Automated Checklist** option from the **Cost Report** menu. The system will respond by asking you to highlight the cost report to be checked from a list of those currently on file, (Figure 19). Press the **Up** or **Down** arrow key to move the highlight to the desired cost report, then choose the **< Ok >** push-button to begin.

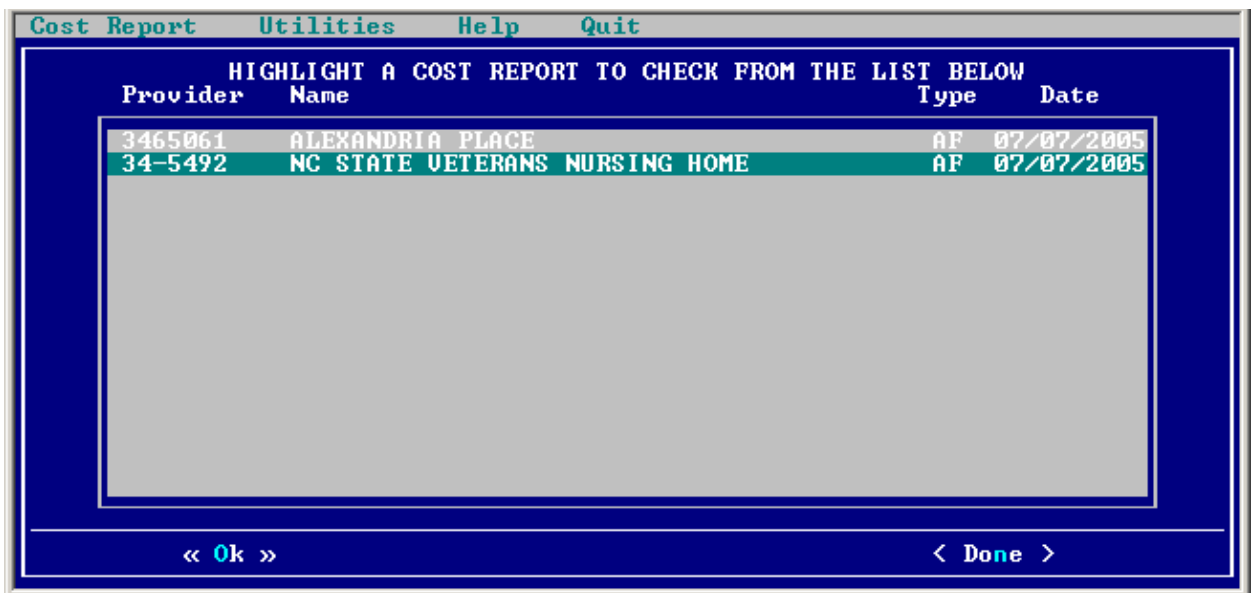


Figure 19. Cost Report Selection for Automated Checklist

If any of the comparisons are found to be out of compliance with the requirements, you will be given the choice of displaying the results on the screen or printing the results to your printer, (Figure 20).

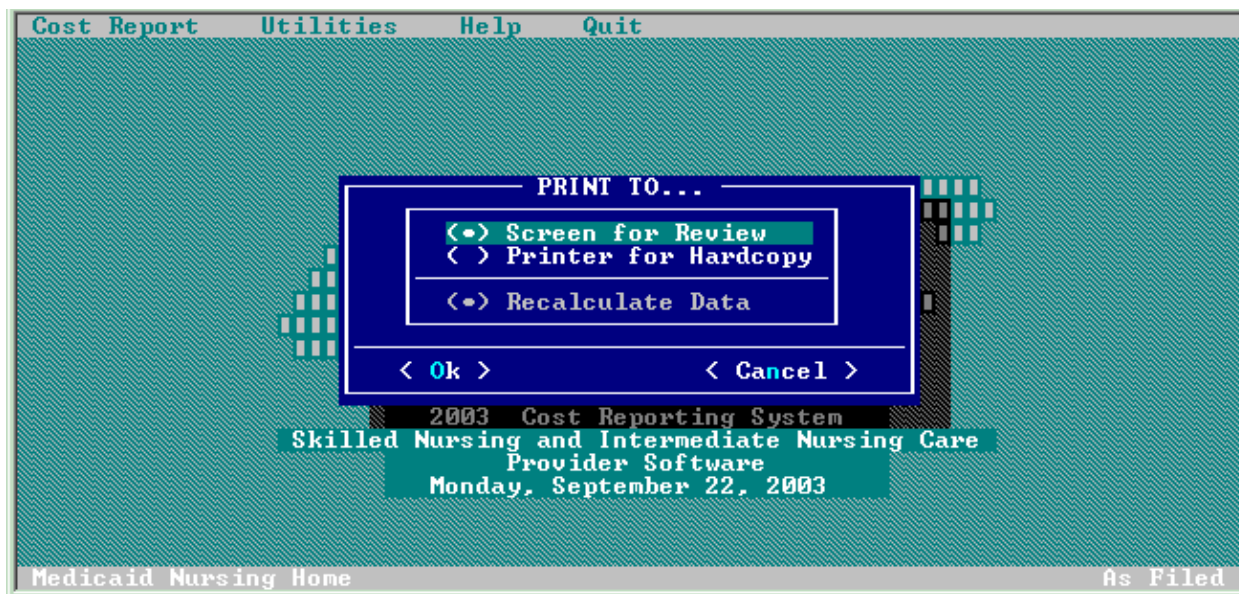


Figure 20. Display or Print Report Choice Screen

To display the results, highlight the Screen for Review option and press the **Space Bar**. To print the results, highlight the **Printer for Hardcopy** option and press the **Space Bar**. Choose the **< Ok >** push-button to continue.

## Section 7: Printing the Cost Report

Once the financial data has been entered, you can print a completed cost report for your review. There are two ways to print a cost report, depending on the following criteria.

If You Want To...	Do This...
Print Cost Reports for Multiple Providers - All Forms or Specific Forms	Choose the <b>Print Cost Report(s)</b> option from the Menu and select the providers
Print All Forms for a Cost Report Whether Data Exists for a Form or Not	Choose the <b>Print Cost Report(s)</b> option from the Menu, select the provider, then select all forms
Print the Cost Report for an Individual Provider	<ul style="list-style-type: none"> <li>• Choose the <b>Print Cost Report(s)</b> option from the Menu and select 1 provider</li> <li>• Choose the &lt; <b>Print</b> &gt; push-button from the <b>Cost Report Selection</b> screen. Then choose &lt; <b>Print Hard-Copy</b>&gt; from the <b>Print To...</b> screen.</li> </ul>
Display The Cost Report Forms for Review	Choose the < <b>Print</b> > push-button from the <b>Cost Report Selection</b> screen. Then choose < <b>View On-Screen</b> > from the <b>Print To...</b> screen.

### Print Cost Reports for Multiple Providers

If you complete cost reports for multiple providers, you can print all or some of the cost reports at the same time. To do so, choose the **Print Cost Report(s)** option from the **System Menu**. The system will display a list of cost reports currently on file, (Figure 21).

Cost Report Utilities Help Quit			
SELECT THE COST REPORTS TO PRINT			
√ Provider	Name	Type	Date
√ 3465061	ALEXANDRIA PLACE	AF	07/07/2005
√ 34-5492	S NC STATE VETERANS NURSING HOME	AF	07/07/2005

< Ok >      < Set Latest >      < Clear All >      < Done >

Figure 21. Cost Report Selection for Printing

From this list, you can choose one or more cost reports to be printed. Simply move the highlight bar to the provider whose cost report is to be printed and press the **Space Bar** to mark it for printing. A check mark will appear to the left of the Provider Number. Repeat this process until all cost reports you wish to print have been checked, then choose the < **Ok** > push-button. The system will then ask you to select the forms to be printed for each of the cost reports, (Figure 22).

Cost Report Utilities Help Quit	
SELECT FORM(S) TO PRINT	
<input type="checkbox"/> General Information	<input type="checkbox"/> Schedule D-1
<input checked="" type="checkbox"/> Facility Statistics	<input checked="" type="checkbox"/> Schedule E - NURSING
<input type="checkbox"/> Monthly Census - NURSING	<input type="checkbox"/> Schedule E - QIRLY COMPARISON
<input type="checkbox"/> Monthly Census - VENT	<input type="checkbox"/> Schedule E - VENT
<input type="checkbox"/> Monthly Census - HEAD INJURY	<input type="checkbox"/> Schedule E - HEAD INJURY
<input type="checkbox"/> Monthly Census - ADULT CARE HOME	<input checked="" type="checkbox"/> Schedule E - SETTLEMENT
<input checked="" type="checkbox"/> Schedule A	<input type="checkbox"/> Schedule F Part I
<input type="checkbox"/> Schedule A-1	<input type="checkbox"/> Schedule F Part I-A
<input type="checkbox"/> Schedule A-2	<input checked="" type="checkbox"/> Schedule G
<input type="checkbox"/> Schedule A-3	<input type="checkbox"/> Schedule H
<input type="checkbox"/> Schedule A-4	
<input type="checkbox"/> Schedule A-5	<input type="checkbox"/> Nurse Aide Training Expenses
<input type="checkbox"/> Schedule A-6	<input type="checkbox"/> Automated Check List
<input type="checkbox"/> Schedule B	<input type="checkbox"/> Internal Control Questionnaire
<input type="checkbox"/> Schedule B-1	<input type="checkbox"/> Audit Adjustments Report
<input checked="" type="checkbox"/> Schedule C	
<input checked="" type="checkbox"/> Schedule D	

< Ok >      < Set All >      < Clear All >      < Cancel >

Figure 22. Form Selection for Printing

## Selecting Forms to Print

To select the forms to print, move the highlight bar to the form you want to print and press the **Space Bar**. This will place an **X** inside the brackets to the left of the selected form.

If you want to print all forms for the cost reports selected, choose the **< Set All >** push-button. This will place an **X** to the left of all of the forms on the screen.

To clear all selected forms, choose the **< Clear All >** push-button. This will remove the **X** to the left of all of the forms on the screen. To clear a single selected form, move the highlight bar to the form you want to clear and press the **Space Bar**. This will remove the **X** to the left of the selected form.

**NOTE:** Schedules F-1B, F-2, and F-3 are no longer applicable and have been removed from the program.

Once you have identified the forms to print, choose the **< Ok >** push-button.

The program will then ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, and whether to include page numbers on each printed page, (Figure 23). When printing on 8½ X 14 size paper, the program will begin printing each form 3 inches from the top of the page, leaving room for binding.

**NOTE:** If you answered NO to the question, “Ask before printing?” on the Printing Options screen, (Figure 51), you will not be asked to choose the paper size or whether to print page numbers.

**NOTE:** If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.

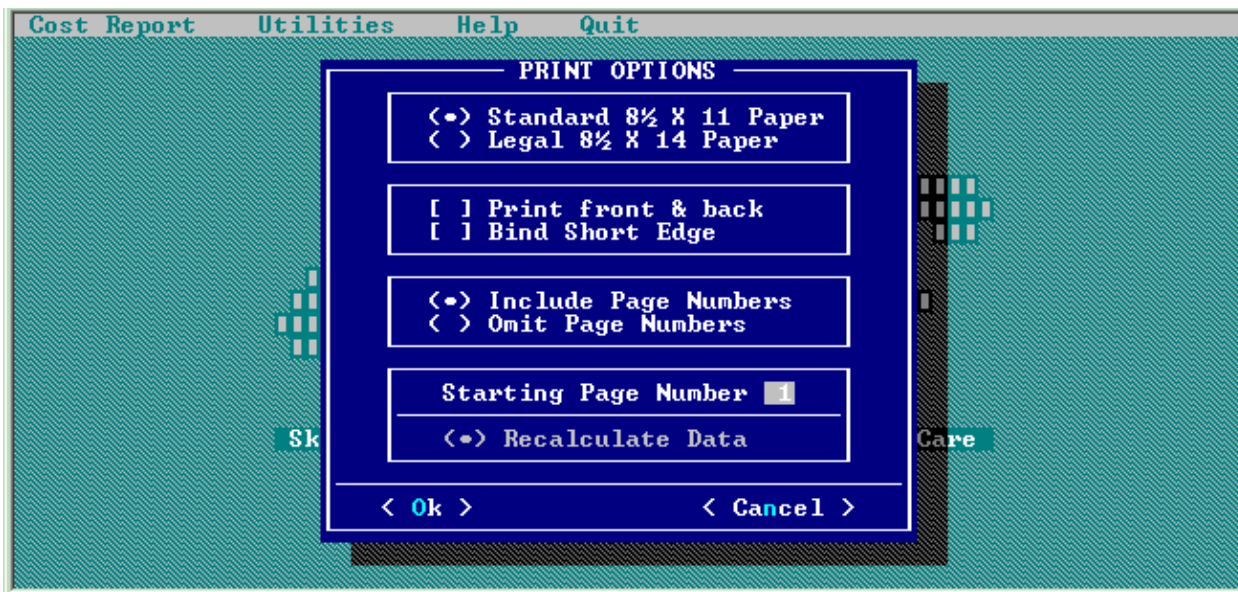


Figure 23. Select Paper Size and Page Numbering

## Printing a Single Cost Report

To print a single cost report you can follow the procedures described above and select just the specific cost report to print from the providers listed. Or you can choose the **< Print >** push-button from the **Cost Report Selection** screen, (Figure 11).

The advantage of printing from the **Cost Report Selection** screen is that you can display a facsimile of the printed cost report forms individually on the screen and review them prior to printing the cost report on paper. The system will ask if you wish to view the forms on-screen or print them, (Figure 24).

Choose how you would like the report presented to you by pressing the **Tab**, **Up** or **Down Arrow** key until the desired option is highlighted. Then, press the **Space Bar**. After selecting, choose the **< Ok >** push-button.



Figure 24. Display or Print Report Choice Screen

## View On-Screen

You can display each form of the cost report by choosing the **Screen for Review** option. The program will display a list of forms available, (Figure 25). Select the individual form to view by pressing the **Up** or **Down Arrow** key until the desired form is highlighted, press the **Space Bar** to mark it, then press the **Enter** key to view it.

When viewing the form, press the **Up**, **Down**, **Left**, or **Right Arrow** key to see other sections of the report. When finished reviewing the form, press the **Esc** key. Refer to Figure 26 for additional key commands that may be used.

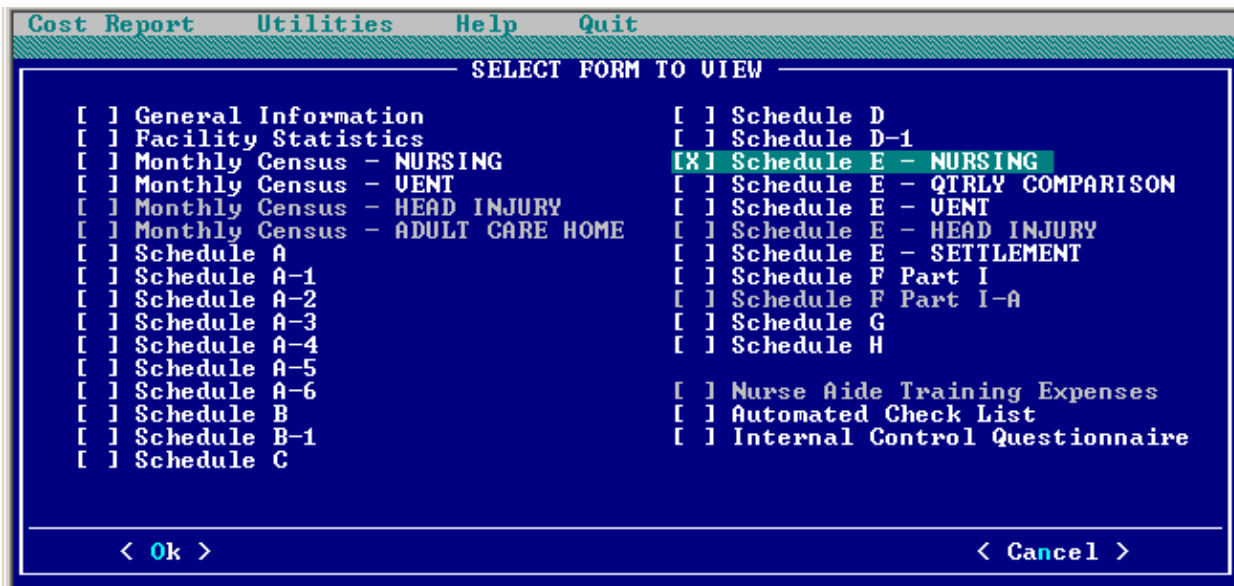


Figure 25. Select Form to View

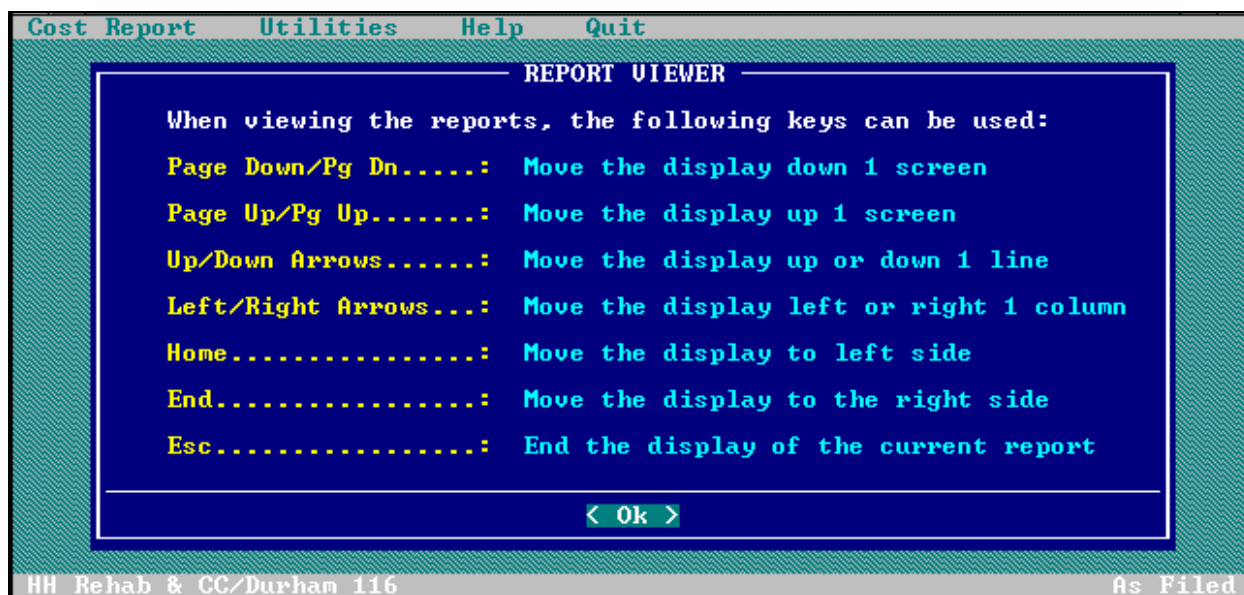


Figure 26. Report Viewer Help

Cost Report		Utilities		Help		Quit	
As Filed				2005 NURSING CARE FACILIT			
07/12/2005				FACILITY STATISTICS			
Provider Name: ALEXANDRIA PLACE		NRS: 3465061		VENT: _____		HEAD	
Provider Numbers: INC: 3436369							
INPATIENT - ALL PATIENTS						NURSING SERVICES	
-----						1	
1. Beds Available at Beginning of Period.....:						125	
2. Beds Available at End of Period (Note 1).....:						125	
3. Bed Days Available.....:						45,750	
Press ESC to Exit Viewer							

Figure 27. Viewed Report

## Print Hardcopy

If you choose this option, the system will display a list of forms available and ask you to select the forms to print, (Figure 22). Once you have identified the forms to be printed, choose the < **Ok** > push-button.

The program will then ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, and whether to include page numbers on each printed page, (Figure 23). When printing on 8½ X 14 size paper, the program will begin printing each form 3 inches from the top of the page, leaving room for binding.

**NOTE:** If you answered NO to the question, “Ask before printing?” on the Printing Options screen, (Figure 30), you will not be asked to choose the paper size or whether to print page numbers.

**NOTE:** If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.



## Section 8: Create / Print Certification Form

When submitting a cost report to the Division of Medical Assistance, a **Certification Form** must be included. This option can be used to enter the information for the **Certification Form** and print it.

When you choose this option, the program will display a list of all cost reports found, (Figure 28). From this list, highlight the provider desired. Then, choose the < **Edit** > push-button to enter the information, or choose the < **Print** > push-button to print the form.

**NOTE:** If no Certification Form information has been entered for the provider selected, the < **Print** > push-button may not be available.

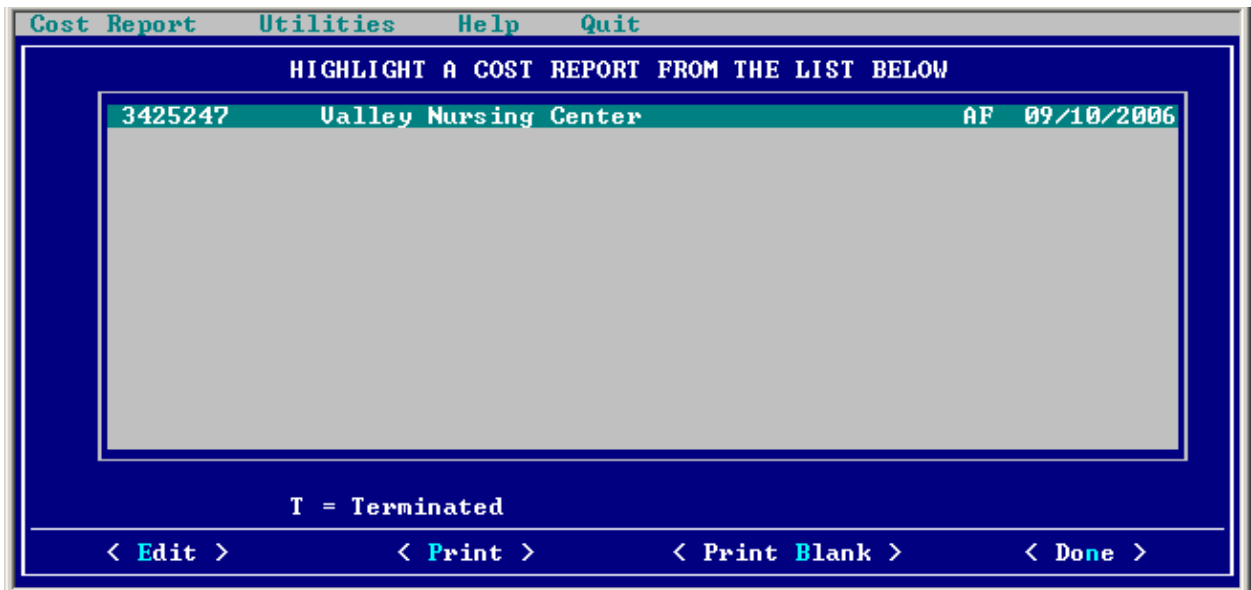


Figure 28. Provider Selection for Certification Form

### Create the Certification Form

When you choose to edit the **Certification Form**, the program will display the first of 4 entry screens, (Figure 29). If information had been previously entered for the selected provider, that information will be displayed.

On each of these screens, enter or change the information. When entry is complete, choose the < **Save** > push-button to save your changes for printing on the **Certification Form**.

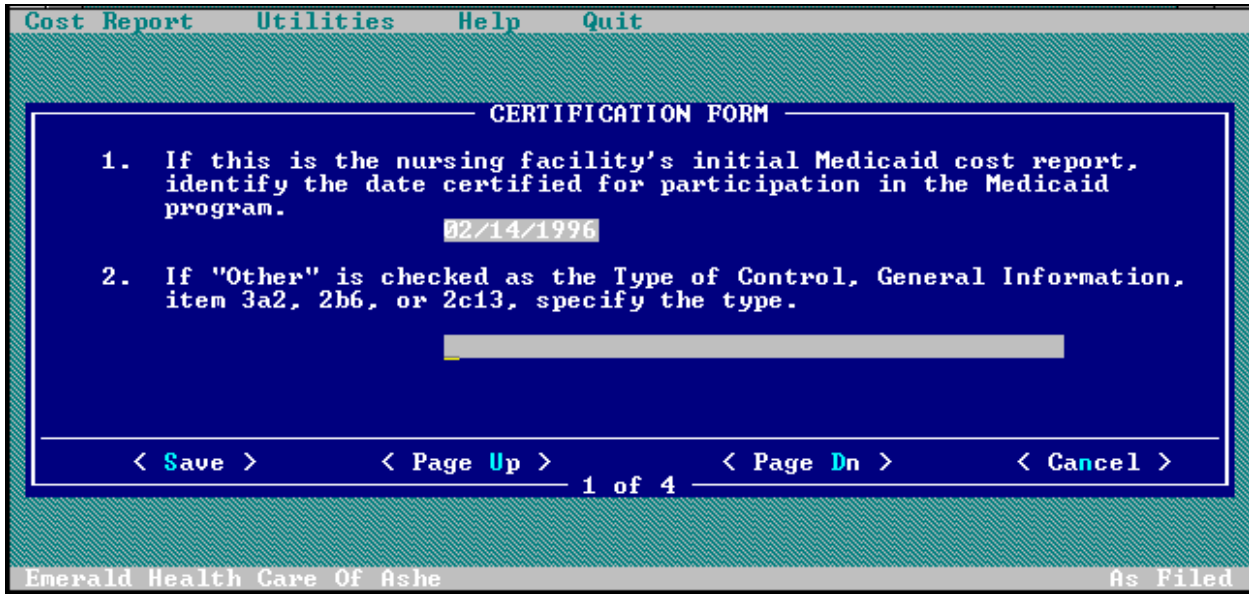


Figure 29. First Screen of Certification Form Entry

## Print the Certification Form

When you choose to print the **Certification Form** for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 30).



Figure 30. Display or Print the Certification Form

If you choose to review the form, the program will display it on the screen.

When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 31). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

**NOTE:** If you answered NO to the question, “Ask before printing?” on the Printing Options screen, (Figure 51), you will not be asked to choose the paper size.

**NOTE:** If you have purchased a new local side-by printer that uses a USB cable connection from the printer to your PC, the software now has provisions for this method of printing. Refer to Section 12 for the **Printer Setup** instructions on how to enable the USB printing option.

## Print Blank Certification Form

To print a blank **Certification Form**, choose the < Print **B**lank > push-button. The program will print a **Certification Form** for you to complete manually.

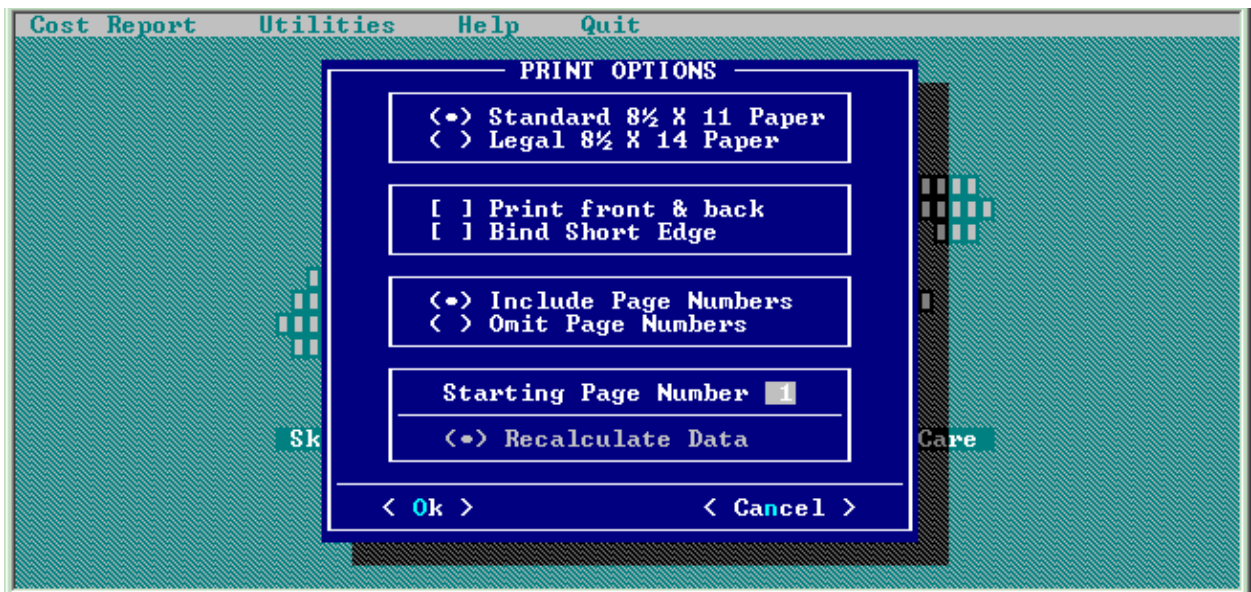


Figure 31. Select Paper Size and Page Numbering



## Section 9: Create/Print Internal Control Questionnaire

When submitting a cost report to the Division of Medical Assistance, an Internal Control Questionnaire must be included. Complete this form after you have finished your cost report but before creating the mail-in diskette for the Audit Section. This option permits you to enter the information for the Internal Control Questionnaire and print it for your records if desired.

When you choose this option, the program will display a list of all cost reports found, (Figure 32). From this list, highlight the provider desired. Then, choose the < **Edit** > push-button to enter the information, or choose the < **Print** > push-button to print the form.

**NOTE:** If the certification statement on the Internal Control Questionnaire has not been checked (✓), the program will **not** let you create the mail-in diskette!

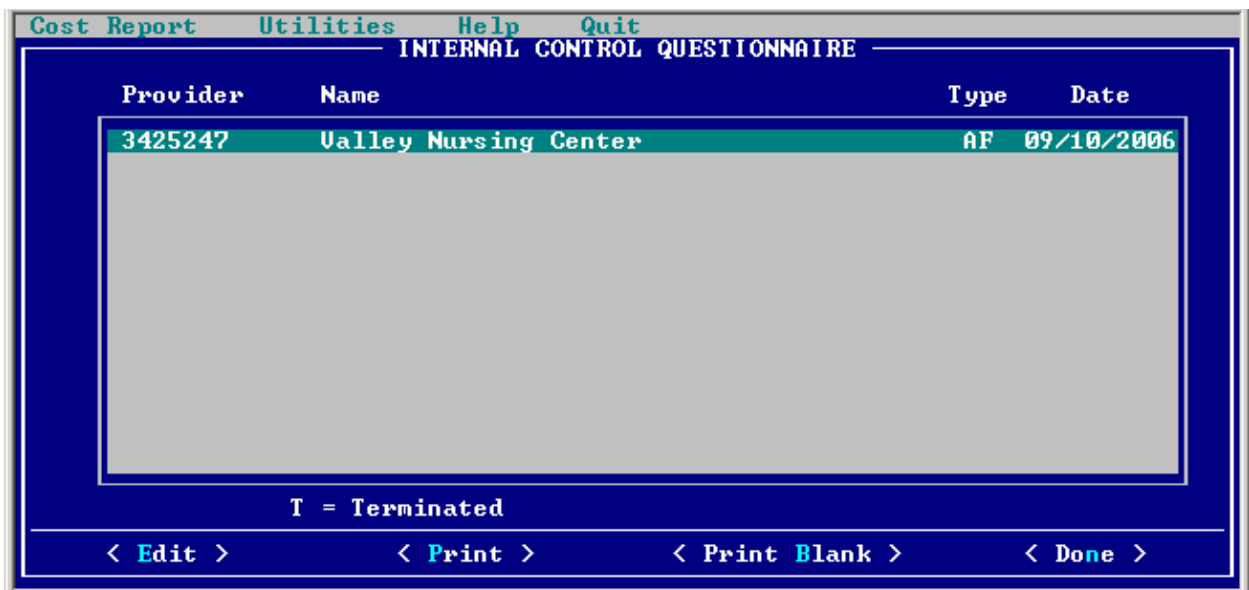


Figure 32. Provider Selection for Internal Control Questionnaire

### Create the Internal Control Questionnaire

If you choose to edit the Internal Control Questionnaire, the program will display the first of 26 entry screens, (Figures 33 & 34). Information previously entered for the selected provider will be displayed.

On each of these screens, enter or change the information. When finished, choose the < **Save** > push-button to save your changes for printing on the Internal Control Questionnaire.

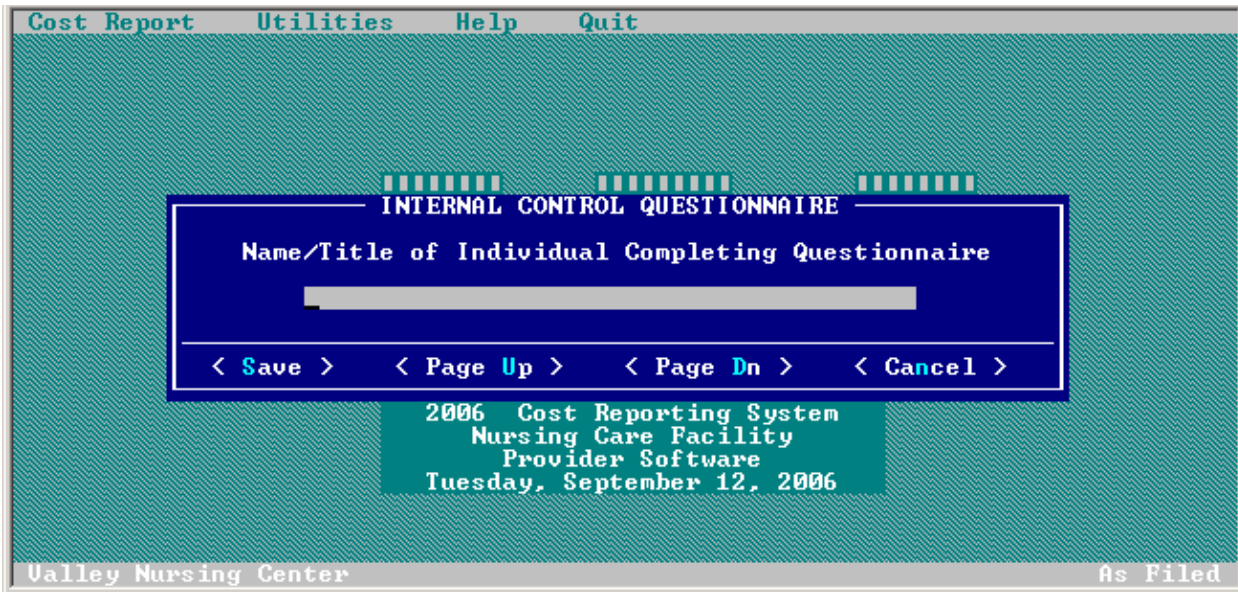


Figure 33. First Screen of Internal Control Questionnaire

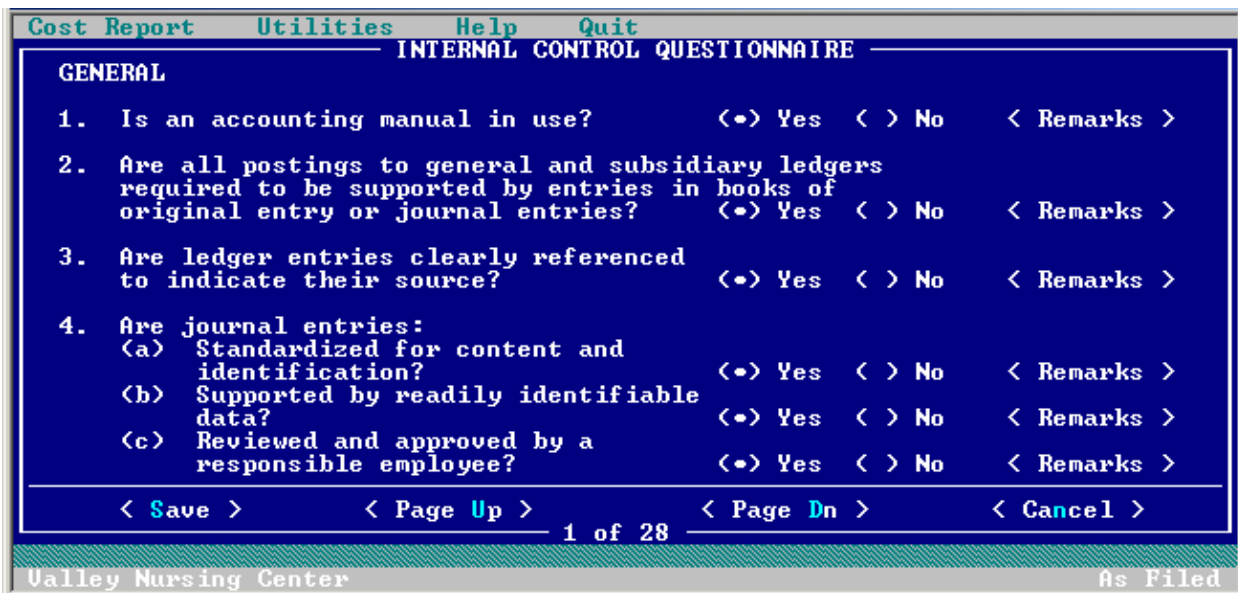


Figure 34. Typical Screen of Internal Control Questionnaire

All questions should be completed by checking either **Yes** or **No** on the form or entering an explanation in the **Remarks** column. After all questions have been answered, the user must certify to the accuracy of the form by completing the statement on the last screen. The form will not be considered complete unless this has been done, (Figure 35).

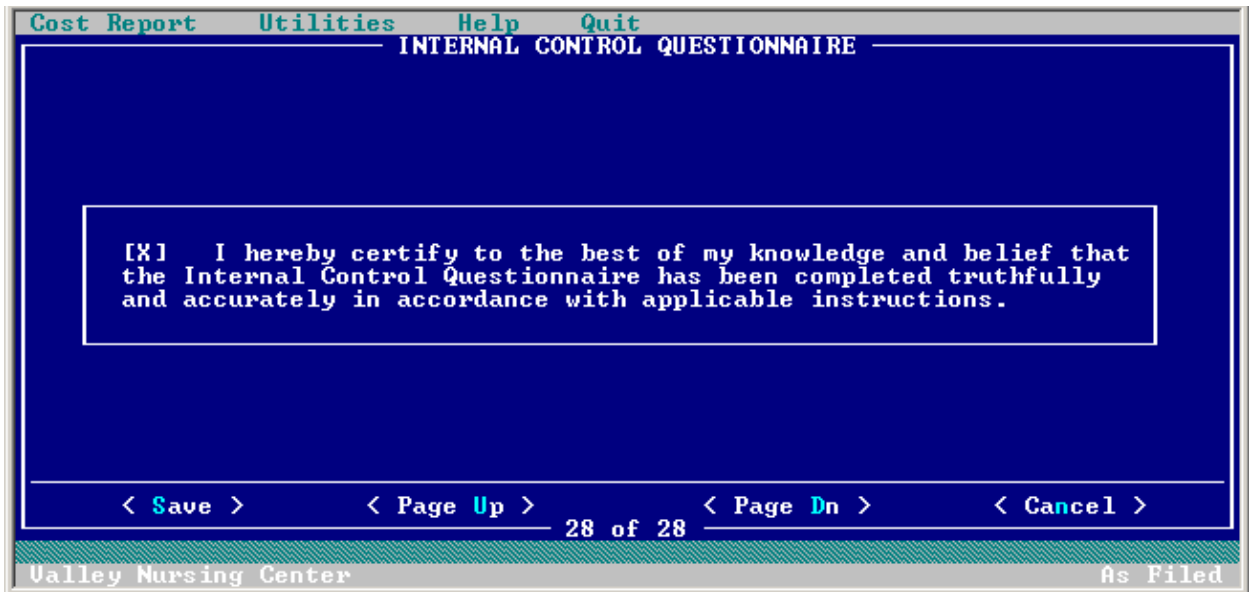


Figure 35. Certify Statement for Internal Control Questionnaire

## Print the Internal Control Questionnaire

When you choose to print the Internal Control Questionnaire for the highlighted cost report, the program will ask if you wish to review the form on the screen or print a hardcopy, (Figure 36).

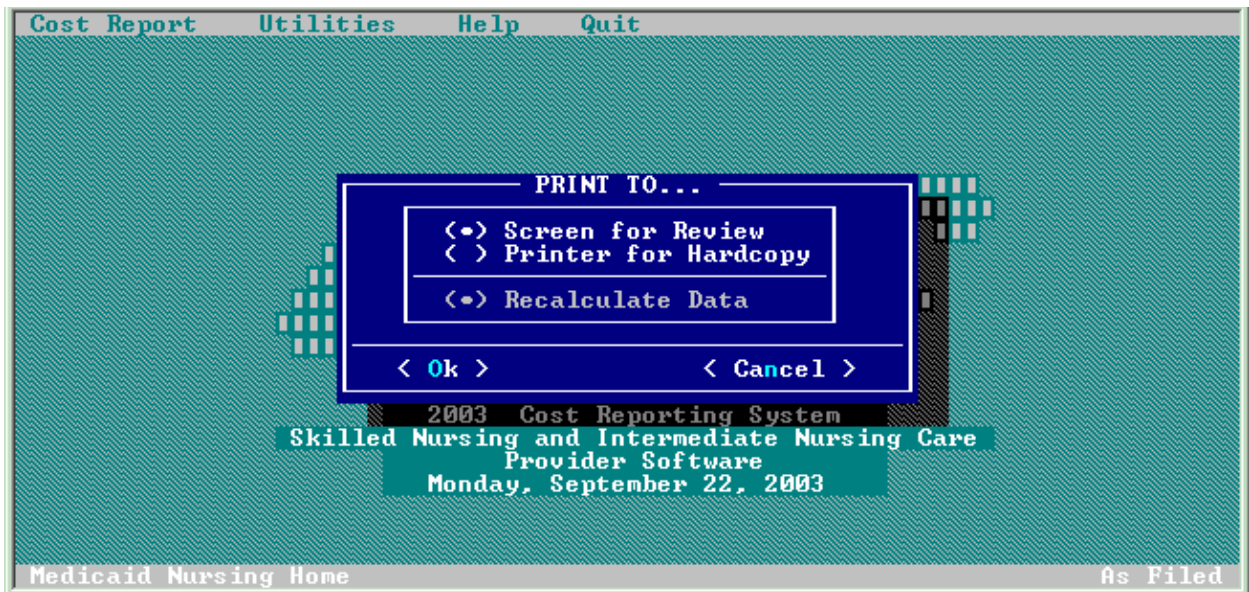


Figure 36. Display or Print the Internal Control Questionnaire

If you choose to review the Internal Control Questionnaire, the program will display it on the screen.

When printing a hardcopy of the form, the program will ask you to choose between printing on 8½ X 11 or 8½ X 14 size paper, (Figure 37). When printing on 8½ X 14 size paper, the program will begin printing the form 3 inches from the top of the page, leaving room for binding with your copy of the cost report.

## Print Blank Internal Control Questionnaire

To print a blank Internal Control Questionnaire, choose the < Print Blank > push-button. The program will print an Internal Control Questionnaire for your records. You need not send DMA a paper copy of this form if the questionnaire has been completed using the software.

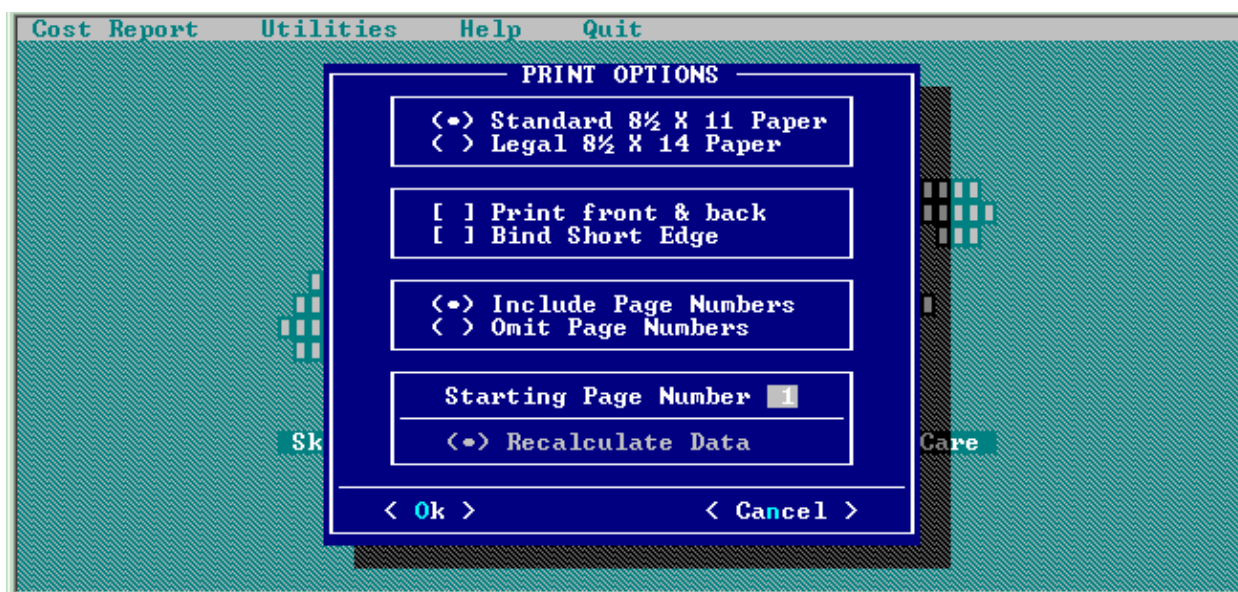


Figure 37. Print Options for Internal Control Questionnaire

## Section 10: Create the Mail-In Diskette

When the cost report is completed and verified, and you are ready to submit it to the Division of Medical Assistance, choose the **Create Mail-In Diskette** option from the **Cost Report** menu. The program will display a list of cost reports currently on file, (Figure 38), and let you select the cost report(s) to be copied to the diskette being submitted.

**WARNING:** If the certification statement on the Internal Control Questionnaire has not been checked (✓), the program will **NOT** let you create the mail-in diskette!

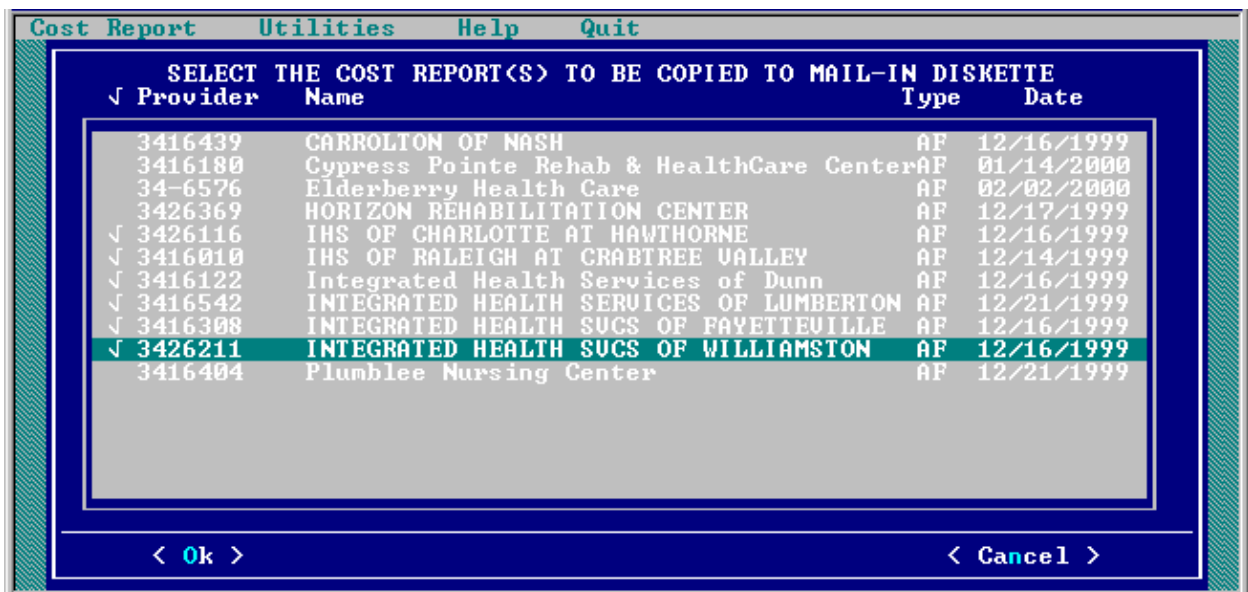


Figure 38. Cost Report Selection for Mail-In Diskette

### Selecting the Cost Reports

To make your selection(s), press the **Up** or **Down** arrow key to move the highlight to the desired cost report and press the **Space Bar**. This will place a check mark (✓) to the left of the provider number. Repeat this process to include more than one cost report on the diskette. When all cost reports to be included have been checked, choose the **< Ok >** push-button.

The program will then guide you through the steps required to copy the cost report information to the diskette. First, it will ask you to insert the diskette into your diskette drive, and specify which drive it is in, (Figure 39).

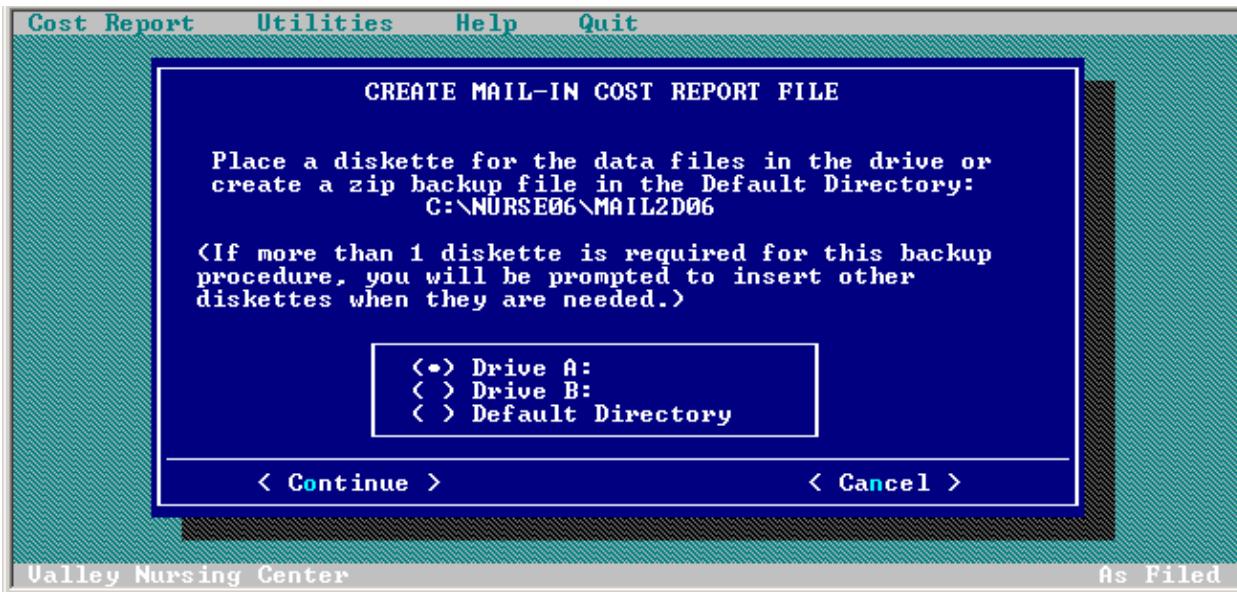


Figure 39. Insert Diskette and Select Drive

If the program detects that the **Certification Form** has not been completed or the **Internal Control Questionnaire** has not been completed and printed with the certification statement on the last page checked (√), it will present screen warnings of these requirements, see Figure 40 and Figure 41 below.

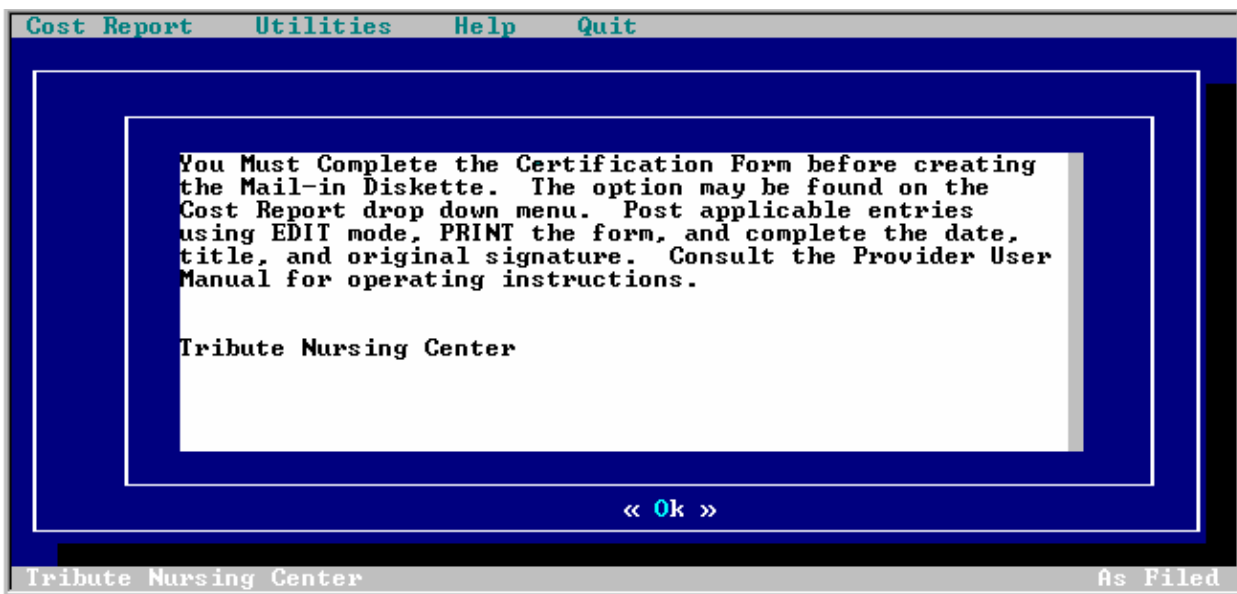


Figure 40. Certification Form Incomplete Error Message

You must complete both forms before the program will allow you to complete the Mail-In Diskette.

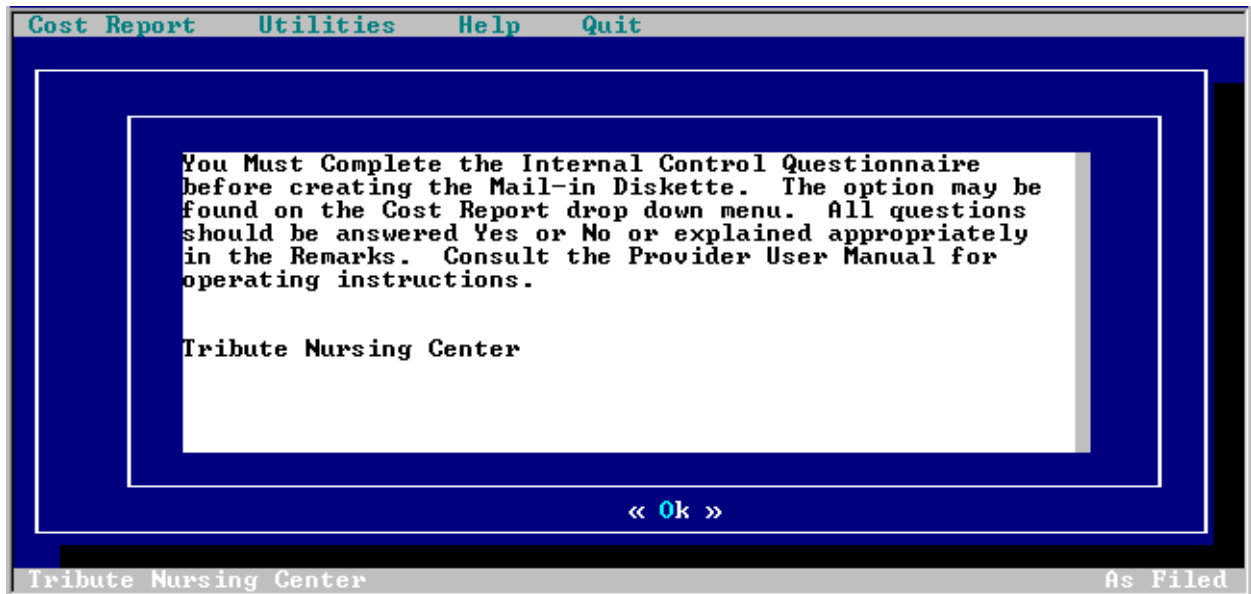


Figure 41. ICQ Incomplete Error Message

Next, insert a diskette into your floppy drive or choose the “Default Directory” folder as shown in (Figure 39). This gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location or e-mail it if necessary. When ready, choose the < Continue > push-button to start the copy process.

If no error is detected, the program will copy the cost report information to the diskette or sub-file location. When completed, the program will display a message requesting you remove the diskette and send it to the Division of Medical Assistance. After the copy procedure is complete, remove the diskette or copy/move the newly created file in the sub-folder to a CD or send as an e-mail attachment directly from the sub-folder. Remember, mail it according to the instructions given in the paragraph labeled **Filing the Cost Report** found on page 1 of this manual.



## Section 11: Upload Audited Cost Report

Should you receive a diskette containing the audited cost report(s) from the Division of Medical Assistance, choose this option from the **Cost Report** menu to copy them to your database files. When you do, the program will ask you to specify the drive where you have inserted the diskette or choose the “Default Directory” folder as shown in (Figure 42). This option gives the user the capability to upload a file on a computer with or without a floppy drive. Follow the instructions given on the screen and pay careful attention to the sub-folder name shown on the screen. Locate the file to be uploaded and copy or move it to the default sub-folder location or download from an e-mail if necessary to the sub-folder.

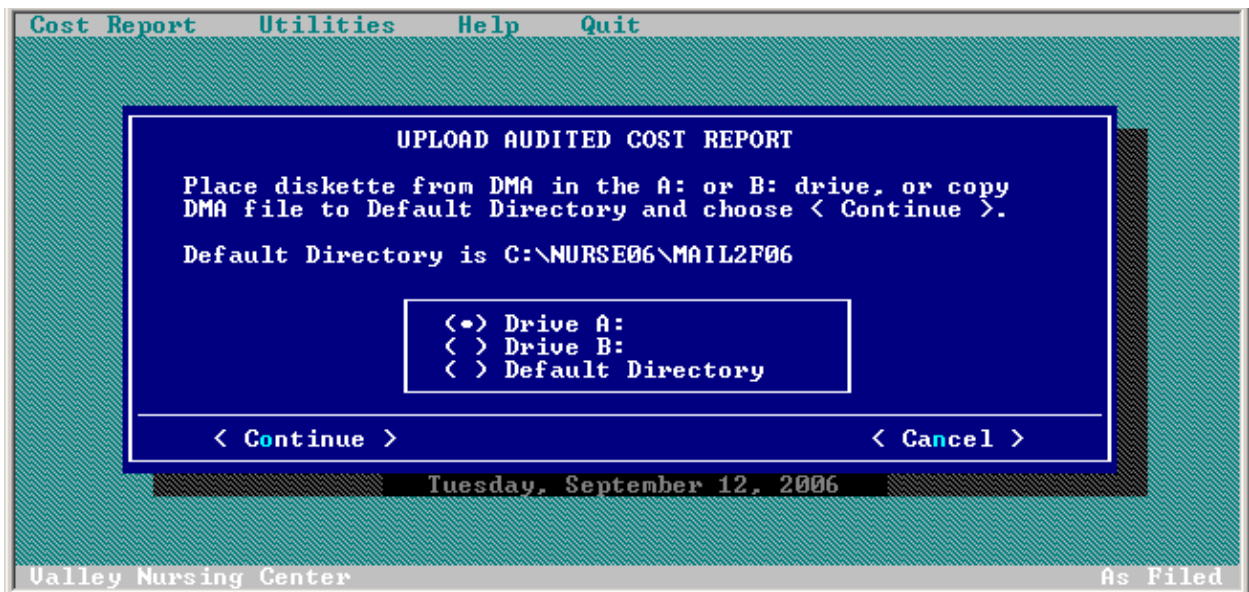


Figure 42. Choose Drive Containing Audited Cost Report

When ready, choose the **< Continue >** push-button to start the copy process.

The audited cost report(s) will display in the **Cost Report Selection** screen, (Figure 43), where they can be selected for viewing and printing. They will also be in the list of cost reports when you choose the **Copy Data To Diskette** option from the **Utilities** menu.

Cost Report Utilities Help Quit			
HIGHLIGHT A COST REPORT FROM THE LIST BELOW			
Provider	Name	Type	Date
3425247	Brookside Rehabilitation & Care	AF	07/24/2007
3415305	Brookside Rehabilitation & Care	DA	04/14/2008
3415303	The Laurels of Greentree Ridge	AF	12/07/2007
3415322	The Laurels of Hendersonville	AF	12/06/2007
3425438	The Laurels of Summit Ridge	AF	12/04/2007

T = Terminated

« View » < Remove > < Calculate > < Print > < Done >

Figure 43. Cost Report Selection Screen After Desk Audit Uploaded.

## Section 12: Utilities

The Utilities menu provides program functions that are used on an infrequent basis. These options are

- Cost Report Templates
- Copy Data To Diskette
- Copy Data From Diskette
- Print Blank Cost Report Forms
- Re-Index Data Files
- Printer Setup

### Cost Report Templates

If you are completing cost reports for more than one facility, this option allows you to create cost reports with information that is similar to all cost reports. Then, when adding a new cost report, information from these templates can be copied into the new cost report.

If no cost report templates have been entered when you choose this option, the program will respond by displaying the first of three **General Information** screens, (Figure 44). If templates do exist, the program will display them in a list, (Figure 45), and allow you to edit, remove, add, or print them.

Data entry for cost report templates is identical to the data entry of facility cost reports. If you are using multiple templates, we suggest you identify the type of information in the template by the entry in the Facility Name.

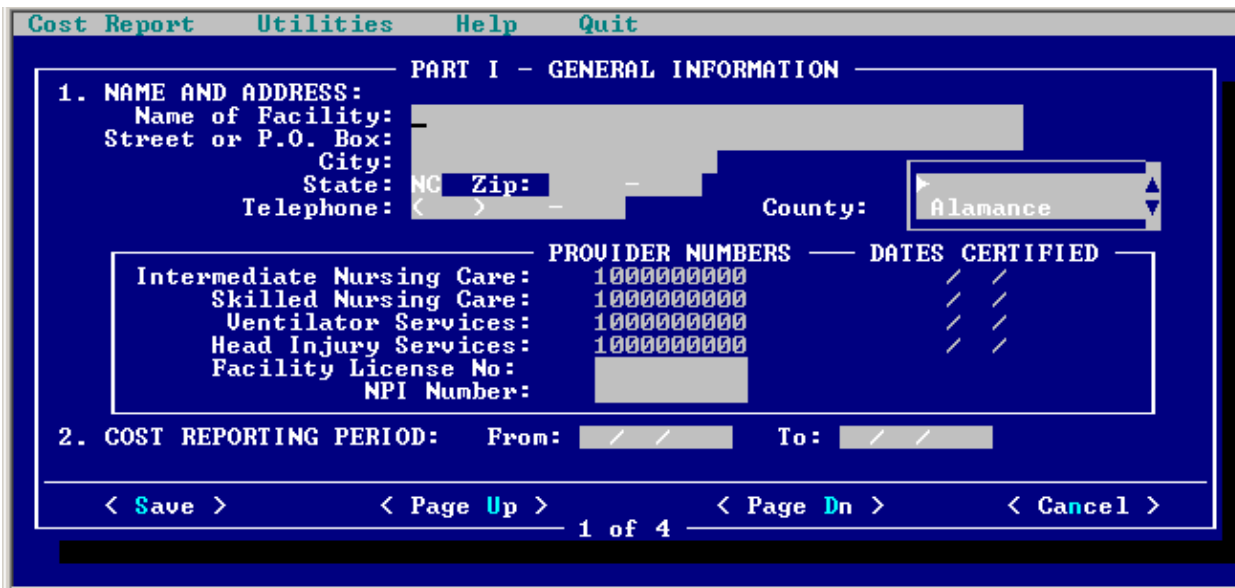


Figure 44. Template General Information Screen

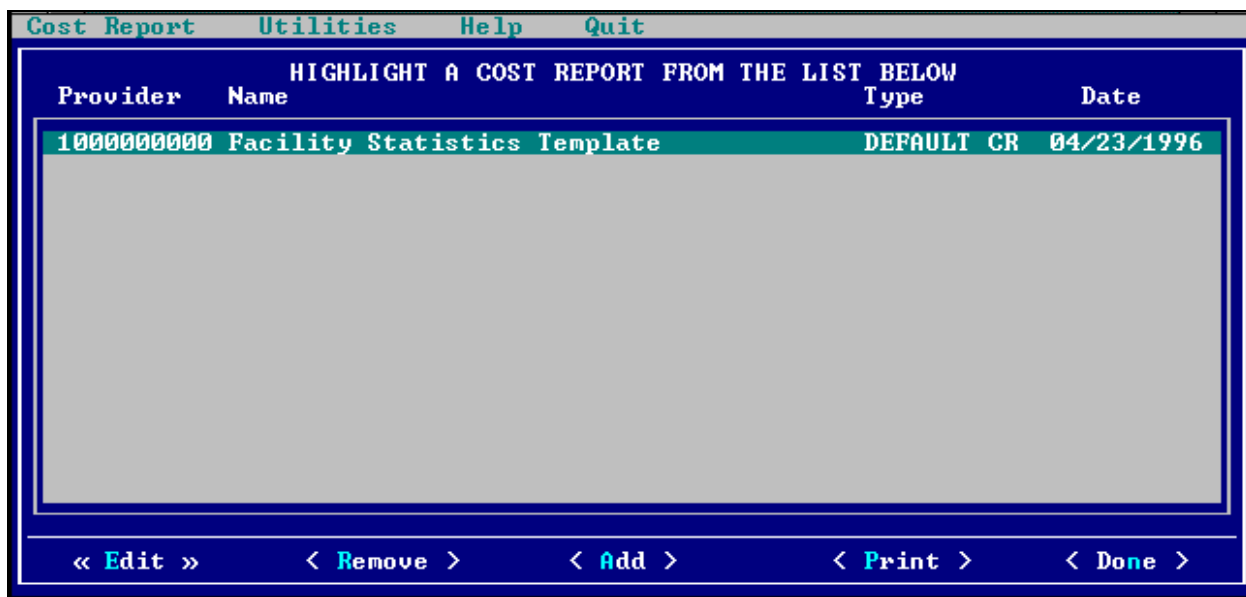


Figure 45. Template Selection List

## Copy Data To Diskette / Copy Data From Diskette

The **Copy Data To Diskette** and **Copy Data From Diskette** options on the **Utilities Menu** provide the necessary procedures for archiving cost report data, transferring cost report information from one computer to another, and entering the information for different schedules of the same cost report on different computers.

**NOTE:** Access to the data files for cost reports requires the installation of the **Cost Reporting System** on all computers. Refer to the installation instructions in **Section 3**.

**WARNING**  
THE INFORMATION ON THE  
DISKETTE USED IN THESE  
PROCEDURES IS NOT IN THE  
PROPER FORMAT FOR  
SUBMITTING COST REPORTS TO  
DMA

## Archiving Cost Reports

When a cost report has been completed, you may wish to copy it to diskette for safekeeping. To do so, choose the **Copy Data To Diskette** option from the Utilities Menu. The program will ask you to select the cost report(s) to be copied from the list of available cost reports, (Figure 46). Make your selection by moving the highlight bar to the desired cost report and press the **Space Bar** (or right click using your mouse) to place a check mark (√) to the left of the Provider Number. After all cost reports to copy have been checked, choose the **< Ok >** push-button.

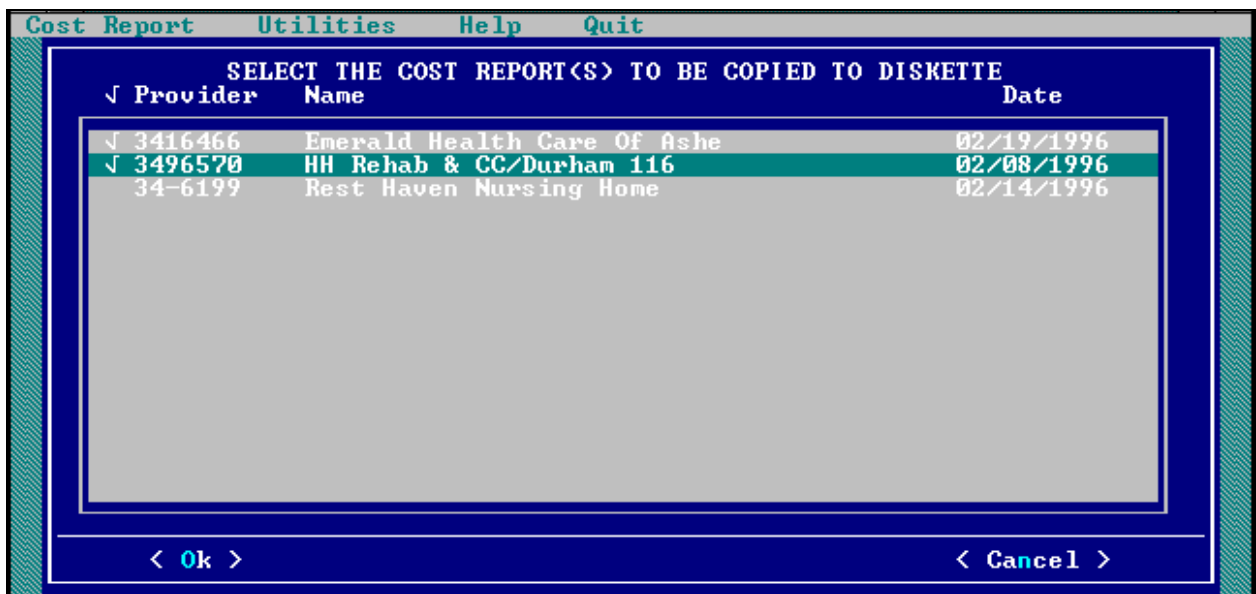


Figure 46. Cost Report Selection for Copying to Diskette

Next, insert a diskette into your floppy drive or choose the “Default Directory” folder as shown in (Figure 47) below. This gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location or e-mail it if necessary. When ready, choose the < Continue > push-button to start the copy process.

Once the copy procedure is complete, remove the diskette or copy/move the newly created file in the sub-folder to a CD or send as an e-mail attachment directly from the sub-folder.

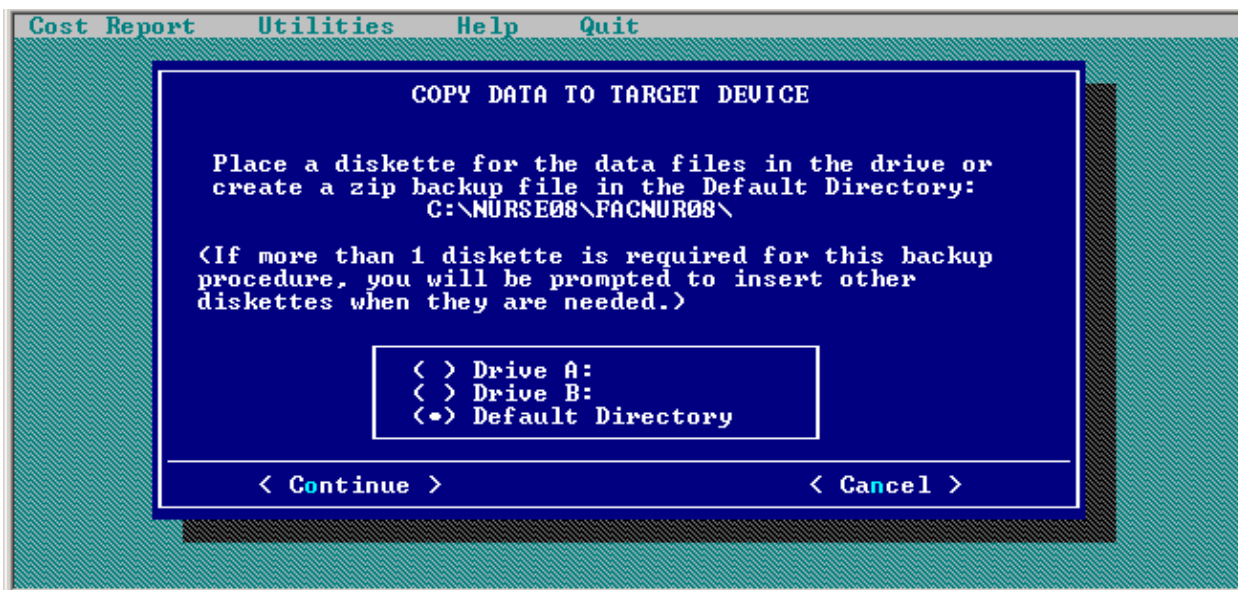


Figure 47. Prompt for Copying Cost Reports To Diskette

## Transferring Cost Reports to Another Computer

If you want to copy a completed, (or partially completed), cost report to another computer, choose the **Copy Data To Diskette** option from the **Utilities Menu**. The program will ask you to select the cost report(s) to be copied from the list of available cost reports. See (Figure 46) prior page. Make your selection by moving the highlight bar to the desired cost report and pressing the **Space Bar** (or right click using your mouse) to place a check mark (√) to the left of the Provider Number. After all cost reports to copy have been checked, choose the < **Ok** > push-button.

Insert a diskette into your floppy drive or choose the “Default Directory” folder as shown in Figure 47 above. This option gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location. When ready, choose the < Continue > push-button to start the copy process.

After the procedure is complete, copy or move the file to a CD and take it to the computer you wish to load the cost report information on. Once you have the file at the new computer choose the **Copy Data From Diskette** option from the **Utilities Menu**. The program will ask you to specify the diskette target location information as shown in Figure 48. Insert the floppy disk in the appropriate drive (A:) or (B:) or copy the data from the CD (if used) to the appropriate “Default Directory” sub-folder on the new computer. You must use the exact sub-folder name given by program. For example, Fig. 48 shows subfolder “FACNUR06” under main folder “NURSE06” as the Default Directory.

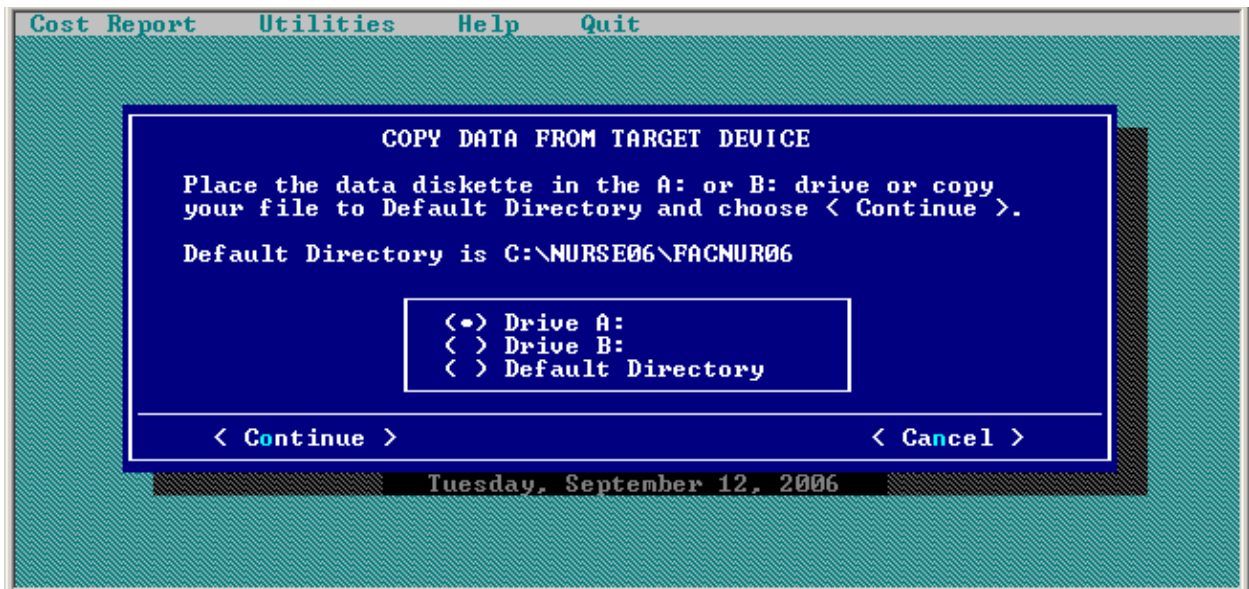


Figure 48. Prompt for Copying Cost Reports From Diskette

## Entering Cost Reports on Different Computers

It may be advantageous to key specific schedules for a cost report or entire cost reports on separate computers, and then copy all of the information for the cost reports to one computer for printing, and submitting to the Division of Medical Assistance.

Key the cost report information the same as if you were using one computer for all of the information, except that you may or may not be making entries for all of the schedules. If entering information for a single cost report on different computers, the SNC Number must be the same for this cost report on each computer.

Once data entry is complete on the computer you wish to copy the cost report information from, choose the **Copy Data To Diskette** option from the **Utilities Menu**. The program will ask you to select the cost report(s) to be copied from the list of available cost reports, (Figure 46).

Make your selection by moving the highlight bar to the desired cost report, and press the **Space Bar** (or right click with your mouse) to place a check mark (✓) to the left of the Provider Number. After all cost reports to copy have been checked, choose the **< Ok >** push-button.

The program will then ask you to insert a blank, formatted diskette into your diskette drive or choose the “Default Directory” folder as shown in (Figure 47). This gives the user the capability to create a file on a computer with or without a floppy drive. Follow instructions given on the screen. Pay careful attention to the sub-folder name shown on the screen so you can quickly locate the file and copy or move it to another location or e-mail it if necessary. When ready, choose the **< Continue >** push-button to start the copy process. Once the copy procedure is complete, remove the diskette and take it to the computer you wish to load the cost report information on. At *that* computer, choose the **Copy Data From Diskette** option from the **Utilities Menu**. The program will ask you to specify the diskette target location information as shown in Figure 48. Insert the floppy disk in the appropriate drive (A:) or (B:) or copy the data from the CD (if used) to the appropriate “Default Directory” sub-folder on the new computer. You must use the exact sub-folder name given by program. For example, Fig. 48 shows subfolder “FACNUR06” under main folder “C:\NURSE06” as the Default Directory.

## **What If The Cost Report Already Exists?**

When transferring cost report information from another computer, it is possible that the cost report already exists on your computer. This will happen if you initially create the cost report on your computer and copy it to another computer to separately enter information into different schedules, and

you are copying the cost report information back to your computer. It will also happen if cost reports are created on separate computers and both cost reports have the same SNC number.

For whatever reason, if the program detects the existence, (on your computer), of a cost report being copied from diskette, it will display the **Select Form(s) To Copy From Diskette** screen, (Figure 49). On this screen, you can choose the information for specific schedules to be copied from the diskette, thus preserving information in schedules you have already keyed. After selecting the forms to copy, choose the < Ok > push-button to continue. If you do not wish to copy any information from the diskette for the identified cost report, choose the < Do Not Update > push-button.

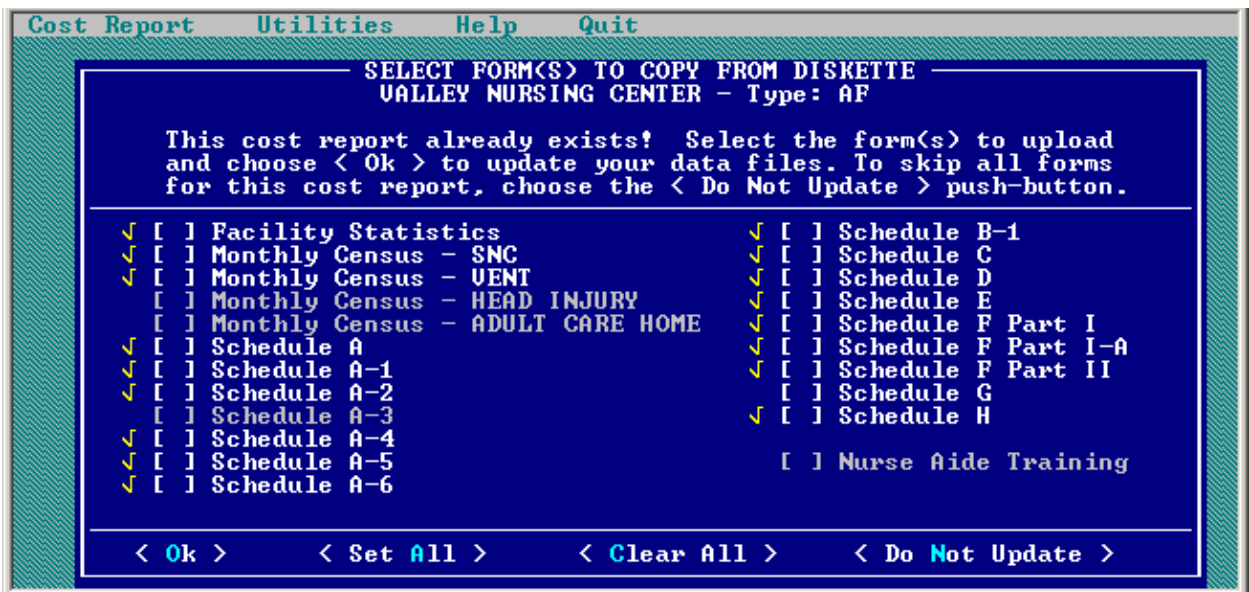


Figure 49. Select Forms To Copy From Diskette

## Print Blank Cost Report Forms

Choose this option to print a blank copy of the cost report forms for use as data entry worksheets. You may choose the specific form(s) to be printed, or you can choose to print all of the forms available for the cost report.

## Re-Index Data Files

If you are experiencing problems that seem to be related to the data files, such as screens not updating right away or deleted items not being removed immediately, try this option. The re-index mode removes data that was

previously marked for deletion and creates a new index file for processing the data faster. If you have multiple cost reports on the system and things seem to be intermittently operating, this can possibly free up some data base space and improve your performance. When you select this option, the system will display a screen showing a description of all data files used by the system, (Figure 50). Select the data file(s) to be re-indexed by pressing the **Tab** key until the description of the file to be re-indexed is highlighted, then press the **Space Bar**. An **X** will appear inside the brackets to the left of the file description. Repeat this process until all of the files desired to be re-indexed have an **X** in the brackets. Then, choose the **< Ok >** push-button to begin the re-indexing.

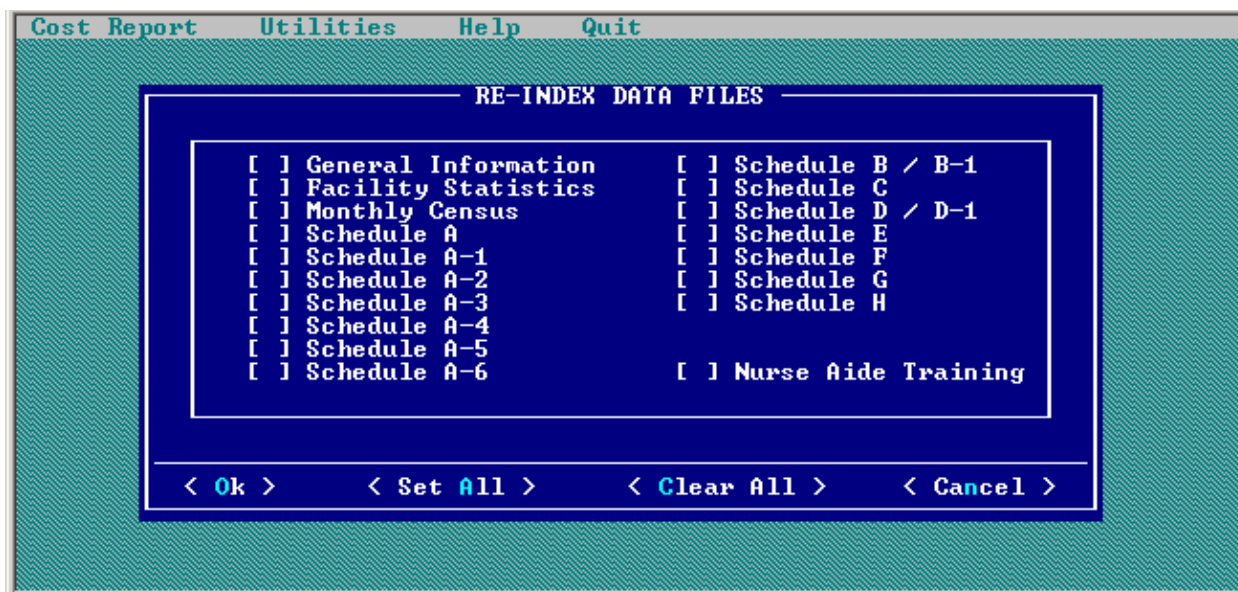


Figure 50. Re-Index Data Files Selection Screen

## Printer Setup

This option on the **Utilities Menu** allows you to change the printer you are using for the printing of the cost report and the communications port where your printer is attached on your computer. It also allows you to specify printing options the program will use when printing the cost report.

## Choose Printer/Port

When this option is selected, the **Choose Printer/Port** screen will be displayed, (Figure 51). To select the printer, press the **Up** or **Down Arrow** key to highlight the name of your printer. Then, press the **Tab** key to move to the Port selection.

To select the Port, press the **Up** or **Down Arrow** key or the **Tab** key to highlight the port where your printer is attached, then press the **Space Bar** to select it. Press the **Tab** key to move to the **< Ok >** push-button. Press **Enter** to accept your changes and return to the menu. Also, a new option has been added for use with USB printers that have no parallel port connectors and are not supported with DOS printer drivers.

When starting the program for the first time after installation, you will be asked to specify the printer you are using and the printer port to which it is attached on your computer.

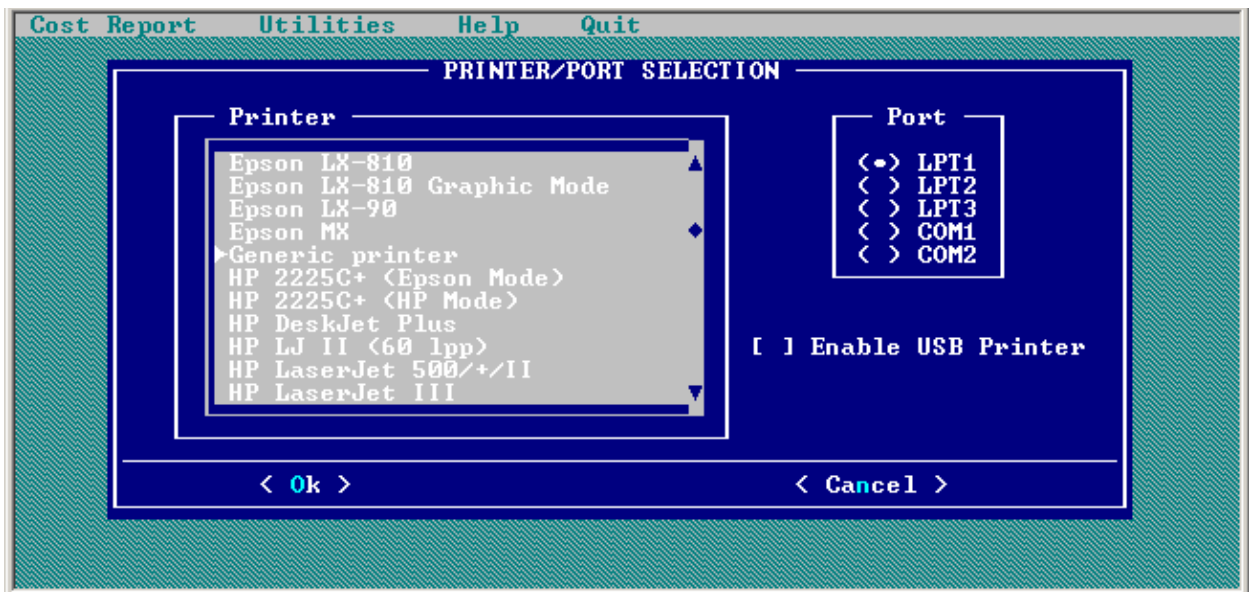


Figure 51. Choose Printer/Port Screen


## If Your Printer Is Not Listed

If you cannot find your specific printer in the list of printers displayed, refer to your printer's manual to determine the printer or printers your printer can emulate. Choose that printer from this list. If no manual is available, you should try one of the following “industry standard” emulations:

- (a) Epson LX-810 Graphic Mode or
- (b) HP LaserJet III

If neither of these emulations work, you may contact a Division of Information Resource Management computing consultant at (919) 855-3200 for assistance. If you have recently purchased a new computer and printer, you may have a USB connection to that printer. See below for information on how to activate USB functionality.

## If Your Printer Has a USB Connection

If you cannot find your specific printer in the list of printers displayed and you have a brand new computer, you may have a USB printer connection to your printer that does not work with the older port and emulation options. If you know you have a USB printer connection and can not use the normal printer settings, you should activate the new “**Enable USB Printer**” option and see if that works. The option requires the use of a special start-up procedure to activate the new printing code. When you initiate this special start-up, the program turns on a “PrintFile Spooler” program and you will see a small icon  on the status bar. The spooler captures the print jobs sent from the cost reporting software and routes it to the default printer set for your computer. Refer to the instructions below to activate this functionality:

To start the **Cost Reporting System** with the USB active:

1. Go to (C:\) drive where the software was installed and make it the active working directory.
2. Locate the C:\ **NURSE11** folder where the program is installed
3. Double click the file **COSTRPTW.BAT** to activate the USB program code. You may create a shortcut to this file for your desktop to make starting the program easier.

If you had previously set the printer emulation and port during the installation, you must go back and select the “**Enable USB Printer**” option to correctly activate the USB printing. To do this, go to the **Utilities** menu then choose the **Printer Setup** option and then the **Choose Printer/Port** mode. Check the “**Enable USB Printer**” option (see Figure 52).

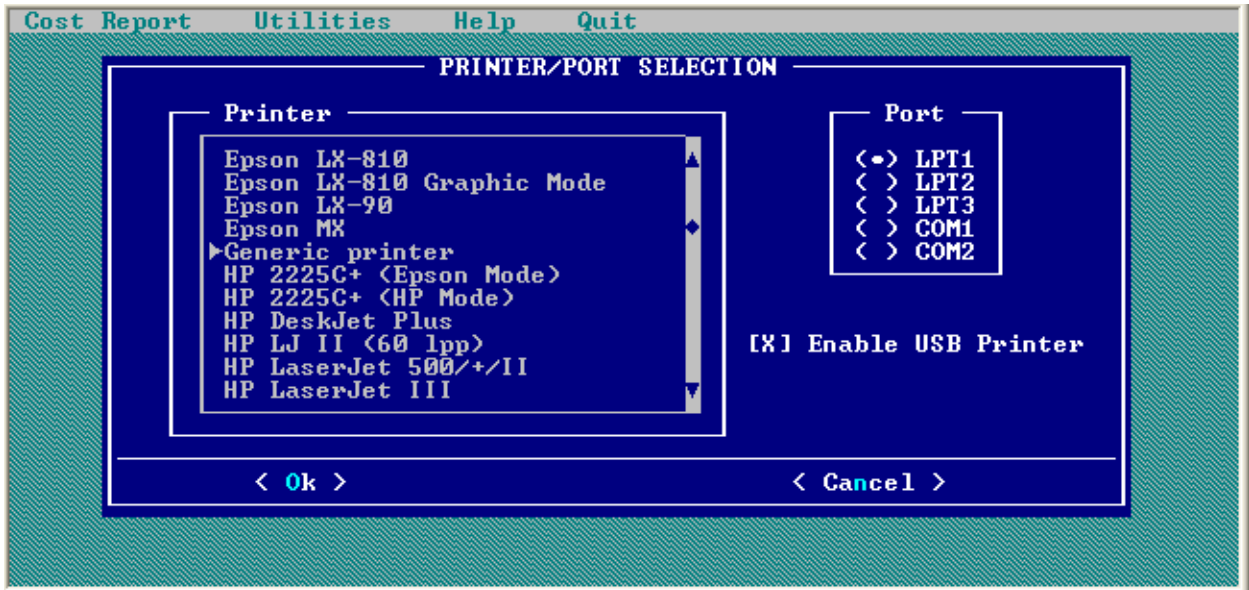


Figure 52. Enable USB Printer Selection

Be aware, the “PrintFile Spooler” program does not automatically shut down when you close the NC Medicaid software. This is normal to protect your printing should you accidentally shut the cost report program down. Simply right click the spooler icon and choose “Exit” or shut down you PC to stop all printing and/or close the “PrintFile Spooler” program.

If you have problems with this procedure or need assistance, please contact a Division of Information Resource Management computing consultant at (919) 855-3200.

## Printing Options

Cost reports can be printed on different size paper and can include page numbers or not on each printed page. This option allows you to specify these printing options.

When you choose this option from the **Utilities Menu**, the program will display the **Printing Options** screen, (Figure 52). On this screen, you can specify the paper size you will be printing on and whether or not to print page numbers on each page.

If you choose **YES** to the “Ask before printing?” question, you will be prompted to specify the paper size and the printing of page numbers each time you choose to print. Answer **NO** to this question and the program will use the printing options specified on this screen for future printing.

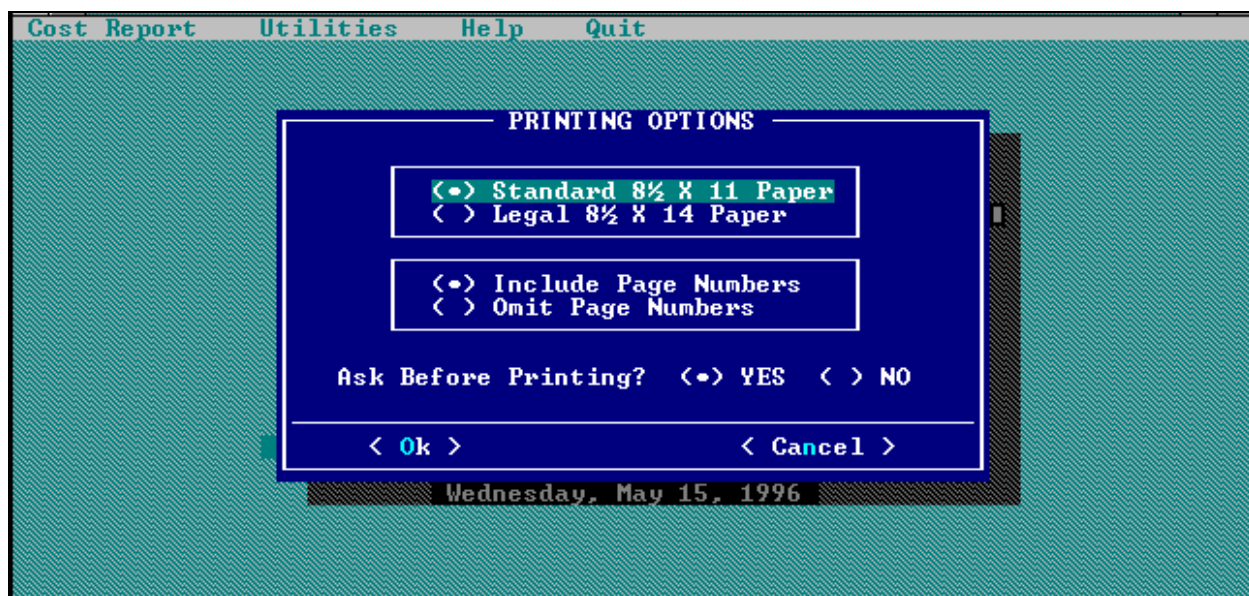



Figure 53. The Printing Options Screen

## Section 13: Quit

To exit the **Cost Reporting System**, choose this option. The program will end and return you to the operating system.

**NOTE:** Always choose this option prior to turning your computer's power off.

Be aware, if you had activated the “**Enable USB Printer**” option and see the “PrintFile Spooler” program icon  on your status bar, do not be alarmed as it will automatically shut down when your Windows program terminates. If you see more than one icon on your status bar, you may close them by using your mouse to right click the icon and select the “Exit” option on the submenu that will appear.

The “**Enable USB Printer**” option will be activated the next time you start your N.C. Medicaid software if you click the “costrptw.bat” start-up batch file or have a short-cut set to activate this file.



# Appendix A: Cost Report Checklist

- All dates must be inputted in MM/DD/YYYY format.
- Amounts inputted must be rounded to the nearest dollar, (**no cents**), except for the following entries:
  - Schedule E - **Health Care Assessment Rate** allows 2 decimal places
  - Schedule E Vent - **Direct Rate Paid/Day** allows 2 decimal places
    - **Indirect Rate Paid/Day** allows 2 decimal places
  - Schedule E Head - **Prospective Rate** allows 2 decimal places
- Schedule A, Line 551, Column 3 must equal Schedule G, Line 225.
- Schedule A, Line 551, Column 4 must equal 0.
- Schedule A, Line 551, Column 6 must equal Schedule A-2, Total line for Column 2.
- Each line on Schedule A-2 with an amount in Column 2 *must have* an **A** or **B** in Column 1 and a line number in Column 4.
- Schedule A-6, Lines 1 – 9, Column 6 must equal Schedule F-1, Lines 22, 23, 25, 27, 29, 31, 33, 35, and 37, Column 1.
- Schedule F-1, Line 57, Columns 1, 2 and 3 must equal Schedule F-1, Line 96, Columns 1, 2 and 3.