

COMPLETING THE ADULT CARE COST REPORT:

After downloading the program, to obtain blank copies of the cost report click on the “Print 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 into 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 “Print 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 within this button:

- 1) Back up Data
- 2) Attach Tables
- 3) Facility/FID with dropdown arrow
- 4) Export Data

Click on the Facility/FID arrow to find the list of facilities keyed into the cost report program. Highlight 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). Proceed to Step (1):

- (1) Click on the option called “Export Data”
- (2) The exported data will go to a defaulted subdirectory on the computers C or Local Drive (C:\DomCareWeb). If the subdirectory is not already on the computer it will automatically be created. A pop up box will come up after clicking on the “Export Data” button to say that a file has been created. Click okay. The exported file can be found in the Local Drive (C:) DomCareWeb with the name “2015 Facilityname.accdb”. **This is the file that needs to be attached to an email and electronically sent to OOC after reading the following instructions**

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. PLEASE send **a separate email for each facility.**
- 2) Email anywhere between 1 to 3 or 4 files to OOC. Attach:
 - a) Cost Report data file from C:\DomCareWeb – “2015 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
 - i) **IMPORTANT NOTE:** This happened a number of times last year. 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.

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 has 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, for the 2014 -2015 year 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 2014-2015 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****