

Nursing Facility
Medicaid Electronic Cost Report Filing
ECR

User's Guide
Second Edition

Prepared by
The Virginia Department of Medical Assistance Services
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Introduction

The purpose of this manual is to provide instruction and guidance in using the product "ECR NF Cost Report," which contains the Medicaid Cost Report forms submitted annually by all participating Virginia Medicaid Multi-Level Nursing Facilities. Also included are the Certification and Verification letters which must be submitted with the cost report itself.

In addition, this product contains two other important functions. The first is a validation routine that helps prevent data entry errors or omissions of essential data items. The second is a routine that creates an electronic data file that can be used to automatically enter the cost report data into the DMAS database. The "How To" for performing these functions and other procedures are explained in this document.

The ECR NF Cost Report Product was developed using Microsoft Excel. However, one does not need to be proficient in using Excel to be able to use the ECR NF Cost Report Product. It would probably help, but is not necessary. You should be able to complete the cost report forms and create the electronic data file by simply following the instructions in this document.

Software Requirements:

1. Microsoft Excel 2003 or higher.
2. Access to your facility's GoFileRoom account.
3. WEB Security settings allowing Pop-Ups and designating GoFileRoom as a Trusted Site. (See the GoFileRoom Basic User's Guide for specific instructions).
4. The Adobe Add-In, which can be downloaded from GoFileRoom, on the initial Sign-On screen.

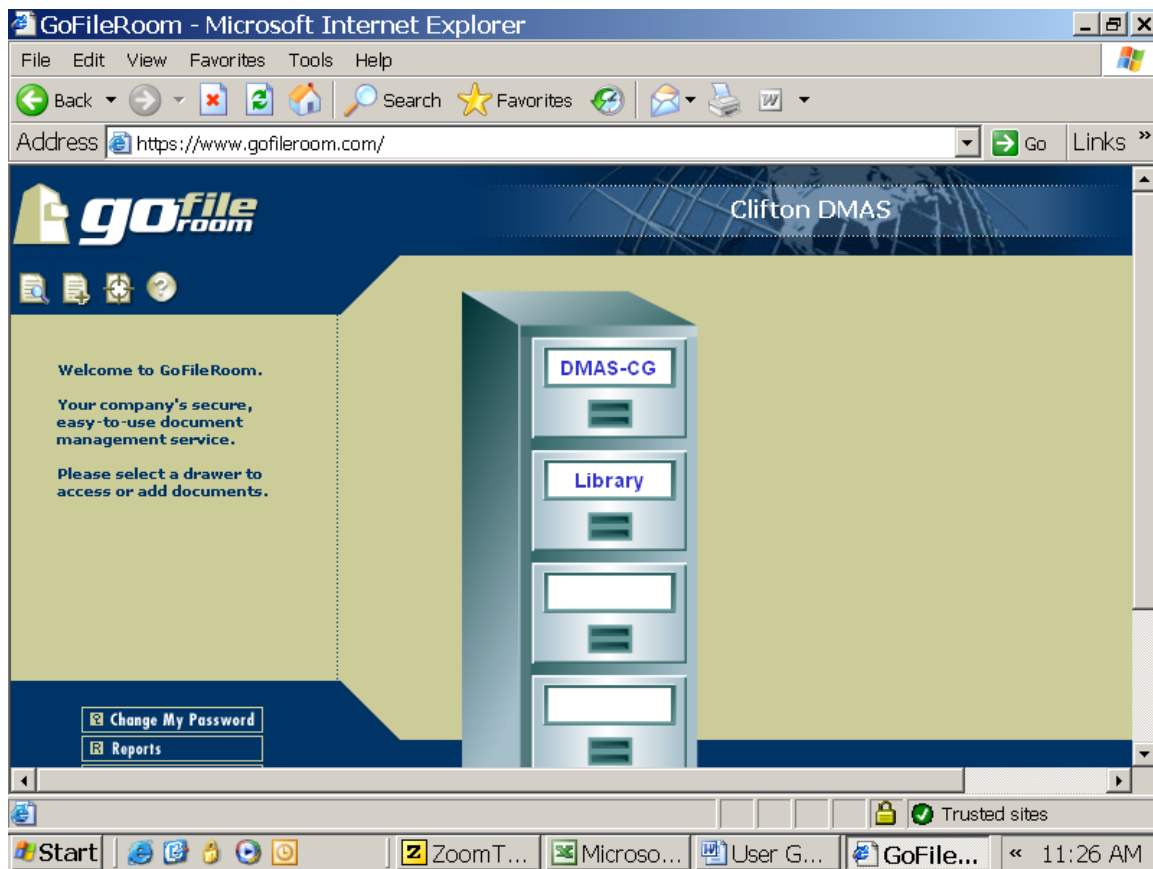
Getting Started

The first step is to download the ECR NF Cost Report Product. The software, which is an Excel file, is stored in GoFileRoom, in the Library Drawer, under Cost Reporting Forms.

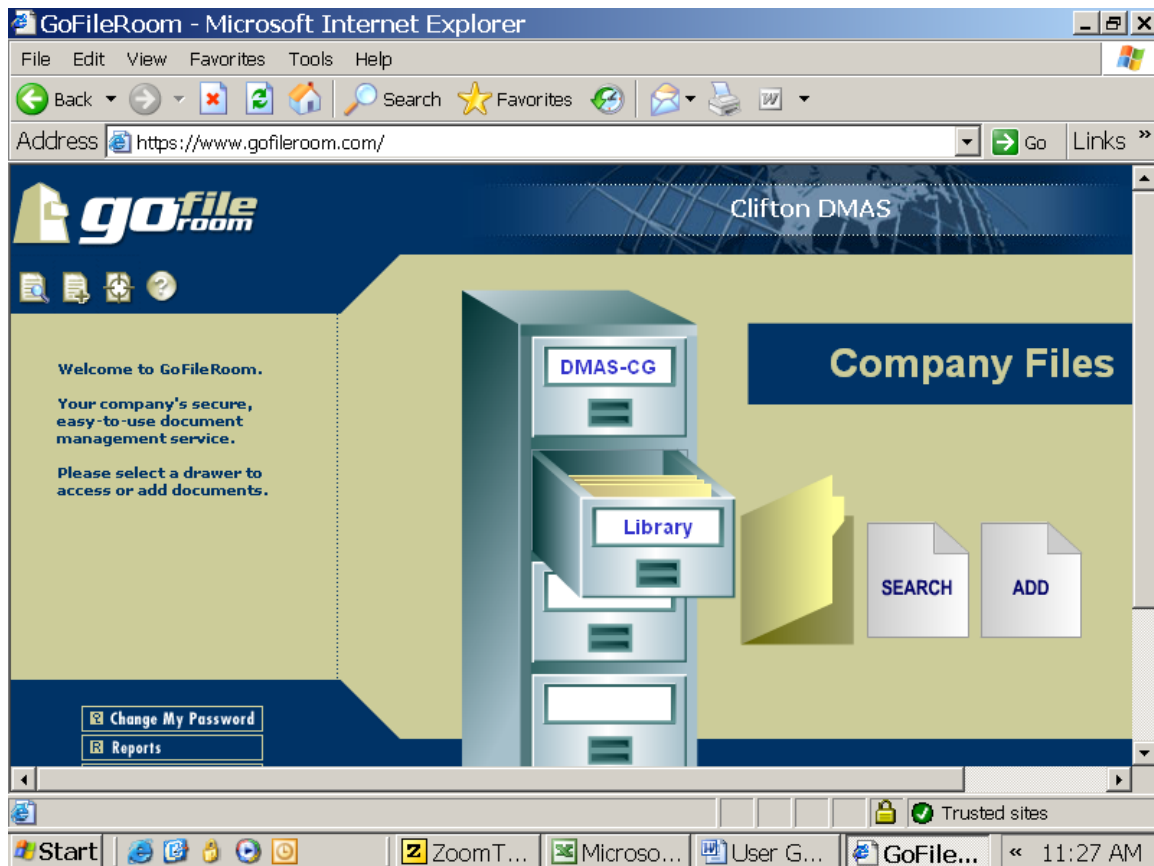
Obtaining the ECR Software:

To obtain the software,

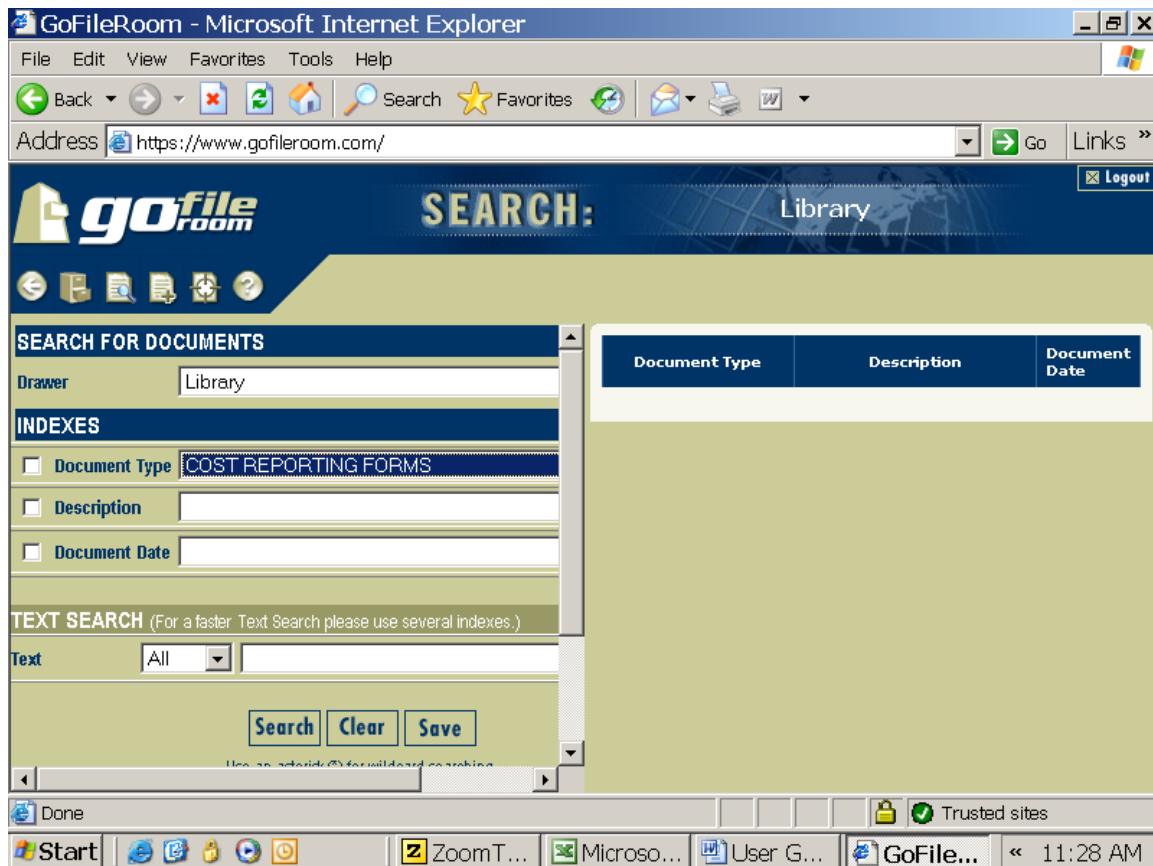
1. Sign On to GoFileRoom



2. Click the Library Drawer

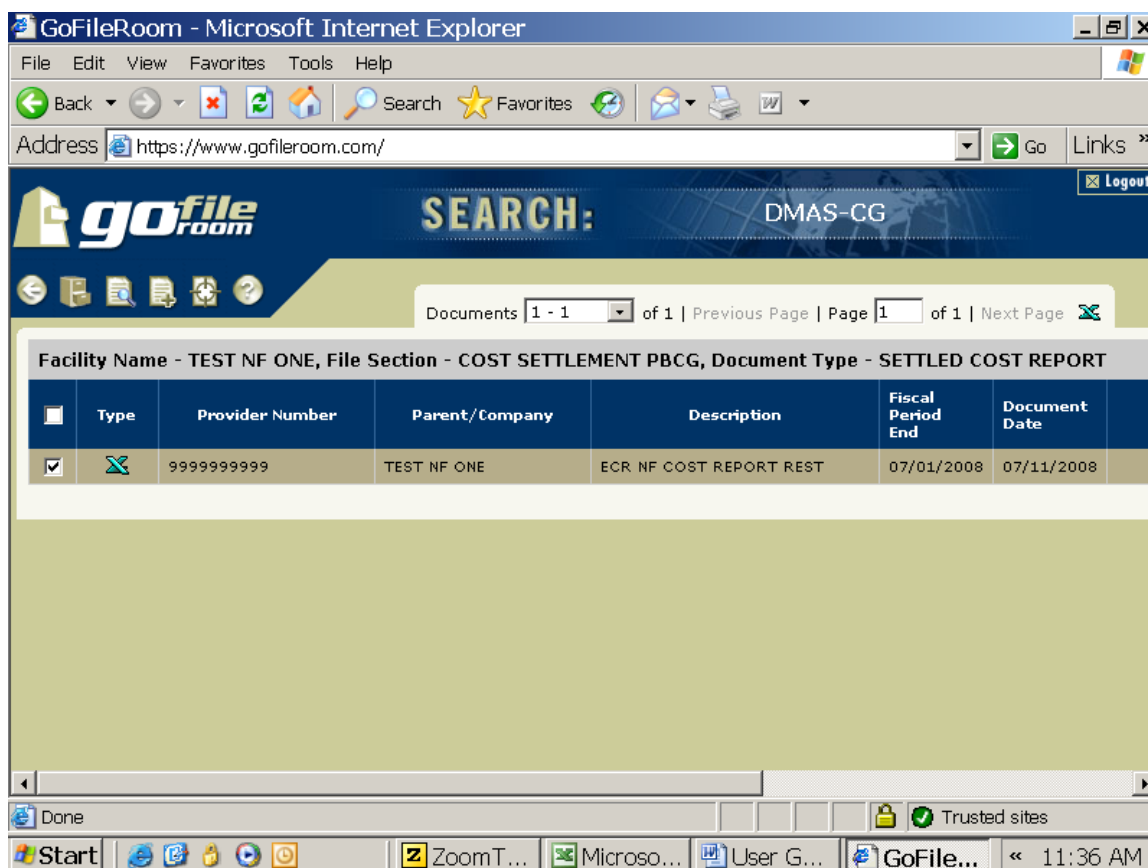


3. Click the "Search" button.
4. When the next screen appears, use the pull down menu for the first Index entry and choose "Cost Report Forms."

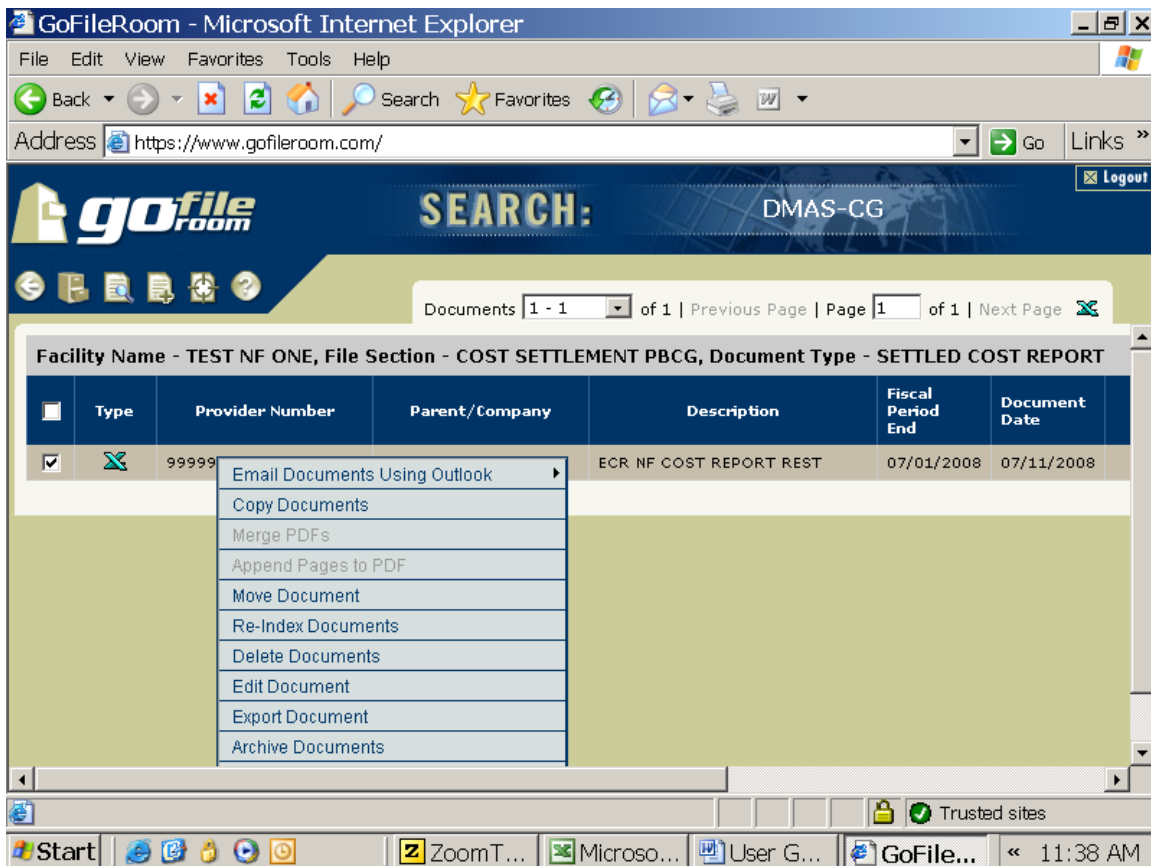


5. Click the "Search" button at the bottom of the screen. When the list of documents is returned, look for the ECR NF Cost Report. Make sure you retrieve the version appropriate for the State Fiscal Year in which your own FYE falls.

Example: Click on the ECR NF Cost Report 09-10A if the FYE of the cost report you are filing falls between 06/30/2009 and 05/31/2010.



- Check the checkbox beside the Entry. Then Right Click the entry. Choose "Export" from the menu options.



7. GoFileRoom will prompt you to choose a destination for the Export (or Download). Once you have chosen a folder in which to save your download, be sure to also change the file name. Otherwise, GofileRoom will automatically fill in the subdirectory name as the file name.

You may store the ECR NF Cost Report on either your hard drive or on a network drive. In addition, you may name it any valid Excel Name. We suggest ECR NF cost Report-9999999999 where the '9's are your NPI number. You may have several copies of the ECR NF Cost Report, one for each facility.

Note that the Excel file is approximately 2.5 MB in size, and the download may take a couple minutes to complete.

Obtaining the CMS-INPUT File

The CMS-INPUT worksheet is a stand-alone version of one of the sheets within the ECR NF Cost Report workbook. You may copy and use the CMS-INPUT stand-alone version to collect and save data from the CMS reports or your own books. You may create your links from the Stand-Alone version to any proprietary software you may use in your shop. Later, when you are ready to file your Medicaid Cost Report, you may paste the data into the CMS-INPUT SHEET of the ECR NF Cost Report (instructions given later).

To obtain a copy of the CMS-INPUT worksheet, go to the Library Drawer of GoFileRoom, choose Cost Reporting Forms, and follow the steps for exporting, as described in the previous section (Obtaining the ECR Software.)

Obtaining the Input Data File:

DMAS has prepared an input data file for each provider's fiscal year just ended. The file contains data that will be needed to pre-populate many cells in the ECR NF Cost Report. Examples are:

RS Means Data for Schedule R

All R-1 Lines from the prior year's Cost Report

Prior Year Semi-Annual Rates and Rate Period Dates

Schedule H Ceilings, Inflation Factors and Case Mix Index Data

Schedule J Payments, Charges and Days from MR32A Reports

Schedule C Medicaid Ancillary Charges from MR32A Report.

The data file is a text file (.TXT) and if stored in the individual provider's GoFileRoom Account. Below are the Index Values needed to retrieve your file

Drawer = DMAS-CG

Facility Name = Your Facility's Name

Provider No = Your Medicaid Provider ID

Parent or Owner = Your Parent Corporation Name (or your facility name if individually owned)

File Section = "REPORTS PBDMAS"

Document Type = "ECR DATA"

Description = "DMAS INPUT DATA.TXT"

Period Ending = your FYE

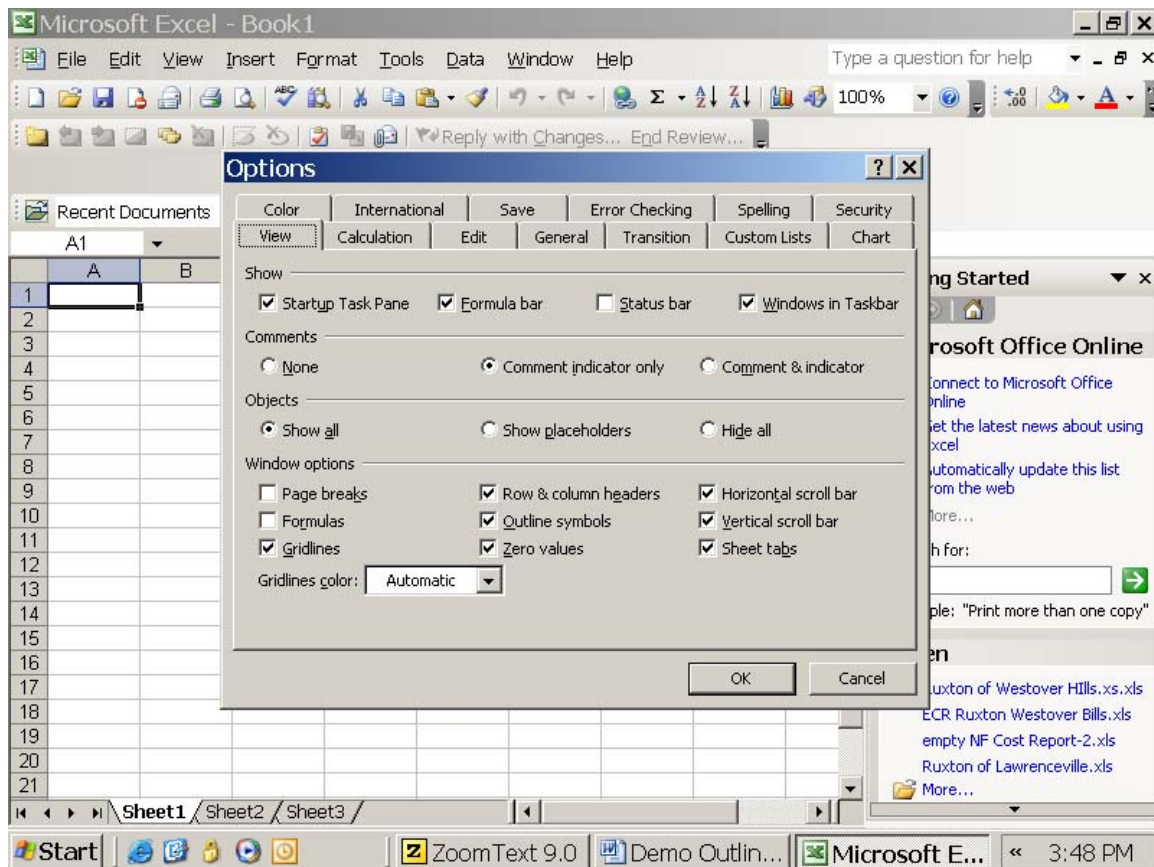
You need to export this file to your PC or Network drive (i.e. check the box beside the file name, then Right Click and choose Export).

After the export is complete, you may close GofileRoom. Make sure you click the small "Logoff" button at the top right corner of the GoFileRoom Login screen.

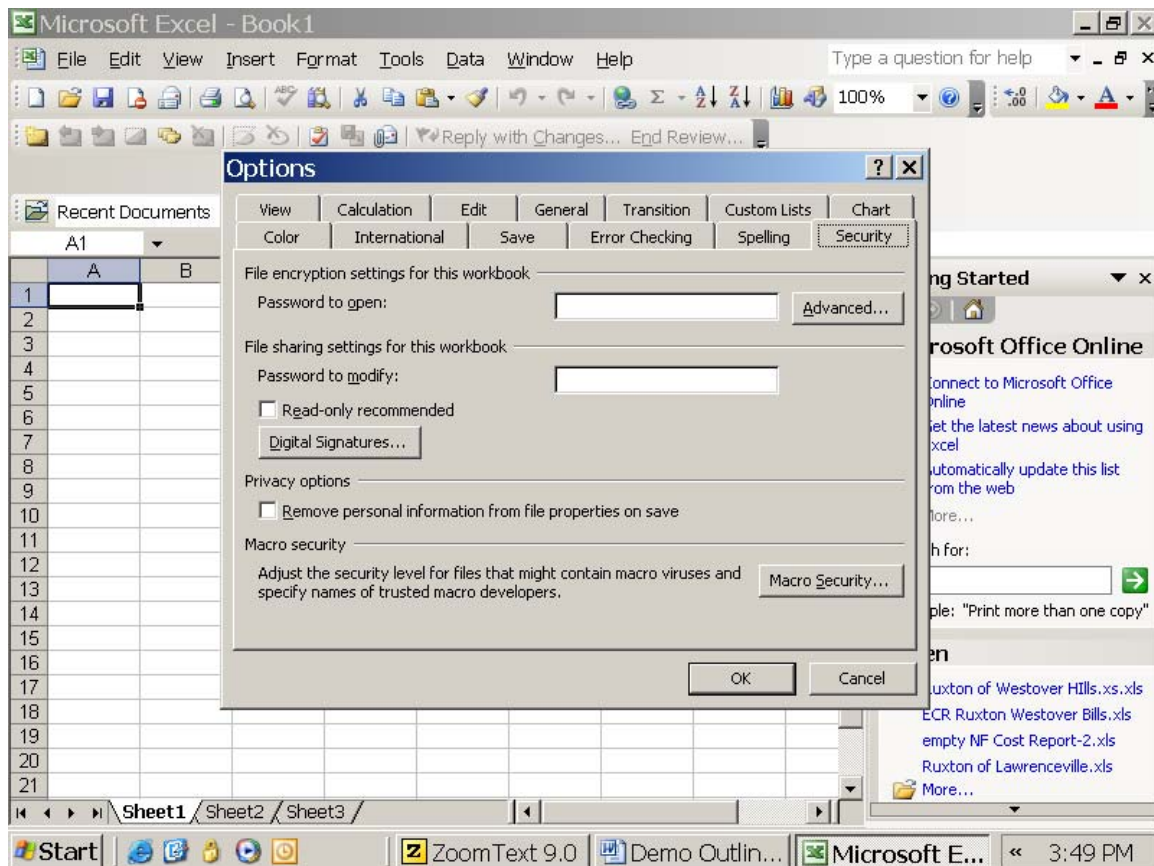
Security Requirements:

In order to run the ECR NF Cost Report, you must have your Excel Macros Security Settings on either Medium Security or Low Security. To do this:

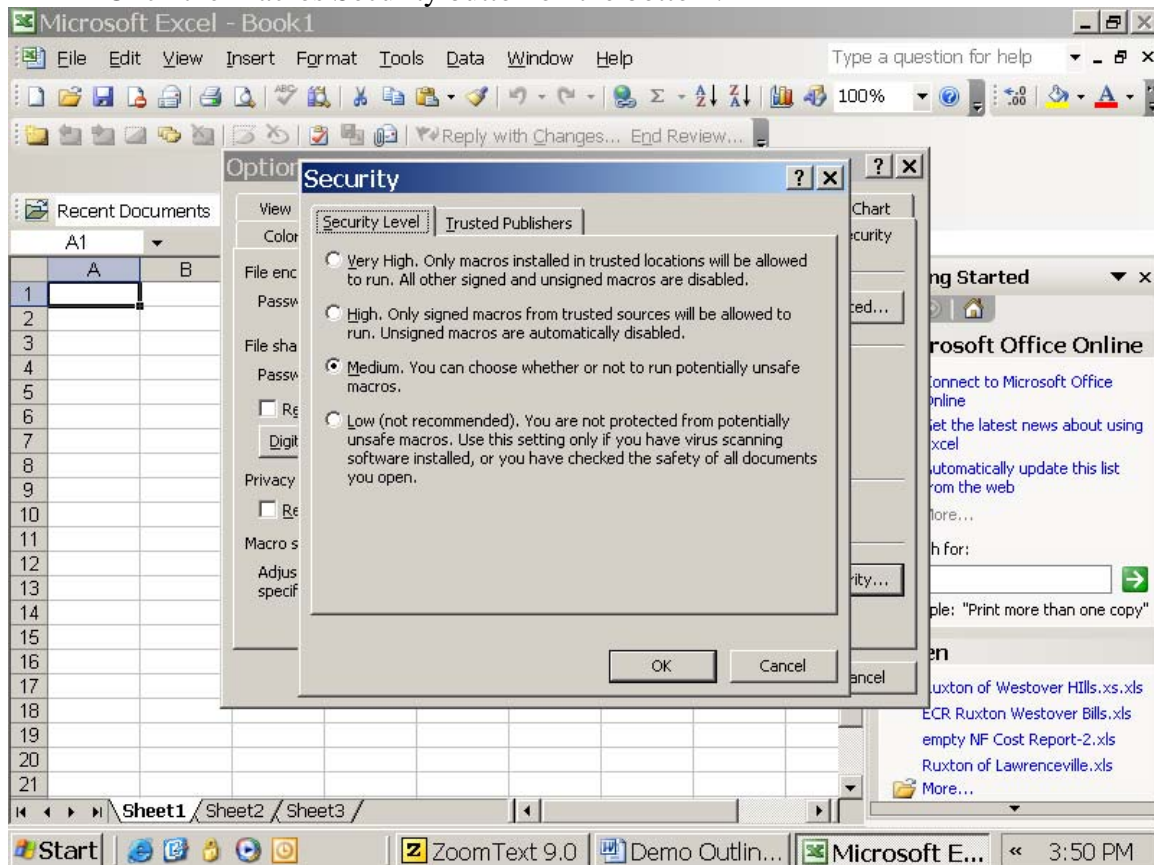
Click Tools, then Options:



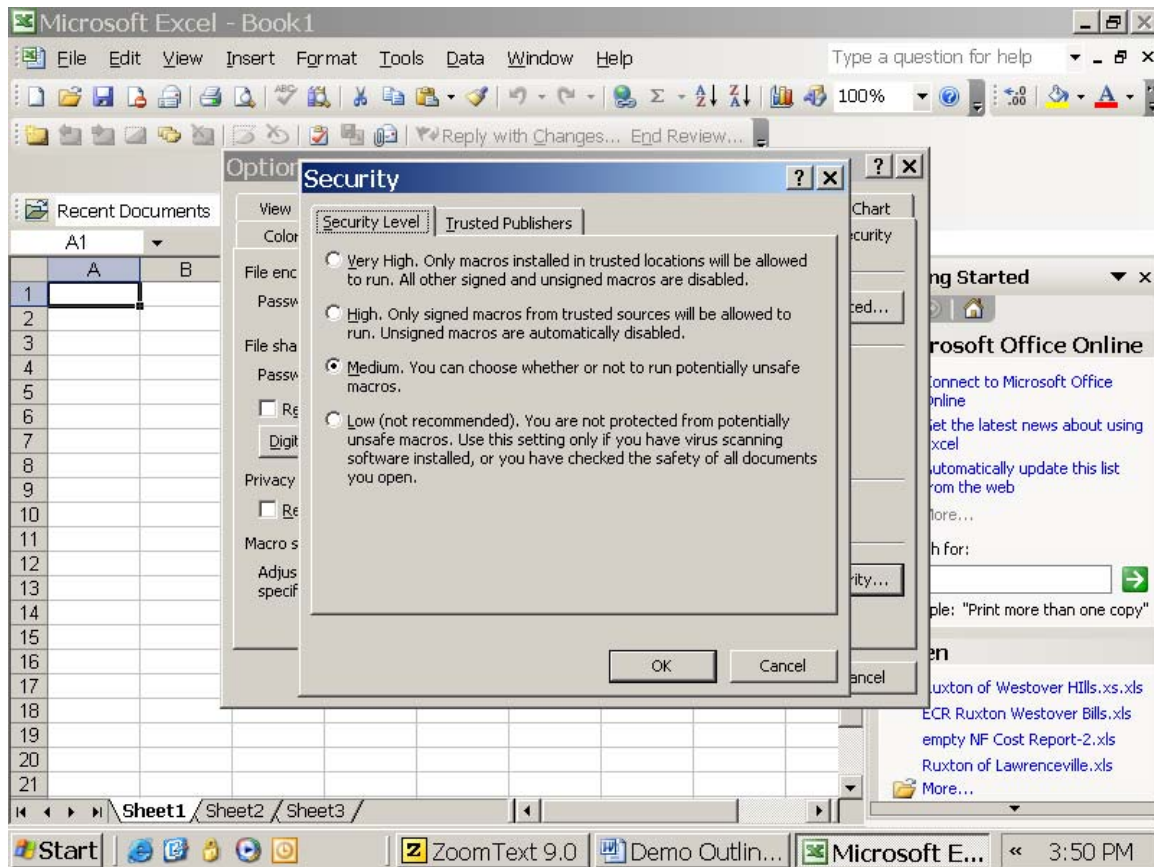
Choose the Security Settings Tab



Click the Macros Security button on the bottom.



Click either Medium or Low Security.

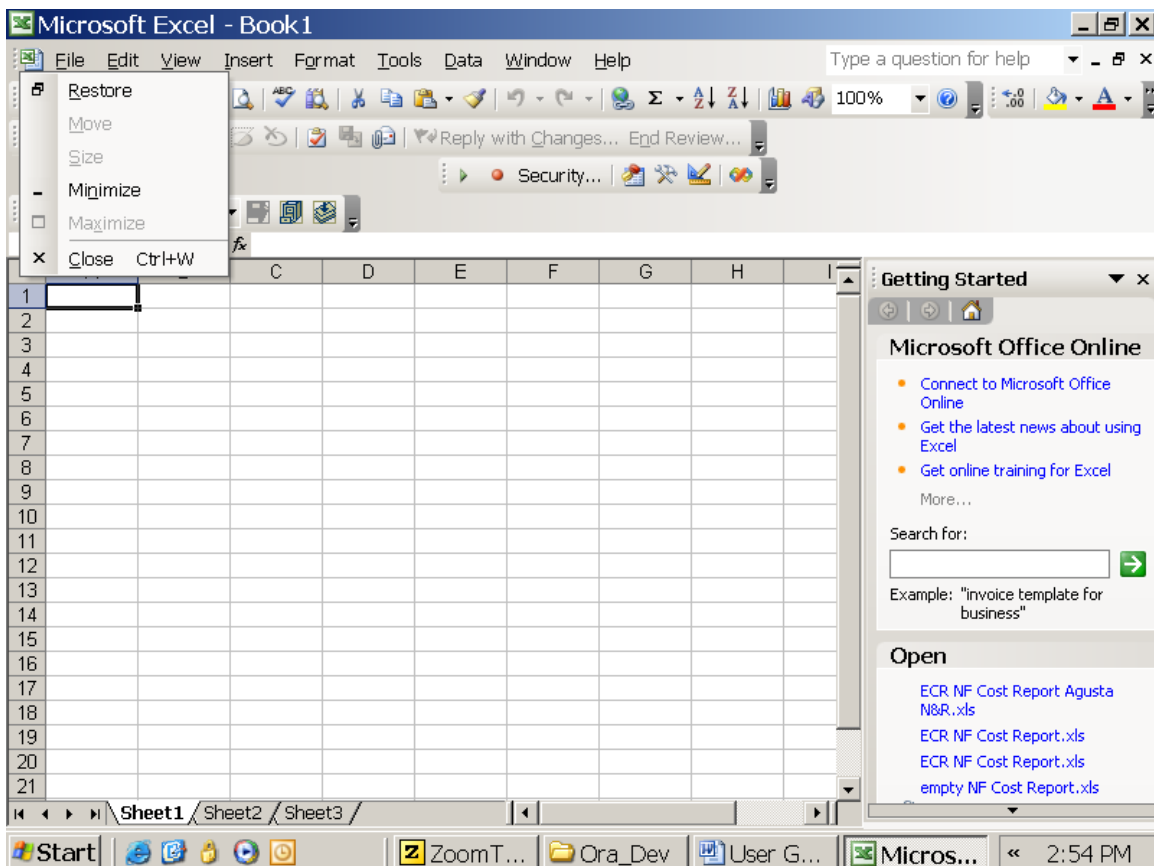


Click OK

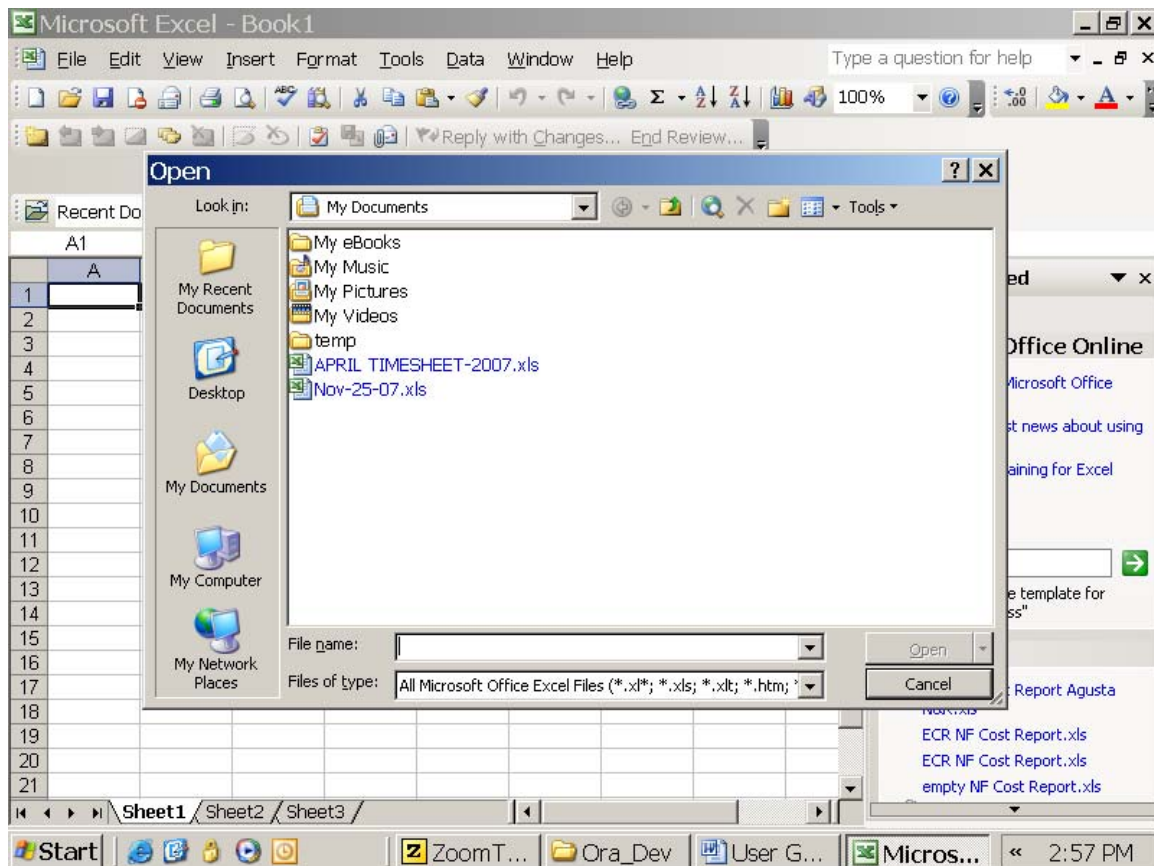
Opening ECR NF Cost Report

It is recommended that you first open Excel, then Click File, Open, find the folder/ drive in which you designated when you downloaded the software, then click on ECR NF Cost Report.xls. It is particularly important that you OPEN in this manner, rather than going through Windows Explorer, when you are ready to generate your electronic data file. The electronic file will be created and saved in the folder in which you are currently working, if you follow these OPEN instructions. Otherwise,. the file will be created in "My Document".

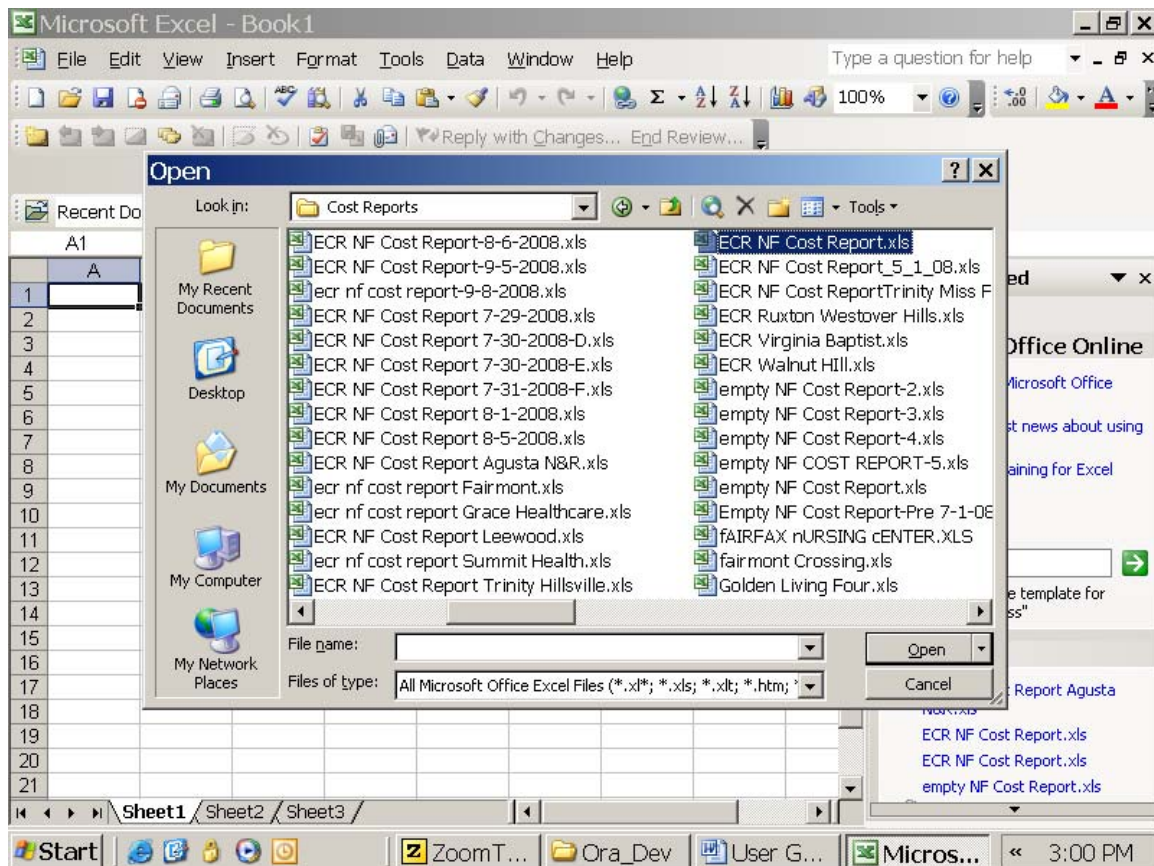
Open Excel Screen: Example
Click the "File" Menu.



On the File Menu, Click "Open"



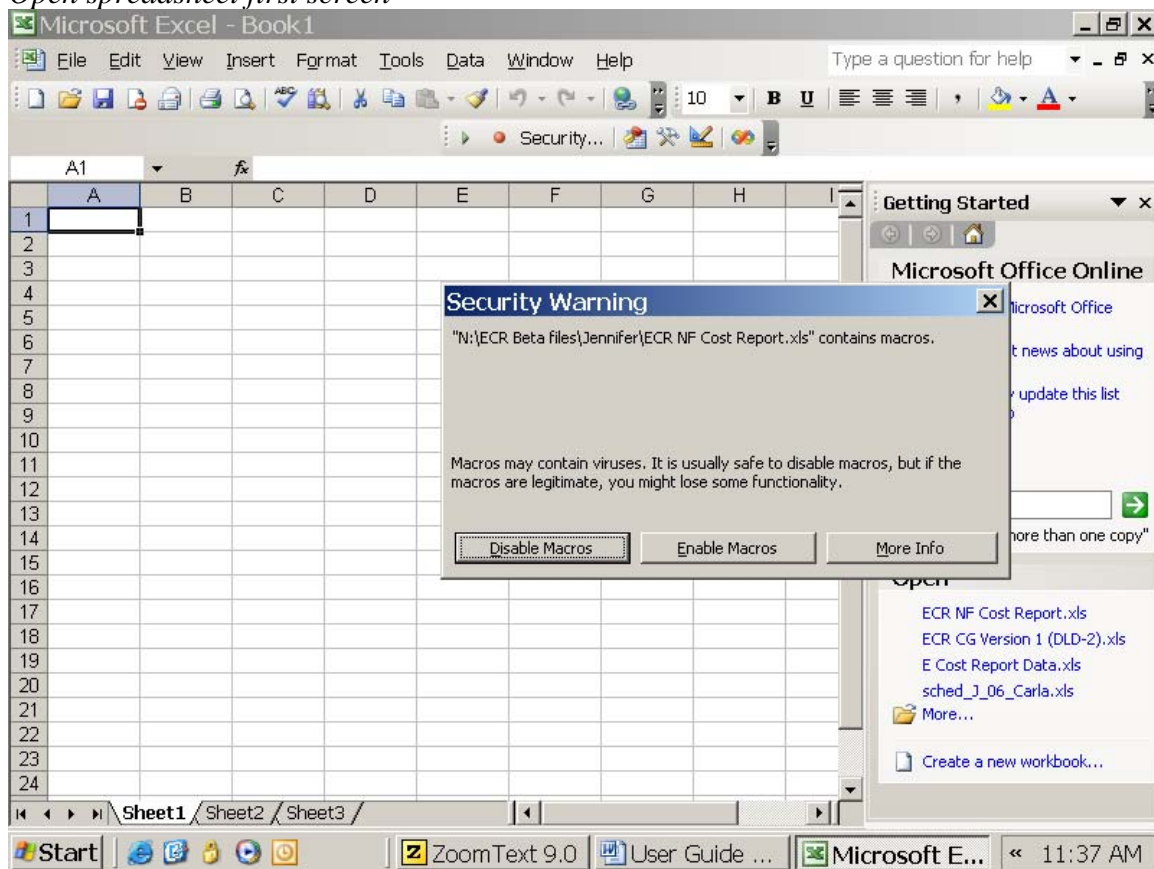
Use your pointer to find the Drive / Folder where the ECR software is stored.



Highlight the file and click Open.

The next screen or sheet that you should see will be a dialog box issued by Excel. It is asking you to "Enable Macros." See Below

Open spreadsheet first screen

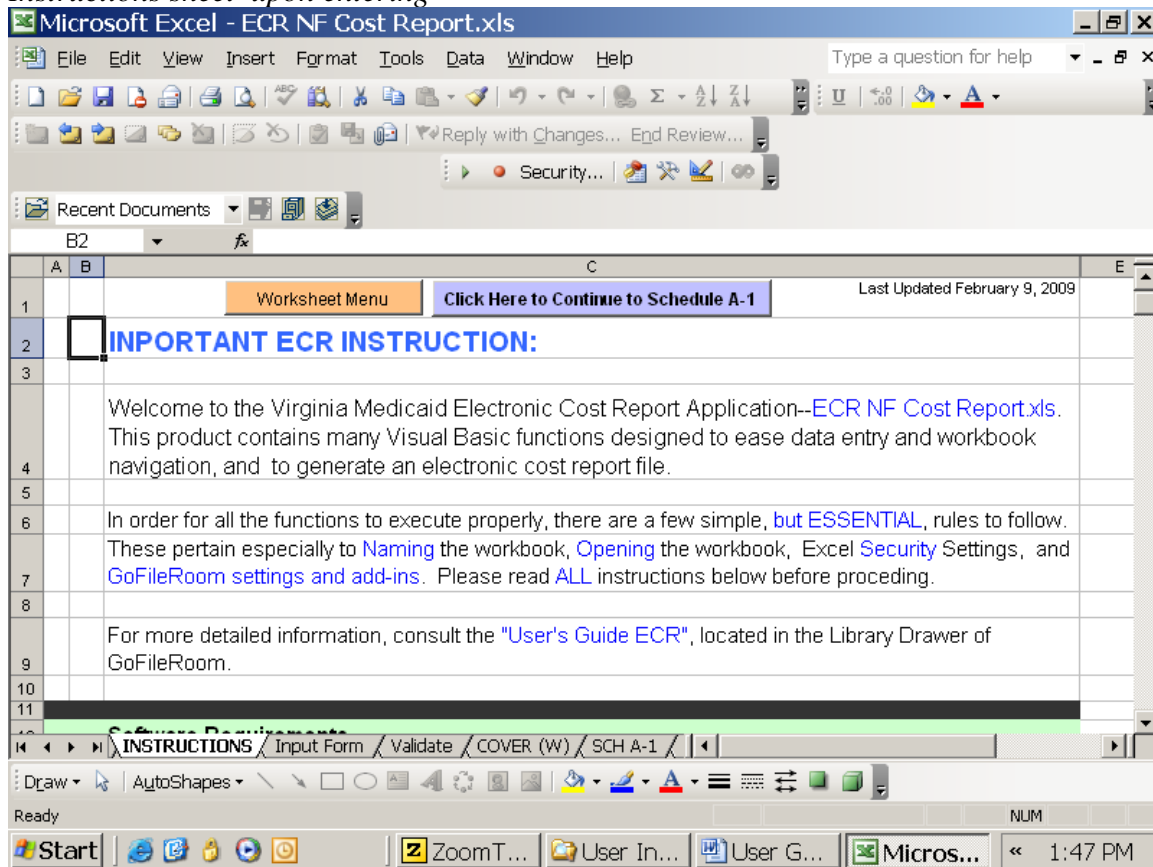


Click the "**Enable Macros**" button.

Note: If you do not enable macros, most of the functionality will be lost.

The spreadsheet has been programmed to open, each time, at the Instructions Sheet. (See below).

Instructions sheet upon entering



The date in the top right corner indicates the date of the last update to the instructions. If you have used the ECR NF Cost Report since the last update and are familiar with the process, you may proceed by clicking either of the commands buttons at the top of the screen, as appropriate.

If you click the "Continue" button, you will go directly to Schedule A-1, where you can manually enter the cost report identifying information such as Facility Name, Medicaid Provider ID, and Reporting Period Begins and Ends. This is the **ONLY** place you enter this data. The values you enter here are carried throughout the various worksheets in the workbook. Actually, the Provider Number and Fiscal Year Ends as well as the Facility Name will be automatically loaded in when you insert your DMAS INPUT DATA file, explained later. You can, however, change the values on Schedule A-1, if applicable.

If you click the "Worksheets Menu" button, a list of all possible worksheets will be displayed.

Navigation

Navigating within a Single Worksheet

In general, on all the worksheets, only a few cells (or slots) can be modified. These are colored blue on your screen. The Tab key will move you from one modifiable cell to the next available modifiable cell. All other cells are protected against update and selection. You may also click with your mouse directly into the cell you wish to modify. If the cell is not a valid data entry cell, you will not be able to select or modify the field. The Currently active cell is the one that is framed in a dark box.

If you wish to move backward through the unprotected cells of a worksheet, use the Shift plus Tab keys simultaneously.

If the particular worksheet (or Schedule) you are currently working on is too large to be fully displayed on the screen, you may need to use the vertical and / or horizontal scroll bars to slide to the left / right or up / down.

By clicking the Right Arrow in the Horizontal scroll bar (located in the bottom right corner of the screen), you can slide to right and see the entire width of the lines.

By clicking the Down Arrow on the Vertical scroll bar, (located on the right side of the screen), you can see the bottom portion of this form which does not appear when you first enter the Schedule.

Schedule A-1 after scrolling Down and Right.

One other way to scroll up or down or left or right is to tab through the unprotected cells. If you are on the Last unprotected cell that is displayed on the screen, tabbing to the next cell will cause the screen to scroll down, if, of course, there is another unprotected cell on the worksheet. If there is not another modifiable cell, you will need to use the scroll bars to see the remainder of the worksheet.

On all worksheets, you can return to the top of the worksheet by clicking Control + Home.

Navigating summary

1. Tab to move to the next unprotected cell.
2. Shift Plus Tab to move backward to the previous unprotected cell.
3. Control Plus Home to go to the top of the spreadsheet (Cell A1)
4. Use Vertical and or horizontal scroll bars to view protected area that may not be visible on your screen.

Navigating from Schedule to Schedule

There are many Schedules (about 20) included in the Medicaid Nursing Facility Cost Report package. Each Schedule is defined on a separate Worksheet within the Workbook. The various Schedules (or worksheets) are listed as folder tabs at the bottom of the screen. They are not all visible at once. Where the focus is at any given time within the workbook determines which worksheet tabs are displayed at the bottom of the screen. Sometimes you may need to click the right or left arrow on the Worksheet Scrollbar (located on the bottom LEFT side of the screen) to see more worksheet tabs. If you are an experienced Excel user, you may want to click on the desired tab to go to that worksheet. However, we have built in a much easier way.

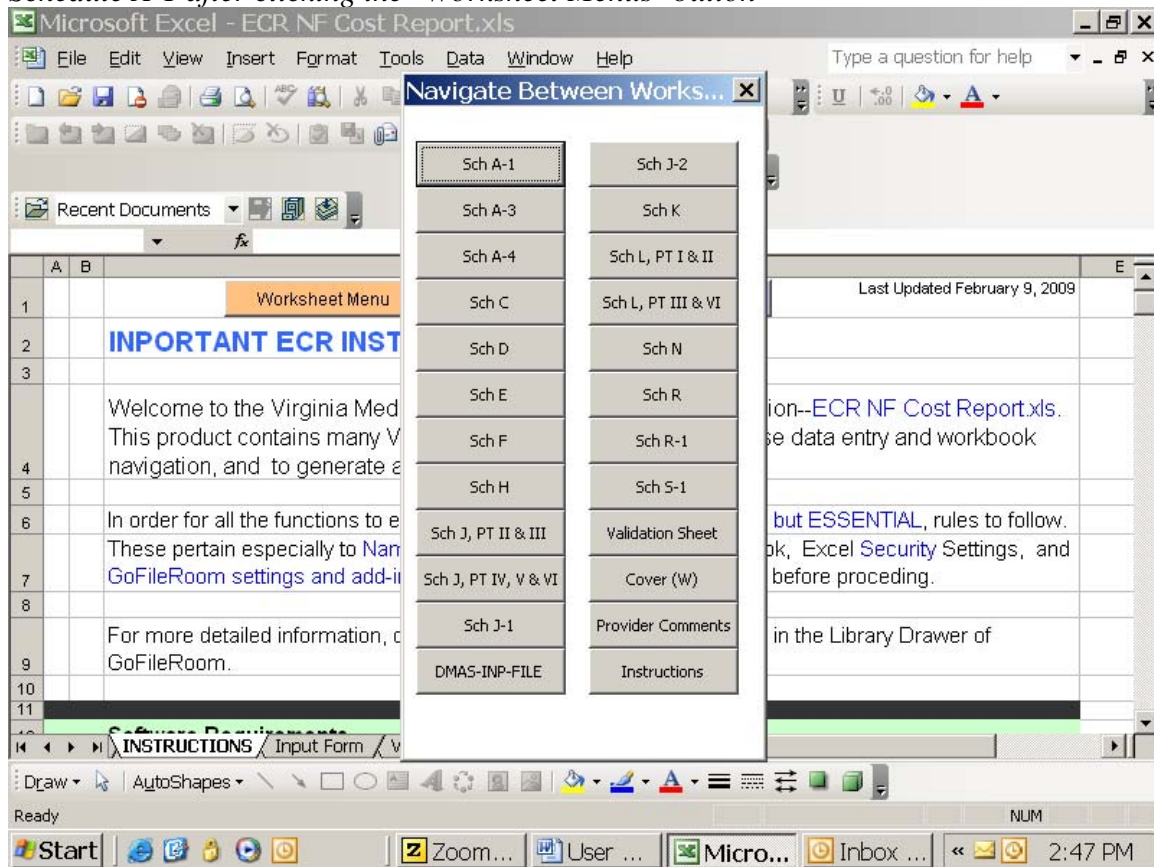
At the top of each Worksheet there are 2 buttons.

1. A yellow rectangular button labeled "Print Options & Submit ECR Menu"
2. A peach rectangular button labeled "Worksheets Menu"

On Schedule A-1 only, there is a third button that will display the ECR Instructions sheet.

The Worksheet Menu button is the button you will probably use most frequently. When this button is clicked, a menu of worksheets will appear (See below).

Schedule A-1 after clicking the "Worksheet Menus" button



Simply click on the Worksheet you wish to enter next. For example, by clicking A-3, Worksheet A-3 appears.

Schedule A-3 as entered from the Worksheet Menu

Microsoft Excel - ECR NF COST REPORT.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Recent Documents

A1 fx

Print Options / Submit ECR Menu Individual Worksheets Menu

VIRGINIA DEPARTMENT OF MEDICAL ASSISTANCE SERVICES

PROVIDER NAME: 0 FROM: 1/0/1900 PERIOD SCHEDULE A

PROVIDER NUMBER: 0 TO: 1/0/1900

COMPUTATION OF PATIENT INTENSITY REIMBURSEMENT SYSTEM BASE OPERATING COSTS

Line Item	Description	Schedule A
1	TOTAL NURSING FACILITY COSTS (FROM CMS 2552-92, WORKSHEET B, PART I, COL 27, LINES 34 PLUS 35 OR CMS 2540-96, WORKSHEET B, PART I, COL 18, LINES 16 PLUS 18, AS APPLICABLE)	1
2	LESS NURSING FACILITY PLANT COSTS (FROM CMS 2552-92, WORKSHEET B, PARTS II AND III, COL 27, LINES 34 PLUS 35 OR CMS 2540-96, WORKSHEET B, PART II, COL 18, LINES 16 PLUS 18, AS APPLICABLE)	2
3	TOTAL NURSING FACILITY OPERATING COSTS (LINE 1 MINUS LINE 2)	3
4	TOTAL DIRECT PATIENT CARE NURSING SERVICE COSTS (FROM SCHEDULE A-4, LINE 4)	4
5	TOTAL NATCEP's COSTS (FROM SCHEDULE N, LINE 11 AND/OR LINE 17, AS APPLICABLE)	5

Validate / SCH A-1 / COVER (W) / CERTIFY / **SCH A-3** / SCH A-4

Start ZoomText 9.0 User Guide ... Microsoft E... 3:15 PM

When you have finished with A-3, click the Worksheet Menu button again to invoke the Worksheets Menu, and choose the one you want to go to next.

The two menu buttons appear at the top of each spreadsheet in the workbook.

If you are further down in the worksheet (i.e. if you have scrolled down using the vertical scroll bar), you may not see the buttons. They are there. Simply scroll up again to the top of the worksheet to see the two menu buttons OR press Control + Home to go to the top, Position A1.

For example, in the next illustration, the middle portion of Schedule H is showing on the screen. You cannot see the Provider Information or the two Menu Buttons.

Middle of Schedule H showing that the Navigation Buttons are not visible.

Microsoft Excel - ECR NF Cost Report.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Security...

cr.271 19452

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	U	V	W	X	Y	Z	
22	4-A	TOTAL DIRECT NURSING SERVICE COSTS (SCHEDULE B-5, PART I, COL 2, LINE 23 OR SCHEDULE A-3, LINE 4)																				4-A	372,400		
23	4-B	PLUS INFLATION ADJUSTED DIRECT CARE COST PER DIEM ADJUSTMENT \$ - TIMES DAYS																				4-B			
24	4	TOTAL DIRECT NURSING SERVICE COSTS (SUM OF LINES 4A - 4C)																				4	372,400		
25	5	TITLE XIX DIRECT NURSING SERVICE COSTS (LINE 3 x LINE 4)																				5	733,190		
28	6	ADD: TITLE XIX SHARE OF DIRECT PATIENT CARE ANCILLARY SERVICE COST (SCH C, COL 5, LINE 16)																				6	10,233		
31	7	TOTAL TITLE XIX DIRECT PATIENT CARE OPERATING COSTS (LINE 5 + LINE 6)																				7	743,423		
34	8	TITLE XIX DAYS - THE GREATER OF SCHEDULE H, LINE 2																				8A)	14,666	OR	
36	CMS 2552, WORKSHEET S-3, COL 2, LINE 15 + LINE 16 OR																								
37	CMS 2540, WORKSHEET S-3, COL 2, LINE 1 + LINE 3 OR																								
38	PIRS 1030, SCHEDULE A, LINE 3																					21,300			
40										X	0.30														
42										=	13,710														
44										X LINE 3 ABOVE	0.7540	=	8B)	14,861							8		14,861		
47	9	TITLE XIX DIRECT PATIENT CARE OPERATING COST BASE RATE (LINE 7 / LINE 2)																				9	50.63		
50	10	TITLE XIX PROSPECTIVE DIRECT PATIENT CARE OPERATING COST BASE RATE (LINE 9 x INFLATION %																				1. 1.0340	%	10	52.41
52	11	TITLE XIX FIRST SEMI-ANNUAL PROSPECTIVE DIRECT PATIENT CARE OPERATING RATE																							
53		(LINE 10 / FIRST SEMI-ANNUAL CASE MIX NEUTRALIZATION FACTOR)																					0.32500	11	56.66
56	12	TITLE XIX DIRECT PROSPECTIVE PEER GROUP CASE MIX NEUTRALIZED CEILING																				12	76.03		
59	13	TITLE XIX PROSPECTIVE DIRECT PATIENT CARE OPERATING RATE (THE LOWER OF LINE 11 OR LINE 12)																				13	56.66		
62	14	FIRST SEMI-ANNUAL CASE MIX ADJUSTMENT FACTOR																				14	0.90120		
65	15	TITLE XIX FIRST SEMI-ANNUAL PROSPECTIVE DIRECT PATIENT CARE OPERATING RATE (LINE 13 X LINE 14)																				15	51.06		
68	16A	TOTAL INDIRECT PATIENT CARE OPERATING COSTS (SCH B-5, PART I, COL 2, LINE 55 OR SCHEDULE A-3, LINE 7, AS APPROPRIATE)																				16	801,364		
69	16B	PLUS INFLATION ADJUSTED INDIRECT CARE COST PER DIEM ADJUSTMENT \$ - TIMES DAYS																				16B	-		
70	16C	PLUS ADJUSTMENT FOR ADMINISTRATOR COMPENSATION AND MANAGEMENT FEES ABOVE THE OLD LIMIT PER 2006 APPROPRIATIONS ACT																				16C	0		
71	16	TOTAL INDIRECT PATIENT CARE OPERATING COSTS (SUM OF LINES 16A - 16C)																				16	801,364		

SCH A-1 / SCH A-3 / SCH A-4 / SCH C / SCH D / SCH E / SCH F / SCH H / SCH J, PT II & III / SCH J, PT IV, I

Start

ZoomText 9.0

User Guide ...

Microsoft E...

1:35 PM

By scrolling up, using the vertical scroll bar or pressing Control + Home, the buttons come into view. (See next illustration).

Top of Schedule H after scrolling up (or Control Plus Home)

Microsoft Excel - ECR NF COST REPORT.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Recent Documents

A1

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1					Print Options & Submit the ECR Menu				Worksheets Menu								
2	VIRGINIA DEPARTMENT OF MEDICAL ASSISTANCE SERVICES																
4																	
5					PROVIDER NAME:		0										F
6					PROVIDER NUMBER:		0										
9					COMPUTATION OF TITLE XIX (MEDICAID) BASE COSTS AND PROSPECTIVE RATE/PIRS RATE EFFECTIVE BEGINNING												1/1/
12	1	TOTAL PATIENT DAYS (FROM CMS 2552, WORKSHEET S-3, COL 6, LINE 11; OR CMS 2540, WORKSHEET S-3, COL 7, LINE 1 + 3 OR PIRS 1090, SCHEDULE A, LINE 10, AS APPROPRIATE)															
16	2	TOTAL TITLE XIX PATIENT DAYS (SCHEDULE J, PART V, LINE 7)															
19	3	PERCENT OF TITLE XIX UTILIZATION (LINE 2 / LINE 1) (CARRIED TO 4 DECIMALS)															
22	4	TOTAL DIRECT NURSING SERVICE COSTS (SCHEDULE B-5, PART I, COL 2, LINE 29 OR SCHEDULE A-3, LINE 4)															
25	5	TITLE XIX DIRECT NURSING SERVICE COSTS (LINE 3 x LINE 4)															
28	6	ADD: TITLE XIX SHARE OF DIRECT PATIENT CARE ANCILLARY SERVICE COST (SCH C, COL 5, LINE 16)															
31	7	TOTAL TITLE XIX DIRECT PATIENT CARE OPERATING COSTS (LINE 5 + LINE 6)															

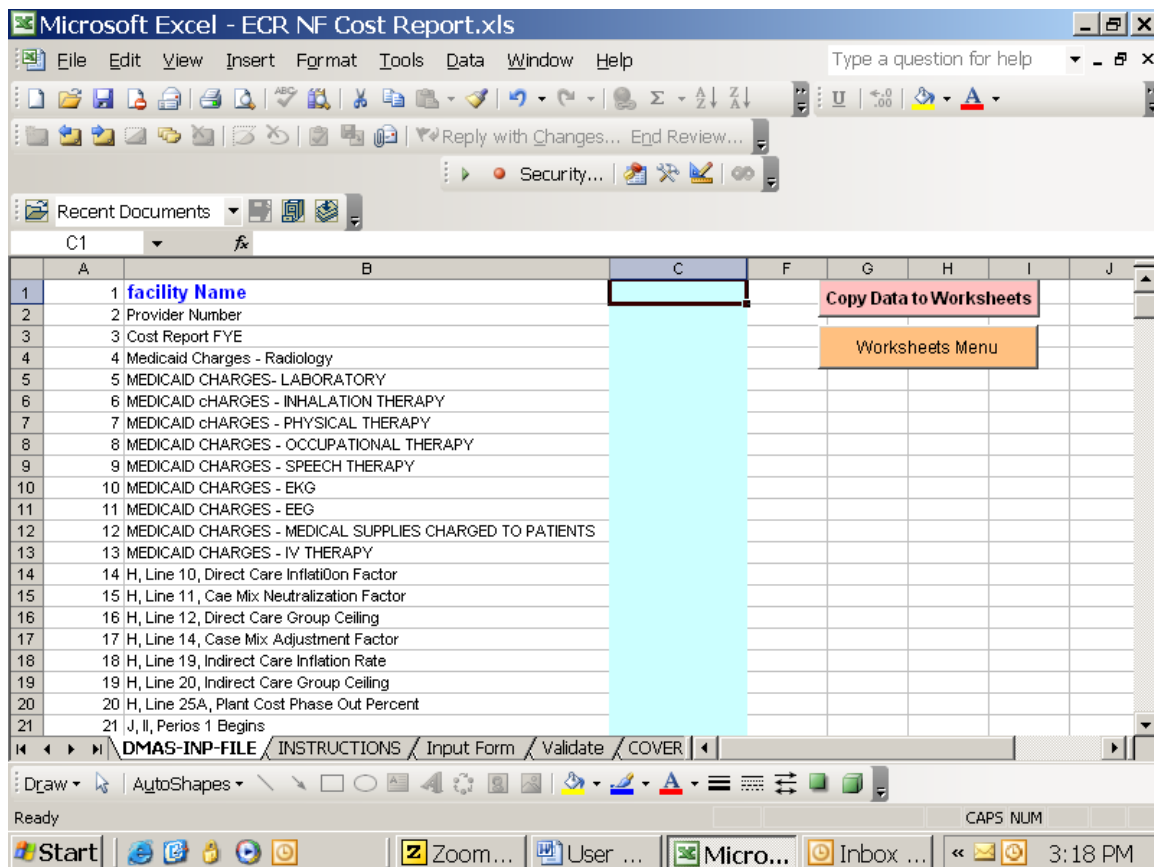
SCH A-3 / SCH A-4 / SCH C / SCH D / SCH E / SCH F / **SCH H** / SC

Start | ZoomText 9.0 | User Guide ... | Microsoft E... | 3:18 PM

Loading the DMAS INPUT DATA File:

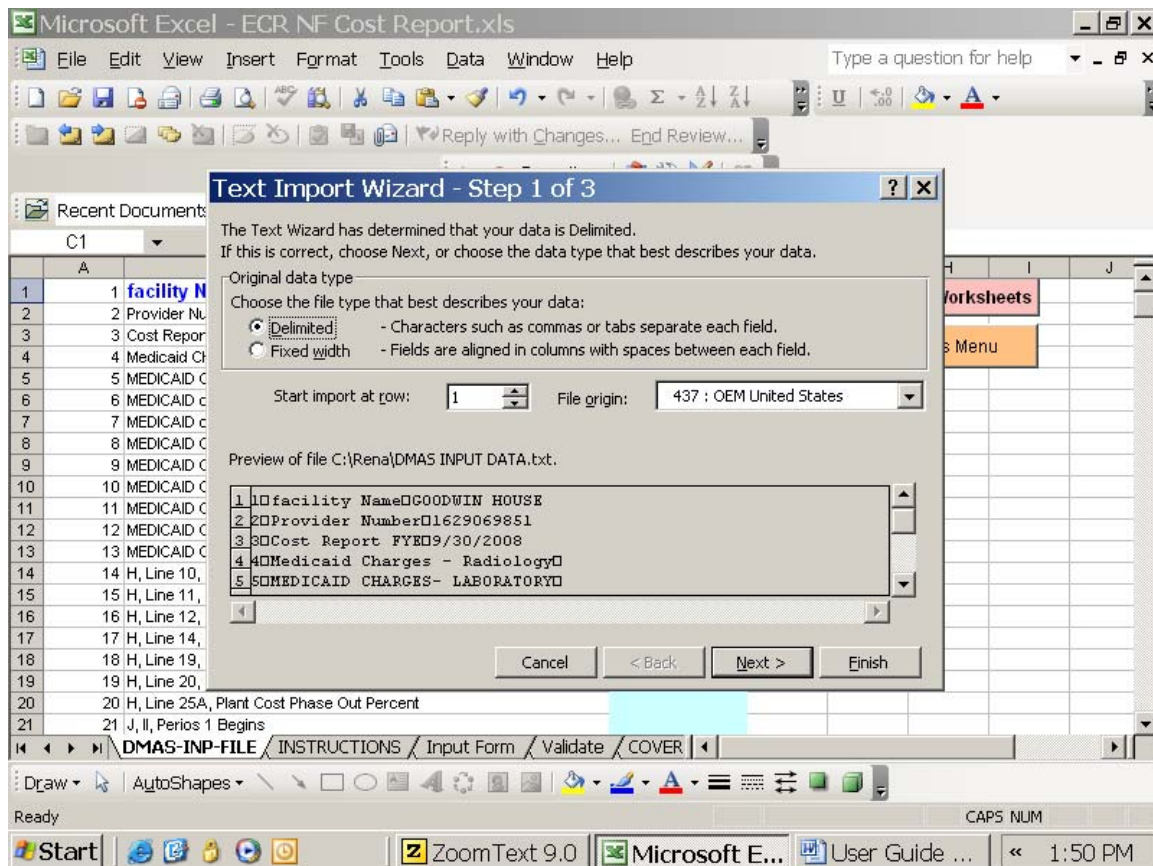
As explained earlier, DMAS has prepared a text file to be used as input to the ECR NF Cost Report. The file contains a possible 295 items that will be automatically copied into the appropriate worksheet cells. You do not have to use the input file, of course; and if you do use it, you may still change the values of data automatically filled in by the "Copy Data to Worksheets" function.

To load the data into your ECR NF Cost Report, first click the Worksheets Menu button and choose "DMAS-INP-FILE".



Next Click File – Open, and choose the text file you exported from GoFileRoom—DMAS INPUT DATA.TXT. Make sure the "Files of Type" is set to "All Files"

Once you click to open DMAS INPUT DATA.TXT , the following screen should appear.



Accept the defaulted options (Delimited, Tab as Delimiter, and General Formatting) and click "Finish".

Note: Sometimes Excel opens the file as a "Fixed Width" file. If the default is "Fixed Width", click the "Next" button and verify that there is a divider between Columns A and B and between Columns B and C. The divider between A and B should come immediately before the "F" in "Facility Name," which is the description for row 1. . The divider between B and C should come immediately before the first character of the facility's name as shown on row 1. You will probably need to use the horizontal scroll bar to move across the row and display the beginning of column C.

Hint: It may help you to open the file in Note Pad first so that you can clearly see that the file is divided into 3 distinct columns.

A	B	C
1	1 facility Name	TEST ONE NF
2	2 Provider N	1E+10
3	3 Cost Rep	9/30/2008
4	4 Medicaid Charges - Radiology	
5	5 MEDICAID CHARGES- LABORATORY	
6	6 MEDICAID	3656
7	7 MEDICAID cHARGES - PHYSICAL THERAPY	
8	8 MEDICAID CHARGES - OCCUPATIONAL THERAPY	
9	9 MEDICAID CHARGES - SPEECH THERAPY	
10	10 MEDICAID CHARGES - EKG	
11	11 MEDICAID CHARGES - EEG	
12	12 MEDICAID CHARGES - MEDICAL SUPPLIES CHARGED TO PATIENTS	
13	13 MEDICAID CHARGES - IV THERAPY	
14	14 H, Line 10	1.028
15	15 H, Line 11	0.977
16	16 H, Line 12	85.67
17	17 H, Line 14	0.9592
18	18 H, Line 19	1.028
19	19 H, Line 20	57.97

You will need to widen columns B and C to make the file more readable.

The worksheet contains 3 columns. Column A contains the row number. These should be consecutive from 1 to 295 at present (February 2009). If any rows are missing or out of order, the file should not be used to load data into your ECR.

Column B contains a description of the item. Column C contains the item's value. It is Column C only that you will copy into your ECR NF Cost Report.

Highlight Column C Rows 1 – 295.
Then click the Edit Menu – Copy.

Microsoft Excel - DMAS INPUT DATA.txt

File Edit View Insert Format Tools Data Window Help

Type a question for help

Recent Documents

C1 TEST ONE NF

	A	B	C	D	E
9	9	MEDICAID CHARGES - SPEECH THERAPY			
10	10	MEDICAID CHARGES - EKG			
11	11	MEDICAID CHARGES - EEG			
12	12	MEDICAID CHARGES - MEDICAL SUPPLIES CHARGED TO PATIENTS			
13	13	MEDICAID CHARGES - IV THERAPY			
14	14	H, Line 10, Direct Care Inflation Factor	1.028		
15	15	H, Line 11, Case Mix Neutralization Factor	0.977		
16	16	H, Line 12, Direct Care Group Ceiling	85.67		
17	17	H, Line 14, Case Mix Adjustment Factor	0.9592		
18	18	H, Line 19, Indirect Care Inflation Rate	1.028		
19	19	H, Line 20, Indirect Care Group Ceiling	57.87		
20	20	H, Line 25A, Plant Cost Phase Out Percent	0.3		
21	21	J, II, Period 1 Begins	10/1/2007		
22	22	J, II, Period 1 Ends	3/31/2008		
23	23	J, II, Prior Year Operating Rate (1)	132.18		
24	24	J, II, Period 2 Begins	4/1/2008		
25	25	J, II, Period 2 Ends	6/30/2008		
26	26	J, II, Prior Year Operating Rate (2)	132.39		
27	27	J, II, Period 2 Begins	7/1/2008		

DMAS INPUT DATA

Ready

Sum=10000201850 NUM

Start Zoo... Use... Inb... EC... DM... 3:29 PM

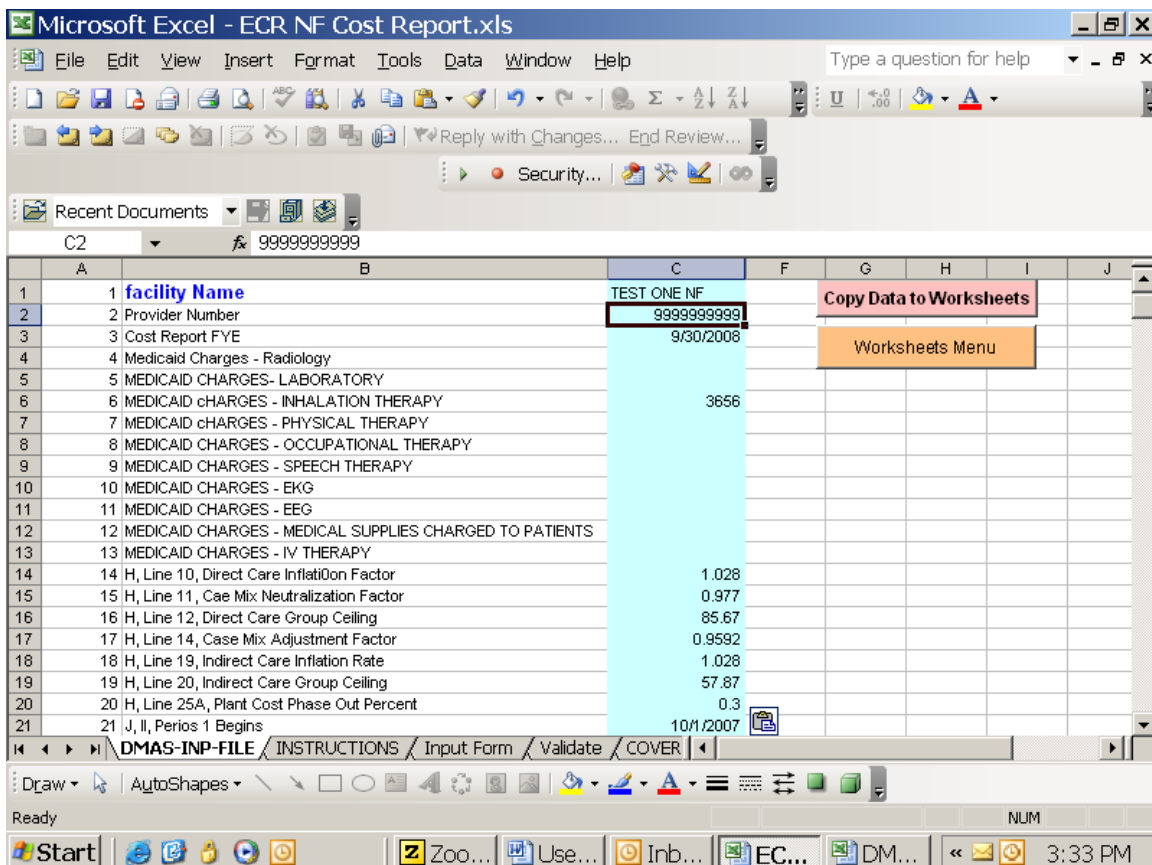
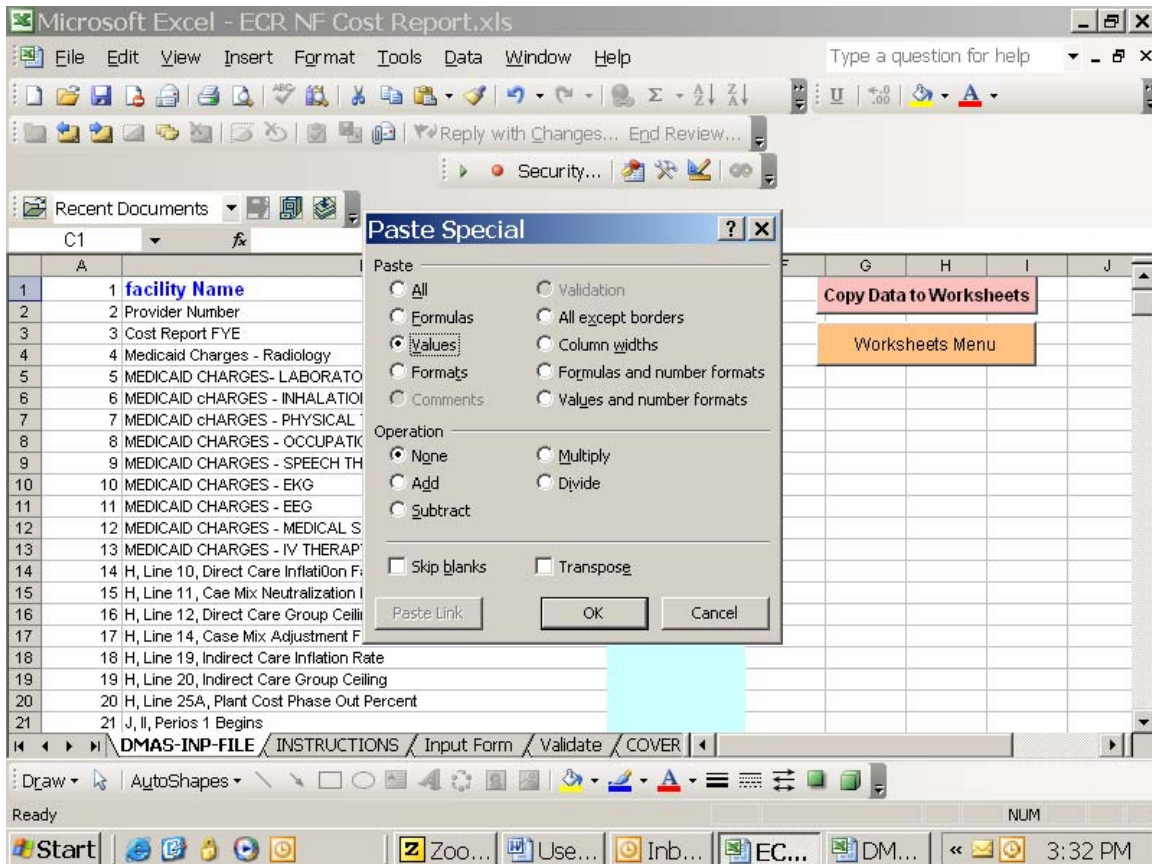
Change windows and go to the ECR NF Cost Report, DMAS-INP-FILE Worksheet.
Place your cursor in row 1 of Column c then click

Edit

Paste Special

Click the "Values" button

Click OK.



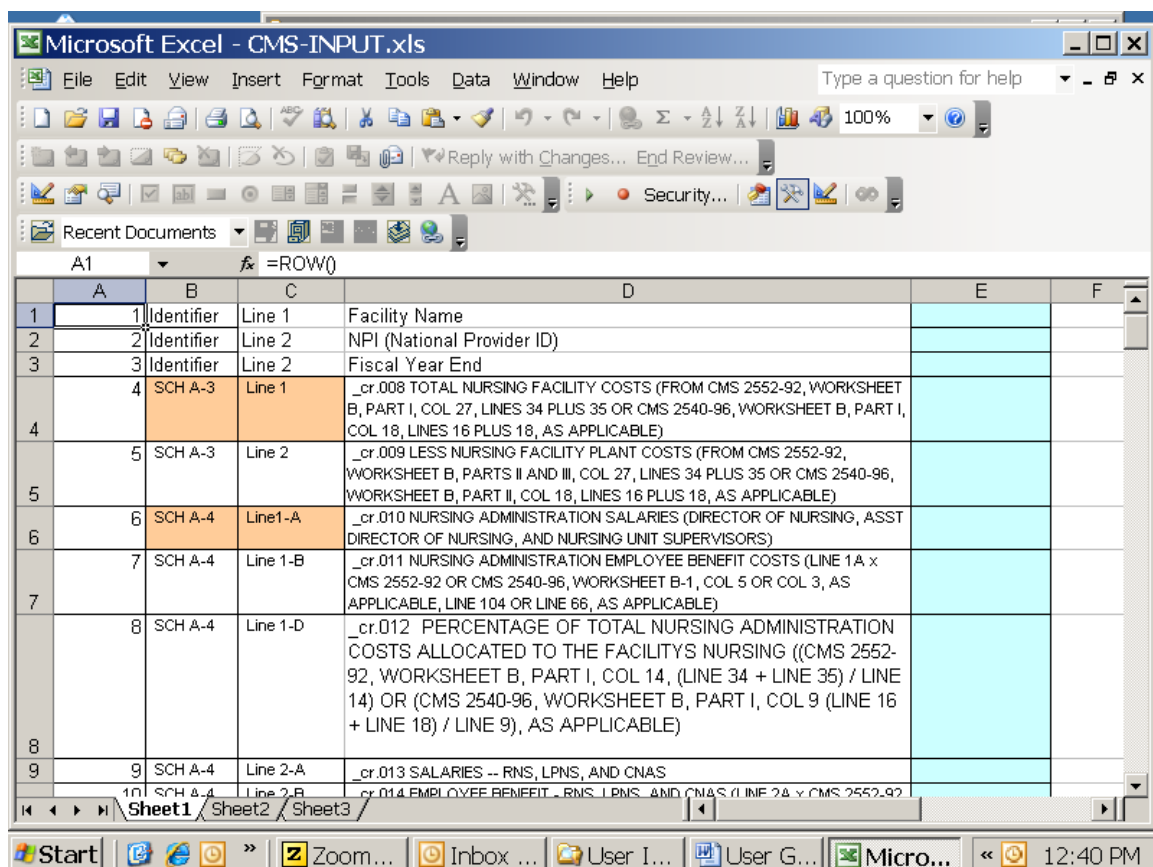
Then click the button labeled "Copy Data to Worksheets". You will see a sort-of "light show", meaning lots of flickering and flitting from sheet to sheet. When the copy completes, the focus will be on Worksheet A-1, Fiscal Year End cell.

You may then return (switch windows again) to the DMAS INPUT DATA.TXT, Press Escape then close the file. There is no need to Save Changes.

At this point, you may begin entering your cost report data into the remaining blue cells, the cells that were not populated by the DMAS-INP-File.

Loading the CMS-INPUT Data:

If you are using the stand-alone CMS-INPUT sheet to collect data that will be included in the cost report, open the stand-alone version of CMS-INPUT, the one that contains your data.



Highlight Column E, then click Edit Copy (or Right Click and Copy, or Control + c)

Change windows and go to the ECR NF Cost Report. Within the ECR NF Cost Report, choose Worksheets Menu option "CMS-Input"

Place your cursor on Row 1 Col. E. Click the Edit Menu and choose Paste Special, Values Only.

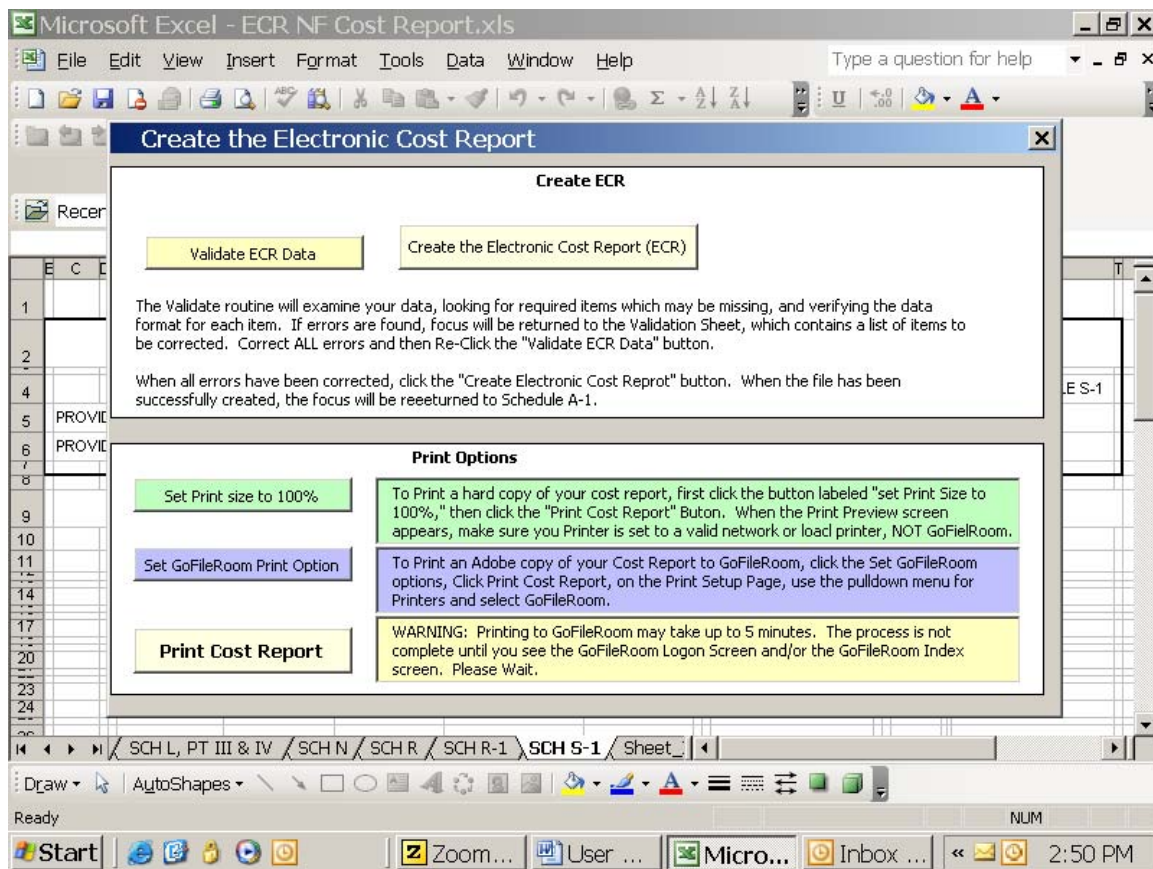
Once your data has been copied to the ECR, click the "Transfer" button on the right to transfer the data to the appropriate worksheets.

Switch windows and close the stand-alone version of CMs-Input.

Note: As with the DMAS Input Data, once the data has been transferred to the appropriate worksheets, the values may be changed on the individual worksheets.

Print Options & Submit ECR Menu

By clicking the Yellow menu button labeled "Print Options & Submit ECR Menu", a window containing another menu will appear.(See below).



Validate ECR Data:

The first button, validates the data and data formats, looking for missing "required" items, or data that is entered in and incorrect data format.

If any errors are found, focus will be directed to the Validation Sheet, where a list of all errors will be available. To correct the errors,

- 1 Place your cursor on the row listing the error, and then click the "GoTo" Button.
2. This will take you directly to the specific worksheet / cell to be corrected.
3. After correcting the item, click the Worksheet Menu and choose "Validation Sheet."
4. Move to the next error message row and repeat.

NOTE: The list of errors on the Validation Sheet still contains the error you just corrected. The Validation Sheet is not refreshed until you click the "Create Electronic Cost Report" again.

Validation Results Example

Microsoft Excel - ECR NF Cost Report-8-19B-2008.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

Recent Documents

A1

Print Options & Submit ECR Menu Worksheets Menu

NURSING HOME SERVICE PROVIDERS
LIST OF DETECTED EXCEPTION CONDITIONS

To correct a listed condition, click anywhere on the desired row then click the "GoTo" button.

GO TO

Worksheet Name	Section	Field Description / Condition Detected
FATAL ERROR	Cannot Submit	_cr_001 Provider Name is missing / Required
FATAL ERROR	Cannot Submit	_cr_002 Provider Number is missing / Required
FATAL ERROR	Cannot Submit	_cr_003 Cost Report "From" (date) value is missing or not a valid date / Required
FATAL ERROR	Cannot Submit	_cr_004 Cost Report "To" (date) value is missing or not a valid date / Required
FATAL ERROR	Schedule A-3	a3_s12 Total Nursing Facility Costs is missing or zero / Required
FATAL ERROR	Schedule A-3	a3_s16 LESS NURSING FACILITY PLANT COSTS is missing or zero / Required
FATAL ERROR	Schedule A	a4_y15 NURSING ADMINISTRATION SALARIES is missing or zero / Required
FATAL ERROR	Schedule A	a4_y19 NURSING ADMINISTRATION EMPLOYEE BENEFIT COSTS is missing or zero / Required

Input Form Validate SCH A-1 COVER (W) CERTIFY SCH A-3

Start ZoomText 9.0 User Guide ... Microsoft E... 3:51 PM

When all errors have been corrected, either Re-Click the "Validate ECR Data" ro verify all errors are corrected, or click the "Create the Electronic Cost Report".

Create the Electronic Cost Report:

If there are NO remaining errors, the procedure will then create the following data file.

"E Cost Report Data.prn"

The file is created on the drive / folder in which you are currently working, if you have opened the workbook in the recommended manner. Otherwise, the file will be created in "My Documents".

The text file (the .prn file) is the Electronic Cost Report (ECR) file, the one that DMAS will use as input to load your cost report data into their database for processing. This **(E Cost Report Data.prn)** is the file that **must** be placed in GoFileRoom.

As this routine runs, you are presented with many questions. Answer "YES" to all of them or click "OK" whichever is appropriate. If you click "Cancel" or "No" the process will NOT complete successfully. Below are some of the questions and messages that are issued during the "Create Electronic Cost Report" process.

MSG. #	Message	Explanation
1	"You are going to be prompted to Save a File. Please answer "Yes".	This is simply an instructional message. Click "OK"
2	"A file with the name "E cost Report Data.prn" already exists. Do you want to replace it?"	This message, and the following one, will appear if you have run the "Create Electronic Cost Report" process previously and IF the output files are still in your current working directory. Answer " Yes " to continue.
4.	"Do you want to save changes you made to E Cost Report Data.prn?"	This message is issued when the "Close File" instruction is executed. Answer "Yes"
7.	"Do you want to save changes you made to E Cost Report Data.xls?"	Same as above.

The process is complete when focus returns to the ECR NF Cost Report, Schedule A-1.

Important Note:

During the "Create ECR Process" when Excel prompts you with question "Do you want to replace the existing file...", be sure to answer **YES**. If you click "NO" you may be prompted with the statement such as "A Formula or Range with the name _cr.002 already exists. Do you want to accept this name or change it?" You may receive as many as 500 such questions. You will have to keep responding until all cells with Range or Formula names have been evaluated. This occurs most probably if you have attempted to create the ECR twice and answered "No, Don't replace" both times without closing the ECR NF Cost Report.xls

Another means of getting out of this situation is to press Control Alt Delete, Choose Task Manager, and Choose Excel.exe and then click "End Procedure Now." You will, of course lose any changes you may have made since the last "Save" was issued.

.

Print the Entire Cost Report

Click the "Print Options & Submit ECR Menu" button to display the form shown below.

"Print Options and Submit ECR Menu"

Create the Electronic Cost Report

Create ECR

Validate ECR Data Create the Electronic Cost Report (ECR)

The Validate routine will examine your data, looking for required items which may be missing, and verifying the data format for each item. If errors are found, focus will be returned to the Validation Sheet, which contains a list of items to be corrected. Correct ALL errors and then Re-Click the "Validate ECR Data" button.

When all errors have been corrected, click the "Create Electronic Cost Report" button. When the file has been successfully created, the focus will be reeeturned to Schedule A-1.

Print Options

Set Print size to 100% To Print a hard copy of your cost report, first click the button labeled "set Print Size to 100%," then click the "Print Cost Report" Buton. When the Print Preview screen appears, make sure you Printer is set to a valid network or local printer, NOT GoFileRoom.

Set GoFileRoom Print Option To Print an Adobe copy of your Cost Report to GoFileRoom, click the Set GoFileRoom options, Click Print Cost Report, on the Print Setup Page, use the pulldown menu for Printers and select GoFileRoom.

Print Cost Report WARNING: Printing to GoFileRoom may take up to 5 minutes. The process is not complete until you see the GoFileRoom Logon Screen and/or the GoFileRoom Index screen. Please Wait.

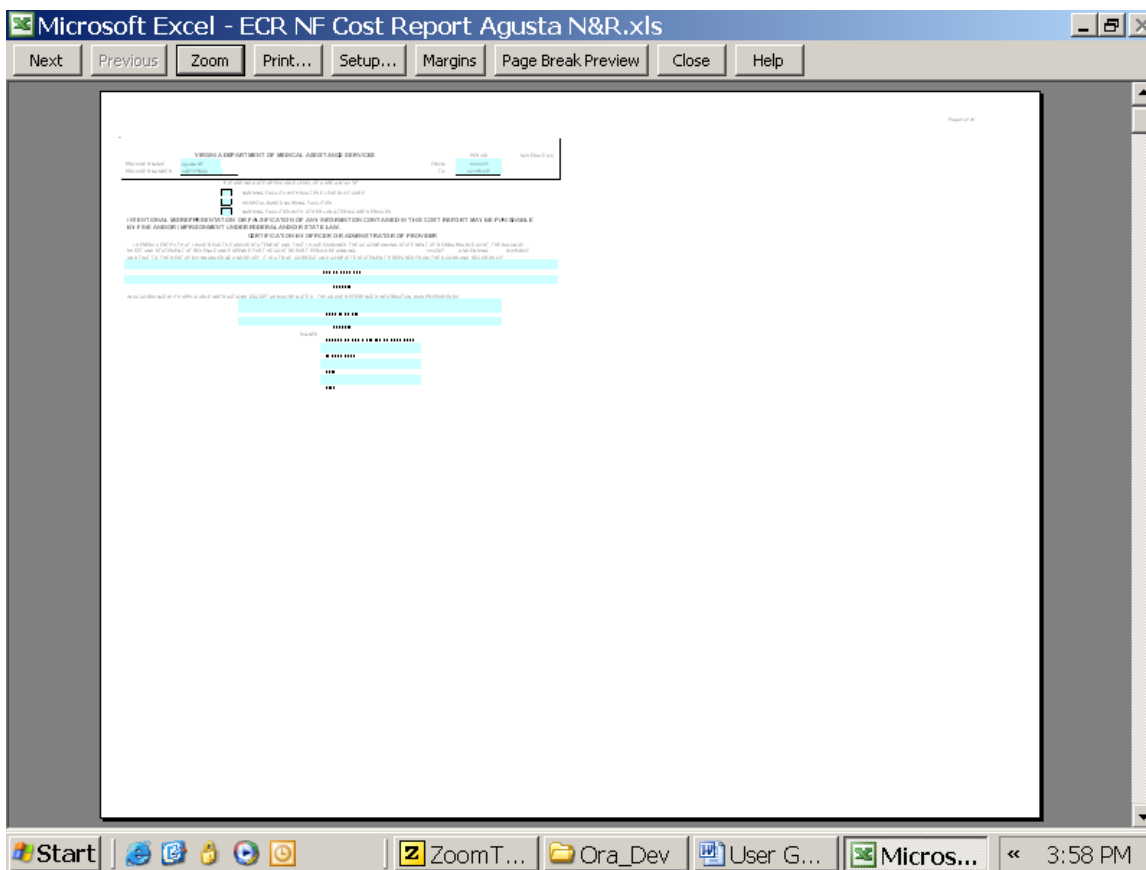
"Set Print Size to 100%" will set the size of each worksheet to 100%. This is what you will want if you are making a hard copy.

"Set Print Options for GoFileRoom" will set the print size option to 50% on all sheets. Use this option before you print to GoFileRoom. Otherwise, your Adobe copy of the cost report in GoFileRoom will be extremely large and virtually unreadable.

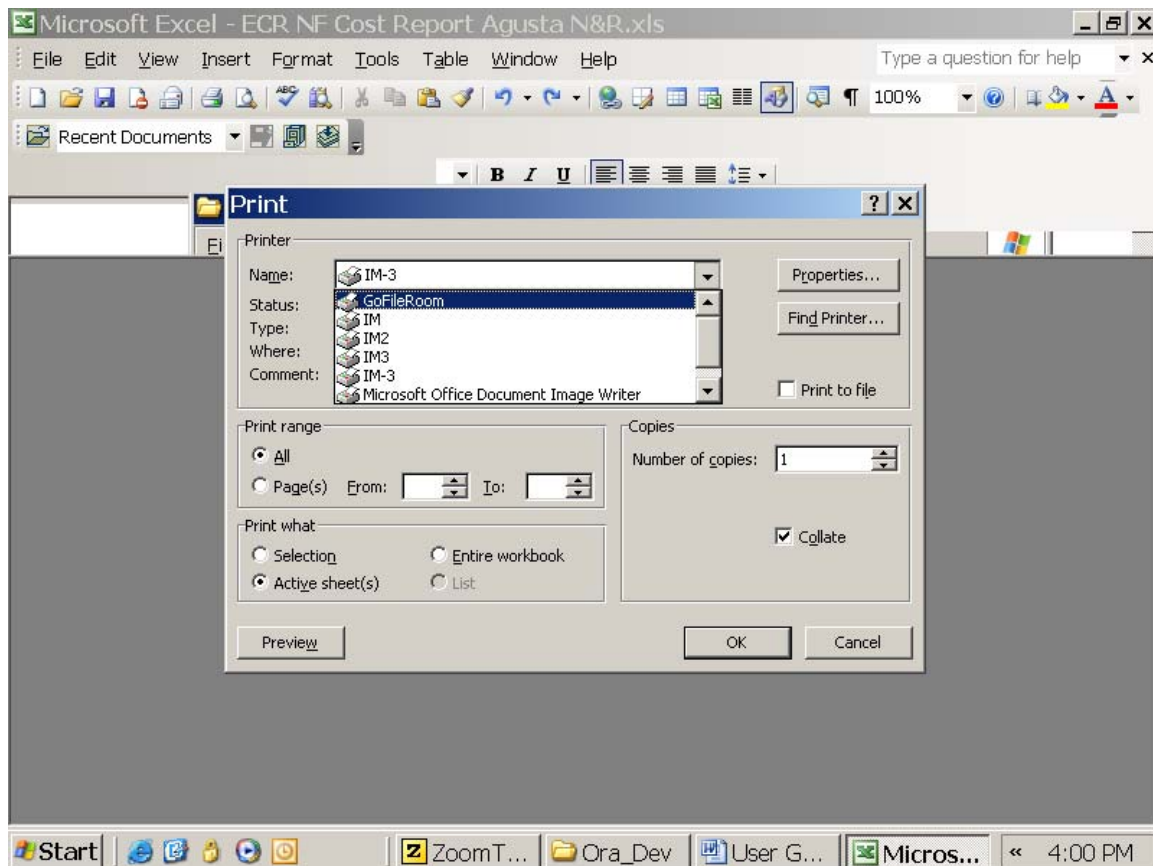
"Print Entire Cost Report" will allow you to either produce a hard copy or print an Adobe copy of your cost report to your GoFileRoom account. This will be your official Cost Report submission to DMAS.

When you click the button, you have the option of "Preview" or "Print."

If you "Print", you can either print to a printer OR change the Printer using the pull down menu and selecting "GoFileRoom."



Click Print, and then select the printer called "GoFileRoom".



Then click OK. An Adobe file will be created in the background, and then the GoFileRoom Sign On screen will appear. Sign On, then fill in the indexes and click Save. Be aware that this entire process may take as long as 5 minutes, depending on internet traffic at the time.

Note: In order to print to GoFileRoom, you must have first installed the Adobe Acrobat Add-In from the GoFileRoom start-up screen. When you use the pull-down Printer menu, if "GoFileRoom" does not appear as an option, then you have NOT installed the Adobe Add-In.

Sample: GoFileRoom screen with the indexes filled in.

Microsoft Excel Print to GoFileRoom

go file room Choose a Drawer

Drawer: DMAS-CG

INDEX DOCUMENT

☒ Facility Name TEST NF ONE

☒ Provider Number 999999999

☒ Parent/Company TEST NF ONE

☒ File Section COST REPORT FILING PBP

☒ Document Type COST REPORT

☒ Description PIRS COST REPORT | R&H

☒ Fiscal Period End 12/31/2007

☒ Document Date 9/30/2008

Clear Recall Index Save Cancel

Start ZoomText 9.0 Microsoft Ex... Print to Go... 9:33 AM

DMAS recommends that you name your Adobe file "PIRS 1090 ECR AS FILED". You may affix your NPI number, but it is not necessary.

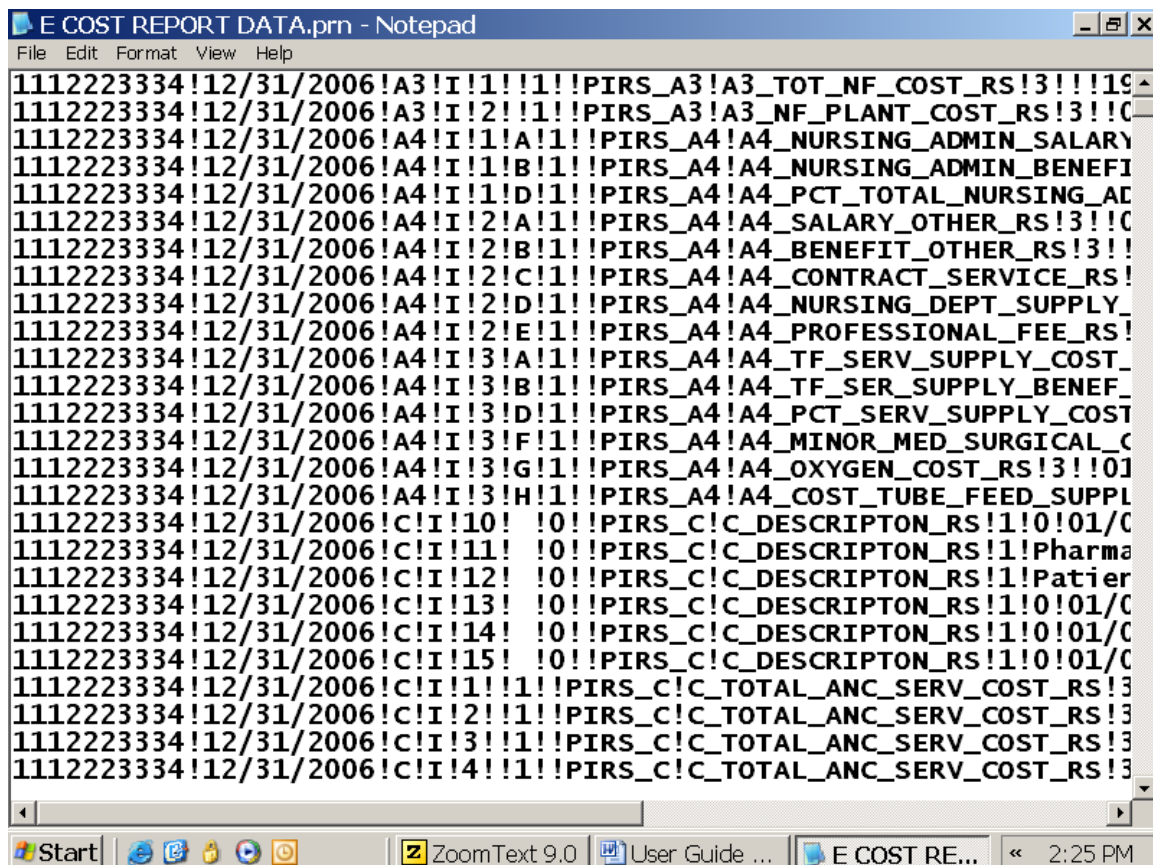
The Output File (E Cost Report Data.prn)

As stated earlier, the "Create Electronic Cost Report" procedure creates an output file—E Cost Report.prn. This file is written to the folder in which you were working at the time you issued the "Create ECR..." command.

Note: If you have not opened the ECR NF Cost report.xls through Excel, your output file may be written to "My Documents". Be sure to open Excel FIRST, then open the spreadsheet while within Excel.

This is the file that MUST be transmitting into GoFileRoom. It is the input file for the DMAS procedure that loads your Cost Report data in the DMAS database.

To open the ".prn" file, use Notepad. This is the Data Input File for the Oracle process that loads your cost report data into the DMAS database. (See example below).



```

1112223334!12/31/2006!A3!I!1!!PIRS_A3!A3_TOT_NF_COST_RS!3!!!19
1112223334!12/31/2006!A3!I!2!!PIRS_A3!A3_NF_PLANT_COST_RS!3!!C
1112223334!12/31/2006!A4!I!1!A!1!!PIRS_A4!A4_NURSING_ADMIN_SALARY
1112223334!12/31/2006!A4!I!1!B!1!!PIRS_A4!A4_NURSING_ADMIN_BENEFI
1112223334!12/31/2006!A4!I!1!D!1!!PIRS_A4!A4_PCT_TOTAL_NURSING_AC
1112223334!12/31/2006!A4!I!2!A!1!!PIRS_A4!A4_SALARY_OTHER_RS!3!!C
1112223334!12/31/2006!A4!I!2!B!1!!PIRS_A4!A4_BENEFIT_OTHER_RS!3!!
1112223334!12/31/2006!A4!I!2!C!1!!PIRS_A4!A4_CONTRACT_SERVICE_RS!
1112223334!12/31/2006!A4!I!2!D!1!!PIRS_A4!A4_NURSING_DEPT_SUPPLY_
1112223334!12/31/2006!A4!I!2!E!1!!PIRS_A4!A4_PROFESSIONAL_FEE_RS!
1112223334!12/31/2006!A4!I!3!A!1!!PIRS_A4!A4_TF_SERV_SUPPLY_COST_
1112223334!12/31/2006!A4!I!3!B!1!!PIRS_A4!A4_TF_SERV_SUPPLY_BENEF
1112223334!12/31/2006!A4!I!3!D!1!!PIRS_A4!A4_PCT_SERV_SUPPLY_COST
1112223334!12/31/2006!A4!I!3!F!1!!PIRS_A4!A4_MINOR_MED_SURGICAL_C
1112223334!12/31/2006!A4!I!3!G!1!!PIRS_A4!A4_OXYGEN_COST_RS!3!!0J
1112223334!12/31/2006!A4!I!3!H!1!!PIRS_A4!A4_COST_TUBE_FEED_SUPPL
1112223334!12/31/2006!C!I!10!!0!!PIRS_C!C_DESCRIPTOR_RS!1!0!01/C
1112223334!12/31/2006!C!I!11!!0!!PIRS_C!C_DESCRIPTOR_RS!1!Pharma
1112223334!12/31/2006!C!I!12!!0!!PIRS_C!C_DESCRIPTOR_RS!1!Patier
1112223334!12/31/2006!C!I!13!!0!!PIRS_C!C_DESCRIPTOR_RS!1!0!01/C
1112223334!12/31/2006!C!I!14!!0!!PIRS_C!C_DESCRIPTOR_RS!1!0!01/C
1112223334!12/31/2006!C!I!15!!0!!PIRS_C!C_DESCRIPTOR_RS!1!0!01/C
1112223334!12/31/2006!C!I!1!!1!!PIRS_C!C_TOTAL_ANC_SERV_COST_RS!3
1112223334!12/31/2006!C!I!2!!1!!PIRS_C!C_TOTAL_ANC_SERV_COST_RS!3
1112223334!12/31/2006!C!I!3!!1!!PIRS_C!C_TOTAL_ANC_SERV_COST_RS!3
1112223334!12/31/2006!C!I!4!!1!!PIRS_C!C_TOTAL_ANC_SERV_COST_RS!3

```

The first item on each row is the Provider Medicaid ID. Then comes an "!" and then the Fiscal Year End of the cost report. These are the only two items you need to verify, and then only on the first line.

In addition, it is a good idea to verify that the Create Date of the E Cost report Data.prn is correct, the latest version, in other words.

Transmitting the Data File:

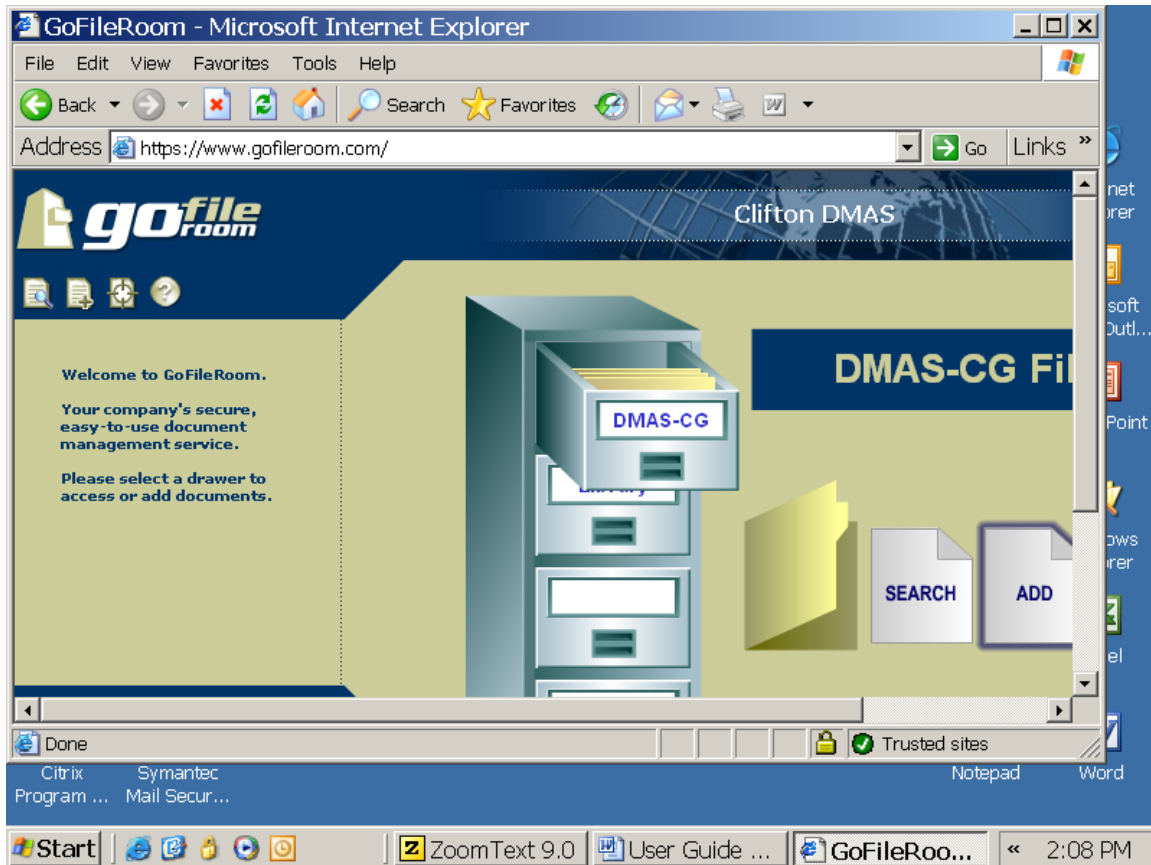
To transmit the E Cost Report Data.prn, follow these steps. Do **NOT** write the file to GoFileRoom. It will be UNUSABLE if you do so.

1. Sign on to GoFileRoom
2. Select the DMAS CG Drawer and Choose "Add Document"
3. Fill in these index values:
 - a. Provider or Facility Name
 - b. Provider ID
 - c. Parent or Owner Name
 - d. File Section = "Cost Report Filings PBP"
 - e. Document Type = "Cost Report"
 - f. Document Description =
"E COST REPORT DATA-9999999999.prn"
 - g. Period Ending = the Fiscal Year End of the Cost Report
being transmitted.
 - h. Date Added should be today's date.
4. Click the Browse Button on the right side of the screen.
Then click the "Browse" button in the window that opens
at the top of your screen.
5. Find the Text Data File E Cost Report Data.**PRN** and click Open.
6. Then click the GoFileroom Save button in the top portion of your screen..

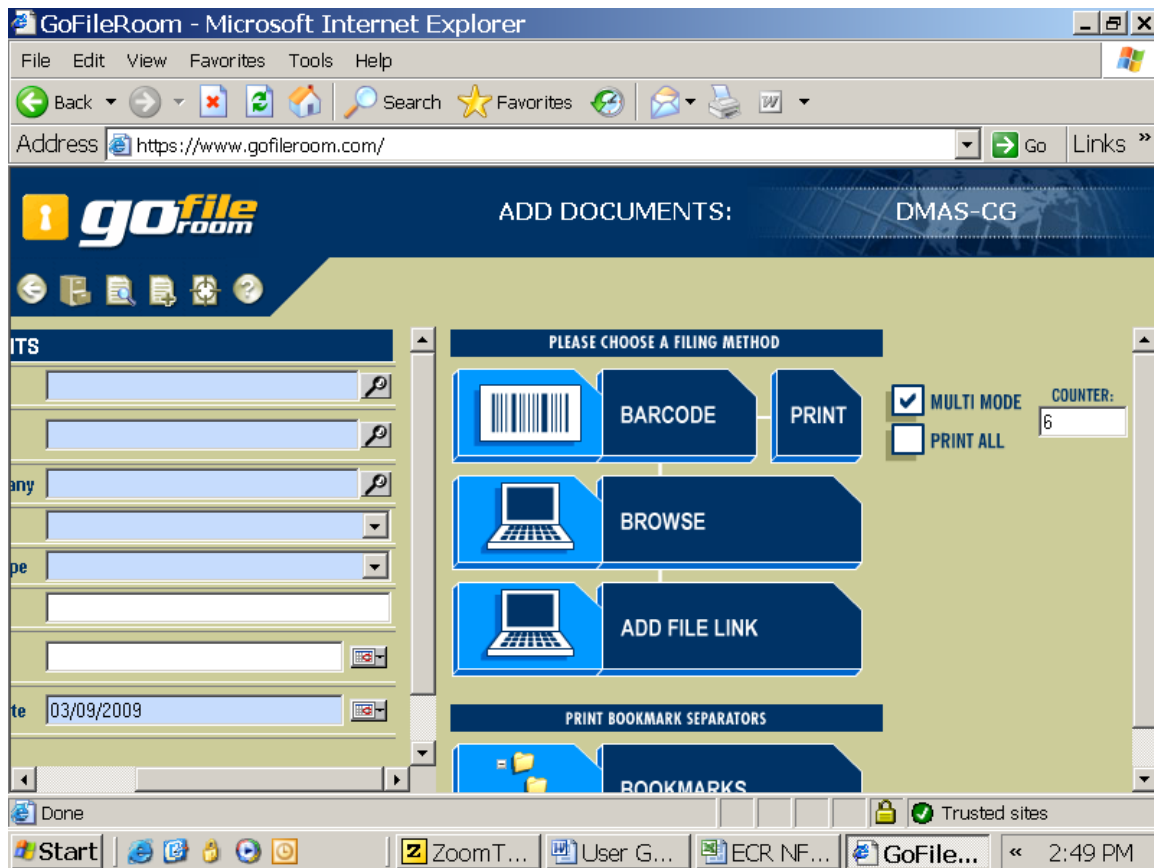
The document should be saved and the index values cleared.

Be sure to Log Off of GoFileRoom when you have completed these steps.

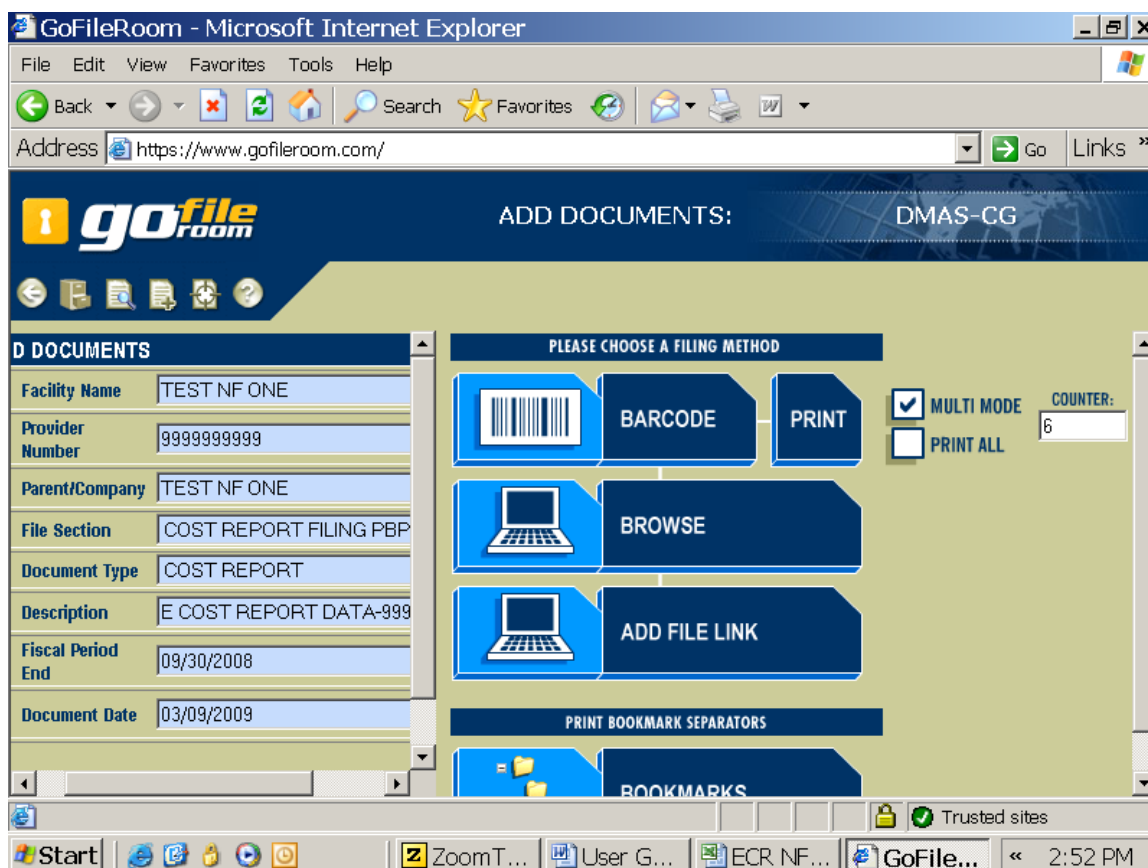
Below are screen prints taken when transmitting the cost report for Provider No. 9999999999, Test NF One.



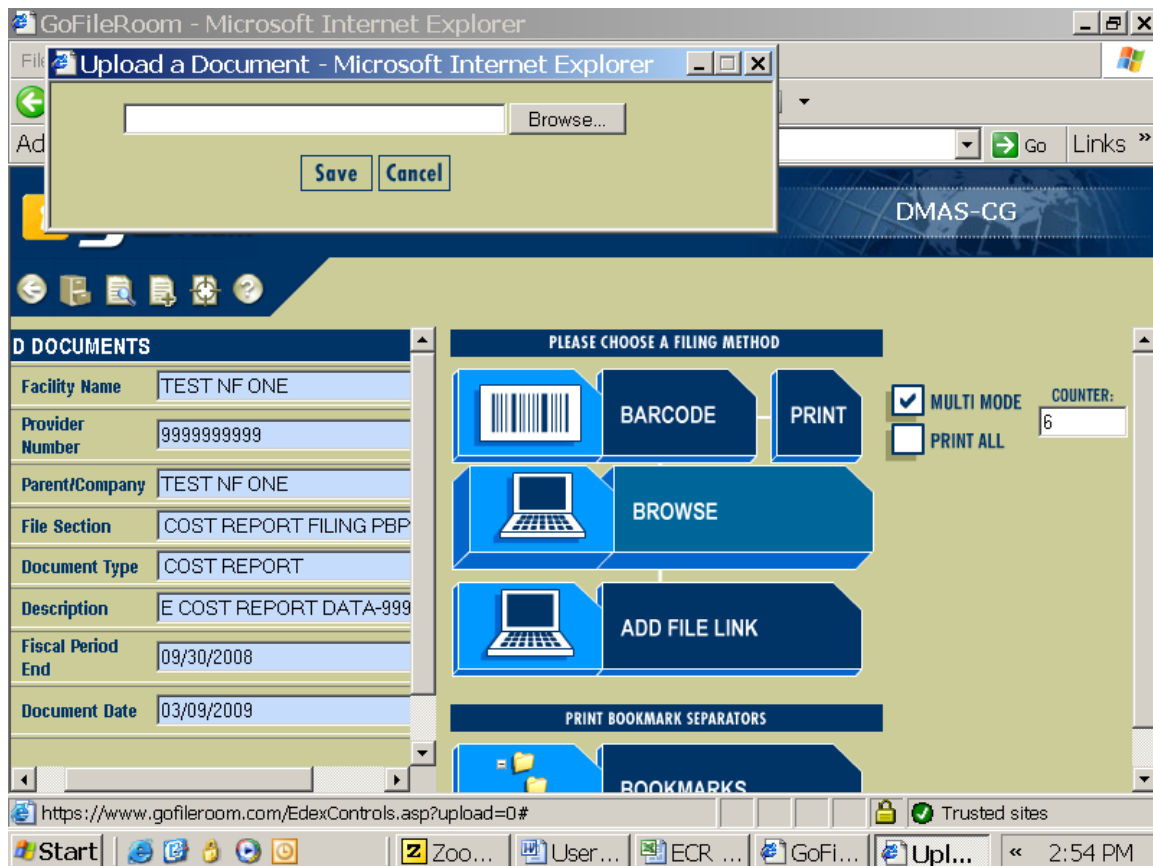
Click Add:



Fill in the Indexes as shown below.

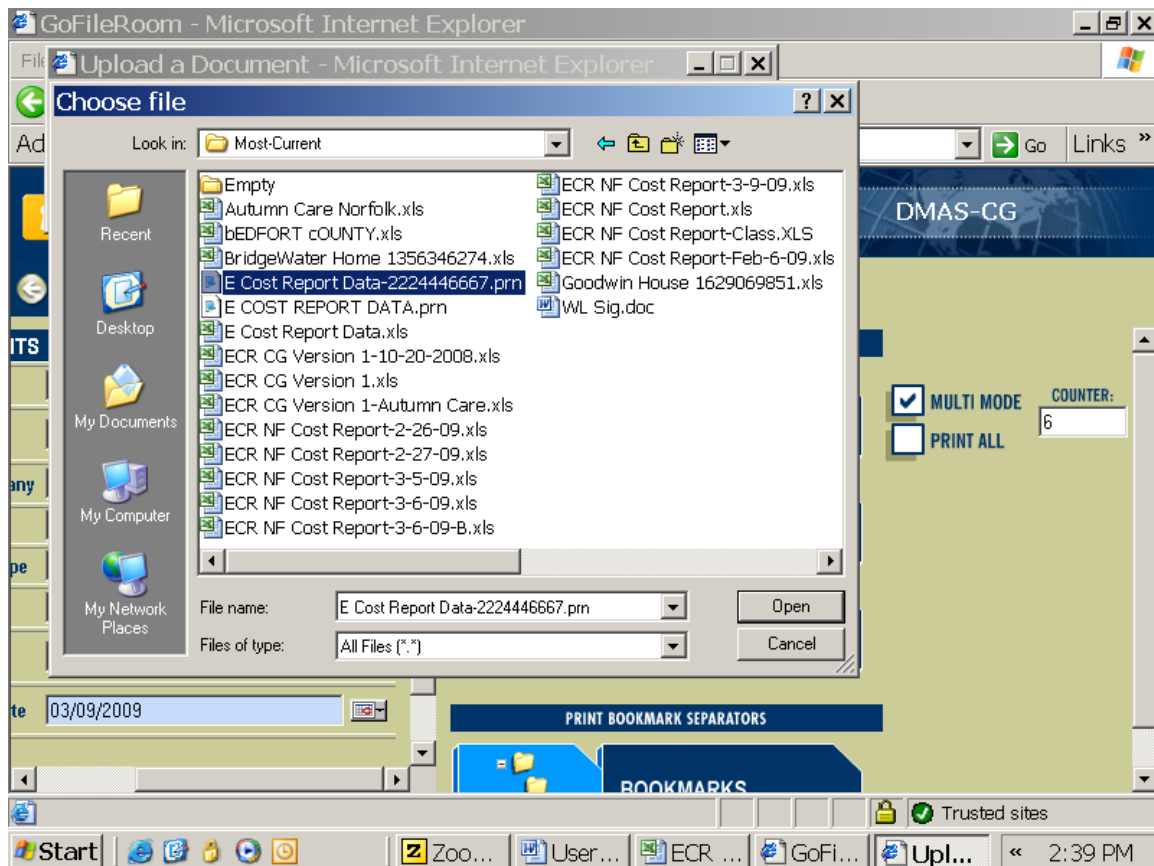


Click the Browse button on the right.

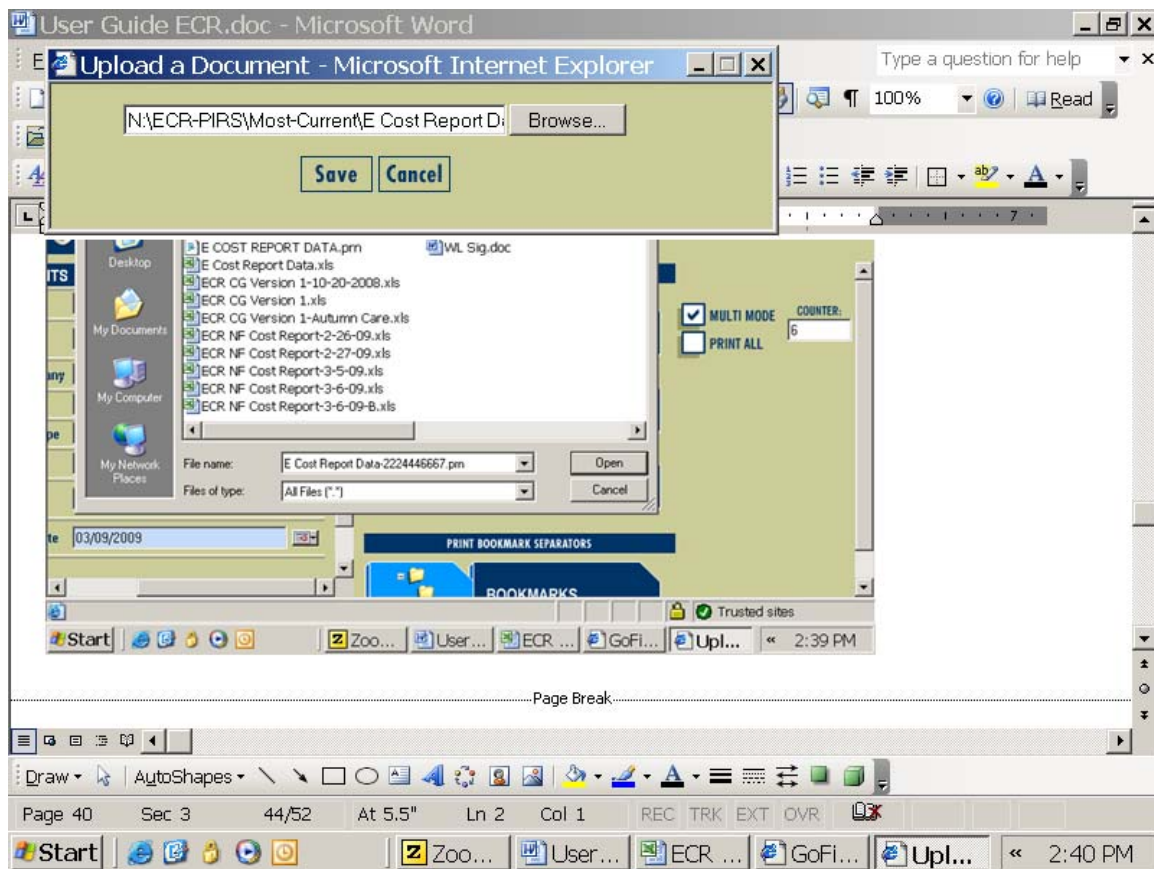


Then click "Browse" at the top of the screen.

Then Select the E Cost Report Data.prn from the pull-down menu at the top of the screen.



Click Open.



Click Save.

When the transmission is complete, the index values will be cleared out.

Steps for Completing the Electronic Cost Report

As with any programmed Excel spreadsheet or workbook, you may enter the data on your cost report schedules in any order you prefer. However, some of the derived values may not be correct if one or more of the items needed to compute the value has not been entered yet. On Schedule A-3, for example, all the calculated values will not be correct until one has entered data on Schedule A-4, J-2, and N. Don't let this concern you while entering your source data.

There are some rules, however, that one must follow in order to produce an accurate and complete Electronic Cost Report file. These are listed below.

Step 1 Open and Enable:

Open the ECR NF Cost Report.xls workbook through Excel. In other words, open Excel first, then click file Open, and click on the ECR NF Cost Report.xls.

Click "Enable Macros"

Step 2 Load the DMAS INPUT DATA.TXT and CMS-INPUT

Using Excel, open the text file DMS INPUT DATA, that you exported from GoFileRoom. Highlight Column C. Copy and Paste Special into Column C of the worksheet DMAS-INP-FILE of the ECR NF Cost Report. Then click the "Copy Data to Worksheets" button.

If you are using the CMS-INPUT stand-alone sheet to collect data, open the worksheet and copy the data in Column E to the worksheet within the ECR NF Cost Report workbook.

Step 3 Enter and Verify:

Enter all the source data. Make sure the Provider Number, Name, and Period Begins and Period Ends are correct on Schedule A-1.

Step 4 Validate the Data:

Click the Printing and Submit ECR button and choose "Validate ECR Data". The Validation Sheet will appear, listing all errors, if any.

Highlight the error message row. .

Click the Go To button.

Make your Change.

Click the "Navigate Worksheets" button and select the Validate worksheet.

Continue reviewing and correcting, if necessary

If there are no errors, the Validation sheet will still appear, but with the message "No Exceptions Detected."

Step 5 Create the Electronic Cost Report:

Click the "Print Options & Submit ECR Menu" button, then select the "Create Electronic Cost report" button.

If there are still errors, the Validation Sheet will be displayed once more, listing all remaining errors.

If there are No errors, the electronic file will be created. Answer "Yes" or "OK" to all system-issued questions during the Create procedure.

Step 6 Verify the .prn File:

Check the "E Cost Report Data.prn" file to make sure it has the correct Provider ID and fiscal year end date, at least on Line 1.

Step 7 Print to GoFileRoom

Print an Adobe copy of your cost Report to GoFileRoom. Be sure to "Set Print Options to GoFileRoom" first. Be sure to fill out the GoFileRoom index as instructed.

Step 8 Transmit the Cost Report to GoFileRoom:

Sign on to GoFileRoom. Click the DMAS-CG Drawer and then click "Add."

Follow the steps listed in "Transmitting the Cost Report" section.

Data Formats

In general, the following rules apply. Failure to adhere to these rules will stop the creation of the Electronic Cost Report. The editing routine is expecting data to be in the format originally specified. If you change the format in any of the unprotected cells, the edit may fail.

General Rules:

1. Provider Number
 - 10 characters
 - All characters must be numeric
 - No spaces, hyphens or any other special characters
2. All Date items such as Period Ends must be entered as "MM/DD/YYYY". The slash is required. For example March 1, 2007 must be keyed as 03/01/2007.
3. All per diem amounts such as Schedule H, Line 12, Direct Patient Care Ceiling, must be keyed as 123.55. The dollar sign is optional.
4. Total amounts, which are usually in whole dollar format, should be entered as 111,333,555. Comma is optional.

The entire amount cannot exceed \$999,999,999, even though a couple of the computed values may exceed this amount.

\$ Sign is optional.
5. Ratios, such as Schedule C cost to charge ratio, are usually computed to 6 positions after the decimal.
6. "Factors," such as CMI Factor, RS Means Factor, allow only 4 places after the decimal.
7. "Per Cent" is usually expected to be entered as a decimal number, i.e., the fraction that it represents.

Examples:

95 Per Cent should be keyed as .95
 75.4 Per Cent should be keyed as .754
 100 Percent is 1.0000

Exceptions and Special Cases:

Note: If you have questions about the expected format of a data item, while in the Schedule, Click View and Select Comments (or Alt + V, then C). If there are any special instructions for items on the schedule, a comment box will appear by the item. To remove the comments from view, simply click View then Comments again.

Schedules E and F

Percent of Work Week and Percent of Ownership

Enter as a whole number with 2 positions after the decimal, if necessary.

Example: 95.32 means 95.32%

100 means 100%

Schedule H, Lines 9 and Line 19 Inflation Factors.

Key as 1 + the percentage amount.

Example 1.0340 represents an inflation rate of 3.4 per cent.

Schedule R-1:

Year Acquired: Key all 4 digits of the year.

Values from 1951 and 2050 are accepted.

Troubleshooting

The following scenarios may occur if you omit an essential step or misunderstand one of the important instructions. Don't panic. Check below and see if your situation is listed. If so, try the suggested solution. If you still have problems, call Clifton Gunderson for technical support.

Situation 1: Can't Find the File:

I can't find my electronic file, E Cost Report Data.prn. I saw it being created, but it's not in my working directory.

Probable Cause:

You probably did not open the ECR NF Cost Report as directed. Your electronic file was probably created and stored in MY Documents.

Solution:

Look in My Documents. If the file is not there, read the "Open" instructions in this manual. Then try again to create your electronic cost report.

Situation 2: Buttons Do Not Work

I click on the menu buttons and nothing happens:

Probable Cause:

You probably did not "Enable Macros" when you opened the ECR NF Cost Report.

Solution:

Close the workbook. Then Open it again. This time click the "Enable Macros" button.

Situation 3: Print too small

I printed my cost report and it is too small to read.

Probable Cause:

You probably forgot to click the button that says "Set Print Size to 100%".

Solution:

Go to the Printing and Submitting Menu. Click the button that says "Set Print Size to 100%".

Then Click "Print Entire Cost Report".

Situation 4: I do not see the GoFileRoom Printer:

I attempted to print to GoFileRoom, but the GoFileRoom did not appear in my pull down list of printers.

Probable cause:

You have not installed the Adobe Add-In from GoFileRoom.

Solution:

Sign On to GoFileRoom. Install the Adobe Add-In.

Retry printing to GoFileRoom:

Situation 5: Macros Will Not Enable.

I clicked the "Enable Macros" button but Excel told me it couldn't enable them.

Probable Cause:

You have not set your security to Medium or Low in Excel.

Solution:

Follow the Security Instructions in this manual.

Situation 6: Cannot Eliminate Errors

When I try to "Create the electronic Cost Report," I still get errors. Some of them look all right to me.

Probably Cause:

You have probably changed the format in one or more of the unprotected fields. The error-handling routine expects a certain format. If you change it, the validation routine cannot properly interpret your values.

Solution:

Read the "Formats" section. Check the item in error and see if you have inadvertently changed the format to "Custom" or "Accounting" or some other type that is not acceptable for the item in error.

Situation 7: GoFileRoom Version Too Large

I printed my cost report to GoFileRoom. When I went into GoFileRoom and looked at it, the formatting had changed to twice or three times as big as it should be. It is unreadable.

Probable Cause:

You did not first "Set the Print Option Size to GoFileRoom."

Solution:

Go back into our ECR NF Cost Report, on the Printing and Submitting menu, first click the button "Set Print Size to GoFileRoom." Then click "Print Entire Cost Report."

You will probably need to alert DMAS that the first version of your cost report can be removed.

Situation 8: I am hung up on the Create Step and can't get out

I am trying to create the Electronic Cost Report, but keep getting these weird questions like "The Formula or Range name _cr.026 already exists. Do you want to accept this name in the new version?"

Probable Cause:

You probably clicked "No" instead of "Yes" when Excel asked you if you wanted to replace the file "E Cost Report Data.xls."

Solution:

Follow the instructions labeled "Important Note" at the end of the section "Creating the Electronic Cost Report." There are detailed instructions on how to get out of the situation.

Situation 9: I have an NPI Error Message on the Validation Sheet.

I have entered my NPI on Schedule A-1. It is correct, but I can't get rid of the Error Message when I run the Validation Routine.

Probable Cause:

You probably copied the NPI from a worksheet cell that was not defined the same way we have defined it in the ECR. Then you "Pasted" the NPI in the A-1 cell, rather than typing it, which caused the format of the cell to be incorrect, based on the validation expectations.

Solution:

Open a blank worksheet. (Simply File Open).

With your cursor in any cell, click Format Menu, and choose Cell.

On the Format Window click the Number Tab.

Choose "General" for the format type:

Optional: Click the Alignment Tab. For Horizontal alignment, select "Left Indent. This will cause your NPI number to left justify, which looks better when it prints.

Click OK.

Type in your NPI Number in the cell you just formatted.

Highlight the cell, then click Edit, copy (or Control + C) for copy.

Go back to your ECR NF Cost Report. In the Schedule A-1 NPI Cell, Control + V (or Edit, Paste). Do NOT paste special this time, just Paste.

This will change the format of the NPI cell back to General, Left Aligned, which is what the validation routine expects.

Re-run the Validation Routine.