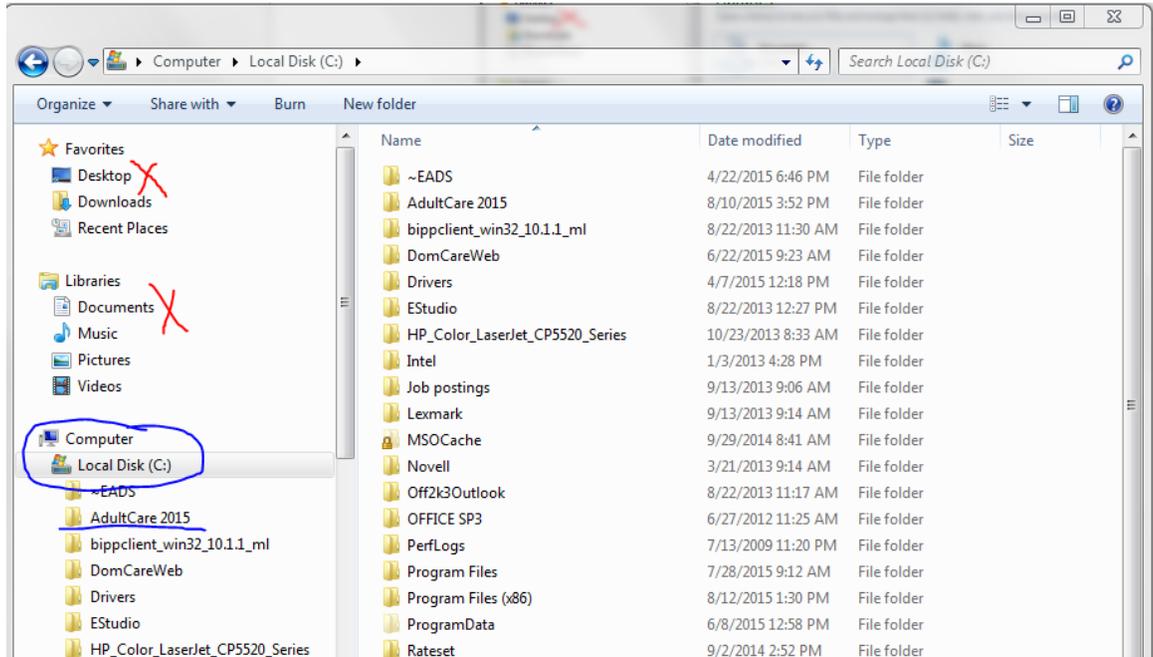


ADULT CARE COST REPORT INSTRUCTIONS FOR ACCESS 2007

DOWNLOAD/INSTALLATION INSTRUCTIONS FOR THE REPORTING APPLICATION:

Access 2007 or higher needs to be available on the computer to use this application. The Adult Care Cost Report program has been converted to work using Access 2007.

1. Go to Explore (right-click the Start button located in the lower left hand corner of the screen, highlight and left-click “Windows Explorer”). The screen might look something like this.



- a. To create a new subdirectory, highlight (click on) Local Disk: (C:). In the above picture the correct location is circled in blue. With the cursor sitting on that, right-click and a menu should come up and toward the bottom highlight “New”. That will bring up another menu and click on “Folder”. This will add a new subdirectory to the C drive. Call it “AdultCare 2015”. It needs to be that exact name. There is a space between the ‘e’ and ‘2’. If the subdirectory is not called “AdultCare 2015” it will say there is an error when the program is opened.
- b. In the above picture there are two red “X”s. **DO NOT** save the cost report program in either of these two places. If the program is saved in either location and opened, it will say there is an error. The error will say something like this:



The same error will come up if the subdirectory on the C drive is called “AdultCare2015” with no space between the ‘e’ and ‘2’.

2. Go to the Office of the Controller web page: www.ncdhhs.gov/control.
3. Click on the above link. In the yellow box click on the first bullet “Adult Care Facilities”. The first bullet on this next screen will be “2014-2015 Cost Report - AUPs – Now Available”, click on that. Next click on the link labeled “Click to download Adult Care Cost Report Application for Access 2007”. A download tab at the bottom of the screen window called “ACF Access 2007.zip” should open. Put the mouse cursor over the tab and right-click. It should bring up a menu with the first option of “Open”, click on that. It will bring up a window that looks like a Windows Explorer with two files sitting in it. Copy and paste these two files or drag and drop them into a subdirectory AdultCare 2015 created in step 1 above.

4. The cost report program is now ready to be opened. This can be done one of two ways.
 - a. The first way is just to double click on the file called “ACFCode.accde” in the AdultCare 2015 subdirectory and the cost report program will open. The slight downside is that to start the program the user will always have to open Windows Explorer, go to the C drive, AdultCare 2015 subdirectory and double click on the ACFCode.accde file.
 - b. The second way is to create a shortcut and put the shortcut on the computers desktop. With Windows Explorer still open and looking at the AdultCare 2015 subdirectory, find the file called “ACFCode.accde”. Highlight this file and right click with the mouse. A box will appear and look for “create shortcut”. Left click with the mouse and a Shortcut file will appear under the ACFData file. Move the shortcut file to the desktop (drag and drop). The icon appears as follows, “ACFCode.accde - Shortcut”. Right click on the icon click on “rename” the icon to say “Adult Care 2015”. See the pictures below.

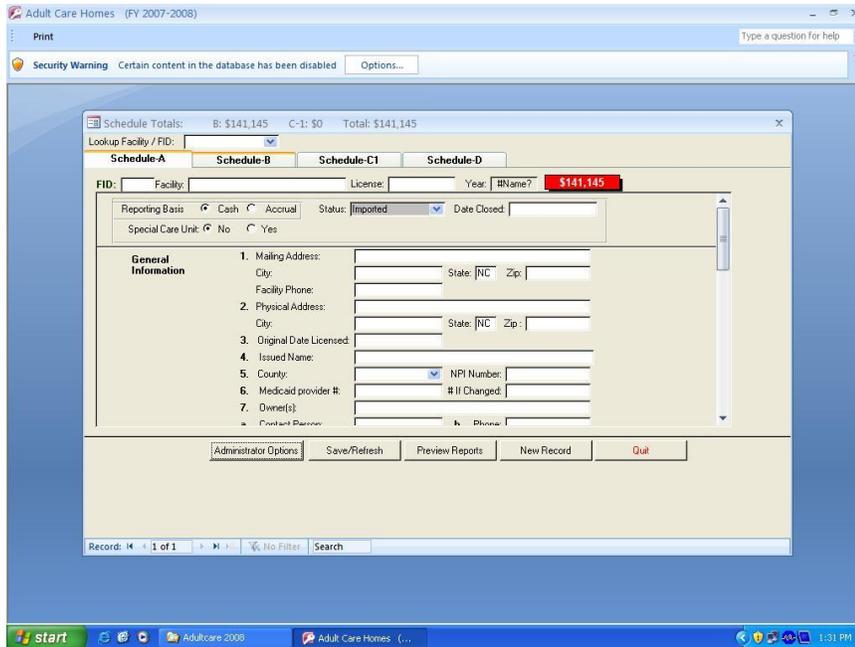


To open the application, double click on the Adult Care 2015 shortcut located on the desktop.

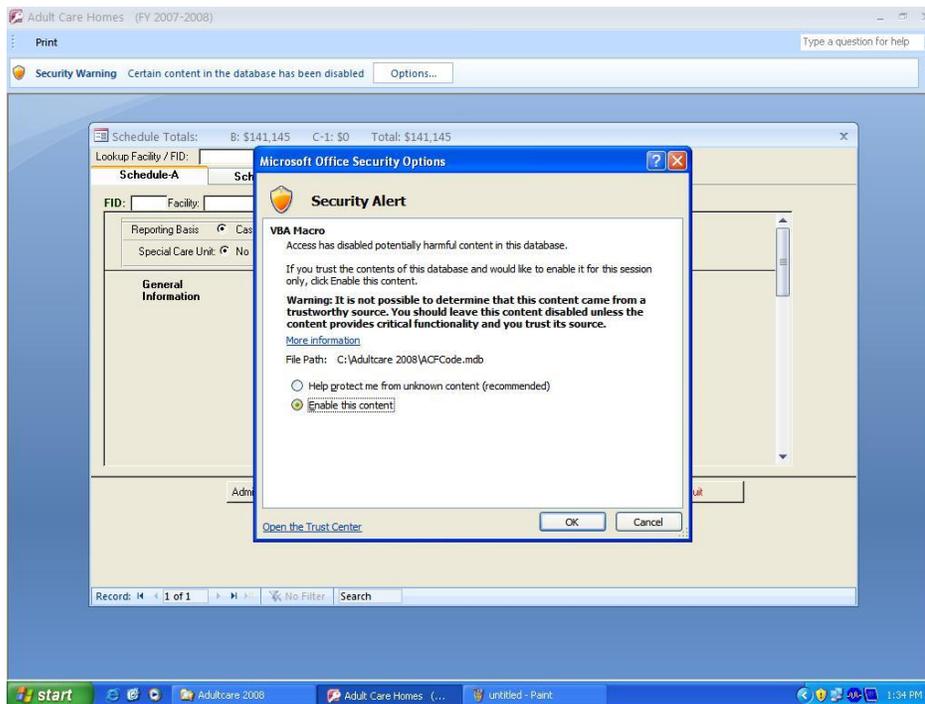
The first set of screen instructions below will be for users using Microsoft Access 2007. Screen instructions of Access 2010 and 2013 users will follow.

Access 2007 Screens Instructions

When using Access 2007 the following screen will appear:

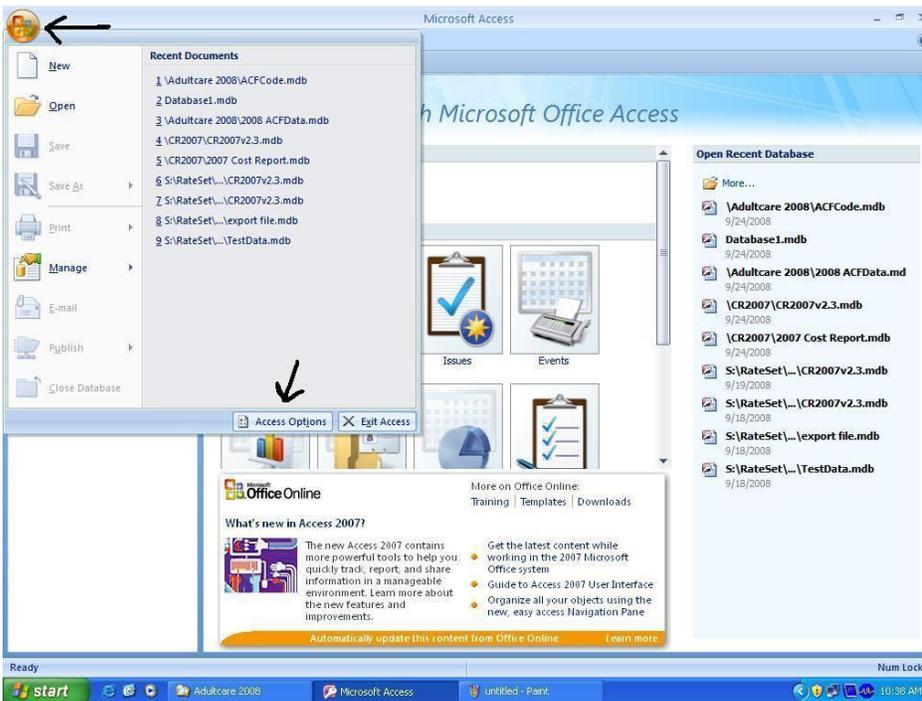


At the top of the screen it may say Security Warning. Click on the Options button. The screen below will appear.

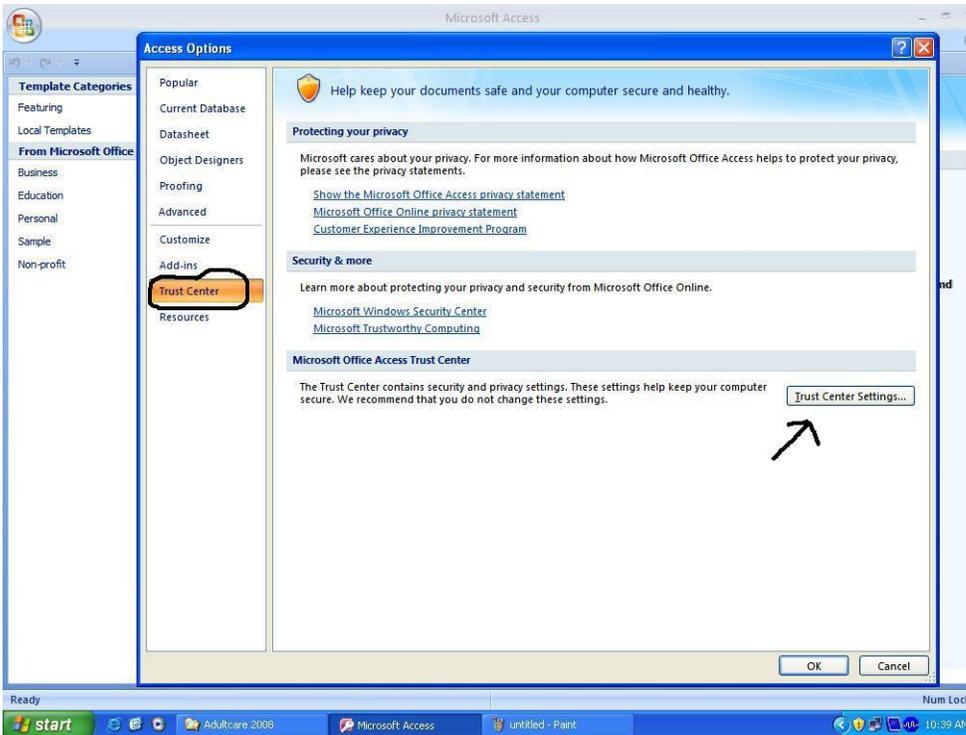


Click on the Enable this content button and click okay.
Now close the Adult Care program by using the Quit button.

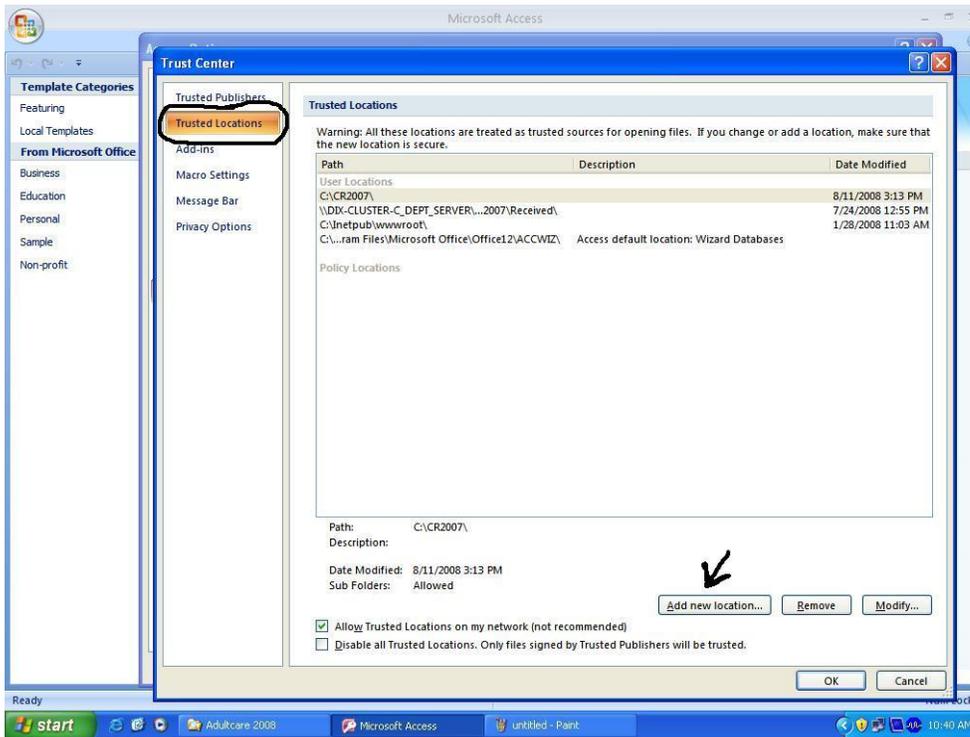
Open Microsoft Access 2007. At the top left hand corner of the screen, click on the Office button. A small screen will appear and click on the Access Options button.



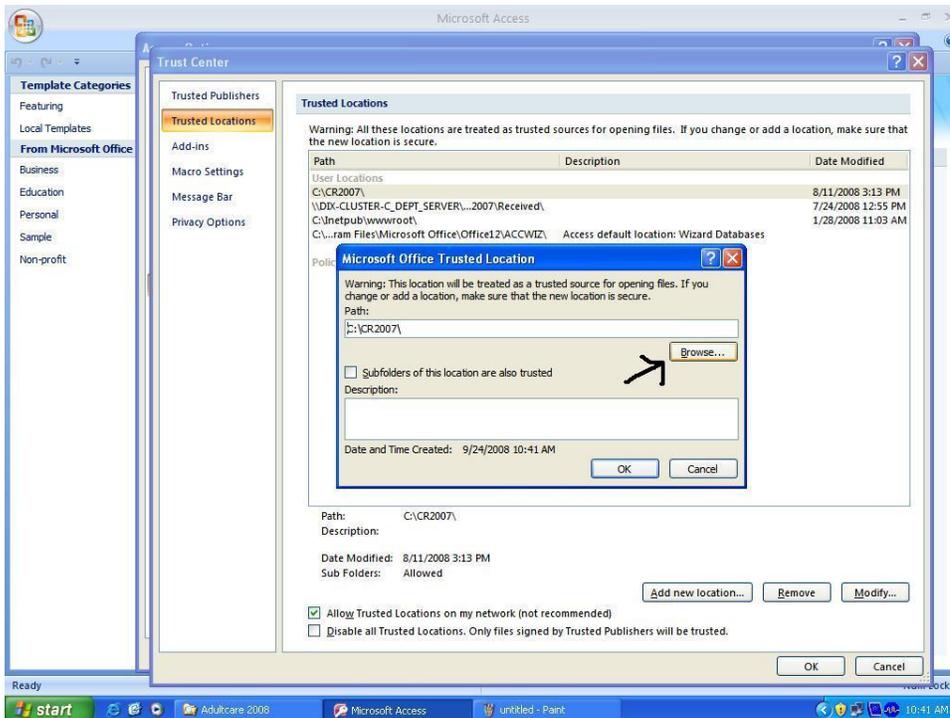
On the Access Options screen highlight the “Trust Center” then click on the Trust Center Settings.



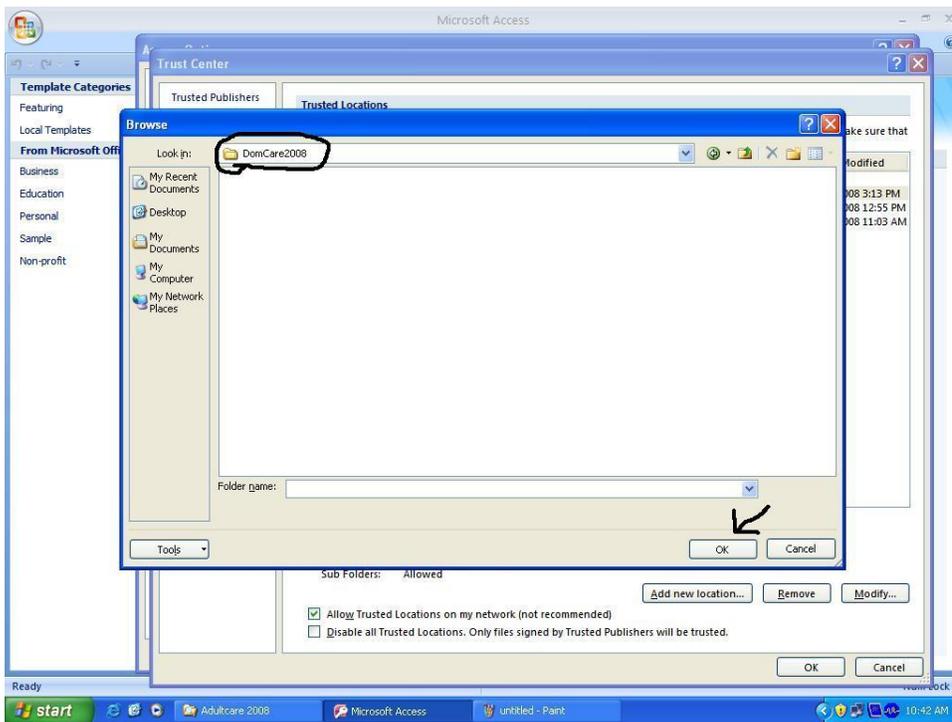
Highlight Trusted Locations on this screen.
Click on the Add New Location button



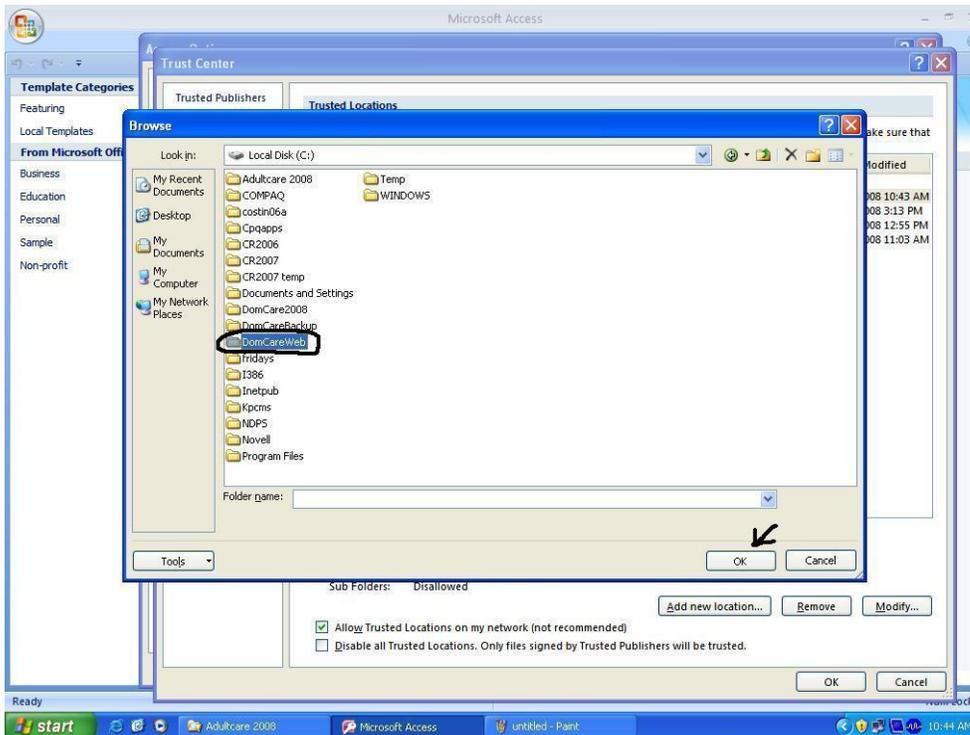
Click on the Browse button and find the AdultCare 2015 folder on the C drive.



When the C:\AdultCare 2015 is at the top of the page, click the OK button.

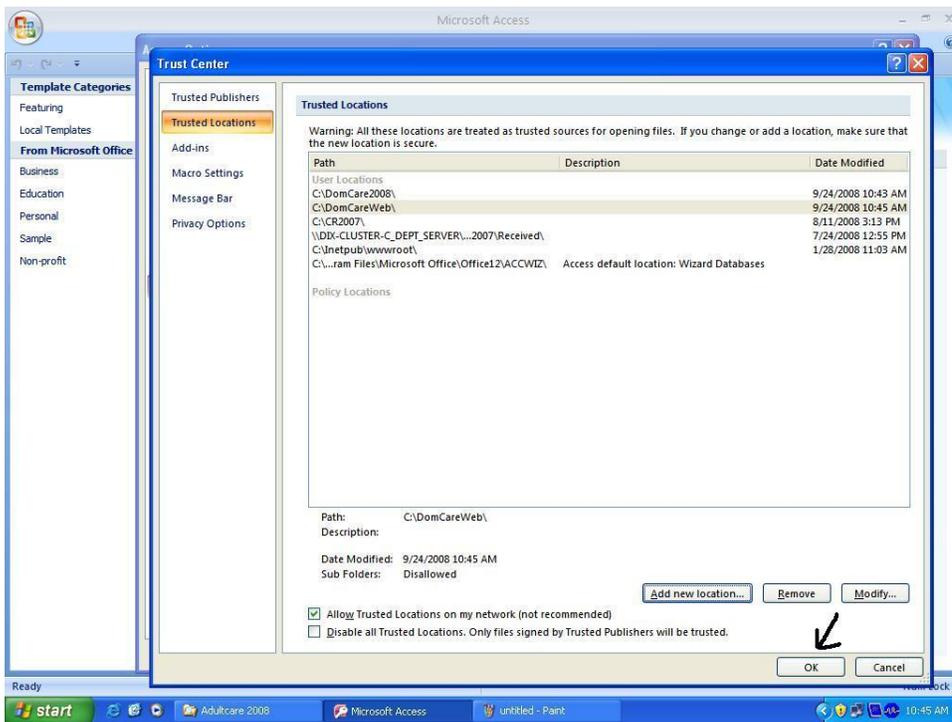


Repeat the above steps again except this time look for the DomCareWeb folder on the C drive.



AdultCare 2015 and DomCareWeb have now been added to the Trusted Locations.

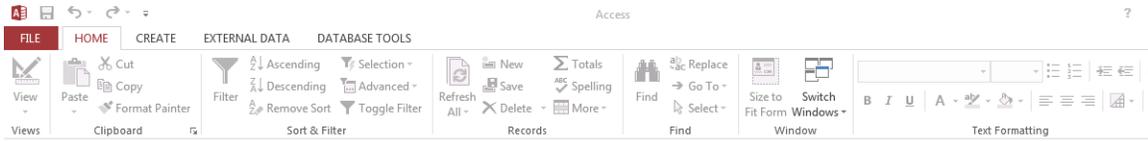
Click OK on the next screens to exit and close Microsoft Access 2007.



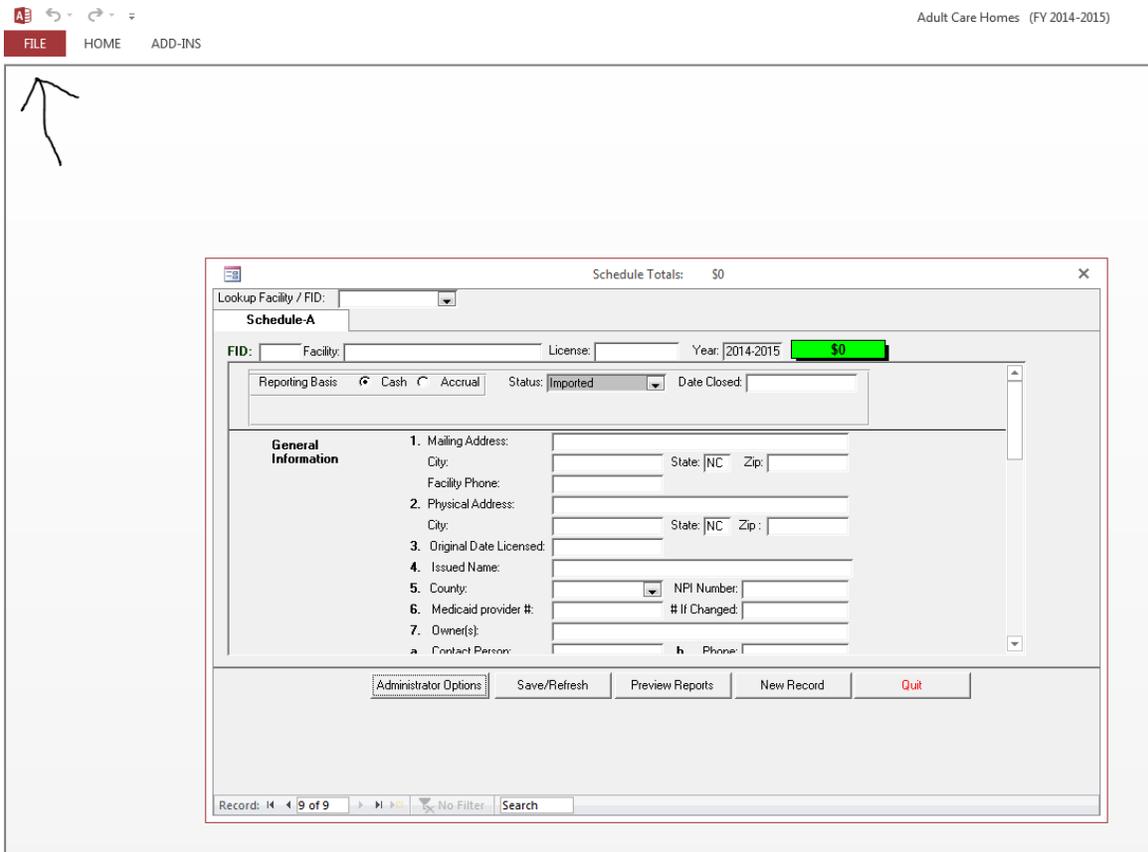
Look on the desktop for the Adult Care 2015 icon and double click.
Now begin entering data for the cost report.

Access 2010 and 3013 Screens Instructions

The first time the Cost Report program is opened up it might look like the screen below:

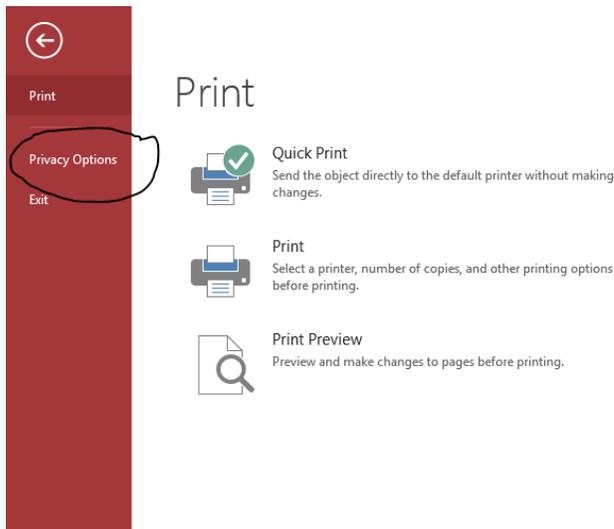


If so, click on the “Open button” The next screen should look like this:

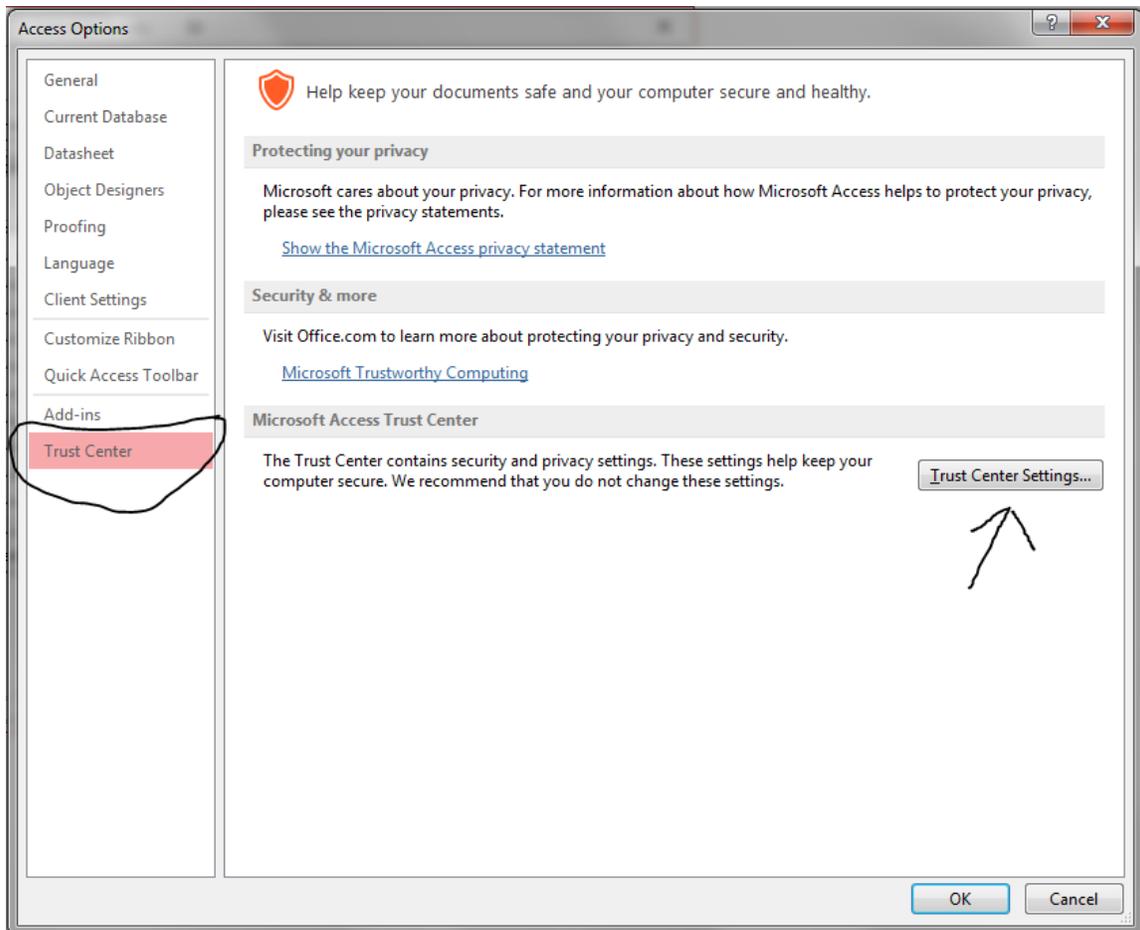


But before entering any cost report data. please do the following steps!!

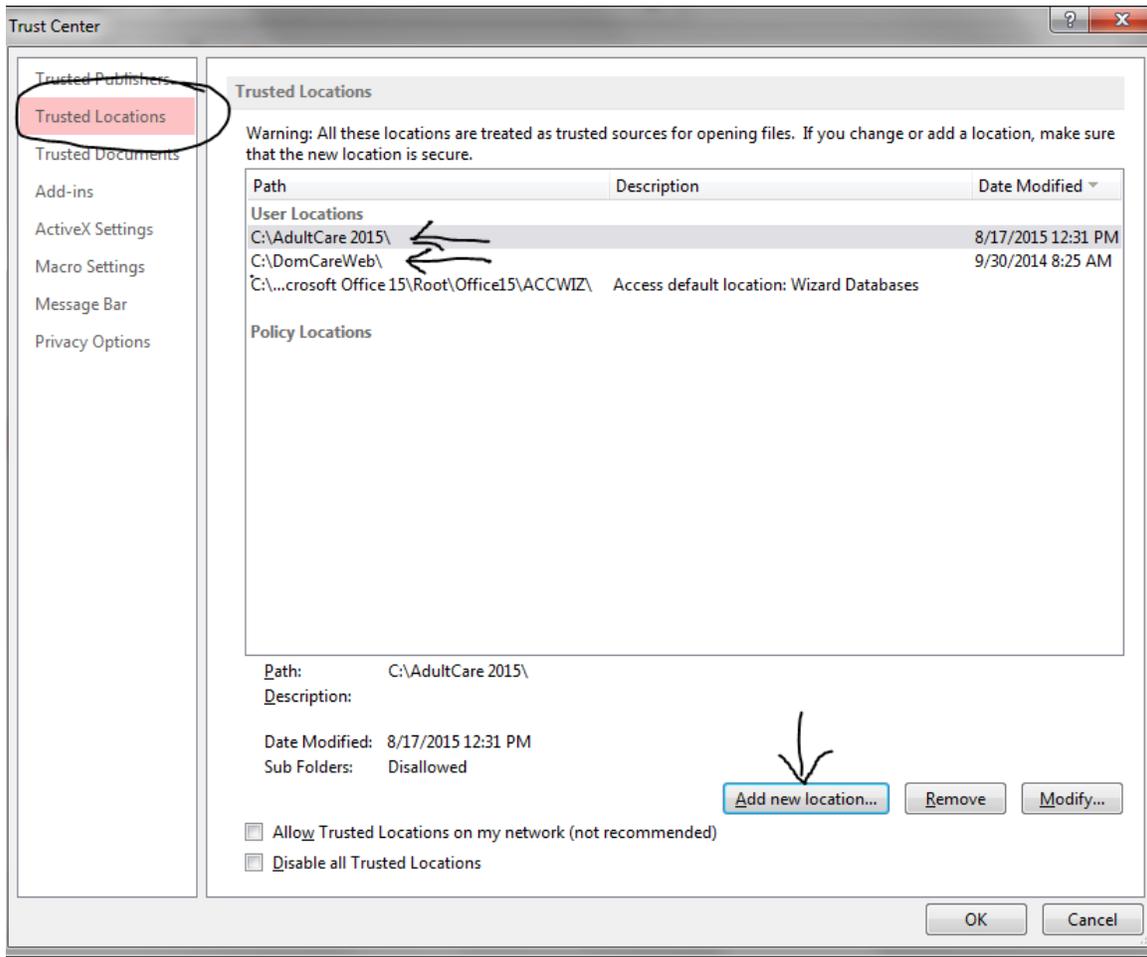
Click on File and then Privacy Options



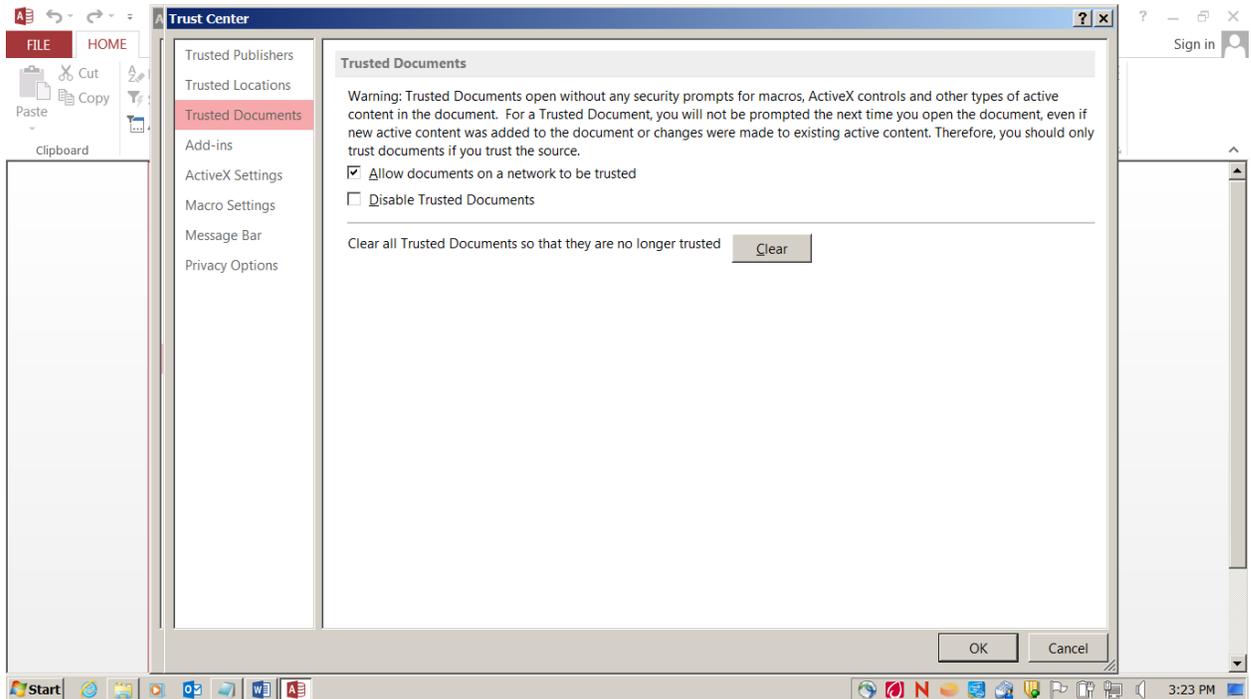
Go to Trust Center



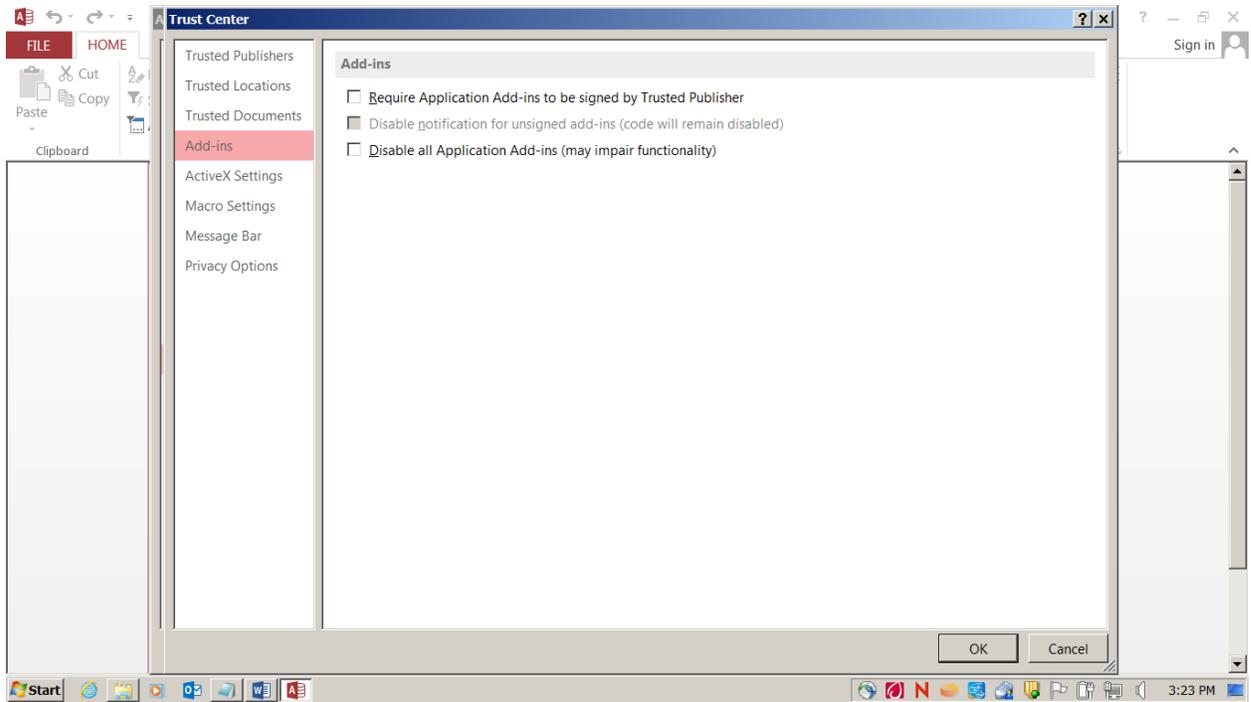
In Trust Center Settings screen, select trusted locations. Click on Add new location to add the folders for Adult Care and DomCareWeb (if already on the computer) as shown below.



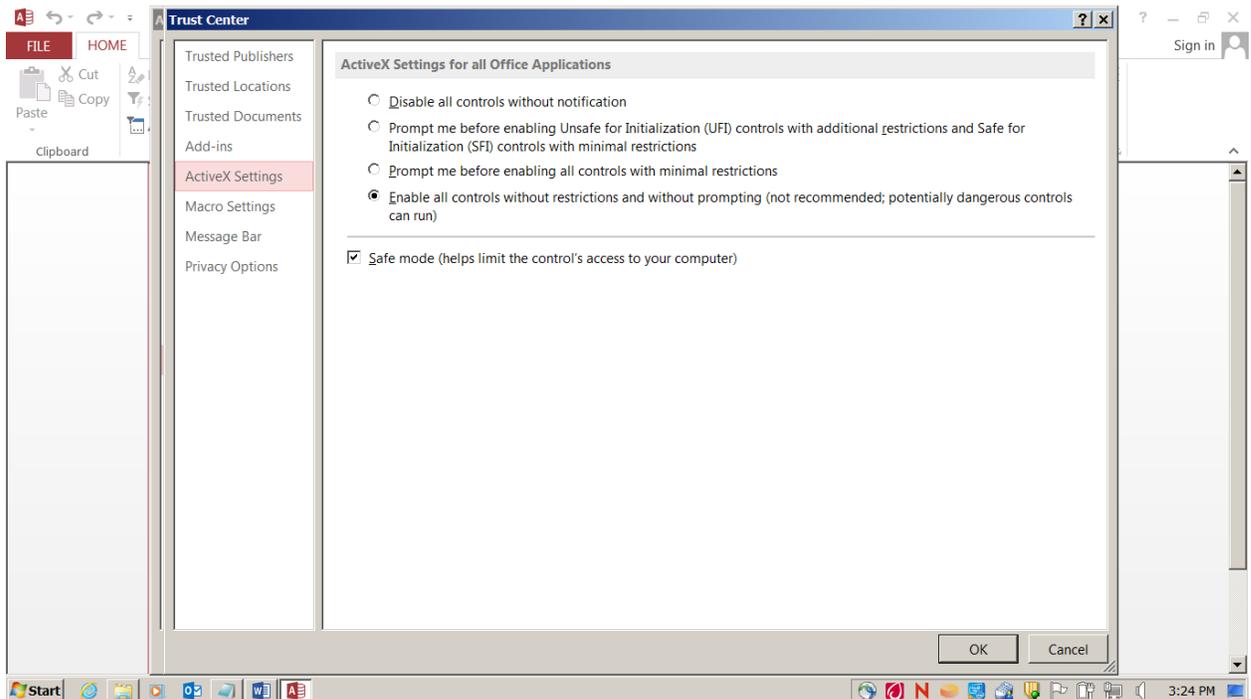
Select Trusted Documents, check Allow documents on a network to be trusted. Click OK



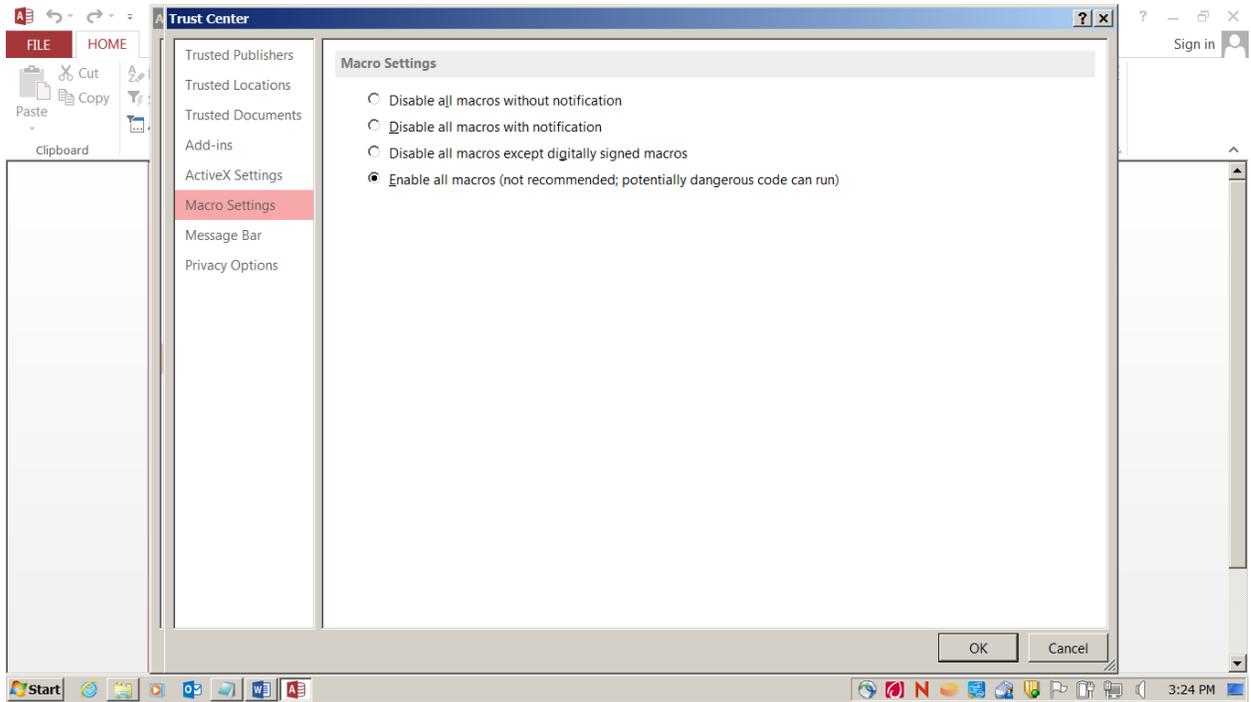
Nothing checked in Add-ins



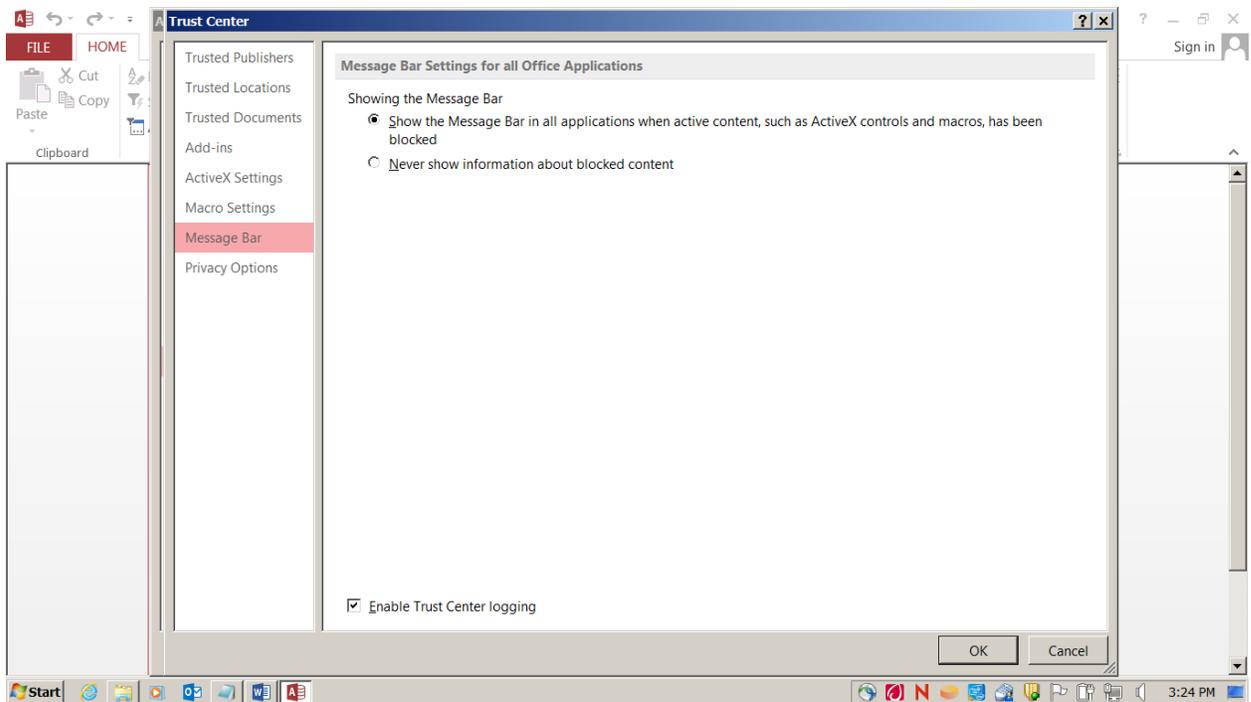
Enable all controls in ActiveX Settings



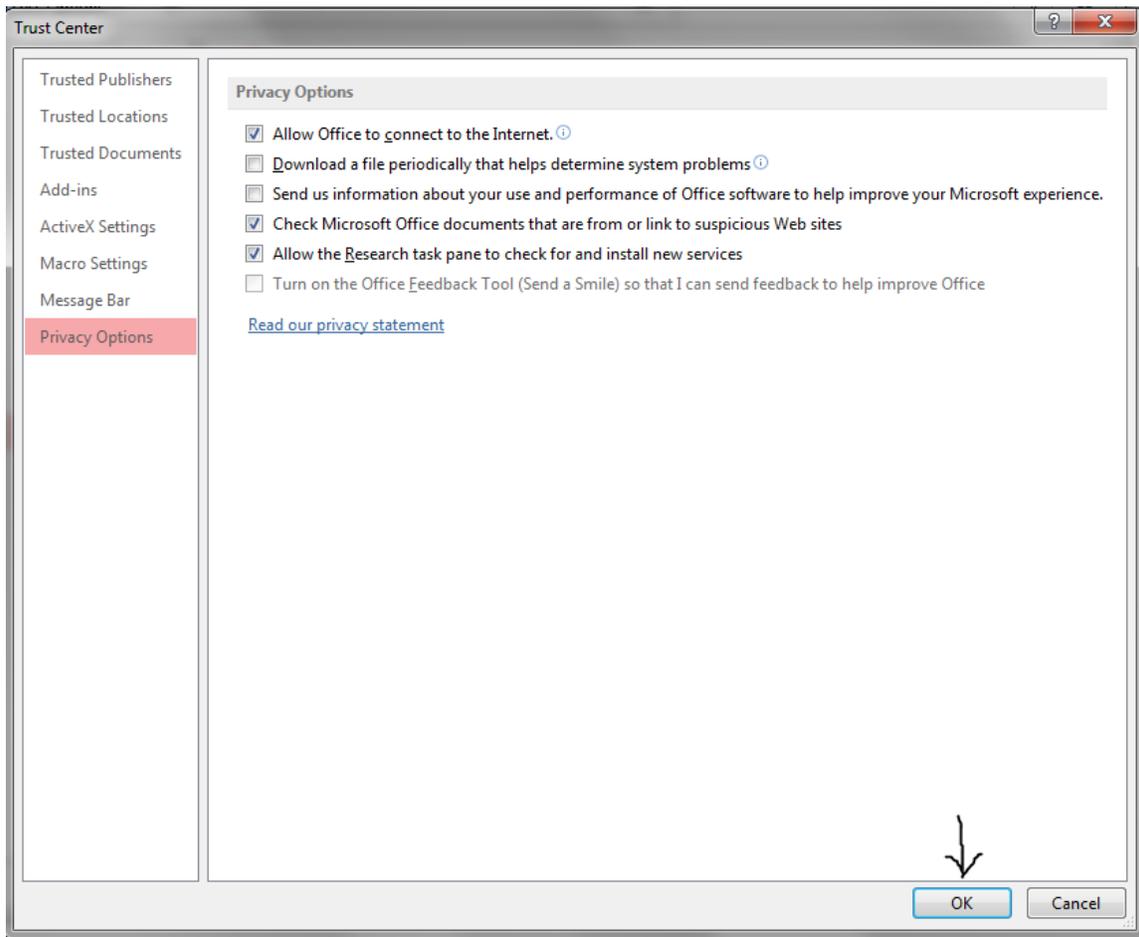
Check Enable all Macros



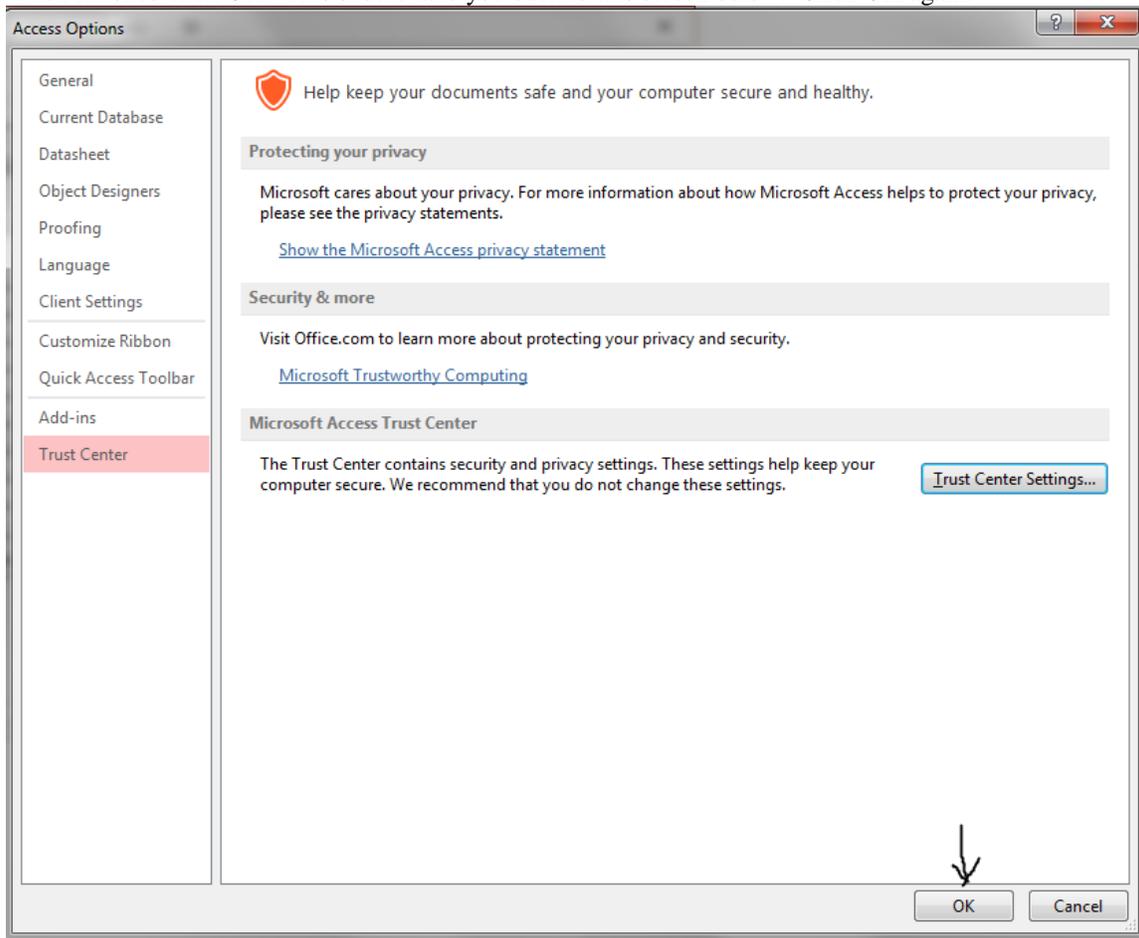
Check Show the Message bar and Enable Trust Center



Privacy Options Screen



When finished click OK. This should take you back to this screen below. Click OK again.



Now data can be entered onto the screens.

On how to enter data into the cost report program, please refer to the “Instructions for the 2014-2015 Adult Care Cost Report” files. There is one set of instructions for homes with a license capacity of 6 beds or less. There is another set of instructions for homes with a license capacity of 7 beds or more. Both can be found on the Office of the Controller’s web site.