

HEALTH AND HUMAN SERVICES COMMISSION

# ACRES Data Entry Manual

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# Introduction

The Automated Cost Reporting & Evaluation System (ACRES) is the result of a desire to conduct report processing in an electronic format. ACRES provides many advantages over the manual “paper” reporting process. One such advantage is the ability to include code that allows the Provider to test the reported data to ensure that it meets certain criteria before it is submitted. This testing or “editing” capability will eliminate common errors such as missing data and incorrect calculations.

ACRES also gives many capabilities to staff that process the data once it has been submitted. One key advantage is the ability to store data in such a way as to allow for identification of the reported data as well as any adjustments made to that data. This permits the generation of reports that can be sent to Providers to inform them of adjustments made to their submitted data. Feedback such as this can serve to help the Provider eliminate the need for similar adjustments on future reports.

In the ACRES system, there are three major applications: **Builder**, **Data Entry** and **Adjuster**. These three applications work together, and they cannot operate successfully without the other. However, these applications do function independently. The **Builder** is used to design and set up the data format, the **Data Entry** application is used to apply the data format to collect data. Finally, those collected data are scrutinized through the **Adjuster** application.

The Data Entry manual was designed to walk the user through the creation of an electronic cost report. You will notice that this manual is organized sequentially in a logical progression through the preparation of a cost report. Therefore, it is recommended that chapters not be skipped. You will often need some understanding of previous chapters to comprehend the later chapters.

Because ACRES is a Windows based software, the layout should be familiar to anyone with the most basic Windows knowledge. It has many of the same features like pull-down menus, buttons, and the over all look is similar. This familiarity should aid you when navigating through ACRES.

**Any questions or comments should be forwarded to ACRES Technical Support. Information for Technical Support can be found on page 35.**

## To Install ACRES

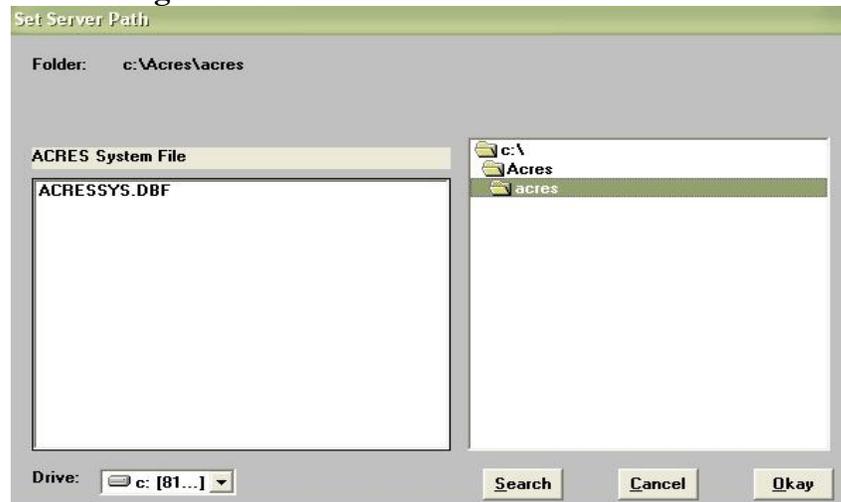
**ACRES Data Entry** requires a system that can run a minimum of Windows 95 and a minimum of 20 MB of hard drive space.

The ACRES Data Entry software can be downloaded from the following site: <http://www.hhsc.state.tx.us/rad/index.shtml>

Once at the website select the link for “Long Term Care Services”, click “**ACRES**”, then select the **Year** of the report type that you will be preparing.

Follow these instructions to install ACRES Data Entry Software:

- ❶ Click on the “**Click here to begin the ACRES Install**” link to start install.
- ❷ A download box will automatically appear, Select **Run from current location** or **Open**.
- ❸ You will be asked if you want to download Setup.exe, click **YES**. Upon download, the install wizard will guide you through the setup. If you are running Windows XP you may receive a Security Warning stating that the Publisher could not be verified and asking if you are sure you want to run this software. Click Run to begin the installation.
- ❹ When the installation has finished, you will see a check box indicating that you can launch the program. If you don’t want to start the ACRES application at this time, uncheck the box and click Finish. You can start ACRES by clicking on the Start Menu, selecting Programs then selecting ACRES, then click on Data Entry.
- ❺ ACRES will automatically set the server path for you the first time it is opened, but if it does not you will be asked to “Set Server Path.” Set the server path to the acres folder. See figure below.



## To Install ACRES on a Network

*Due to permission rights, you might need to contact your Network Administrator before installing ACRES on your network.*

- ❶ Run installation on the network server, Follow steps 1-3 from “To Install ACRES” on page 2.
- ❷ If you do not want the ACRES application on the local C: drive of the server copy the ACRES folder (include all files and subfolders) to the desired server drive.
- ❸ Share the ACRES folder on the Server.
- ❹ Install ACRES on the Client Machines (to ensure that they have the .exe and all system files).
- ❺ Map Network Drive on Client machine to the Server.
- ❻ Start ACRES on Client machine and select the "Settings Menu", then select "Server Path." Select the network Drive that you mapped and then select the ACRES folder, then select the lower case acres folder. Then click Okay.

## To Uninstall ACRES

*It is recommended that all Report files be exported before Uninstalling ACRES Data Entry. Exporting is discussed in Chapter 7.*

- ❶ To uninstall ACRES from your system select the **Start** menu, **Settings** and click on **Control Panel**.
- ❷ In the Control Panel click on **Add/Remove Programs**.
- ❸ Select **ACRES** in the Add/Remove list and click the **Add/Remove** button. This will remove ACRES from your system permanently.
- ❹ Select **Remove** from the list of options, and the uninstall wizard will guide you through the rest of the uninstall.

## Frequently Asked Questions

I have entered and saved an explanation, but I need to make a change to it. How do I edit the explanation that I have already entered?

Many make the mistake of double clicking in the data entry box of the line number. Simply go back to the line number where you entered the explanation and double click on the actual line number. This will open a menu box, and then select Edit Explanation. For instance, if you had an explanation on line 12 that you needed to change, double click on the number 12 to open the menu box.

When I finish my report and export my file, is the report file sent directly to the Rate Analysis Department?

No, when you export your report the data is stored on your hard drive as a provider (.prv) file. Sending in your file and supporting documents are discussed in Chapter 7.

Where is my file saved when I have exported my report data?

When you export your report data it is saved to a default location on your computer **UNLESS** you have manually changed your export path using the Export menu. The default location for ACRES is c:\acres\Data. To determine where the file is located click on the Export menu and click Set Export Path. The export path will be shown on the directory listing.

I ran the Data Entry Edits Report and corrected the problems, but when I view the report again all the error messages are still there.

When you run the Data Entry Edits Report the report information is saved so that you can refer back to it without having to rerun the report every time. After you have made changes you should rerun the Data Entry Edits to allow ACRES to check for corrections. You will notice on the revised report that the corrected edit lines have been removed.

I have entered all of the Report information, but I cannot find where to input the information for Schedules A-J or the certification pages. Are these included in ACRES?

No, the Schedules and certification pages are not included in the ACRES Data Entry application. The schedules and certification pages are setup in Microsoft Excel and can be found at the following website:

<http://www.hhsc.state.tx.us/rad/index.shtml>

Refer to your edit run report for a list of the schedules that are to be printed and submitted along with your other supporting documents.

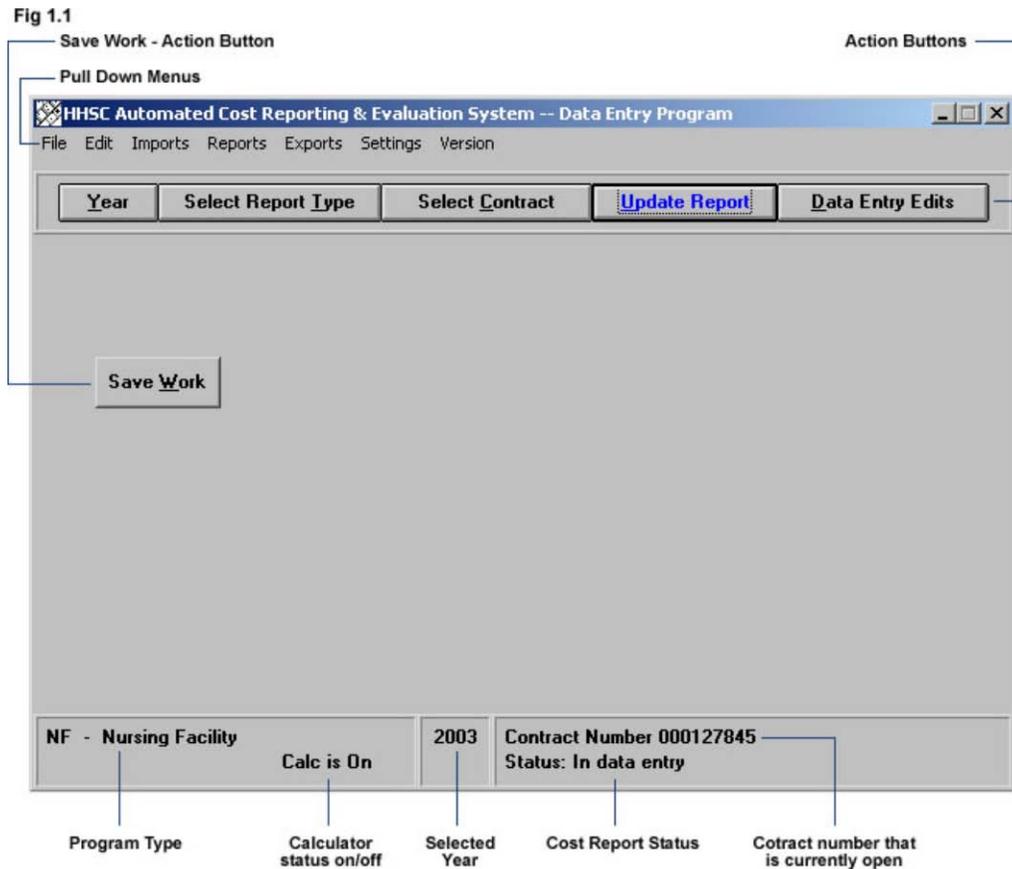
I used ACRES last year to complete my report, can I view my previous years data?

Yes, you have the ability to go back and view the reports that were prepared in previous years if they were prepared on the same machine/network and have not been removed. The previous years data is for view only purposes and you will notice that you do not have all the functions that you have in the current working year. Selecting a previous year is discussed in Chapter 2.

## Getting Familiar with Data Entry

*Before you can get started with the Data Entry application, you first need to familiarize yourself with the Data Entry home screen.*

The Data Entry Home Screen is available immediately upon opening the Data Entry application. The home screen contains Pull-Down Menus, Action Buttons, and the Status Bar. See Data Entry Home Screen in Figure 1.1.



**Pull-Down Menus**

Pull-down menus allow access to the many features of ACRES. Each Pull-Down menu and its related features will be discussed in detail. (Figure 1.1)

**Action Buttons**

Action Buttons represent the most commonly used Data Entry commands. Also, the Save Work button allows the user to save their work before exiting the Data Entry application. Action buttons will be discussed in detail. (Figure 1.1)

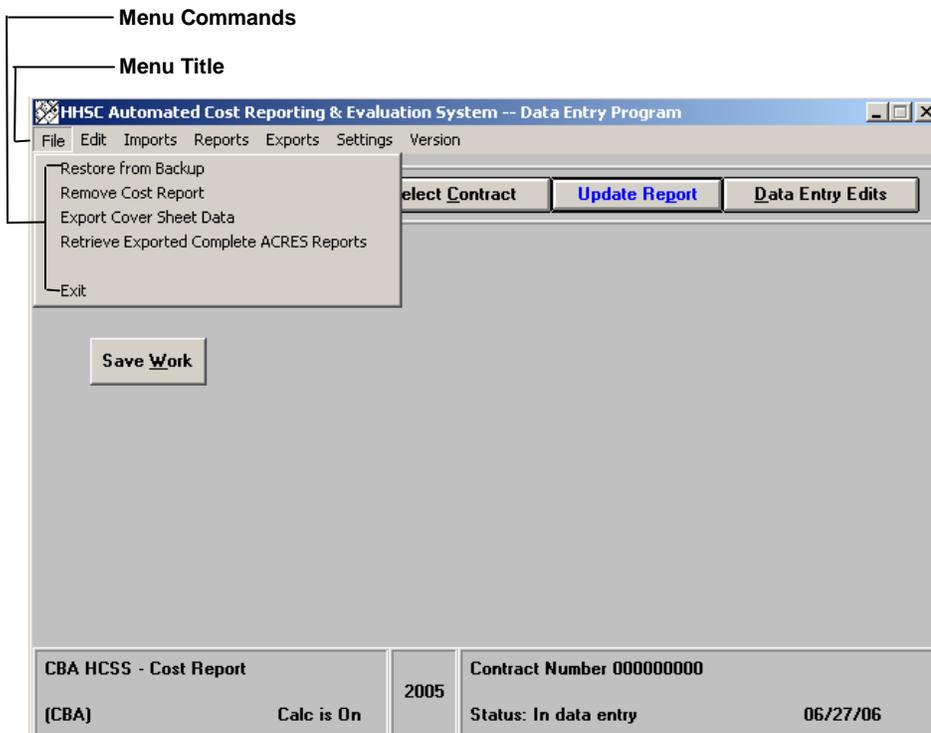
**Status Bar**

The Status Bar displays the properties of the currently selected Report, such as, program type, year, and contract number. The Status Bar also includes the calculator status (on/off), and the status that the Report is currently in (i.e. In data entry, Passed data entry edits). (Figure 1.1)

*File Menu*

Clicking on the File menu activates the pull down menu. Within the File menu are the menu commands **Restore from Backup**, **Remove Cost Report**, **Export Cover Sheet Data**, **Retrieve Exported Complete ACRES Reports** and **Exit**. To activate these commands simply highlight the command and click. (Figure 1.2)

Fig.12



### Restore from Backup

Restore from Backup is a recovery feature for lost data. ACRES creates a backup file every time work is saved and when exiting from the application. If for some reason data is lost or corrupted, you can recover the data from the point you last saved work. **For this reason, it is recommended that you save your work periodically.** (Figure 1.2)

### Remove Cost Report

Remove Cost Report allows the user to delete any selected Report. You must first select a contract number before you can use this option. If a Report is removed, ACRES cannot recover the deleted data. (Figure 1.2)

### Export Cover Sheet Data

Export Cover Sheet Data gives you a means to export all cover sheet data. This tool was established to limit the need to retype information that seldom changes from year to year. This tool will also create a template file (.tpl) that can be used to import cover sheet data next year. (Figure 1.2).

### Retrieve Exported Complete ACRES Reports

Retrieve Exported Reports allows you to pull an exported report back into the ACRES database. Also, a complete ACRES report exported from someone else's computer may also be imported even if was not previously stored on your computer. Once the report has been imported back into ACRES, it will now be in the status of 'Passed data entry edits.' This report cannot be exported again until changes are made and all edits have been cleared. (Figure 1.2)

### Exit

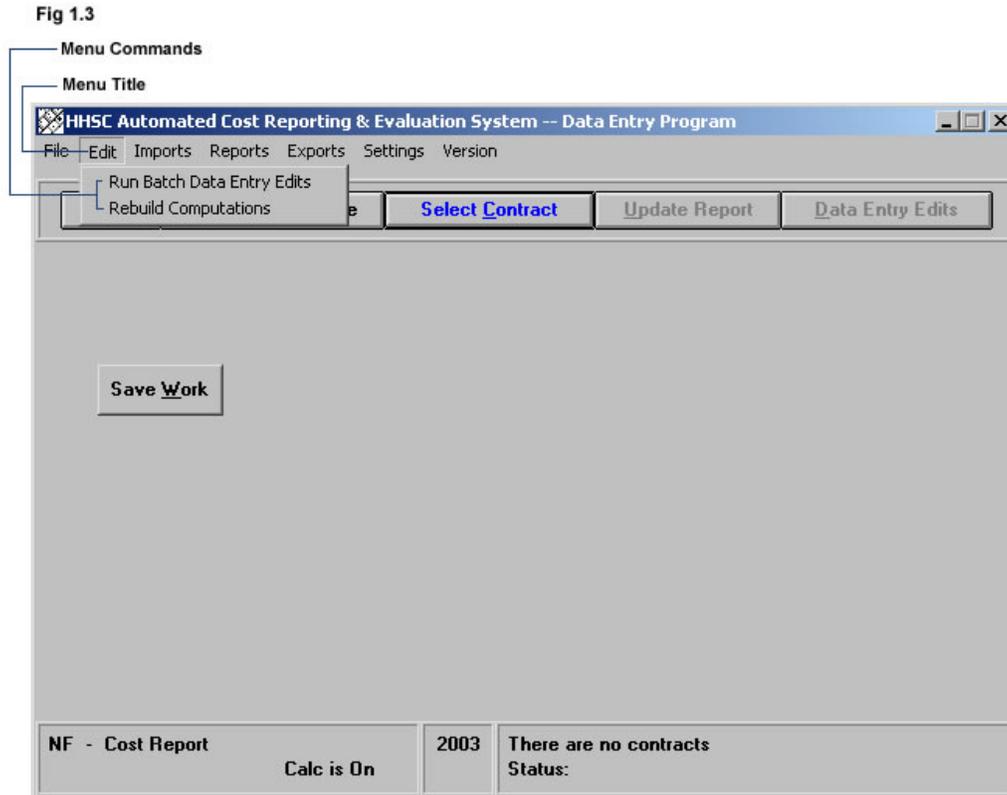
Exit will close the Data Entry application. (Figure 1.2)



Always save work before exiting out of the Data Entry application. This can be done quickly and easily by clicking on the Save Work button just below the file menu.

## *Edit Menu*

Clicking on the Edit menu activates the pull down menu. Within the Edit menu are the menu commands, **Run Batch Data Entry Edits** and **Rebuild Computations**. To activate these commands simply highlight the command and click. (Figure 1.3)



### Run Batch Data Entry Edits

This gives you the option to run Data Entry Edit checks on several contract numbers at the same time if more than one contract has been entered into ACRES. To select several contract numbers, hold down the Control (Ctrl) key on the keyboard and click on the desired contract numbers. When all desired contracts have been selected, release the Control key and click OK. (Figure 1.3) Data Entry Edits are discussed in detail in Chapter 5.

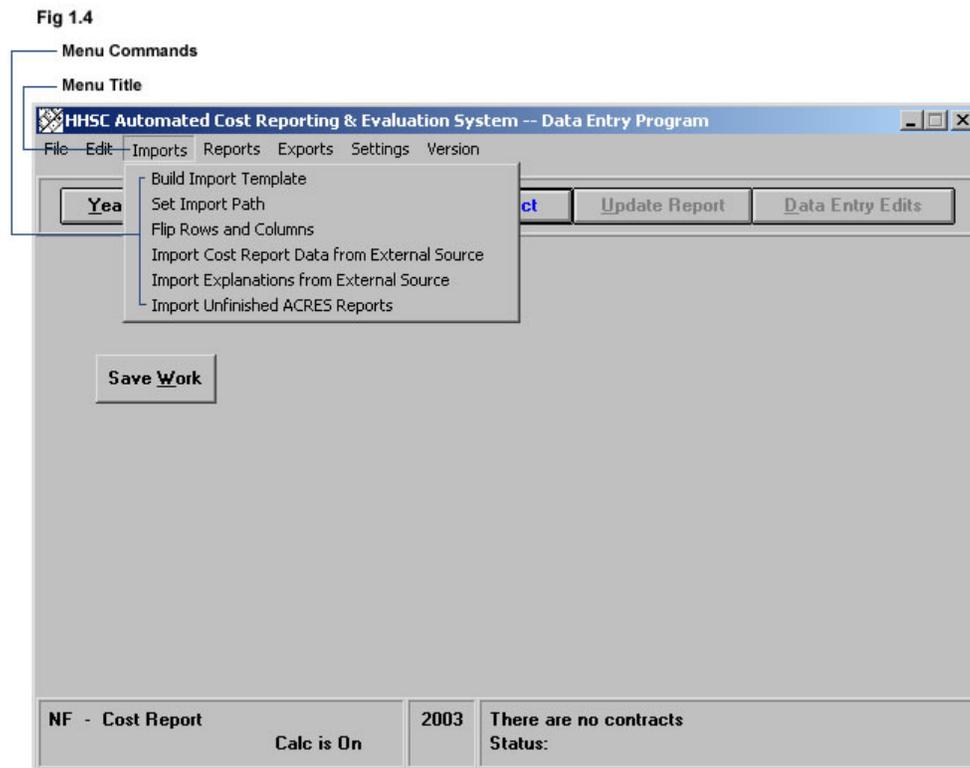
### Rebuild Computations

Rebuild Computations will calculate all computation lines within the Report. This option will only be used when the Calculator is turned off. (Figure 1.3) To determine if your calculator should be turned off, see page 13, Settings Menu.

## Import Menu

Clicking on the Import menu activates the pull down menu. Within the Import menu are the menu commands

**Build Import Template, Set Import path, Flip Rows and Columns, Import Cost Report Data from External Source, Import Explanations from External Source and Import Unfinished ACRES Reports.** To activate these commands simply highlight the command and click. (Figure 1.4) Importing data is discussed in Chapter 3.



### Build Import Template

Build Import Template allows you to design a custom import template. You can select specific line items to import into ACRES. (Figure 1.4) This is discussed in detail in Chapter 3.

### Set Import Path

By setting the Import Path, ACRES knows where to look for the file(s) to be imported. (Figure 1.4) This is discussed in detail in Chapter 3.

### Flip Rows and Columns

Due to the column limitation with most spreadsheet utilities, this tool allows you to set up a **top to bottom** import file, rather than a left to right import file. This tool can only operate correctly with a .csv (comma delimited) file. (Figure 1.4) This is discussed in detail in Chapter 3.

#### Import Cost Report Data from External Source

Import Cost Report Data allows you to select the file to be imported and begin the import process. (Figure 1.4) This is discussed in detail in Chapter 3.

#### Import Explanations from External Source

Import Explanations allows you to Import Explanations much the same way you would import Cost Report Data (Figure 1.4). This is discussed in detail in Chapter 3.

#### Import Unfinished ACRES Reports

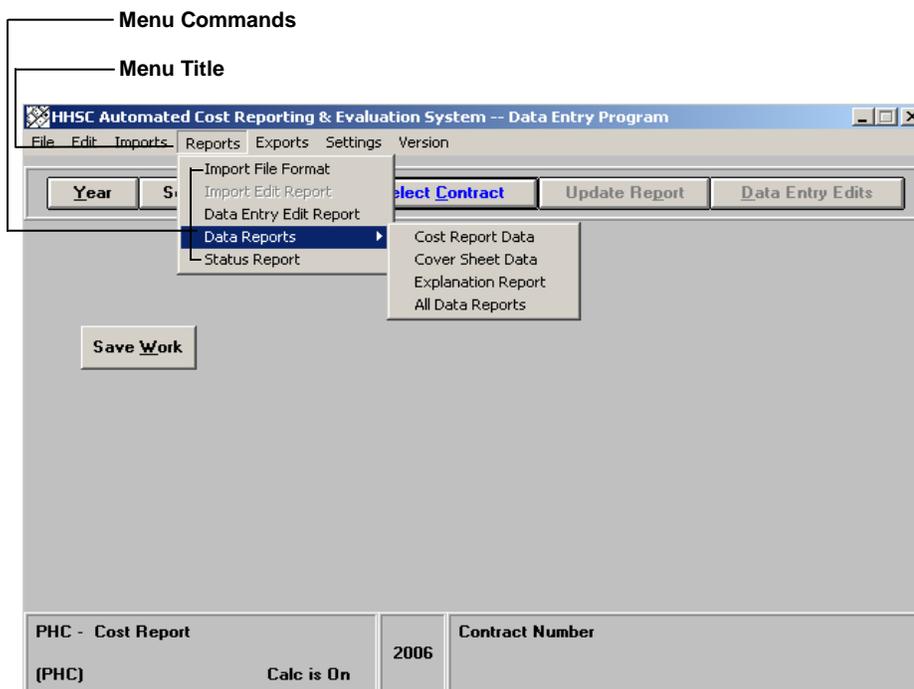
Import Unfinished ACRES Reports allows you to import an unfinished report that had been previously exported from your computer (Figure 1.4). Also, an unfinished report exported from someone else's computer may also be imported even if it was not previously stored on your computer. Once the report is imported the report is unlocked and you can begin editing again. For information about importing a completed ACRES report, refer to page 7 "Retrieve Exported Complete ACRES Reports."

## Reports Menu

Clicking on the Reports menu activates the pull down menu. Within the Reports menu are the menu commands

**Import File Format, Import Edit Report, Data Entry Edit Report, Data Reports, and Status Report.** The **Data Reports** option opens a list of the types of reports you can print out: **Cost Report Data, Cover Sheet Data, Explanation Report, and All Data Reports.** To activate these commands simply highlight the command and click. (Figure 1.5)

Fig.1.5



### File Format for Import

This feature will give you the format of every line number in the Report. Print a copy of this report to aid in the creation of an import file. The report shows the type and maximum file size of the data each report item is expecting. Also, items with an “X” before them have been selected for import. (Figure 1.5) This is discussed in detail in Chapter 3.

### Import Edit Report

The Import Edit Report allows you to verify that ACRES has recognized all imported files. The report shows what Reports were imported and the template file used.(Figure 1.5).

### Data Entry Edit Report

The Data Entry Edit Report is a checklist to verify that no errors are present in the Report. It is important that you go through the edit list to check for errors before sending the Report data to the Rate Analysis Department. (Figure 1.5) Data Entry Edits are discussed in detail in Chapter 5.

## DATA REPORTS

### Cost Report Data

The Cost Report Data is a summary report that reflects each Report line item and the corresponding value. It contains everything that was entered into the Report, except for the Explanation file. The Cost Report Data is to be printed and kept for your records. (Figure 1.5) Cost Report Data is discussed further in Chapter 6.

### Cover Sheet Data

This report is a summary of all contact information including Facility Identification, Contracting Entity, Contact, and Preparer. Print this report for your records. This report should be placed on top of your supporting documents when they are mailed.

### Explanation Report

This report will list all data in the Explanation boxes. Explanation boxes are used to collect additional information as required. Print this report for your records. (Figure 1.5) Explanations are discussed further on page 26.

### All Data Reports

This will open all of the reports listed above for review and printing purposes.

### Status Report

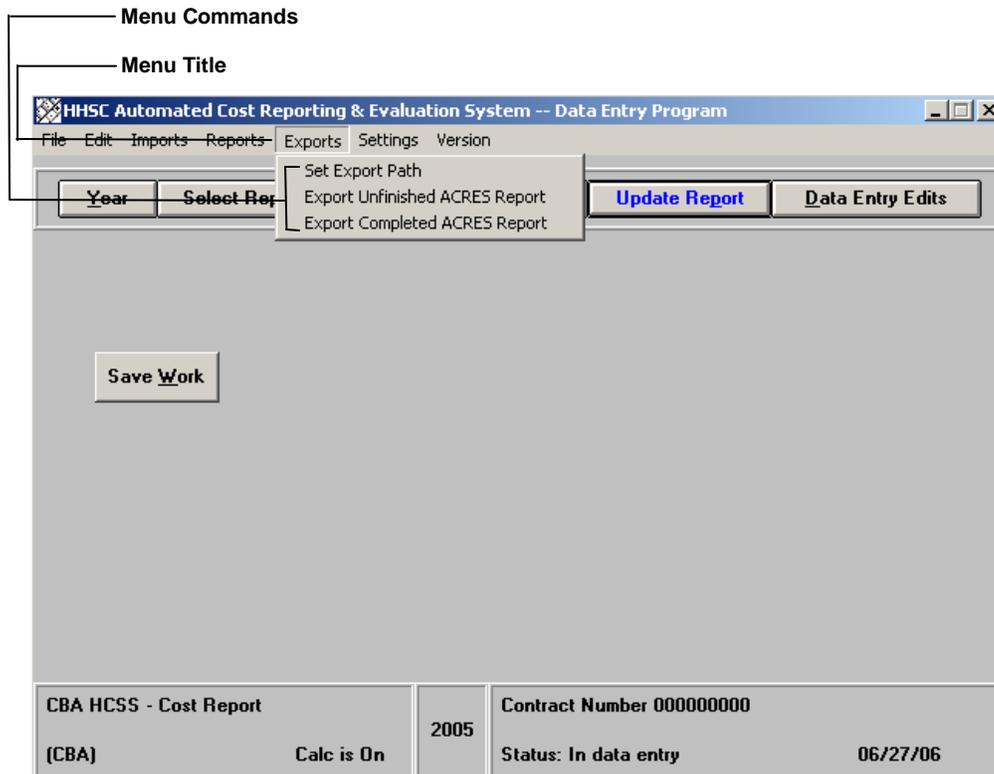
The Status Report will list all contracts that are in a particular status. The contracts can be in three statuses: **In Data Entry**, **Passed Data Entry Edits**, and **Exported**. For example, if you exported several contracts, you can run a status report to find out which contracts have been "Exported." The report will list the contract number, status and the date the status was achieved. You can select multiple statuses by holding down the Control (Ctrl) button and clicking on the status' you wish to view. (Figure 1.5)

## Export Menu

Clicking on the Export menu activates the pull down menu. Within the Export menu are the menu commands

**Set Export Path**, **Export Unfinished ACRES Report** and **Export Cost Report Data**. To activate these commands simply highlight the command and click. (Figure 1.6)

Fig.1.6



### Set Export Path

This will select the default drive and folder where you would like to save the exported Cost Report Data.

### Export Unfinished ACRES Report

This gives you the ability to export a report before it has been completed. ACRES will export your report into a file with an .unf extension (NH06-000127845.unf). Rate Analysis will not accept this file and it is strictly for your use only. This export feature offers the user a means to take your work between home and office, or between offices. NOTE: When a report has been exported you will continue to be able to view the report, but cannot edit the file until it has been re-imported.

### Export Completed ACRES Report

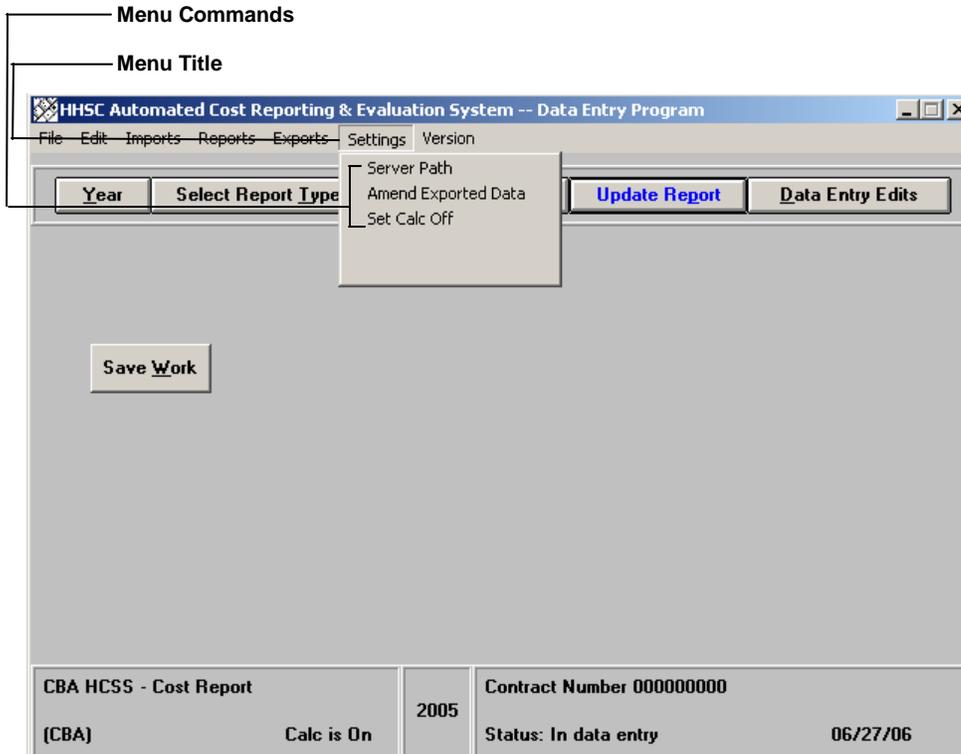
This feature allows the user to export the Report data to a desired location. Exporting Report Data is discussed in detail in Chapter 7.

## Settings Menu

Clicking on the Settings menu activates the pull down menu. Within the Settings menu are the menu commands

**Server Path**, **Amend Exported Report** and **Set Calc Off**. To activate these commands simply highlight the command and click. (Figure 1.7)

Fig.1.7



### Server Path

The Server Path is automatically set when Data Entry is opened. If you are required to change the server path, please contact the ACRES Technical Support. (Figure 1.7) Information regarding ACRES Technical Support can be found on page 35.

### Amend Exported Report

When Report data has been exported, you will no longer be allowed to change the data. If changes to the data are necessary, then select **Amend Exported Report** and it will give you access to make changes. (Figure 1.7) This is discussed in detail in Chapter 7.

### Set Calc Off

Set Calc Off will turn off automatic calculations that occur when a change is made to the Report. The Calculator should be turned off only if it interferes with the operation of your computer. If you turn the Calculator off, you must rebuild the computations when you have finished the data entry. To do so, click on the **Edits** menu and select **Rebuild Computations**. (Figure 1.7)

## *Version Menu*

Clicking on the Version menu will open a window that shows what version of ACRES you are currently running. The Version number will be particularly helpful when calling the ACRES Help Line. The Version number is used by the Technical Support staff to help diagnose any problems with ACRES. (Figure 1.8)

**Fig. 1.8**



## Getting Started with Data Entry

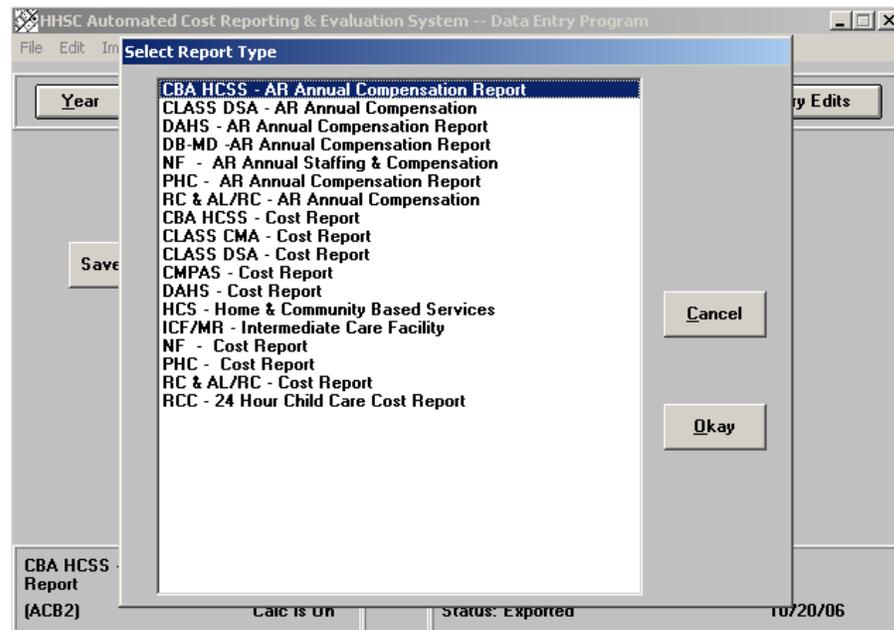
Now that Chapter 1 has familiarized you with Data Entry, lets get started. The most common Data Entry commands are set up as action buttons on the Home screen. These action buttons are **Select Report Type**, **Select Contract** and **Update Report**. The **Data Entry Edits** button will be discussed in detail in Chapter 5.

### *Select Report Type*

Select Report Type gives you the option to select from several different formats of Reports. Select the type of contract for which you are required to complete a Report.

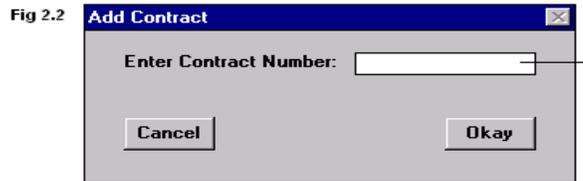
Highlight the type of report desired and click to select. (Figure 2.1)

Fig.2.1



## Add Contract

If you are starting Data Entry for the first time or entering a new contract, you must first add the contract number. Click on the **Select Contract** button and click the **Add** button (see figure 2.2). The Add Contract box will open; enter the new 9-digit contract number. If you do not know your 9-digit contract number; look at your recent payment information, your previous Report, or correspondence from the department. If you still cannot determine your contract number, please contact the Rate Analyst listed on the cover of the “Specific Instructions” manual.

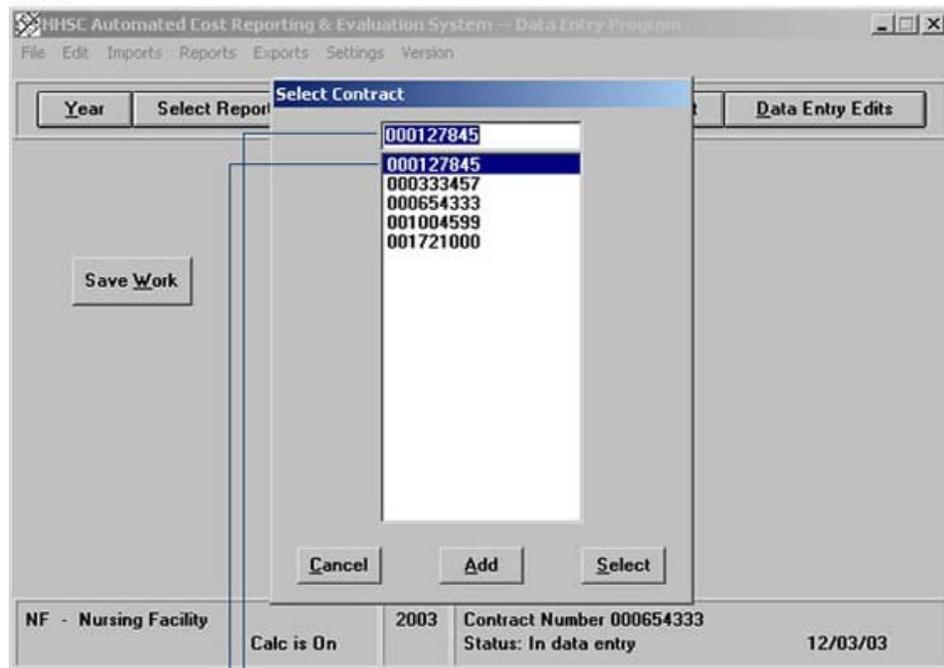


Enter new Contract Number in the Add Contract Box

## Select Contract

Select Contract allows you to open any pre-existing contracts. Simply click on the **Select Contract** button and a list of all previously added contracts will appear. To select a contract you can either use the mouse, or type the 9-digit contract number into the box. Click the **Select** button when you have chosen a contract. If there is only one contract in ACRES, it will be selected automatically.

Fig 2.3

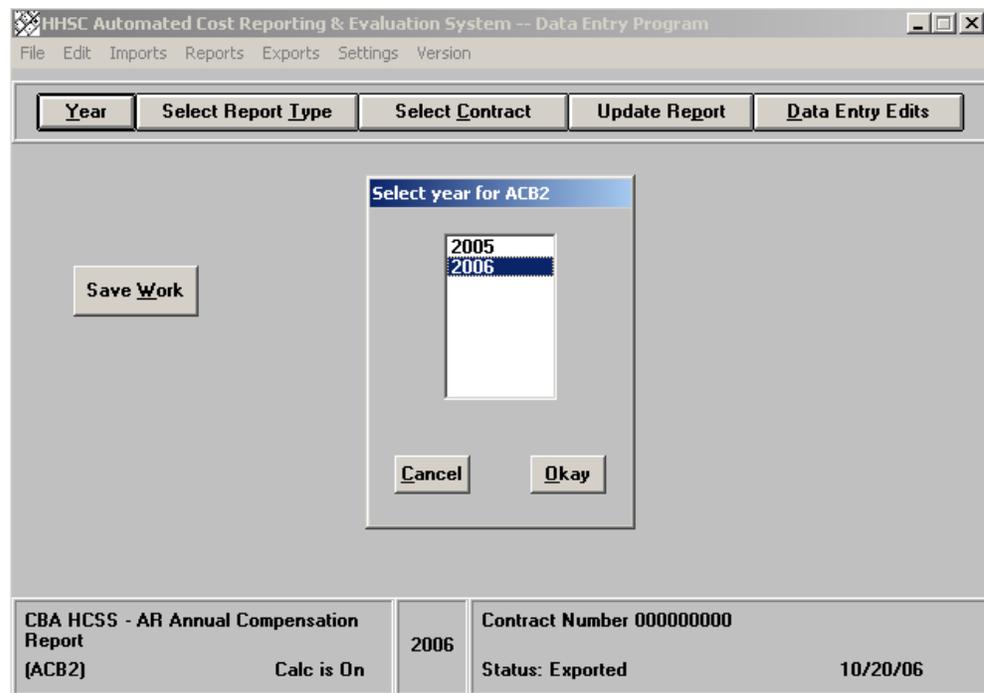


Option 1: Enter Contract directly into box  
Option 2: Use mouse to select a contract

## Select Year

The current work year will automatically be selected by ACRES and you cannot change years until you first select a report type. However, “Select Year” allows you to view reports from previous years. Click on the **Year** button and a list of previous years will appear. Simply click the year you would like to view and ACRES will load the reports. If you don’t have any prior year reports stored on your computer you will only be able to select the current working year.

Fig.24



## Importing Files into ACRES



*ACRES offers the option to import data from an external source. This requires some work on your part to set up a file that ACRES can recognize. This chapter will demonstrate the steps needed to create an import file.*

**If you do not wish to Import data, please skip this chapter and move on to Chapter 4, Update Report: Using Data Entry.**

### *Build Import Template*

The **Build Import Template** option can be found under the **Import** menu. This feature allows you to select the individual line numbers, for which data will be imported. To select the line number, simply double click on the line number. The line number will change from black to red, indicating that it has been selected. To deselect the line number just double click and it will change back to black, indicating that it is no longer selected. You must individually select each line item for which data will be imported.

### *File Format for Import*

The **File Format for Import** option can be found under the **Reports** menu. This feature will give you the format of each individual line number in the Report. In addition, every line item you have selected in the **Build Import Template** will be denoted with an **X** to the left of the line number. The report shows the type and maximum file size of the data each report item is expecting. Print a copy of this report to use while constructing your import file. For instructions on printing reports, see Chapter 6.

**Important: Files to be imported must be in the ASCII Comma Delimited format. A file that is not in this format cannot be successfully imported.**

## Creating Import Files

Before starting the construction of your import file, ensure that the application you are using can save in the **Comma Delimited** format. One way to check to see if your application has the capability is to click on the **File** menu option and select **Save As**. Check the listed formats to see if **Comma Delimited** is a featured format.

**NOTE:** Whether importing Report Data, Cover Page information or Explanations the principle is the same. All import files should be set up in the same fashion.

Below are the necessary steps to create an Import file:

- ❶ Format all the cells on your worksheet as **Text**. Provider contract numbers start with zeros and unless the cell is formatted as text, it will delete the zeros automatically. ACRES will not allow import if the zeros are missing. The .csv file will not retain any formatting, therefore, save your file as an Excel file (.xls) and when you are ready to import, save a new file off as comma delimited (.csv). If there are any problems with the import file, you can easily open the .xls file to make corrections without losing your formatting.
- ❷ Data can be entered from **left to right** (Fig. 3.1) or **top to bottom** (Fig. 3.2) in the spreadsheet. **Be aware that some applications have a limited number of columns, for example, Excel only allows for 256 columns.** If you are planning to import more than 256 line items, create your import file from **top to bottom** (See Figure 3.2). See “Flip Rows and Columns” on page 22 for important information regarding top to bottom import files.

Fig 3.1

	A	B	C	D	E	F	G
1	000123456	000123456	4568	05	05	05	175250
2	000555000	000555000	4568	05	05	05	175250
3							

Contract number | Line Item 1 | Line Item 2 | Line Item 3 | Line Item 4 | Line Item 5 | Line Item 6

Fig 3.2

	A	B
Contract Number	1 000123456	000555000
Line Item 1	2 000123456	000555000
Line Item 2	3 4568	4568
Line Item 3	4 05	05
Line Item 4	5 05	05
Line Item 5	6 05	05
Line Item 6	7 175250	175250
	8 93542001	93542001
	9 172	172
	10 172	172
	11 010100	010100
	12 123100	123100
	13 1	1
	14 1	1
	15 0	0
	16 2	2
	17	

- ③ **The first cell should always be the contract number.** This is how ACRES knows what contract(s) you are importing. The next cell should be the first line item that you selected in the Build Import Template. Remember that the data must match the required format listed on the **File Format for Import** report. Continue entering each subsequent line item selected in the Build Import Template. **See Figures 3.1 and 3.2** to view two different examples of import files set up in Excel.
- ④ Once all the data is entered for one contract, start the next contract in Row 2 (Left to Right) or Column B (Top to Bottom) following the same steps. Continue this process until all contracts have been entered. **(See Figure 3.1 or 3.2)**
- ⑤ Finally, save the file in the **Comma Delimited** format.

## *Set Import Path*

The **Set Import Path** option can be found under the **Import** menu. This feature allows you to select the default drive and folder that you want ACRES to look in to find your Import files. The actual selection of files to import is done in the **Import Cost Report Data** feature.

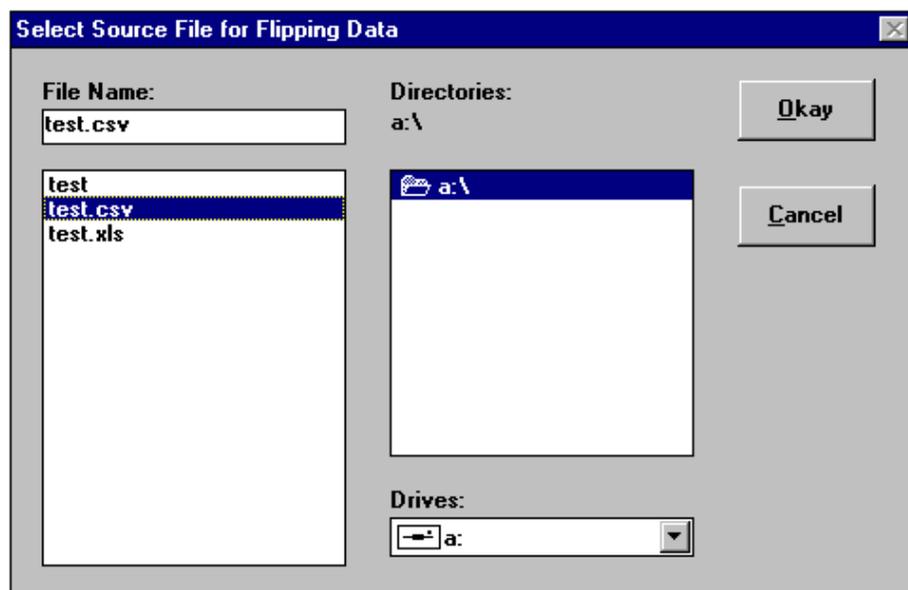
## *Flip Rows and Columns*

The **Flip Rows and Columns** option can be found under the **Import** menu. If the import menu was top to bottom opposed to left to right (refer back to Creating Import Files), you must flip the file before it can be successfully imported into ACRES. This Flip Rows and Columns feature allows you to flip an import file saved in the comma-delimited format.

- ❶ **Select Source File for Flipping.** You will need to select the drive and folder where your Import file is located. Remember, the file must be in the comma delimited (.csv) format in order to flip the rows and columns.

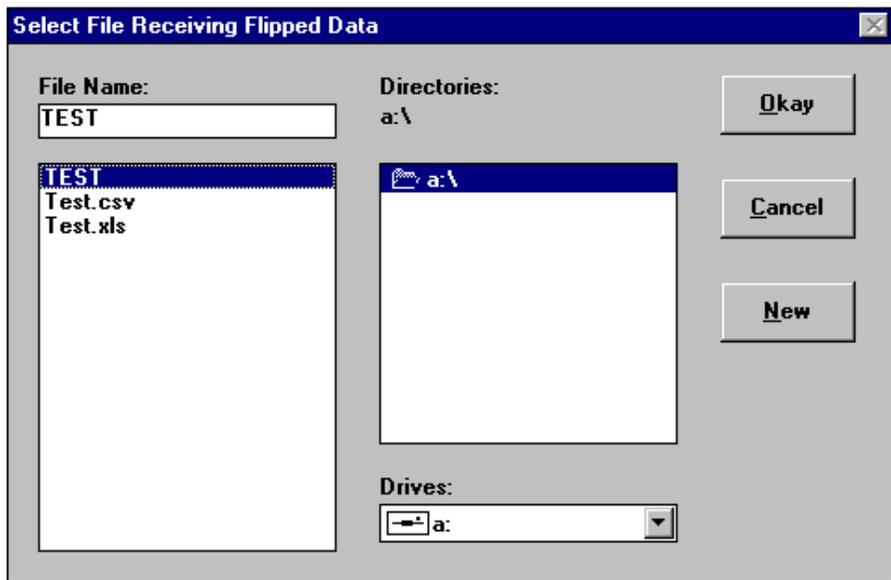
You will only need to Flip Data if you have created an Import file from top to bottom, refer to Figure 3.2

Fig 3.3



- 2 Select File Receiving Flipped Data.** The flipped data must be stored in a file separate from the source file. Create a new file to receive the flipped data and click okay. You can also select an existing file to receive the flipped data; however, you cannot select the source file because the file selected will be overwritten with the flipped data. Once you have created a new file or selected an existing file, you are ready to import the flipped data (see “Import Cost Report Data” on page 24).

Fig 3.4



## *Import Cost Report Data*

The **Import Cost Report Data** option can be found under the **Import** menu. This feature allows you to select the file to import into ACRES.

- ❶ If you have already **Set Import Path**, you can skip this first step. If you have not, select the directory where your file is located.
- ❷ Select the import template to be used with this import.
- ❸ Select the comma-delimited file (.csv in the case of Excel) you wish to import into ACRES. Click OK and ACRES will begin the process of importing data. Remember, the import menu was top to bottom opposed to left to right (refer back to Creating Import Files), you must flip the file before it can be successfully imported into ACRES.

## *Import Edit Report*

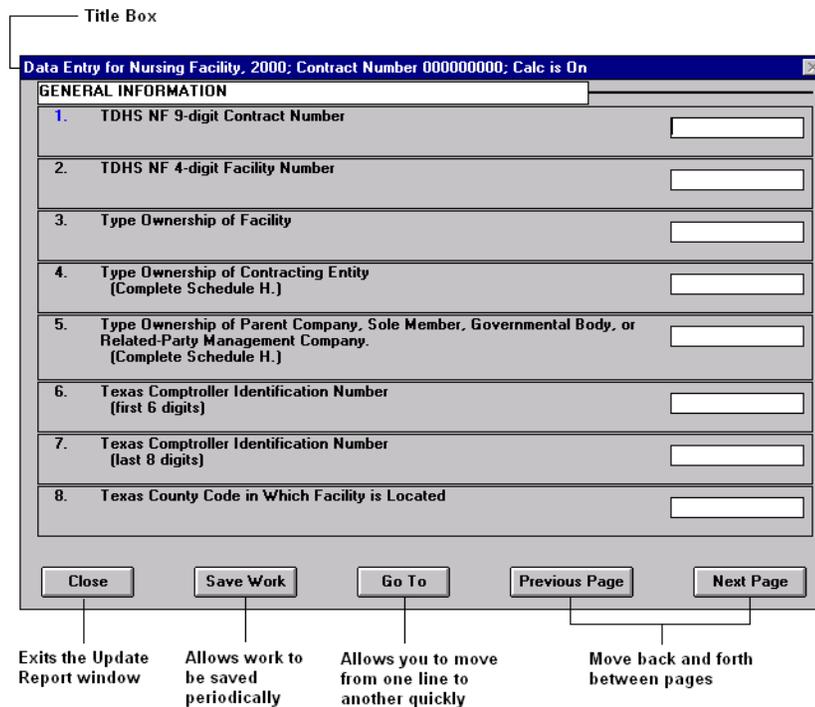
The **Import Edit Report** option can be found under the **Import** menu. This feature allows you to verify that all reports were imported. The report will give the total contracts imported and the contract number of each.

## Update Report: Using Data Entry



Data Entry is where you manually enter data directly into ACRES. To get to the Data Entry screen, click on the **Update Report** button on the home screen. The Data Entry screen has a title box, and several action buttons. The title box tells you the type of contract, year, contract number, and whether the calculator is on or off. The functions of all action buttons are described in Figure 4.1.

Fig 4.1



There are several ways to navigate through ACRES. The user has the option of using the **Return** key, **Tab** key, **Arrow** keys or **Mouse** when moving from one field to another. The **Return** key will move down the fields and will make a "ding" sound every time the key is hit. If the sound is distracting, use the **Tab** key as it has the same

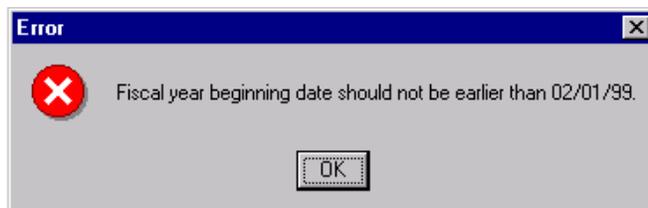
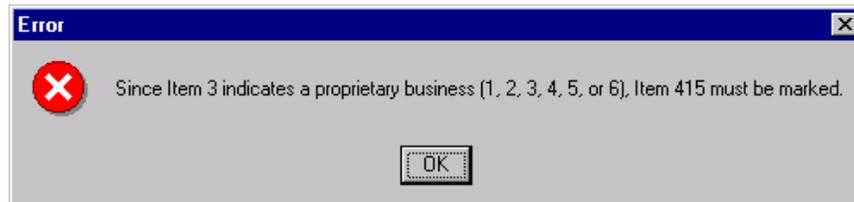
function as Return key. To jump around quickly you can click on a field with the **Mouse**. Also, the **Arrow** keys can be used to move back and forth through the fields.

There are also navigation buttons at the bottom of the Data Entry page, see **Figure 4.1**. When using the **Previous Page** and **Next Page** buttons, be careful not to click too quickly. It requires a lot of memory to paint the pages on your screen and if your system has limited memory resources it may lock up your computer.

When you start entering data into ACRES, you can skip around and leave line items blank until you are prepared to answer them. However, it is recommended that you try to proceed sequentially through the Report.

## *Error Messages*

When entering data, you will come across Error Messages. ACRES uses Error Messages to help prevent the user from making improper entries or other common mistakes that delay the report processing. Below are a few examples of Error Messages:



When an Error Message appears, a description of the problem will be contained in the message box. To correct the error, click the **OK** button and then click the **Retry** button. If you wish to proceed and come back to the entry later, click the **Cancel** button to clear the field. Any errors that are not corrected will appear in the Data Entry Edit Checks. All Data Entry errors must be corrected prior to submission.

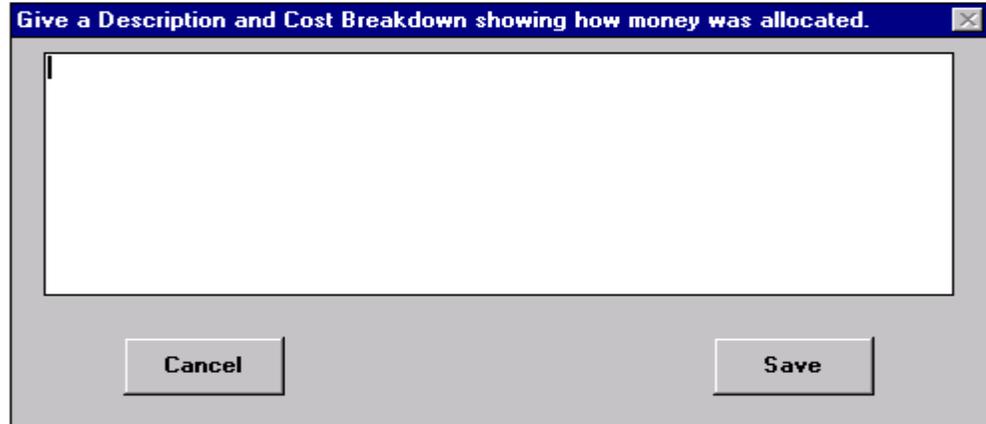
## *Attachment Notices*

Attachment Notices are reminders that some action needs to be taken. Be sure that you complete the required action that is stated on the Attachment Notice. Below is an example of an Attachment Notice:



## *Explanation Boxes*

When an entry requires further description, the Explanation Box will open automatically. Enter the information that is being requested into the Explanation box. Both text and numbers can be entered in the Explanation Box. Below is an example of an Explanation Box:



- ★ If for any reason, you want to go back to the Explanation and make changes or correct the entry, double-click on the **line number** and select **Edit Explanation**.
- ★ When you complete your explanation, click **Save** and move on to the next entry.

## *Back Up*

ACRES automatically creates a backup file every time work is saved and when exiting from the application. **Restore from Backup** is a recovery feature for lost data. If for some reason data is lost or corrupted, you can recover the data from the point you last saved work. **For this reason, it is recommended that you save your work periodically.**

Use the following steps to restore data from a back up file:

- ❶ Open the **File** menu and select **Restore from Backup**.
- ❷ A message will appear; giving the date and time of the most recent update that has been backed up. You will have the option (Yes/No) to restore from back up.

**Contact ACRES Technical Support to report any problems that resulted in the loss of data or having to restore from back up. Information for Technical Support can be found on page 35.**

## Checking Data Entry Edits

*Whether you are importing or entering data manually; you are required to check the **Data Entry Edit Check Report** to verify the correctness of the Report prior to submission.*

### *Data Entry Edit Check Report*

The **Data Entry Edit Check Report** can be created by clicking on the **Data Entry Edits** button located on the home screen (See page

5). The report will open automatically after Data Entry has completed running the edits. This report allows the user to verify the correctness of the Cost Report. Print this report as a tool in clearing the edits. For instructions on printing reports, see Chapter 6.

The Data Entry Edit Check Report will display each line item that needs to be checked or cleared. Line items that start with C indicate the item to be fixed is on the cover page (ex. C1 means that the first line on the cover page needs to be completed). To the right of the line number is a note that describes the error to be corrected. **The “M” after the line item indicates that it is a message to be checked; it is not an error. Messages will always appear on the report, whereas error messages will no longer appear after the error is corrected.** Below is an example of a Data Entry Edit Check Report.

Data Entry Edit Check Report			
Nursing Facility			
Vendor 000123456	11/7/01	14:11:13	Vendor 000123456
Line Item	"M" after line item indicates a message, not an error		
4	<b>M</b>	Schedule H and organization chart must be completed and properly cross-referenced.	
5	<b>M</b>	Schedule H and organization chart must be completed and properly cross-referenced.	
12	<b>M</b>	If medicare ancillary costs are reported, Schedule G must be completed.	
15	<b>M</b>	Schedule H must be completed.	
15		List the 9-digit contract for each NF (including this facility).	

## *Clearing Edits*

Clearing Edits refers to checking or correcting any messages that are present on the Data Entry Edits Check Report. Print a copy of the Data Entry Edits Check Report as a guide when going back to clear edits.

Below are the steps required to Clear Edits:

- ❶ Go back into data entry by clicking **Update Report** on the home screen.
- ❷ Use the **Go To** button to proceed to the line items that need to be checked or corrected. Refer to the Data Entry Edits Check Report to determine which line items need to be addressed.
- ❸ Make any necessary changes to address the indicated line item edit message.
- ❹ Once you have completed all checks and made any necessary corrections, save your work and click on the **Data Entry Edits** button again.
- ❺ The goal is to obtain the message, **“Cost Report generated no errors”** which appears at the end of the Data Entry Edits Check Report. Repeat steps 1-4 until the “Cost Report generated no errors” is obtained. The status “Passed Data Entry Edits” indicates that all checks and errors have been completed, and the data is now ready to be exported. Refer to Chapter 7 for information on exporting.

## *Verifying Explanations*

The Data Entry Edit Check Report will ask you to verify that the proper information has been input into the Explanation Box. For Example, the report might ask you to check a line item that says, “Give a Description and Cost Breakdown showing how money was allocated.” Follow the example below to verify Explanations.

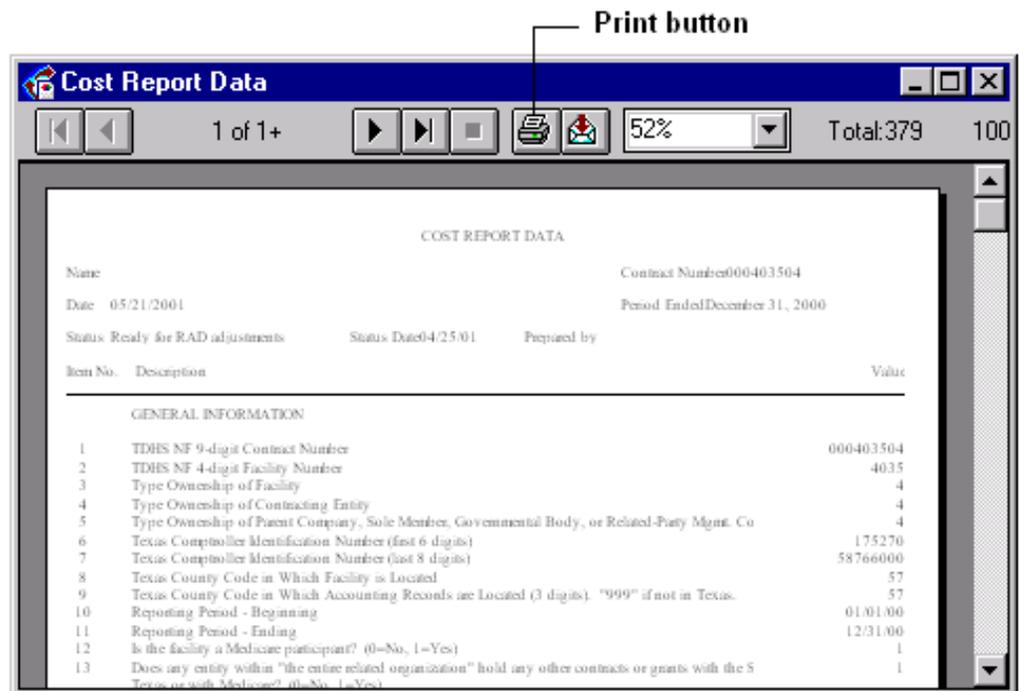
- ❶ **Go To** the line item that needs to be verified.
- ❷ **Double Click** on the line number. A menu will open, select **Edit Explanation**. This will open the Explanation Box.
- ❸ Enter the required information into the **Explanation Box**. Once all required information has been entered, click **Save** and move on to the next line item to be checked.

## Printing Reports



It is recommended that you print a copy of the Cover Sheet, Cost Report Data and Explanation reports after all data entry edits have been cleared. These reports are a summary of the Cost Report data and can be kept for your records. To print these Reports click on the **Reports menu**, click **Data Reports**, and select **Cover Sheet, Cost Report Data, Explanation report, or All Data Reports**. The Report window will open. Click the Print button located at the top of the window.

Follow this same procedure to print any other report desired during the Report preparation.



## Sending in Report Data and Supporting Documents

*Once you have finished all data entry and you have made all the necessary corrections to the Report and have printed your copies of the reports, you are ready to Export the data and email the completed report to HHSC.*

### *Export Cost Report Data*



Exporting your cost report data simply means that everything you input into the system for that cost report will be compressed into a file and placed in a format that Rate Analysis can use to import into their system. To export the cost report, follow the instructions below. \*\*\* Remember, a contract cannot be exported until it has achieved a status of “Passed data entry edits.”

1. Click on the **Export** menu, click **Export Completed ACRES Report**.
2. Save the exported file to your local hard drive (either using the default location c:\acres\data or a location of your choice) **OR** a 3½ Floppy disk or other drive. Click **OK**.
3. ACRES will automatically name the file according to the contract number. For example, if you prepared nursing facility cost report with contract number 000123456 for the year 2006, your file would be named “**NH06-000123456.prv**”. **It is very important that you do NOT change the name of this file.** The report is now ready to be emailed to HHSC.

Once you have exported the Report, you will be able to view and print the data, but will no longer be able to make changes. If for some reason, you need to make a change after the report has been exported, select the **Settings** menu and click **Amend Exported Data**. This will allow you to make changes to the report. Understand that it will be necessary for the amended report to achieve the “Passed Data Entry Edits” in order to export the amended report.



It is important to remember, if any changes have been made to the Report since it was last exported, it must be EXPORTED again.

## *Sending Data and Supporting Documents*

Once you have cleared all edits and have exported the report file, you will need to submit the file via E-mail. The ACRES file that you Exported should be attached to an e-mail and sent to: [ACRES@hhsc.state.tx.us](mailto:ACRES@hhsc.state.tx.us) Once the file has been sent, you will receive an E-mail confirmation that it has been received by HHSC; please keep this for your records.



Even if your Report file has been e-mailed, your report WILL NOT be considered "Received" until all required supporting documentation has been received. (See next page)

To attach your report to an email follow the steps below. **\*\*NOTE:** These are the basic steps for attaching a file to an email. The wording or options may be different for each email application (system).

1. Open a new email and type in the To: box: [ACRES@hhsc.state.tx.us](mailto:ACRES@hhsc.state.tx.us)
2. Type in the Subject line information to indicate what type of report you are emailing (ie. 2006 NF Cost Report, 2006 PHC Annual Report, etc)
3. In the message section please list the contract numbers for the cost reports you are attaching to the email. (ie. NH06-000000000, APH206-000000000)
4. Type your name or a contact name and phone number in case we have questions or problems with receiving the attachment. See example below.

To...	ACRES
Cc...	
Subject:	2004 PHC Cost Report
<p>PHC04-000000000</p> <p>Thanks,</p> <p>Roger Rabbit (512)555-1234</p>	

Example:

5. There are several ways to attach a file to an email. You may have a icon on your toolbar that looks like a paper clip; may have a button that says File Attach, Attach File, Attachment(s); or you may need to click Insert on your menu bar and click attachment.
6. You may have to browse to the appropriate folder to retrieve the report. This will be the folder where you saved the exported data. If you didn't change the location of the report, the default folder is c:\ACRES\Data.  
**\*\*If you are unsure about how to attach a file, please call the ACRES Help Line listed on page 35 or use your email systems Help feature.**

All supporting documentation (see check list below) must be mailed to the following address:

Mailing Address (regular mail):	Physical Address (overnight mail):
HHSC Rate Analysis Mail Code: H - 400 P.O. Box 149030 Austin, Texas 78714	HHSC Rate Analysis Mail Code: H - 400 4900 North Lamar Austin, Texas 78751

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COMPLETE THIS CHECKLIST TO ENSURE THE INCLUSION OF  
ALL REQUIRED MATERIAL BEFORE MAILING

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- I have sent my cost report file(s) as an attachment via E-mail to [ACRES@hhsc.state.tx.us](mailto:ACRES@hhsc.state.tx.us)
- Cover Sheet (Contact Information) – see page 12 for information on Cover Sheets
- Schedules A through L (if applicable) – schedules can be obtained from Rate Analysis Website
- Cost Report, Methodology, and Appraisal Methodology Certification pages
- Attachments (as specified by Data Entry Edit Check Report)
- Allocation Summary (if applicable)
- Miscellaneous (if applicable)

Refer to the Specific Instructions for due dates and further information.

Rate Analysis website: [www.hhsc.state.tx.us/rad/index.shtml](http://www.hhsc.state.tx.us/rad/index.shtml)

## ACRES Technical Support

*The following technical support options are available for ACRES Data Entry:*

- Call **ACRES Technical Support** at **(512) 730-7404** for assistance with any technical issues between 8:00 a.m. to 4:00 p.m. (Central time) Monday through Friday.

Or

- E-mail [ACRES@hhsc.state.tx.us](mailto:ACRES@hhsc.state.tx.us) for assistance with technical issues. **Please include the ACRES Version number in the subject line of your e-mail.** For information on Version numbers, refer to page 15.

If sending an email, include as much information as possible about the problem encountered. Below are a few questions you should address and include in your email.

1. Define to the best of your ability the problem you are experiencing with ACRES.
2. Error number, Title of Error Message, Description of Error Message
3. How to contact you (telephone and/or an e-mail address)

**If you are calling the ACRES Technical Support line, you should be ready to answer these questions.**

