Software Installation Instructions

What Are the Computer System Requirements?

The software is capable of running on most computers in a DOS or Windows environment that includes IBM PC-DOS© or Microsoft MS-DOS 5.0© and higher as well as Windows© 3.1, 95, 98, ME, NT, Win2000©, XP, and Vista operating systems. However, it will **NOT** install/run on any Windows 64 Bit operating system.

Software Requirements:

The Windows CONFIG.NT (or CONFIG.SYS for older systems) file **must** include the following two statements to enable printing the entire cost report without encountering memory error messages. You may be able to print individual pages without changing the settings but most systems will not print **all** the schedules concurrently unless configured to the minimum settings shown below. Some systems require larger settings and you may increase the numbers if needed. In addition, you **must** reboot your computer after making the changes or they will not take effect until the next boot up.

   Files=50
   Buffers=50

Hardware Requirements:

- 4 MB of Random Access Memory (RAM)
- Hard disk with 32 MB of free space for the software (additional free space requirements depend on the amount of data required for your specific cost reports).
- CD drive or 1.44 MB 3-1/2" floppy diskette drive.
- Printer capable of printing 132 characters per line compressed (16.66 or 17 characters per inch) in portrait orientation.

Recommendations:

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

To find the NC Medicaid Cost Reporting software you need now, please visit the DMA website For Providers Categories page using the hyperlink shown below.

http://www.ncdhhs.gov/dma/cost/reports.htm

See pages below for specifics on downloading and installation of the software.

How Do I Download the Cost Reporting Software?

The fastest way to obtain DMA Cost Reporting software is to download it from the DMA website. Visit the For Providers Categories page and follow directions to locate the cost report right for you. Then choose the specific "Software" download page link appropriate for your provider category and fiscal year end.

After clicking the download link, your browser will probably display a dialog window similar to the one shown below asking you what you want to do with the new file. Choose the "Save" option. Do **not** click "Run".
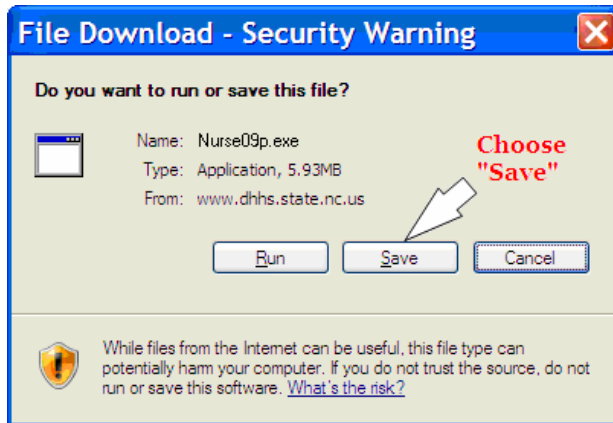

Figure 1.

If you do not see the exact dialog screen above, it may be disabled on your browser or you may have a different operating software that does not allow the "Run" option.

Once you click the "Save" button, a "**Save File As**" dialog screen appears that will allow you to create the directory folder where the file will be saved. To make the installation process simpler, follow the three steps shown below in Figure 2. If you do not have a "Local Disk (C:)" drive, you may use a different drive but this could affect the printing.
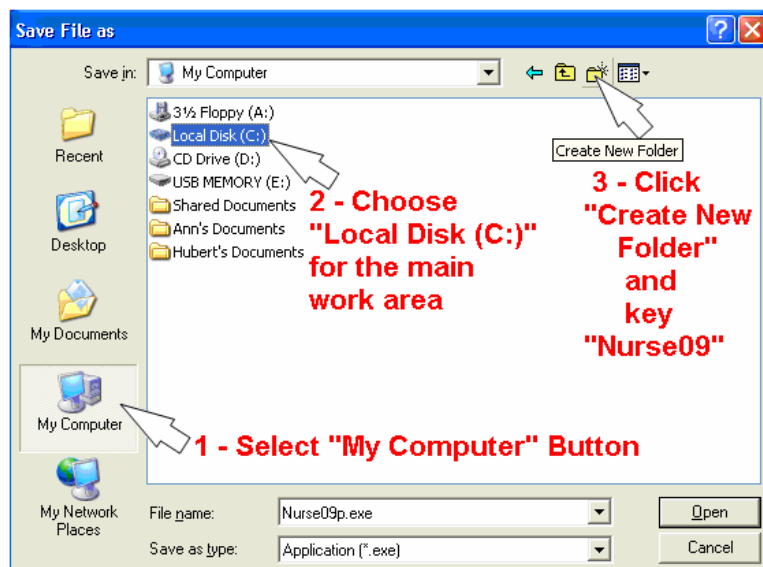

Figure 2.

You **must** create the specific directory folder name for each type of software or the software will not install correctly. And, do **not** use more than 8 characters in any folder name. Also, be sure to make a note of the directory folder name you enter as you will be asked to locate the file just downloaded and extract the compressed executable files.

Figure 3 below shows a list of the specific folder location names to be created for each particular Cost Reporting Software. The last two digits in each folder name represented by *yy* in the list below indicate the user must enter the two numeric digits for the cost reporting year. For Example, enter "Nurse**09**" for the 2009 version of Nursing software. If the default location is not entered correctly during installation you may have problems installing the software and/or printing if you have a USB printer.

| If your Facility's Category is:	The Default Drive:\Folder Location is:
Intermediate Care Facility / Mental Retardation facility (ICF/MR)	C:\ICFMRyy
Nursing Facility providing Skilled Nursing Care (SNC) and/or Intermediate Nursing Care (INC)	C:\NURSEyy
Home Office or Related Party providing support for ICF/MR Facilities	C:\HOICFyy
Home Office or Related Party providing support for Nursing Facilities	C:\HONURyy
Hosp-Based Nursing Facility providing Skilled Nursing Care (SNC) and/or Intermediate Nursing Care (INC)	C:\HBNURyy

Figure 3.
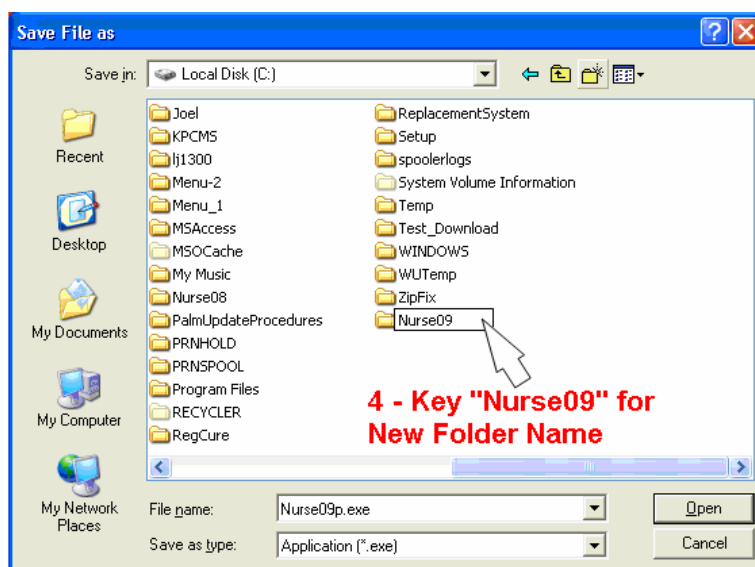
Figure 4.

After you have created the directory folder name, click the "Open" button to download the file. Also, do **not** rename the executable file or it will not install correctly.

The size of a cost report download is typically 4-6 MB and the time required will depend on your Internet connection speed. For slower connections and modems the download can require more than one hour.

I Have the Downloaded File, Now How Do I Install It?

Locate the folder in which you downloaded the new file using your Windows File Explorer. The new file is a self-extracting file with *.EXE* extension. Note: you may not see any (.EXE) file extensions if your computer is set to hide extensions.

- If you downloaded the ICFMR Provider Facility software, the file name will be something like "**Icfmr09p.exe**" and should be in a folder named **C:\ICFMR09**
- If you downloaded the Nursing Provider Facility software, the file name will be something like "**Nurse09p.exe**" and should be in a folder named **C:\NURSE09**
- If you downloaded the ICFMR Home Office software, the file name will be something like "**Hoicf09p.exe**" and should be in a folder named **C:\HOICF09**
- If you downloaded the Nursing Home Office software, the file name will be something like "**Honur09p.ex**e" and should be in a folder named **C:\HONUR09**
- If you downloaded the Hosp-Based Nursing Facility software, the file name will be something like "**HBnur09.exe**" and should be in a folder named **C:\HBNUR09**

Extract the new file's components by double-clicking the new file name. When the file begins the extraction process, a screen similar to the following may appear. At first, it will indicate "Extracting..." on the blue title bar of that screen and later will change to read "Finished..." after all files have been successfully installed on your PC.
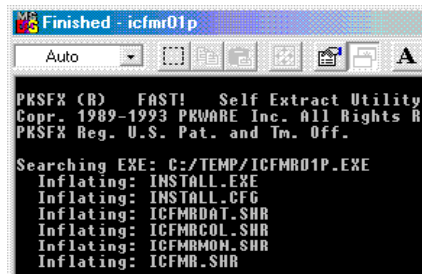

Figure 5.

After extracting the components locate the ***install.exe*** file and double-click to start the installation. Follow the installation directions, select the drive and note the directory name the program will install into and soon your **Cost Reporting System** will be ready to use.
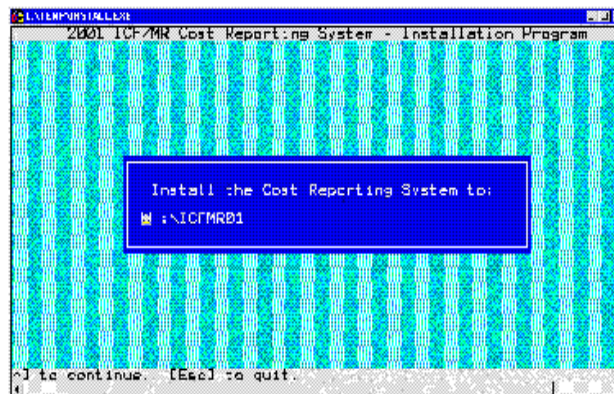

Figure 6.

Last Updated May 24, 2012

Now That the Software is Installed, How Do I Start Using It?

Using Windows File Explorer, go to the **directory where the program is installed** and locate the MS-DOS batch file named **(COSTRPT.BAT)**, right-click the file and create a shortcut icon for it and copy (or drag) the shortcut to your desk top.

Alternatively you may double-click the file name **(COSTRPT.BAT)** while in Windows File Manager or Windows Explorer to start your **Cost Reporting System**.

For convenience, we recommend creating and using a desktop icon to start your **Cost Reporting System**.

When Will I Need To Upgrade My Older Software?

Each fiscal year a new version of the software is made available for download. At a minimum, you must install the latest version applicable to the fiscal year end for the facility you are reporting for. Cost reporting software normally becomes available for ICF/MR facilities during the month of June and for Nursing facilities during September of each year.

If you are experiencing problems with the software, you may download the latest version of Cost Reporting software at any time. You should revisit this web site and compare your software's version date with the revision date shown. If there is a newer revision, follow the download instructions given above and download the newer file to your computer and follow the instructions on how to upgrade or replace the software as given below.

How Do I Upgrade or Replace My Software?

If you are experiencing problems and suspect the software installation is causing the problem, download the latest version applicable for your FYE and follow the instructions given in this paragraph. If you have already entered cost report information and want to save your previous work, you should save the data before replacing the program with a newer version. Do this by entering the Cost Report program, select **Utilities** from the menu, and choose the **Copy Data to Diskette** option to make a backup copy of your data.

Go to the Software Installation procedure above to review how to install cost reporting software. The same installation procedure applies even if you have entered data in your current **Cost Reporting System**. Understand, your data may be destroyed or overwritten by the new installation and you should use the **Copy Data to Diskette** procedure to backup your data as a precaution. Once the new installation has completed, upload your work back to the new program using the Utilities menu and the **Copy Data From Diskette** option.

What If I Cannot Download the Cost Report Software?

Cost reporting software may also be requested on a CD or diskettes by providers who are unable to download from this site. If you have tried unsuccessfully to download the Cost Reporting software and you need to receive it on diskettes, please contact DMA. You may request the software on **1.44 MB 3 1/2" floppy diskettes** or on a **CD** by contacting the **Audit Section** of the **Division of Medical Assistance** at: (919)814-0030 or you may visit the DMA website cost report page for the appropriate contact e-mail address.

Last Updated May 24, 2012