

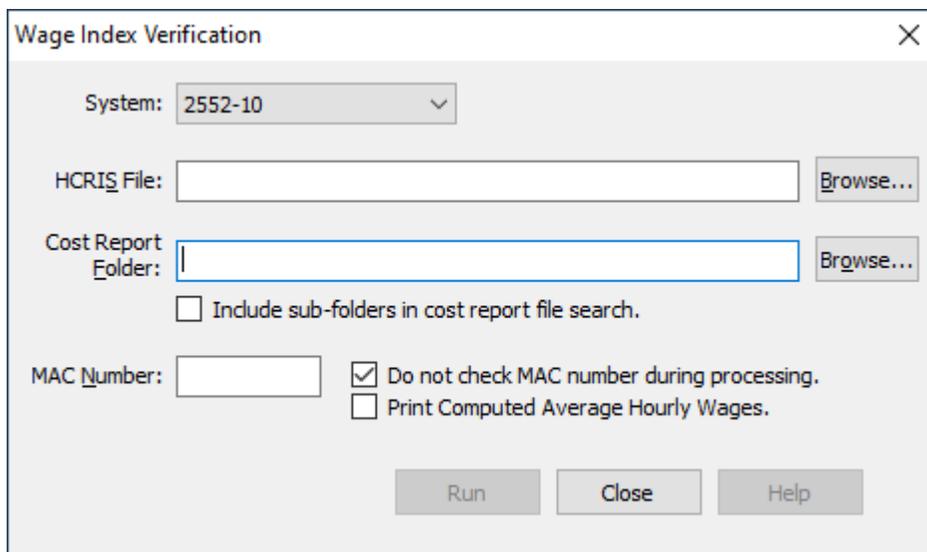
# Wage Index Verify

The Wage Index Verification tool was initially created to help MACs verify submitted HCRIS data against the actual cost report files used to submit that HCRIS data. The Wage Index Verification feature is started by clicking Wage Index Verification on the Tools menu. Specify the folder with the HFS Comma Separated (CSV) files reflecting the CMS Public Use File (PUF) that you have downloaded from [www.hfssoft.com](http://www.hfssoft.com). Then specify the folder where the cost report files you wish to compare to the PUF are located.

## Using the Wage Index Verify

The Wage Index Verification feature will examine the data in the CMS PUF file and compare that data to the actual cost report files. To do this, follow these simple steps.

1. Download the HFS CSV files reflecting the CMS PUF file from [www.hfssoft.com](http://www.hfssoft.com).
2. Decide which folder will contain all your cost report files and copy those files to that folder. Note: It's okay for the folder to contain sub-folders with cost report files. Also, the cost report files can be either .mcr, .mcrx, .mca or .mcax files.
3. Start the Wage Index Verification by clicking **Wage Index Verification** on the **Tools** menu. You will see the following screen:



The screenshot shows a dialog box titled "Wage Index Verification" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- System:** A dropdown menu currently set to "2552-10".
- HCRIS File:** A text input field with a "Browse..." button to its right.
- Cost Report Folder:** A text input field with a "Browse..." button to its right.
- Include sub-folders in cost report file search.
- MAC Number:** A text input field.
- Do not check MAC number during processing.
- Print Computed Average Hourly Wages.

At the bottom of the dialog are three buttons: "Run", "Close", and "Help".

4. The wage index verification will have to be run separately for files submitted on Form 2552-96 and Form 2552-10. Select the appropriate form set in the "System" drop down box.

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5. Type the name of the HFS CSV file you downloaded in #1 above. You may also press the **Browse** button to browse for the file.
6. In the **Cost Report Folder** box, type the name of the folder where your cost report files are located. This should be the same folder you decided upon in step #2 above. You may also press the **Browse** button to browse for the desired folder.
7. If you created sub-folders and those folders contain cost report files you want to search, place a check mark in the box labeled **Include sub-folders in cost report file search**.
8. Entering a MAC number will increase the speed of the report generation by limiting the data for review. Enter the MAC Number if available or check the “Do not check MAC number” box.
9. When you have finished with the above steps, click the **Run** button.
10. The Wage Index Verification software will print preview the results of the verification process. On the preview screen, you can move through each page by pressing the Next/ Prev buttons. When you are ready to print, press the Print button.
11. To close the Wage Index Verification software, press the Cancel button on the Wage Index Verification software’s main screen.

### Wage Index Verification Report

The headings on the Wage Index Verification Report contain the software version, date and time prepared, the section title and the fiscal year begin date range for the data being verified. This date range is determined from the PUF data you provided to the software. At the foot of each page is the HCRIS data file used and the page number.

There are four different sections on the report:

#### HCRIS DIFFERENCES FOUND

This section contains all of the differences found between the HCRIS data (PUF) and the actual cost report file. Ordered by provider number, this section shows the provider name, number, fiscal year, and any differences found. These differences are ordered by worksheet and line number on that worksheet. If no differences are found for any provider, the message NO DIFFERENCES FOUND will be printed in this section.

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### SUMMARY OF COST REPORT FILES USED FOR COMPARISONS

This section shows the cost report files that were used for the data comparisons. Ordered by provider number, this section shows the provider name and number, and the cost report file used to compare against the HCRIS data. This section will help you locate the correct cost report file when you are researching any differences the system may have found. If, for some reason, no cost report files could be matched to your HCRIS data, the message NONE FOUND will be printed in this section.

### COST REPORT FILE PROCESSING ERROR

This section shows the cost report files that were matched to a provider in the HCRIS data but could not be properly processed when the system tried to verify that HCRIS data. Ordered by provider number, this section shows the provider name and number, and the cost report file that caused the processing error. This section will help you determine if all of the HCRIS data was properly processed. If any files show up in this section, reboot your computer and run the Wage Index Verification software again. If you continue to have files show up in this section, call us so we can determine the problem. Ideally, nothing will show up in this section and you will see the message NONE FOUND.

### DATA WITHOUT A MATCHING COST REPORT FILE

This section contains all the HCRIS data that could not be matched to a cost report file. Ordered by provider number, this section shows the provider name, number and fiscal year. If all the HCRIS data were matched to cost report files, the message NONE FOUND will be printed in this section. This section may help you determine which cost report files you need to move into the folder that contains the cost report files you want used for the HCRIS wage index verification. **This section will not be completed if the “Do not check MAC number” box was checked.**