
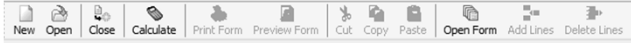


Basics Review and Common Support Questions

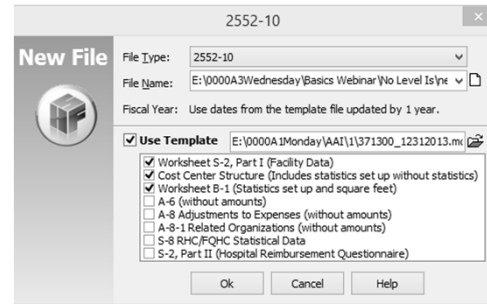
STEVE BOOTH
HFS USER MEETING, NASHVILLE, TN.
AUGUST 21, 2015

Basics

- ▶ Windows Based product that uses basic Windows logic, familiar Windows features and format
 - ▶ Menu options
 
 - ▶ Customizable Icons
 
 - ▶ Familiar Windows commands and Dialog Boxes
 - ▶ Cut and Paste data (Ctrl | C - copy, Ctrl | V - paste, Ctrl | X - cut)
 - ▶ Windows based Print screen
 - ▶ Many Right Mouse click commands
 - ▶ Many customizable options\features
 - ▶ User Friendly and easy to download updates
 - ▶ Accessible HFS User Manual and Updated CMS Instructions.

FILE

- ▶ Creating a New File:
 - ▶ Open a blank new file
 - ▶ Use a PY file as a Template to bring over pertinent data
(FY will be increased by one year):
- ▶ Save As
 - ▶ Saves FILE, NOT Data
 - ▶ Data\changes automatically saved when keyed



FILE

- ▶ Print Options
 - ▶ Single File Print
 - ▶ Print to File (PDF)
 - ▶ Print 800 and Special (SR) Reports
 - ▶ Batch Print – File | Batch | Batch Print
- ▶ Creating ECR File
 - ▶ No Level I edits
 - ▶ Do NOT open files created, as risk changing the encryption codes
 - ▶ Creates Backup Files
 - ▶ Ecxxxxxx.14A1
 - ▶ Plxxxxxx.14A1.pdf
 - ▶ Ecxxxxxx.14Ai.pdf



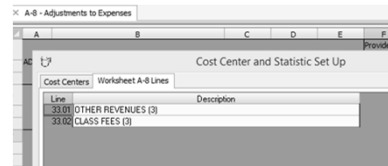
EDIT

- ▶ Cut\Copy and Paste
 - ▶ Must have Header Options Checked under Options | Preferences
 - ▶ Can Copy\Cut and Paste from worksheet to worksheet and to and Excel
 - ▶ Can use Ctrl | C , Ctrl | X , and Ctrl | V commands
- ▶ Add\Delete Lines
 - ▶ Only applicable to worksheets where CMS allows lines to be added\deleted.
 - ▶ Open worksheet you wish to add a line, click on second tab with worksheet title.

Form Options
Customize your forms the way you want

Header Options

- ☒ Display column headers.
- ☒ Display row headers.
- ☒ Columns are resizable.
- ☒ Rows are resizable.



EDIT

- ▶ Cost CENTER AND Statistic Setup

Cost Centers

Line	Code	Cost Center Description	Stat Code	Stat Label
1.00	00100	CAP REL COSTS-BLDG & FM?	1	SQUARE FEET
2.00	00200	CAP REL COSTS-MVBLE EQUIP	2	DOLLAR VALUE
3.00	00300	OTHER CAP RELATED COST		
4.00	00400	EMPLOYEE BENEFITS DEPARTMENT	4	GROSS SALARIES
5.01	00540	NONPATIENT TELEPHONES	-5	ACCUM. COST
5.02	00550	DATA PROCESSING	-5	ACCUM. COST
7.00	00700	OPERATION OF PLANT	1	SQUARE FEET
8.00	00800	LAUNDRY & LINEN SERVICE	8	POUNDS OF LAUNDRY
9.00	00900	HOUSEKEEPING	9	HOURS OF SERVICE
10.00	01000	DIETARY	10	MEALS SERVED
11.00	01100	CAFETERIA	11	MEALS SERVED
12.00	01200	MAINTENANCE OF PERSONNEL	12	NUMBER HOUSED
13.00	01300	NURSING ADMINISTRATION	13	DIRECT NURS. HRS.

Line: 5.00
Code: 00500
Add Delete Apply

Cost Centers Stat Codes

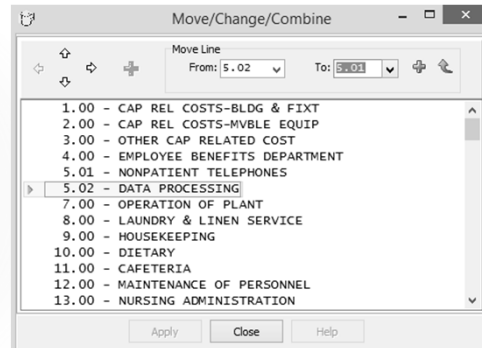
Code	Label
1	SQUARE FEET
2	DOLLAR VALUE
4	GROSS SALARIES
-5	ACCUM. COST
-5	ACCUM. COST
1	SQUARE FEET

Apply

S = Gross Salaries
C = Gross Charges
I = Inpatient Charges
O = Outpatient Charges
P = Total Patient Days
Negative Number = Accumulated Cost

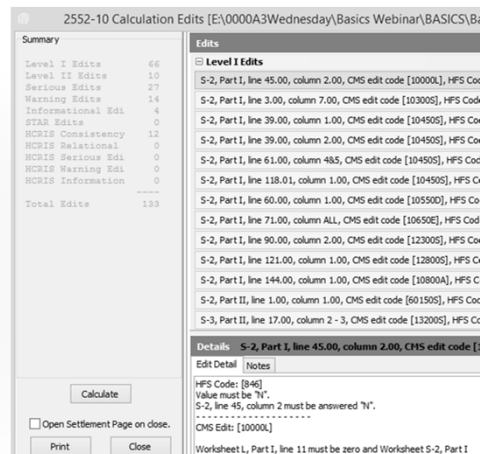
EDIT

- ▶ Move/Change/Combine
 - ▶ Add values from one CC line to another
 - ▶ "Overlay/Replace" values from one CC line to another.



View

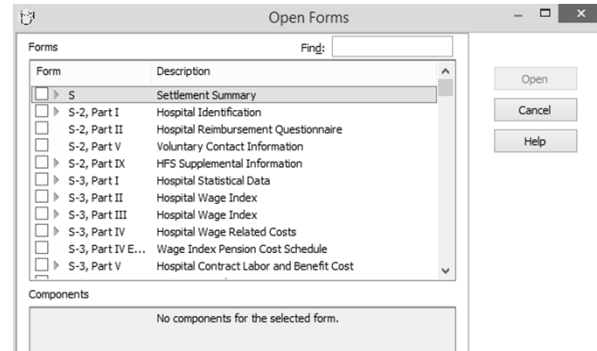
- ▶ Edits
- ▶ View from LAST Calculate (will not include subsequent changes)



Forms

► Open\Delete Forms

- When Deleting a Form, Data is truly deleted and NOT retrievable.



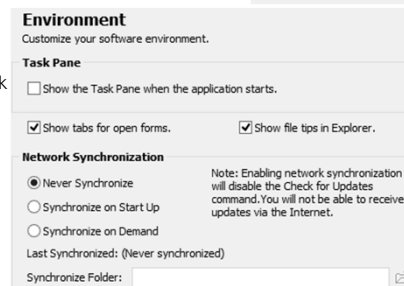
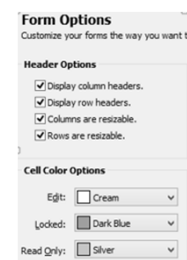
Options

► Form Options

- Header Options MUST be checked to use Cut\Copy\Paste feature
- Change Color and Key Actions

► Setup | Environment

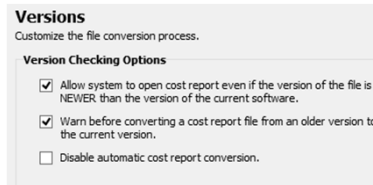
- Show Task Pane on Startup
- Network Synchronization
 - Administrator responsible for Updates
 - Users target updated software version on Network
 - User's Version automatically updates on startup



Options

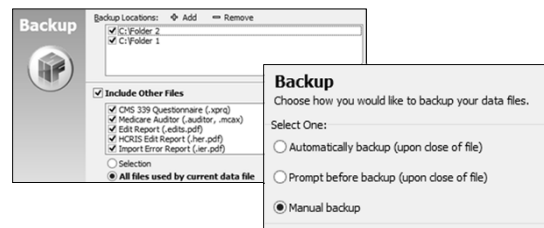
► Setup | Versions

- Allows User to open a File Created in a Newer Version while giving a Warning



► Setup | Backup

- Where you choose how you want file backed up
- See Also, FILE | BACKUP



Option

► Preferences | System | Information

- MSXML 3, 4, and 6 Compatible
- Encryption Version 1.1



► Preferences | System | Verify Version

- Click Start Button
- Check for Errors under Status Column.
- If Error, Click Fix Version Button

► MAC Login

- JUST FOR MACs

Verify Version

Instructions
This utility identifies ever
Use the Start button on
Click on the resulting sta
ok No problems
error Some of the
software or
unknown The sub-sys
data availab:
Check for us

Start

Report	Version	Status
Interface	1.48.0.0	error
216-94	5.7.148.0	ok
265-11	2.3.148.0	ok
2540-10	5.3.148.0	ok
2552-10	4.0.148.4	ok
LTCIR	36.13.148.0	ok
CHDR	39.1.148.0	ok
265-94	9.56.148.0	ok
222-92	11.4.148.0	ok
1984-99	9.33.148.0	ok
287-05	1.51.148.0	ok
2088-92	9.2.148.0	ok
1728-94	16.2.148.0	ok
2552-96	25.55.148.0	ok
2540-96	18.46.148.0	ok

Start

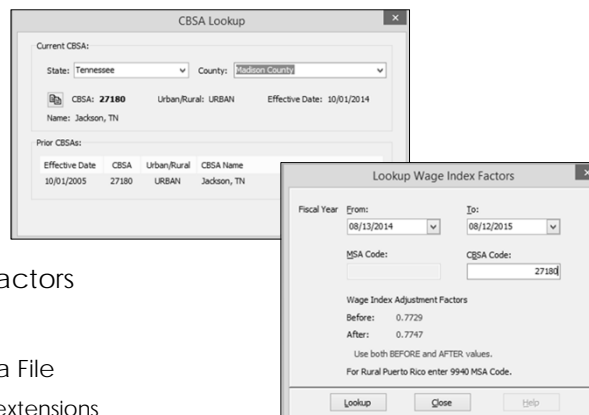
Fix Version

Tools

- ▶ Calculate
 - ▶ CMS Level I and II Edits
 - ▶ Level I's MUST be resolved.
 - ▶ You can file with a Level II, but review,
 - ▶ Info., Serious, and Warning Edits
 - ▶ HFS Generated
 - ▶ HCRIS Consistency and Relational Edits
 - ▶ MACs Version of CMS Level I and II edits
 - ▶ STAR Edits
 - ▶ Compares Provider and sub-Providers to STAR Database
 - ▶ Contact HFS if cannot resolve

Tools


- ▶ CMS 339 Questionnaire
- ▶ Lookup CBSA Code
- ▶ Lookup Wage Index Factors
- ▶ Restore\Reorganize Data File
 - ▶ ONLY restores MCR file extensions



CBSA Lookup

Current CBSA:

State: County:

 CBSA: **27180** Urban/Rural: URBAN Effective Date: 10/01/2014

Name: Jackson, TN

Prior CBSAs:

Effective Date	CBSA	Urban/Rural	CBSA Name
10/01/2005	27180	URBAN	Jackson, TN

Lookup Wage Index Factors

Fiscal Year From: To:

MSA Code: CBSA Code:

Wage Index Adjustment Factors

Before: 0.7729

After: 0.7747

Use both BEFORE and AFTER values.

For Rural Puerto Rico enter 9940 MSA Code.

Window

- ▶ Display active worksheets
 - ▶ Horizontally
 - ▶ Vertically
 - ▶ Cascade

Help

- ▶ Access HFS User Manual
- ▶ Full and Updated Formset CMS Instructions
 - ▶ Active Worksheet invokes Instructions for that worksheet
 - ▶ Blue HFS Notes on Areas that Require further Explanation
 - ▶ Red Text d
- ▶ Check for Updates
 - ▶ Download ALL Updates from the HFS Software

Common Support Questions

- ▶ Export | Create ECR File, Gives Error Code:
 - ▶ Software Integrity Problem Detected [Code 61]
 - ▶ Click on Fix Version Button (bottom right of Dialog Box)



- ▶ More Recent Issue Concerning Same Error Code
 - ▶ Go to Option | Preferences | Verify Version

and hit the "Start" button. If there is an interface error, go to c:\mcrif32 directory and email Support@hfssoft.com the "hfs_master.crccheckx" file.

- ▶ Failed to Lock the File to Export [Code 122]
 - ▶ In Folder that Houses MCRX file, delete following Files:
 - ▶ ~wfierr
 - ▶ FIFP
 - ▶ FIFP.DAT.lck or XXXX.XX.LCK (where X could be anything)



- ▶ No support for CD writing
 - ▶ Contact HFS Support.
 - ▶ We will send you a file:
 - ▶ HFSExportWithWin.on
 - ▶ Extract the attached zip file to MCRIF32 folder, normally at C:\MCRIF32 folder (assuming the MCRIF32 folder is on your C:\Drive).

- ▶ **Class not Registered**
 - ▶ First, make sure the computer has FULL ADMIN RIGHTS.
 - ▶ **For Windows XP**
 - ▶ Close the software .
 - ▶ Go to the MCRIF32 and locate the file called Regcomp21.bat.
 - ▶ Double click on this .bat file and a DOS screen will appear. Click on ALL the OK prompts and then go back into the HFS software and the issue will be resolved.
 - ▶ **For Windows Vista/7 or Higher**
 - ▶ Run regcomp21.bat with UAC on.
 - ▶ Click on Start Orb->All Programs->Accessories.
 - ▶ Then right click on the "Command Prompt" and "Run as administrator".
 - ▶ (Windows 8, just click on Command Prompt (Admin)

- ▶ **Sharing Violation**
 - ▶ When opening an MCRX file you get a "Sharing Violation" relaying the file is in use by another user.
 - ▶ Go into the folder that houses the mcrx file you are trying to open and delete the file with the same file name and extension but with the added extension of .fs~ (i.e. xxxx.mcrx.fs~ where the xxxx is your file name).
- ▶ **If certain software features are not readily accessible\working**
 - ▶ **Verify Version**
 - ▶ Options | Preferences | System | Verify Version
 - ▶ Run Diagnostic by clicking Start button and Fix Version Button if necessary.
 - ▶ **MSXML**
 - ▶ Options | Preferences | System | Information
 - ▶ All Must Read Compatible
 - ▶ <https://www.hfssoft.com>
 - ▶ Support | Hotfixes
 - ▶ Do a Check for Updates

- ▶ Invalid Class String Message
 - ▶ Generally means you have installed WITHOUT having Full Admin Rights
 - ▶ Contact HFS Support for instructions to uninstall\reinstall software after getting FULL Admin Rights

- ▶ Cost Center Codes Level I Edit
 - ▶ CMS has tightened up their Edits for Cost Center Codes
 - ▶ ONLY valid 5-digit HCRIS codes are allowed
 - ▶ EDIT | Cost Center and Statistic Setup
 - ▶ Click on CC line with Edit.
 - ▶ Click on Correct 5-digit code\description combination
 - ▶ Click Apply and then OK

▶ IF ANY ISSUES ARISE...

▶ **CONTACT HFS CUSTOMER SUPPORT!**

- ▶ 888-216-6041
- ▶ support@hfssoft.com