Basics Review and Common Support Questions

STEVE BOOTH

HFS USER MEETING, DENVER, CO.

OCTOBER 14, 2016

Basics

 Windows Based product that uses basic Windows logic, familiar Windows features and format



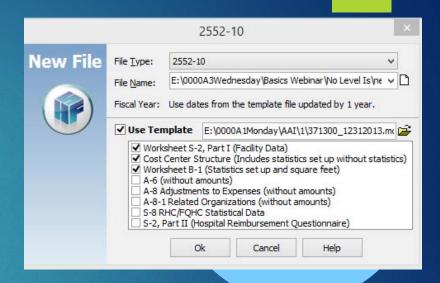
Customizable Icons



- ► 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

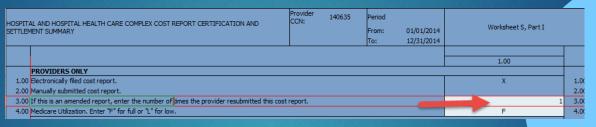
- Print Options
 - Single File Print
 - Print to File (PDF)
 - ▶ Print 800 and Special (SR) Reports
 - ▶ Batch Print File | Batch | Batch Print
- Creating ECR File
 - ► No Level I edits
 - Do NOT open files created, as risk changing the encryption codes
 - Creates Backup Files
 - ► ECxxxxxx.14A1
 - ▶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



FILE

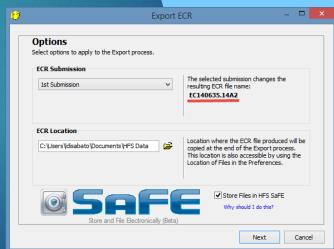
Creating ECR File for an Amended As Filed Report

Need to open W/S S Part I and enter on line 3 the number of times this report has been resubmitted (example below is a 1st amended report):



- ► The ECR Submission remains to be 1st

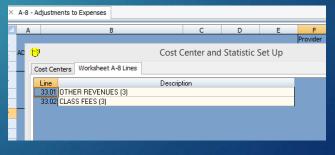
 Submission, only time this is a 2nd submission
 is when you have 2 reports submitted in the
 same calendar year (example a 6-30 and 12-31)
- Creates Backup Files
 - ► ECxxxxxx.14A2
 - ► Plxxxxxx.14A2.pdf
 - ► ECxxxxxx.14A2.pdf



EDIT

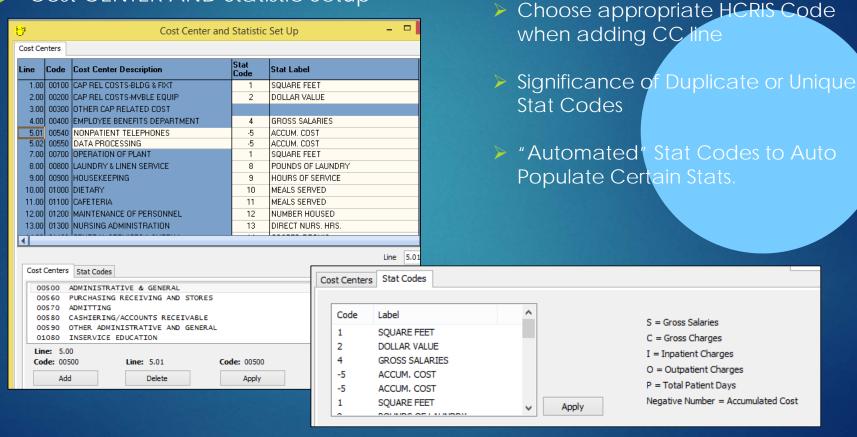
- Cut\Copy and Paste
 - Must have Header Options Checked under Options | Preferences
 - Can Copy\Cut and Paste from worksheet to worksheet and to and Excel
 - ▶ Can use Ctrl | C , Ctrl | X , and Ctrl | V commands
- Add\Delete Lines
 - Only applicable to worksheets where CMS allows lines to be added\deleted.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





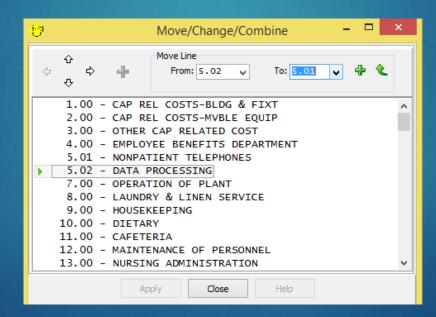
EDIT

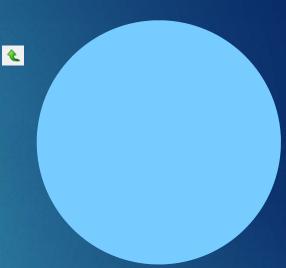
Cost CENTER AND Statistic Setup



EDIT

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

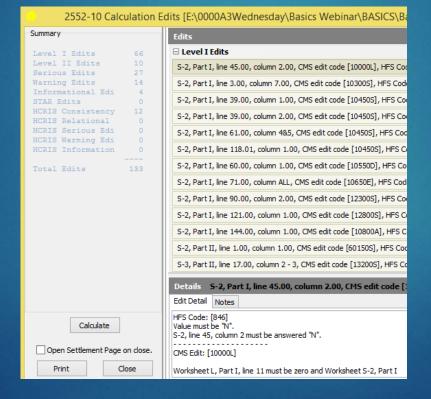




View

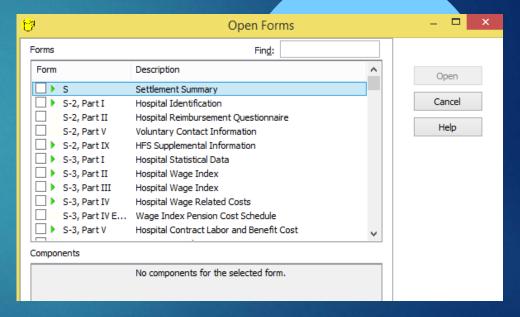
Edits

View from LAST Calculate (will not include subsequent changes)



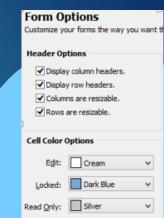
Forms

- ▶ 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



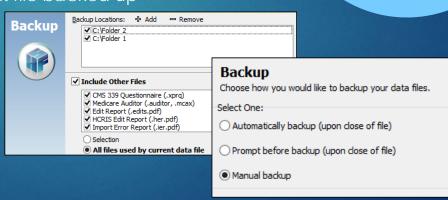
Environment Customize your software environment.								
Task Pane								
Show the Task Pane when the application starts.								
✓ Show tabs for open forms.	✓ Show file tips in Explorer.							
Network Synchronization								
Never Synchronize	Note: Enabling network synchronization will disable the Check for Updates							
O Synchronize on Start Up	command. You will not be able to receive updates via the Internet.							
O Synchronize on Demand								
Last Synchronized: (Never synchronized)								
Synchronize Folder:	Æ							

Options

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

Versions Customize the file conversion process. Version Checking Options ✓ Allow system to open cost report even if the version of the file is NEWER than the version of the current software. ✓ Warn before converting a cost report file from an older version to the current version. □ Disable automatic cost report conversion.

- ▶ Setup | Backup
 - ▶ Where you choose how you want file backed up
 - ► See Also, FILE | BACKUP

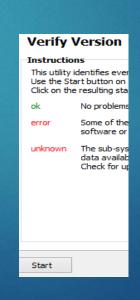


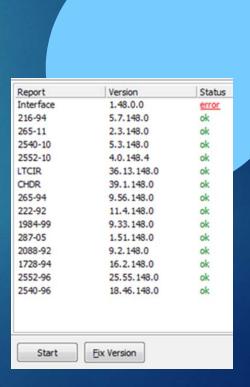
Option

- Preferences | System | Information
 - ▶ MSXML 3, 4, and 6 Compatible
 - ► Encryption Version 1.1

Information System Information System Version Windows Vista v6.2 Processor Type: Intel Pentium rev.14857 () Network User Name: SBooth Computer Name: STEVE-WIN8 MSXML 3.0 - Compatible MSXML 4.0 - Compatible MSXML 6.0 - 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





Tools

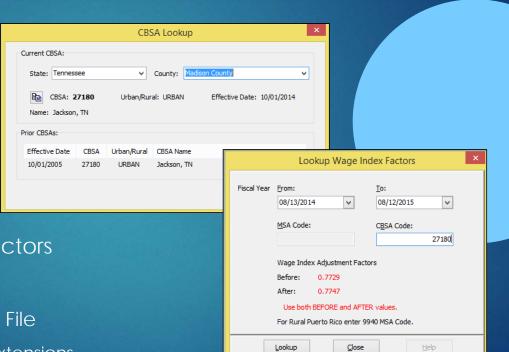
- Calculate
 - ► CMS Level I and II Edits
 - Level Is MUST be resolved.
 - You can file with a Level II, but review,
 - ▶ Info., Serious, and Warning Edits
 - ▶ HFS Generated
 - ► HCRIS Consistency and Relational Edits
 - MACs Version of CMS Level I and II edits
 - ► STAR Edits
 - ▶ Compares Provider 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

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 denotes NEW additions from last iteration of instructions
- 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"
 - Failed to Lock the File to Export [Code 122]
 - ▶ In Folder that Houses MCRX file, delete following Files:
 - ~wfierr

file.

- ▶ FIFP
- ▶ FIFP.DAT.lck or XXXX.XX.LCK (where X could be anything)







- ► 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 | 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

- Cost Center Codes Level | 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
- ▶ IRIS: Level II Edits for SR 923
 - This is related to the new sr923 REPORT (Forms | Open Forms scroll down to SR923)
 - CMS is pushing to compare the cost report FTEs to what the FTEs are calculated from the submitted IRIS files.
 - ▶ If you use HFS IRIS you can export a csv file from IRIS and upload the csv file to the SR923 report.
 - If you do not use the HFS IRIS, you can manually input the IRIS Counts in Column 2 of SR923.

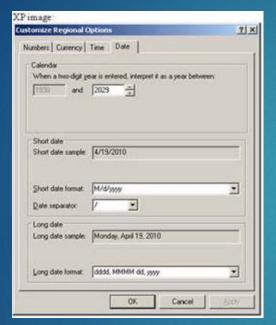
SR923 Report

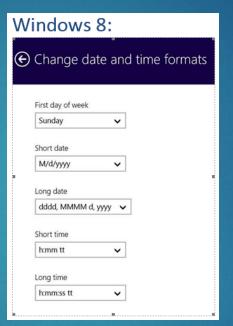
			**	_				
Provider 450039 CCN:			Period		IRIS to Cost Report			
SPECIAL REPORTS - IRIS to Cost Report Validation		From:	10/01/2013	Validation				
		To:	09/30/2014					
				Cost Report	IRIS			
			0	1.00	2.00	1		
	Part I - IME							
1.00	W/S E Part A line 10: FTE count for allopathic and osteopathic programs in the current yea		185.00	0.00	1.00			
2.00	W/S E Part A line 11: FTE count for residents in dental and podiatric programs.		8.47	0.00	2.00			
3.00	W/S E Part A line 16: Adjustment for residents in initial years of the program.		0.00		3.00			
4.00	W/S E Part A line 17: Adjustment for residents displaced by program or hospital closure.		0.00		4.00			
	5.00 W/S E-3 Part II line 6: Current year's unweighted FTE count of I&R excluding FTEs in the new program growth period of a "new teaching program".							
	W/S E-3 Part II line 7: Current year's unweighted I&R FTE count for residents within the nor of a "new teaching program".		0.00		6.00			
	W/S E-3 Part III line 7: Current year's unweighted FTE count of I&R excluding FTEs in the period of a "new teaching program".		0.00		7.00			
	8.00 W/S E-3 Part III line 8: Current year's unweighted I&R FTE count for residents within the new program growth period 0.00 of a "new teaching program".							
9.00	Total IME FTEs			195.89	0.00	9.00		
	Part II - Unweighted GME, Allopathic and Osteopathic							
10.00	W/S E-4 line 6: Unweighted resident FTE count for allopathic and osteopathic programs for	r the current year.		187.45	0.00	10.00		
11.00	W/S E-4 line 15 cols 1 & 2: Adjustment for residents in initial years of new programs.		0.00		11.00			
12.00	W/S E-4 line 16 cols 1 & 2: Adjustment for residents displaced by program or hospital closu		0.00		12.00			
13.00	Total Unweighted GME FTEs			187.45	0.00	13.00		
	Part III - Weighted GME							
	W/S E-4 line 8 Column 1: Weighted FTE count for physicians in an allopathic and osteopath year – Primary Care.	nic program for current		77.14	0.00	14.00		
	W/S E-4 line 8 Column 2: Weighted FTE count for physicians in an allopathic and osteopath year – Other.	nic program for current		103.22	0.00	15.00		
16.00	W/S E-4 line 10 Column 2: Weighted dental and podiatric resident count for the current ye		7.93	0.00	16.00			
17.00	W/S E-4 line 15 Columns 1 and 2: Adjustment for residents in initial years of new program.		0.00		17.00			
18.00	W/S E-4 line 16 Columns 1 and 2: Adjustment for residents displaced by program or hospit		0.00		18.00			
19.00	Total Weighted GME FTEs		188.29	0.00	19.00			
	IRIS Data File							
100.00	Specify the IRIS CSV Data File:				Browse	100.00		

▶ STAR Edits

- ▶ These occur when a Provider number is not found in the STAR database.
- First, double check that you have entered the correct Provider number.
- ▶ Then, contact HFS and we can look at the most current STAR Database and see if the Provider number is present.
- If it is, you may need to contact the MAC to see why the Provider number is missing (common for Change of Ownership).
- SSI% Disappearing on Worksheet L, Part I, Line 7.00.
 - ▶ Make sure S-2, Part I, line 45 is answered "Yes" for Title 18.
 - Make sure you have more than 100 Beds on E, Part A to qualify for DSH.
- ▶ When re-opening Reports that start with, or overlap, 10/01/2013 and lines 35.02 and 35.03 UCC amounts do not calculate.
 - ▶ Move\breakout the DRG amounts from E, Part A, line 1.00, to the appropriate line(s) 1.01, 1.02, or 1.03.

- Rare Occurrence with Disappearing Dates on S-2, Part I
 - This occurs when your Date Settings on your computer (under Regional and Language Options) are not set correctly.





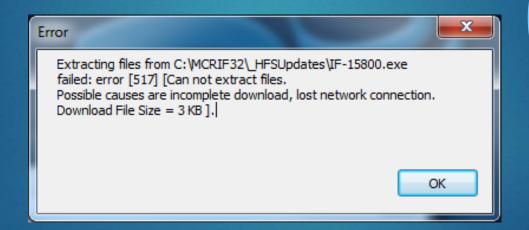


- XP Short Date should be: M/d/yyyy
- XP Long Date should be: dddd, MMMM dd, yyyy
- Windows 8 Short Date should be: M/d/yyyy
- Windows 8 Long Date should be: dddd, MMMM d, yyyy

Error Message relaying "Lost Network Connection"

Contact HFS Support for "Trusted Sites and Proxy Settings Exceptions" instructions for your IT folks.

► Contact HFS for "hfs.hosts" file.



IF ANY ISSUES ARISE...

- CONTACT HFS CUSTOMER SUPPORT!
 - **888-216-6041**
 - ▶ support@hfssoft.com

