New York State Office Of Mental Health
CFRS

Consolidated Fiscal Reporting System

User Guide
Reporting Year 7/1/00 - 6/30/01

Information Systems Office
44 Holland Ave.
Albany, NY 12229

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Version 00B

— CFRS —
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NOTE

Agencies Funded by OMRDD

The enclosed software, CFRS Version 00B, may not print the same column numbers on the DMH Schedules as appear on Schedule CFR 1. If generating a submission for OMRDD it may be necessary to manually change the column numbers on the DMH and OMRDD schedules to reflect the column numbers used for the sites on the CFR 1.

Agencies Submitting Quarterly Claims

It is important to remember that, if using the software for generating quarterly claims, the cycle where the quarterly claims data is entered must be listed on the quarterly cycle identification screen for the year.

* Agencies with Contracts in Multiple Counties

Agencies should be aware that the process for preparing claiming schedules (DMH-2 and DMH-3), when they contract with more than one county, has changed. It is no longer necessary to index the agency code and submit a master claim and supplemental claims for each county. The software will now print the schedules by county if the appropriate instructions are followed.

* **Due to the change of processing agencies with contracts in multiple counties, <u>ALL</u> DMH-2, DMH-3, and Quarterly Claims data entry now requires the funding county to be specified/entered at the top of each screen. All reporting must be specific to the specified/entered funding county.**

ABOUT THIS GUIDE

Overview

This edition of the Consolidated Fiscal Reporting System (CFRS) User Guide describes the use of the 2000-2001 CFRS data entry software, Version 00B.

The guide is divided into several sections. The section you are now reading contains information about using this guide, including its organization. The **Introduction** contains general information about the CFR system. **Getting Started** is perhaps the most important section of this guide as it contains instructions for startup, using menu screens, data screens and other CFRS features. Be sure to read Getting Started before you first try to use the CFR system. **Using the System** provides a suggested order of processing and explains what calculations are performed as well as describing how the numbers flow through the system. **Commonly Asked Questions** provides answers to the questions that occurred most frequently during the field test of the software.

Typographic Conventions

Command Notation

The following table defines the command language used in the instructions found in the *Getting Started* section of this guide:

Type <u>data</u>	This means you should type the kind of information asked for in the <u>underlined</u> portion of the command (for example, "Type <u>your name</u> means you should type your actual name, not the words, "your name").
Type **CFR**	This command is asking you to type the actual letters represented in **bold** type.
Press the **F6** key	This command is asking you to press a specific key. A single light tap is sufficient. Commands asking you to press the **Enter** or **Esc** keys appear in the same format.
Press **SF1**	This means "hold the **shift** key down while you press the **F1** key."

Instructions

Instructions in this guide are written in the following format:

■	Instructions following a check box are macro level instructions. Established CFR users will find them a sufficient reference.
●	Bulleted instructions give the CFR user more detailed instructions and information about the procedures.
*Italic*s	Italicized comments represent the system response to the bulleted instructions.

INTRODUCTION

System Overview

The **Consolidated Fiscal Reporting System (CFRS)** has been developed through the cooperative efforts of the Office of Mental Health (OMH), the Office of Alcoholism and Substance Abuse (OASAS), the Office of Mental Retardation and Developmental Disabilities (OMRDD), and the State Education Department (SED). In the future, other state agencies may also use the CFRS. A standard set of schedules provides a single document to be used for fiscal reporting by local providers of service.

To minimize the data entry and correction effort, a PC-based data entry system was designed to provide for the entry of a minimum set of data for each agency submission. After this minimum set of data is entered, various subtotals and totals are calculated.

Scope

This automated system provides for on line entry and update of data by agency and program or program/site. This version of the software performs edits and calculations for all the CFRS reporting schedules.

A reports menu within the data entry system provides access to several reports, including a module which permits the printing of either a single schedule or of all the automated schedules for an agency within a cycle (reporting period). Reports of several selected schedules may be "stacked" in a print file and then printed together. An inventory of records by schedule on the database for the specified agency and cycle, an agencies on file, and a cycles on file are also available.

Included in this version of the software is a utility called **Check Calculations** which will recalculate all the data entered for all the schedules. The Check Calculations utility also assigns a document control number to the data, if the data is error free, which will appear on reports generated after the utility is run. Please note that no document control number will be generated if the data contains errors, and accessing <u>any data entry screen,</u> after using the Check Calculations utility, <u>will remove the document control number</u> from the file.

Remember to run this utility before printing the final reports for submission to the various state agencies. Reports submitted without the document control number may be rejected.

Although the software contains edits and calculations to assist in the preparation of the CFR, responsibility for the accuracy of the information on the schedules remains the sole responsibility of the submitting agency.

Data on the PC will be stored in dBase files. The software product, dBase IV®, can be used to generate reports on the PC, or the data can be loaded into other PC software for further analysis and/or reporting.

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GETTING STARTED

Overview
This section covers system features and functions which you will need to know to operate the CFRS data entry system. It is important to become familiar with this information prior to using this system.

The functions and features covered in this section are:

- Equipment and software you will need to run the system;
- Information about how the system is organized and how the different screens work;
- System standards such as the meaning of the various display screen colors, and keyboard functions such as the use of the various function keys (F-keys);
- How to startup, or "sign-on" to the system;
- How to protect (backup) your data,
- Other information which you will find essential in order to use the system.

Technical Requirements
The system operates in the PC DOS environment and is written in CLIPPER, a compiled dBase language. The database files and indexes are accessible using dBase IV® for retrieval and reporting purposes.

The DOS file, CONFIG.SYS, should specify a minimum of 50 files and 16 buffers. The program will require 3-6 MB of storage. Emulation programs such as EXTRA can not be operational while using this data entry system. In addition, memory resident programs may reduce the available memory beyond that required by the system causing it to abort.

The automated system provides utilities for writing and reading agency data to and from a diskette. The utilities facilitate the transfer of data from one PC to another (creation of a diskette for submission to DMH or SED), and as the amount of data for this system increases, it provides a way to archive historical data.

To minimize the potential of a loss of data, it is recommended that whenever there is active data entry on a PC it should be backed up to diskette at the end of each day. It is recommended that the data offload utility within the software be used for backup purposes.

The install diskettes are available on only high density 3.5 inch diskettes.

Installing the System

You will be provided with a single Install diskette. Before you are ready to install the system, you must create a directory on your PC called "cfr00b". (You may choose to use another name for your directory. However, these instructions will assume that you are loading the software to a directory named cfr00b.)

■ Verify that your personal computer and monitor are turned on.

The monitor should display the "C prompt", ***C:\>****.*

■ Verify that the **config.sys** file has at least 50 files and 16 buffers

- Type **cd** and press **Enter**

- Type **type config.sys**

The screen will display a series of lines which should include the listing of the number of buffers and files. For example, the lines might be displayed as follows:

BUFFERS=16 *(or greater)*
FILES-50 *(or greater)*

■ Prepare a CFR subdirectory

- Type **md\cfr00b**, and press **Enter**

- Type **cd\cfr00b**, and press **Enter**

You are now ready to install the CFR system.

- Type COPY a:*.* and press Enter
(If you do not use the "a" disk drive, substitute the proper disk drive letter in the above copy demand)

Color or Black and White Monitor

The software should display the software screens in the appropriate color mode (that is, in color for PCs with color monitors and black and white for PCs with black and white monitors). However, there may be situations when the software is not able to read and correctly interpret the monitor card.

If your PC has a color monitor and the software does not display the screens in color, enter the following command. (Be sure you are still in the CFR directory.)

- Type **copy ejector color.mon** and press **Enter**

  The system has now been installed for a color monitor.

If your PC has a black and white monitor and the software does not display the fields and/or the cursor on the screens, enter the following command. (Be sure you are still in the CFR directory.)

- Type **copy ejector mono.mon** and press **Enter**

  The system has now been installed for a black and white monitor.

If your PC has a black and white monitor and the software still does not display the fields and/or the cursor on the screens, even after entering the above command, enter the following command. (Be sure you are still in the CFR directory.)

- Type **rename mono.mon fakemono.mon** and press **Enter**

  The system has now been installed for a black and white monitor. (This process will usually only be required if you are using a portable (laptop) PC that has a color monitor card installed.)

To start the system, type **cfr** (See **Startup from DOS** for more detailed instructions.)

Startup from DOS

Follow the instructions below to startup, or "sign-on" to CFRS:

- Verify that your personal computer and monitor are on — *The monitor should display the "C prompt",* ***C:***\>.
- Type **cd\cfr00b** and press **Enter** — *Or change the directory to the name of the directory where the system resides.*
- Type **cfr** and press **Enter** — *The monitor will display the CFR Main Menu. You are ready to begin.*

General System Functions

At the bottom of each screen various processing options are displayed. These options provide routes to the next logical data entry step(s) and to return to the various menus. Each option is identified with an F-key and the usage of the F-keys is standard throughout the system. However, only those function keys which are usable are displayed on each screen.

Keyboard Summary

F1 HELP

Help screens are designed into the system. Within the key portion of the screen, the help screens are field specific. To access "Help," position the cursor on a field in question and press the **F1** key.

The data portions of the screens are screen specific. To access "Help" from the data portion of a screen, press the **F1** key.

Each help screen has a secondary screen which provides information on the operation of the system and the use of the various keys. To access this "System Help" screen press **Shift-F5** from any "Help" screen.

F2 PROCESS

This key will process, calculate and edit the entered data. If used from the top, or key, section of the screen, it will open the bottom, or data, section of the screen for data entry. If this key is used on the data portion of the screen and no errors are found, a message will be displayed indicating that the processing is complete.

F3 REFRESH

This key is valid on the data portion of the screen and will reopen the top portion of the screen for entry of key codes without leaving the selected data screen.

F4 PRIOR MENU

This key identifies the name of the menu from which the current screen can be selected and, if used, will return that menu to the screen. It may not always reflect the last menu displayed.

F5 MAIN MENU

This key will return the main menu to the screen.

F6 SCREEN FOR NEXT STEP

This key will move to the next logical step in the process of data entry within the module. Each module is identified by a menu screen. [It is not necessary to press F2 before pressing F6.]

F8 ADD A RECORD

In the case of screens that display a list of records which may be carried over onto additional screen(s), this key permits the addition of a record.

F9 MODIFY A RECORD

For the screens that display a list of records which may be carried over onto additional screen(s), this key permits the modification of the selected record. For the DMH-2 and DMH-3 screens, F9 allows you to Modify/Change the Funding County field.

F10 DELETE

This key permits the deletion of a data base record. However, before the record is actually deleted, a message requesting confirmation of the deletion is displayed. A "Y" (yes) or "N" (no) response is required.

SF# SHIFT/FUNCTION COMBINATION

This designation means that the shift key should be held down while a function (F) key is pressed.

ESC EXIT

From a menu this key exits the system and returns to DOS. From a help screen ESC exits the Help Screen. From the Add/Modify portion of a multiple record screen ends Adding/Modifying records and discards changes to the current entry.

▲

◄▼► SCROLLING (ARROW KEYS)

These keys permit the cursor to move back and forth from field to field, or from line to line within multiple record screens (scrolling).

Page Up/ PAGING

Page Down These keys are functional on multiple record screens and reports. They permit paging though the "pages" of a screen or report.

Screen Colors

Black & White Monitors

For personal computers with a monochrome monitor, the system uses highlighted and reverse video to indicate the use and meaning of messages and field.

The following table defines the use of highlighted, or bright, characters and white background blocks (reverse video):

Normal characters	Field titles.
White blocks	Input fields.
Bright characters	Screen names, processing choices (F-keys), code literals, data entered in optional fields, warning, informational or error messages.
Black characters	Data entered in fields.
Black blocks	Fields which are in error and error messages are indicated by black blocks.

Color Monitors

For personal computers with a color monitor, the CFRS uses a system of color standards to indicate the use and meaning of messages and fields.

The following table defines the use of colors:

Blue/green characters	Field titles.
Green blocks	Optional input fields. Use of blue/green fields is at the user's discretion.
White characters	Screen names, processing choices (F-keys), code literals and data entered in optional fields.
Red characters	Data entered in required fields.
Yellow characters	Informational or warning messages.
Gray blocks	Mandatory input fields. CFRS will not process without input in gray fields.
Red blocks	Fields which are in error and error messages are indicated by red blocks.

Screen Type and Function

Within the PC data entry system there are two types of screens, menu screens and data screens. Menu screens provide an access path to the particular record(s) of interest. Data screens permit the entry and modification of specific items of information and usually reflect information from all or part of a column from a CFRS schedule. Whenever possible, amounts are calculated by the system and displayed on the appropriate data screen.

Menu Screens

Navigation through the data will be through menu screens and use of the F (function) keys. Menu screens identify the major types of information collected on the forms. Each menu further sub-divides the major types of information into schedule, or sub schedule portions so that a particular subset of data can easily be selected. Each menu will display a list of choices. The choice selection is made by pressing a letter key. It is possible to leave the system from any menu screen through the use of the escape (ESC) key.

Menu Organization

The CFRS menu screens are arranged in a hierarchy. To get to DMH program fiscal summary screen, for example, you start at the CFR Main Menu, select the DMH Schedule Menu, select the DMH Program Fiscal Summary Menu, and then select the Program Fiscal Data Entry Screen you wish to use.

The following menus have been created:

MAIN MENU

AGENCY MENU	(CFR i, ii, iii, 5, 6)
PROGRAM SITE INFORMATION MENU	(CFR 1, OMH 1, 2, 3, OMRDD 1, 2)
SITE EXPENSE MENU	(CFR 1 4, 4A, OMRDD 3, 4)
SITE REVENUE MENU	(CFR 1)
AGENCY ADMIN & FISCAL SUMMARY	(CFR 2, 3)
DMH SCHEDULE MENU	(DMH 1, 2, 2A, 3, 4, CQR 1, 2, 3 OMH PROPERTY WORKSHEET)
DMH PROGRAM FISCAL SUMMARY MENU	(DMH 1)
RECONCILIATION MENU	(DMH 4)
QUARTERLY CLAIMS MENU	(CQR 1, 2, 3)
SED SCHEDULE MENU	(SED 1)
UTILITIES MENU	
REPORTS MENU	
SYSTEM INFORMATION	

Using Menu Screens

Using CFRS menu screens is simple:

- Press the letter key for the selection you wish to access.

Sample Menu Screen

```
                    Consolidated Fiscal Report
CFRUTL50                     Utilities


          (A) - Re-build the Database Indexes
          (B) - Copy Data to Diskette
          (C) - Re-load Data From Diskette
          (D) - Pack the Database
          (E) - Delete an Agency or Site
          (F) - Change codes at a Site
          (G) - Check Calculations
          (H) - Display Control Numbers

          Esc - Exit      F5 - Main Menu
```

Data Screens

The data screens are divided into two sections, an upper "key" portion and a lower "data" portion.

Data entry is limited to one part (key or data section) of the screen at a time.

Sample Data Screen

Consolidated Fiscal Report
Expenses
CFREXP04
Schedule CFR 1 - Program/Site Data

KEY SECTION

Cycle: 00F State Agency: 3 OASAS
Agency: 12340 HAPPY DAYS INC Sub. Type: CFR
Program: 0110 00 ALC CLINIC TREATMENT County: 01 ALBANY
Site: 1234 761 00 HAPPY DAYS INC.

DATA SECTION

=============== Personal Services, Fringe Benefits and Equipment =============

PERSONAL SERVICES	**EQUIPMENT-PROVIDER PAID**
Personal Services:	**Lease/Rental Vehicle:**
Vacation Accruals:	**Lease/Rental Equipment:**
	Depreciation Vehicle:
FRINGE BENEFITS:	**Depreciation Equipment:**
Mandated:	**Interest Vehicle:**
Non-Mandated:	**Other Equipment:**
Total Fringe Benefits:	
	Total Equipment:

F1=Help F2=Process F3=Refresh F4=Expense Menu F5=Main Menu
F6=OTPS F10=Delete

<u>Data Screen Navigation</u>
Navigation through the data screen fields is from field to field within a section. The use of the Enter key or the up and down arrow keys will move the cursor from one field to the next in the series. The cursor will continue to cycle through the fields until an F processing key is pressed.

<u>Key Section Processing</u>

When a data screen is selected, entry into the top, or key, portion of the screen is required. This permits the entry of fiscal year, cycle letter, agency, program, site, item number and funding source codes as appropriate. When the Enter key is pressed to move to the next field, the matching literal will be displayed, but the key data will not be fully edited until the process key (F2) is pressed.

If no matching name is found for the entered code, the literal on the screen will indicate that the code represents an unknown value.

Each time you enter the CFR system, the key portion of the selected data screen will reflect the last codes used. However, the combination of codes displayed in the key fields may not represent a valid combination. Once codes have been entered, the information at the top will always reflect the last codes. This permits moving among screens for the same agency, program or site without having to re-enter the key codes.

You must complete moving through the key code fields before the key section will be processed. When the key code information has been completed and the process key (F2) depressed, the codes will be validated, and the appropriate literals displayed.

If an entered code is not valid, the field will be highlighted, and an error message will be displayed at the bottom of the screen.

If the codes are valid, no further entry into the key section will be permitted, but the data section, or bottom part of the screen, will be available for data entry and/or modification. When the bottom half is opened for data update, any information previously stored in the data base files for the specified record will be displayed.

Data Section Processing - Key Section Refresh

If the data portion of the screen is open for update and the current key information does not represent the record of interest, a "refresh key" (F3) can be pressed and the key section of the screen will be reopened for entry and/or modification of the existing codes. (The information in the data portion of the screen will disappear until the key codes are entered correctly and the F2 process key is depressed.)

When the upper, key section has been modified, the F2 process key must be used to reverify the codes and open the rest of the screen for data entry.

Data Section Processing - Data Entry

After the key portion of the screen has been completed (when the F2 key has been pressed), the data portion, or the bottom half of the screen, is open for data entry and/or update. The cursor cycles through the fields available for data entry until an F-key is pressed.

When any F-key is pressed, with the exception of the delete key (F10), the system will edit the entered data and compute the appropriate total amount(s) and update the database record. If the edit process finds errors, then an error message will appear and the field in error will be highlighted. No further processing can continue until the error has been corrected.

If the F2 process key is pressed, the system will edit the entered data and compute the appropriate total amount. If there are no errors, the message "Processing is complete - press <Enter>" will be displayed. At this point the Enter key must be pressed before any further action can be taken.

If the delete key (F10) is pressed, a confirmation message identifying the record(s) that will be deleted is displayed and the user is asked to either confirm or cancel the deletion by pressing the "Y"(yes) or "N"(no) key. No editing is performed if the F10 (delete) key is pressed.

If any other processing key is pressed (F6 for the next screen, F4 for the previous menu or F5 for the main menu, for example), the edit and calculation routines will be performed just as if the F2 key was pressed. If there are no errors, the system will then display the selected screen.

Using Data Screens

The following generic instruction sequence can be used for most CFRS data screens

■ Complete the required fields on the top half of the screen.

- Type the required information in each field. — *Press the F1 key (with the cursor in a field in question) for the definition of any field.*

- Press the **Enter** key after completing each field. — *The system will display a literal definition of your input.*

■ Process the information.

- Press the **F2** key. — *If your input is correct the bottom half of the screen will be displayed.*

■ Complete the required fields in the bottom half of the screen.

- Type the required information in each field

*Press the **F1** key for an explanation of the data to be entered on the screen.*

- Press the **Enter** key after completing each field.

The system will display (when appropriate) a literal definition of your input.

■ Process the information.

- Press any **F**-key displayed at the bottom of the screen. (See Processing Options below.)

The data will be edited, the database updated, and the next screen displayed.

OR

- Press the **F2** key.

If your input is correct the system will display a message stating that processing is complete, any calculated totals will also be updated.

- Press the **Enter** key. *You are now ready to move to another screen.*

M
ultiple Record Screens

A few screens (for example, the personal cost data entry screen based on schedule CFR-4 or the screens for entry of contractual service data from schedule CFR-4A) are designed for entry of multiple records. That is, if there are more lines of data on the form than can be entered on a single screen, the display of data entry lines continues on the next "page" or screen. The PAGE UP and PAGE DOWN keys change the set of lines that are displayed on the screen and the arrow keys will move the cursor, or "scroll", through the lines on the screen. On these screens, the cursor is a yellow arrow to the left of the lines on the screen.

To add a new record press F8, the add key, and a block at the bottom of the screen will permit entry of the data for a single line of data from the form. Press the F2 key to process each line of data. To end data entry, press the ESC key after using the F2 key to store the last entry.

If a specific record is to be modified, the arrow keys will move the cursor to the desired record and the modify key (F9) can then be pressed. When a record has been selected for modification, the record of interest will be displayed in a block at the bottom of the screen. If modifying a personal cost record, the record key, position title code, and calculated FTE will be protected from modification. All the other fields will be available for data entry. When the record has been modified, the process key (F2) should be pressed.

When the F2 key has been pressed, the entered data will be edited and, if any errors are found, an error message will be displayed. Otherwise, the new record will be stored in the database in logical order by position title code.

If a specific record is to be deleted, the arrow keys will move the cursor to the desired record and the delete key (F10) can then be pressed. A confirmation message will then be displayed. A "Y" (Yes) or "N" (No) response is required.

Personal Service Cost Screens

For the personal cost screens, the position title code and standard work week are required and must be entered. The number of FTEs will be calculated from the entered work week and total hours and displayed in a separate column. When all the data for a single position code and work week have been entered, the F2 process key should be pressed.

Add or Modify Data

(Follow the instructions in the section, "Using Data Screens," which appears earlier in the "Getting Started" section.)

Delete Data

To delete data for an entire schedule column from the CFR system, access the schedule screen and use the following instructions (please note that a DMH-2 delete also deletes the associated DMH-3 records):

■ Access the data section of the screen.

- Complete the key section.
- Press the F2 key. — *The data section will be displayed.*

■ Delete the schedule.

- Press the F10 key. — *The system will ask, "Delete? (Y/N)".*
- Type Y. — *The system will respond "This schedule was deleted - Press <Enter>"*
- Press the Enter key. — *The data portion of the screen will disappear, indicating that the schedule has been deleted. Do not return to the bottom of the screen using F2 to check the deletion. This will create a blank record.*

To delete an entry from a multiple record screen, place the arrow on the line to be deleted and press the F10 key. The system will ask you to verify that you want to delete the line and the entry will be deleted.

To delete all data for a site, use the "Delete an Agency or Site" option from the Utilities menu. This will delete information from all schedules which have been entered for this site. In addition, the system will recalculate all remaining program and agency level data impacted by the deletion.

Utilities

Many of these utilities make extensive use of machine memory. If you have been using the CFRS, the PC memory may have become fragmented, limiting the amount of usable memory available for the operation of the utility. Leaving the system and re-booting the PC frees the fragmented memory. When you sign onto the system and immediately select the Utilities Menu, all the machine memory is then available for use.

Protect Your Data!

The CFR system and your personal computer are both very stable computing environments. However, data losses do occasionally occur. The loss of data which you have spent many hours entering into CFRS would be very distressing. We recommend using the utility that offloads data to a diskette to back up your data.

We strongly recommend that you backup your CFR data at the end of each input session.

Database Maintenance

Some of the utilities assist you in maintaining the database files. Within each utility, screens will guide you through the selected process and display a message when the processing has been completed.

Selection of the **Re-build the Database Indexes**, option (A), reorganizes and reindexes the database in the format expected by the system. It puts the records in order but does not re-calculate the data.

If the dBase product is used to generate ad hoc reports from the database, or the utility to pack the database is used, or there is a power fluctuation, it is wise to reindex the database before adding or modifying records.

The utility to **Pack** the database removes blank spaces and physically deletes records which have been marked for deletion during the running of the system. If you have reloaded data from a diskette, it is advisable to pack the database.

Other utilities permit you to offload and reload data from the PC.

The **Copy Data to Diskette** utility provides back up capability. It is also used to create a diskette for submission to the various state agencies which require submission of a diskette along with the paper document.

The **Reload** utility permits you to change agency codes or to load data from one cycle to a different cycle, and to move data from one machine to another. This utility facilitates the development of subsequent yearly submissions, provided there is minimal change between the years.

Key Field Modification

Several utilities will allow you to change key field codes for a site without having to re-enter the associated data. The State Agency Code, Program Code, and/or site codes can be changed for a particular site using the change codes at a site utility. If a change in Program Code is requested, this utility will also, upon request, change the program code on the DMH schedules. The cycle identifier and the agency number can be changed by using the offload and reload utilities.

Recalculations

To recalculate the data, use either the Check Calculations utility, option (G), or return to a data entry screen on which data required for the calculation is entered.

If option (G) is selected, the records in the database will be reindexed, all the calculations recomputed and, if data is error free, a document control number assigned to the data on file. If data errors are detected and displayed, the errors must be corrected and the check calculations utility rerun. This utility should be run before printing the final document. This will ensure that the same document control number is assigned to all the schedules within the document.

If any data entry screen is accessed, the document control number will be erased and the Check Calculation utility must be rerun and all the schedules reprinted with the newly assigned document control number on the bottom of each page.

To recalculate the data by accessing a data entry screen, return to a data entry screen on which data required for the calculation are entered. Press the F2 key to bring the data to the screen and then press another F key. The recalculation will occur as you leave the screen. Only one data screen needs to be activated for a calculation or a recalculation.

Checking Document Control Number(s)

This utility will allow you to check the Document Control Number registered on the system created data diskette and/or the Document Control Number currently registered in the system (i.e. In the directory where the original CFR data is stored).

Help

CFR has a built-in "help" facility. To receive information about any field or screen, simply position the cursor on the field in question and press **F1**. A pop-up help panel will be displayed. When you are finished with the help panel, press the **Esc** key.

If there are questions about or problems with the CFR software the ISO Help Center should be contacted at 1-800-HELP-NYS.

SUGGESTED ORDER OF PROCESSING

Data entry screens may be accessed as options from a submenu. Select a desired option by pressing the key that corresponds to the letter at the left of the option name. In most situations, following the menus and the options listed on each menu in order will guide you to the next logical data entry screen. Once information is entered on a data entry screen, press F6 to move to the next logical data entry screen within each submenu module.

Please review the CFR Manual or contact your state agency representative if you have questions about what information should be included on a schedule.

Before entering any of the detailed financial data, the agency and the submission type information must be entered. The program sites should also be defined.

Start the System

To enter or activate the CFR system, change to the CFR directory by typing : **cd\cfr00b** at the C:> prompt. Then type: **cfr** and the main CFR menu will be displayed.

Enter Key Information

Define the Agency and Submission Type

Define the Agency

To define an agency and create an agency record, select option (A), the first selection from the main menu, the Agency submenu.

CFRMEN01

Main CFR Menu

```
(1)- Agency Menu                  (CFR i, ii,iii, 5, 6)
(2)- Program Site Information Menu(CFR 1, OMH 1, 2, 3, OMRDD 1,
   2)
(C)        - Site Expense Menu    (CFR 1,4,4A, OMRDD 3, 4)
(D)- Site Revenue Menu            (CFR1)
(E)        - Agency Admin & Fiscal Summary            (CFR2, 3)
(F)        - DMH Schedule Menu    (DMH 1, 2, 2A, 3, 4, CQR 1, 2,
                                  3, OMH PROP)
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```
(G)- SED Schedule Menu            (SED 1)
(H)- Utilities Menu
(I)- Reports Menu
(J)- System Information
Esc - Exit
                           Version 00B
```

The Agency submenu will be displayed.

CFRAGY50	Consolidated Fiscal Report
Agency Menu	
(A) - Agency Definition	(CFR i)
(B) - Agency (CEO, Contact, CPA, etc.)	(CFR i, ii, iii)
(C) - Payments to Related Org/Individuals	(CFR 5)
(D) - Payments to Related Org/Ind for Admin	(CFR 5)
(E) - Lease/Rental Payments for Site	(CFR 5)
(F) - Lease/Rental Payments for Admin	(CFR 5)
(G) - Financial Aid To/From Related Party	(CFR5)
(H) - Governing Authority, Employees $50K+	(CFR6)
(I) - Board Member's Compensation	(CFR6)
(J) - Highest Paid Employees	(CFR6)
Esc - Exit	F5 - Main Menu

Select option (A), Agency Definition. When the Agency Definition screen is displayed, enter a 3 character "cycle identifier" and the 5 digit agency code. Then press F2 (Process).

The "cycle identifier" consists of the 2 digit year at the end of the fiscal reporting period, followed by a letter. For a full CFR submission, it is suggested that the letter "F" be used. Thus, the cycle for 2000-2001 full CFR submission would be "01F".

For an abbreviated CFR submission, it is suggested that the letter "A" be used. Thus, the cycle for 2000-2001 abbreviated CFR would be "01A".

For a mini abbreviated CFR submission, it is suggested that the letter "M" be used. Thus, the cycle for 2000-2001 mini abbreviated CFR would be "01M".

For estimated claims, it is suggested that the letter "E" be used. Thus, the cycle for 2000-2001 estimated claims would be "01E".

For quarterly claims, it suggested that the characters "1", "2", and "3" be used for first quarter, second quarter, and third quarter claims. For those agencies submitting a mid-year CQR with claims information for the first six months of the fiscal year, it is suggested that the letter "H" be used for the mid-year claim entry.

For a budget submission, it is suggested that the letter "B" be used.

For SED, this cycle identifier must be accurate, or the data on the diskette cannot be uploaded.

If you are unsure of your agency code, call the state agency contact listed in the CFR Manual for the correct number. (You can enter a "dummy" 5 digit agency code and change the number later without losing your data by using the Offload and Reload Utilities.)

Enter the agency definition information. The following information is required:

Agency name
The Cost/Revenue Methodology (from DMH 3)
The beginning and ending dates of the fiscal period
Payments to related parties (Y/N)
Ownership (Governmental, Not for Profit, Proprietary)
Transactions with related parties (Y/N)
State agencies from which your agency receives funding
Code of the county where the agency is located
The submission type
- A = Abbreviated CFR Submission
- B = Budget Submission for DMH Aid to Localities
- E = Estimated Claims Submission
- F = Full CFR Submission
- M = Mini Abbreviated
- Q = Quarterly Claims Submission

When the agency information has been entered, press F6 for the next screen, the Agency CEO, CONTACT, CPA information screen.

If any of the required fields have been left blank or contain an invalid code, the field in error will be highlighted and an error message will be displayed. (Pressing the <Enter> key will remove the error message, but the only way off the screen is to either correct the entered information or delete the record by pressing the F10 key.)

Correct the data in the field and press F6 again. The data will be re-edited and, if there are no errors, the Agency CEO, CONTACT, CPA information screen will be displayed.

<u>Complete the Agency CEO, CPA Information</u>
Since the system "remembers" the last code entered for any key field, the cycle and agency number are already displayed in the key section of this screen. Press F2 to open the data portion of the screen for entry.

The following information is required:

The name of the contact person for any questions about the submission
The telephone number of the contact person

If your agency has been granted a waiver from using the ratio value methodology to allocate agency administration costs among the program sites funded by SED, change the "N" after the question, "Waiver Granted?" to "Y" for yes.

Note: Use of this function without the approval of SED may cause your CFR to be rejected as unacceptable. Then press F5 to return to the main menu.

Define the Program Sites

Define each program site. From the Main Menu, select option (B), the Program Site Information submenu. (This step is not necessary for a quarterly claims or an estimated claims submission. For these submission types, go directly to the DMH Schedule submenu from the Main Menu.)

```
The first choice from this menu, program site definition, must be
completed to enable you to enter site specific information or to
reference the codes for this site on another schedule.
```

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Program Site Information Menu

(A) - Program Site Definition	(CFR 1)
(B) - MH Units of Service	(OMH 1)
(C) - MH Medicaid Units of Service	(OMH 2)
(D) - MH Client Information	(OMH 3)
(E) - ICF/DD Services - Lines 1-9	(OMRDD 1)
(F) - ICF/DD Services - Lines 10-22	(OMRDD 1
(G) - ICF/DD Services - Lines 23-34	(OMRDD 1)
(H) - ICF/DD Services - Lines 35-38	(OMRDD 1)
(I) - ICF/DD & CR Medical Supplies - Column 1	(OMRDD 2)
(J) - ICF/DD & CR Medical Supplies - Column 2	(OMRDD 2)
Esc - Exit	F5 - Main Menu

If you selected this screen after entering the agency definition and CEO, CONTACT, CPA information, the system will remember the cycle and agency codes, but the remaining key code fields will be blank. Enter the relevant codes and press F2.

The valid state agency codes are:

1 = OMH
2 = OMRDD
3 = OASAS
5 = SED
9 = Shared - programs funded by more than one state agency.

The valid program codes for each state agency are listed in the CFR Manual.

Following the program code field is a 2 position column ID field. This field cannot be blank. If none of the situations detailed below exist for a particular site, "00" should be entered in this field.

If creating a site for an OMH program:

1. For start-ups and PDGs, the letter "A" should be used in the 1st column ID field position. If there is only one start-up or PDG for the program type, the numeric "0" should be used in the 2nd column ID field position. If there are two or more start-ups or PDGs for the program type, the numerics "1", "2", etc. should be used in the 2nd column ID field position.

2. Recipient run programs should be identified by the use of the letters "R", "S", "T", "U", or "V" in the 1st column ID field position and the numeric "0" in the 2nd column ID field position.

3. Start-up or PDGs which are recipient run should be identified by the use of the letter "A" in the 1st column ID field position and the letter "R", "S", "T", "U", or "V" in the 2nd column ID field position.

For 1, 2 & 3 above, refer to the CFR manual.

4. This column ID field should also be used if there is a need for more than one column on the DMH Schedule 1 for a particular program type. If more than one column is required, enter the numbers "01" for the first column, "02" for the second column, etc. Continue until all the columns for the same program type have a different column identification number. If only one column is required, enter "00".

If creating a site for an SED program, enter one of the following:

SS = January-June six month period
FF = July-December six month period
CC = January-December twelve month period
YY = July-June twelve month period
MM = Other SED approved period

OMRDD providers may have to manually change the column numbers on the DMH schedules to reflect the column numbers used for the sites on the CFR-1.

OMRDD providers <u>must</u> use the column ID field to identify their sites. For program types 0052, 0053, 0054, 0080, 0090, 0200, 0201, 0202, 0253, 0670, 1090, 2090, 2091, 3090, 4090, 5090, and 5091, enter 00 in this field. For all other OMRDD program types, enter 01 for the first occurrence of each program type, 02 for the second occurrence, etc. For example, if your agency operates two 0150 programs and two 0370 programs, they would be identified as 0150 01, 0150 02, 0370 01, & 0370 02.

<u>You may want to enter this column ID number at the end of the site name.</u>

The **<u>Site</u>** code identifies the specific program and location, and is displayed as three boxes.

In the first box enter one of the following:

The first four digits of the operating certificate number. (OMH and OMRDD certified programs)

The 4 digit facility code used in OMH local services reporting. (OMH non certified programs)

The first 4 digits of the agency code. (SED programs, OMRDD non-certified programs)

Four zeroes (0000). (OASAS programs)

In the second box enter one of the following:

The next 3 digits of the operating certificate number.

The 3 digit unit code for OMH and OMRDD sites.

The first 3 digits of the OASAS Program Reporting Unit (PRU) number.

The significant 3 digits of the program code (usually the first 3 digits, but, for LGU administration, use the last 3 digits of the program code, 890.)

In the third box, enter one of the following:

Blank spaces. OMRDD and SED providers must use blanks.

The last 2 digits of the OASAS PRU number.

The last 2 characters of the OMH site code used in LS3 reporting.

The letter at the end of an OMH operating certificate, followed by the letter "X."

The letters "XX."

Some combination of letters and/or numbers to uniquely identify the site.

The system permits the entry of any unique combination of codes. Thus an agency may have multiple sites providing the same program for the same or different state agencies, or one site providing more than one program.

When the key codes have been entered, press F2 to open the data portion of the screen.

The site name and code identifying the county where the site is located are required. If you have used a Column ID to identify a site within a program type, you should add the column ID number to the end of the site name.

The rest of the information from the first page of CFR Schedule 1 should be entered.

The Medicaid provider number should be entered for each Medicaid reimbursable site. Only these sites receiving Medicaid reimbursement should have an entry in the Medicaid Provider number field.

Choose a Data Entry Option

It is recommended that all the program sites be defined at one time, using this screen.

It is also possible to define one site, enter the fiscal information for that site, and then return to this screen to define another site; or to follow some combination of these two options, depending on the availability of the information.

Defining all the sites at one time

If you choose to define more than one site at one time, press F3 after defining a site. This reopens the top "key" portion of the screen. Change the relevant state agency, program, and/or site codes and press F2. This will enable you to define another site.

When finished, press F5 to return to the main menu, or press F4 to return to the Program Site Information menu.

Defining all the site module information for one site

If you are entering data for a full CFR submission for OASAS or SED, or if you are entering data for a submission type other than a full CFR submission, press F5 to return to the Main Menu.

Enter CFR Fiscal Information

Creating a full CFR submission for OMH

Once one or all the sites have been defined and, if you are completing a full CFR submission for an OMH or an OMH shared site, select option (B), OMH Units of Service, from the Program Site Information Menu.

The key fields are unchanged, so press F2 to open the data section. Enter the units of service information from Schedule OMH 1, for this site.

The weighted and total units of service or total hours will be calculated and moved to the field for units of service on a record for Schedule CFR-1 and summed with the units of service on other site specific records for the same program type, to the OMH units of service field on the program record for Schedule DMH 1.

When the units of service have been entered, press F3 to reopen the key section to enter the units of service for another OMH or shared site, or press F6 to move to the screen for entering the Medicaid units of service for the site. If finished with the units of service information, press F4 to return to the Program Site menu or F5 to return to the main menu.

If the Medicaid Billable Units of Service information from Schedule OMH-2 is required for the site, verify the key code information and press F2. Again, the weighted and total units of service will be calculated.

Press F6 again and then press F2 to enter the Client Information from Schedule OMH-3.

Press F5 to return to the main menu or press F4 to return to the Program Site Information menu to select the next data entry screen.

Creating a full CFR submission for OMRDD

Once one or all the sites have been defined and, if you are completing a full CFR submission for OMRDD for an ICF/DD or CR program site, press F4 to return to the Program Site Information menu. Select Option (E) , ICF/DD & CR Services - Column 1, to enter the information on services.

The key fields are unchanged, so press F2 to open the data section. Enter the information for the first column from Schedule OMRDD 1, for this site.

Press F6 to move to the next screen(s) and enter the information on services and medical supplies as appropriate. Then press F5 to return to the main menu.

The following sections suggest the recommended way to enter the remaining data. However, it is not necessary to follow this procedure since the relevant data fields are recalculated every time you leave a data entry screen.

Enter Site Specific Expenses

Enter Site Specific Personal Service Information

Select Option (C), Site Specific Expenses,from the main menu. Then select option (A), personal costs (Prog/Site, Prog Adm, LGU Adm) to enter the personal service information for CFR-4, Personal Services.

Verify that the codes in the key fields are correct, then press F2.

The first time this screen is accessed, it will display a message that "No CFR 4 Personal Cost info on file for this program/site. Choose any'F' key"

Press F8 to enter new, site specific information by position title code. Remember to use the appropriate position title codes for the site specific, site program administration or LGU administration positions.

Codes	Category
101-400	Site specific positions
501-590	Program administration positions
701-790	LGU administration positions

You can enter the information by title code in any order. The position title code and workweek are required.

After you have entered the total number of hours, press Enter to move to the Amount Paid field. The system will calculate the FTEs at this time based on the entered workweek and hours.

When the information has been entered, Press F2. Then enter the information about the next job title.

At the end of the data entry session (with blanks in the position title field), press ESC to exit the data entry mode. At this time, the entered amounts will be summed and totals displayed on the screen.

Position the arrow on an entry and press F9 to change the information, or F10 to delete information already entered in the system.

Edit Processing

When an F key is pressed to enable you to move to another screen, the following processing will occur. (This processing may take a few minutes.)

For Full CFR Submission

The personal service expenses will be totaled and the total amount will be moved to the personal service field on the record for schedule CFR-1 The operating expenses from all the sites will be summed by state agency and entered on the CFR-3 record, the agency administration allocation from CFR-3 will be recomputed and the relevant CFR-1 records updated. Then agency administration amounts on the DMH 1 and CFR-2 records will be updated.

For Abbreviated CFR Submission

The site specific personal service expenses will be summed for all sites providing the specified program and moved to the personal cost field on the record for the Schedule DMH-1, Program Fiscal Summary for the appropriate program and state agency.

For Mini Abbreviated CFR Submission

The site specific personal service expenses will be summed for all sites providing the specified program and moved to the personal cost field on the record for the Schedule DMH-2, Aid to Localities/Direct Contract Summary for the appropriate program and state agency.

For Budget Submission

At least one site record must be created for each program. The site specific personal service expenses are summed by program type and moved to the personal service field on the budget DMH-2 record.

Enter Agency Administration Personal Service

After entering the site specific personal service information, enter the personal service costs for agency administration. Press F6 on the site specific personal service cost screen to move to the next screen or select option (B), personal costs (Agency Adm) from the Site Specific Expense submenu to enter the personal service information for agency administration costs for CFR-4, Personal Services.

Verify that the key codes are correct and then press F2.

The first time this screen is accessed, it will display a message that "No CFR 4 Personal Cost info on file for agency admin. Choose any 'F' key"

Press F8 to enter new, agency administration information by position title code. Remember to use the appropriate position title codes for agency administration.

Codes	**Category**
601-690	Agency administration positions

You can enter the information by title code in any order. The position title code and workweek are required.

After you have entered the total number of hours, press Enter to move to the Amount Paid field. The system will calculate the FTEs at this time based on the entered workweek and hours.

When the information has been entered, Press F2. Then enter the information about the next job title.

At the end of the data entry session (with blanks in the position title field), press ESC to exit the data entry mode. At this time, the entered amounts will be summed and the totals displayed on the screen.

Position the arrow on an entry and press F9 to change the information, or F10 to delete information already entered in the system.

Edit Processing

When an F key is pressed to enable you to move to another screen, the following processing will occur. (This processing may take a few minutes.)

Full CFR Submission

If personal service information was entered for agency administration, the total amount will be moved to the record for the CFR-3 schedule, Agency Administration, the total amount for agency administration costs and the site specific allocations recomputed. The agency administration amounts on the CFR-1, the CFR-2 and the DMH-1 records will be updated.

Enter Remaining Data for Full CFR Submission

See sections on Abbreviated CFR, Mini Abbreviated, Claims or Budget submissions.

Contractual Agreements

If you need to complete information on Contractual Agreements for direct care or clinical personal services, select Option (C), Contracted Personal Costs, from the Site Expense Menu. This screen may also be selected by pressing the F6 key on the screen for the agency administration personal costs.

Verify the key codes and press F2 to enter the personal service information for CFR-4A, Contracted Personal Costs.

The first time this screen is accessed, it will display a message that "No CFR 4A Personal Cost info on file for this program/site. Choose any ‘F’ key".

Press F8 to enter new, contracted personal service information by position title code.

Codes	**Category**
201-290	Contracted personal costs for direct care positions
301-390	Contracted personal costs for clinic positions

You can enter the information by title code in any order. The position title code is required.

When the information has been entered, Press F2. Then enter the information about the next job title.

At the end of the data entry session (with blanks in the title code field), press ESC to exit the data entry mode. At this time, the entered amounts will be summed and totals displayed on the screen.

Position the arrow on an existing entry and press F9 to change the information, or F10 to delete information already entered in the system.

Edit Processing

When an F key is pressed to enable you to move to another screen, the following processing will occur. (This processing may take a few minutes.)

The contracted personal service expenses will be totaled and the total amount will be moved to the contracted personal service field on the record for schedule CFR-1 The operating expenses from all the sites will be summed by state agency and entered on the CFR-3 record, the agency administration allocation from CFR-3 will be recomputed and the relevant CFR-1 records updated. Then agency administration amounts on the DMH 1 and CFR-2 records will be updated.

Return to the Site Specific Expense submenu and complete the entry of the expenses for CFR-1, Program Site Data. As you leave each of the expense screens, the agency administration allocation, and the totals for the site will be updated. The state agency and program amounts on the CFR-2 and DMH-1 records will also be recomputed. The following screen specific calculated amounts will be displayed.

The personal service amount has been computed from the CFR-4 entries.

The individual fringe benefits will be totaled on the screen.

The contracted services amount has been computed from the CFR-4A entries.

The individual OTPS expenses will be totaled on the screen.

The Equipment and Property items will be totaled.

The net agency administration allocation is computed using the ratio value methodology and is based on the entries from CFR-3, Agency administration, unless a waiver has been granted. (If a waiver has been granted by SED to permit you to allocate the agency administration costs among the sites for that state agency, the exact amount will have to be entered for each site. However, the total of the the agency administration amounts for all the sites must equal the SED share as calculated using the ratio value methodology.)

The total of any adjustments or non allowable costs should be entered.

The total operating costs and the total program site cost will be computed by the software.

The Transportation allocation information should be entered.

If entering information for an OMRDD site, it may be necessary to complete the additional state agency specific expense schedules for the site. Select the appropriate option from the Site Expense Menu and complete the data entry. If these schedules are not required, press F5 to return to the main menu.

Site Revenues

If the site(s) has(have) revenues, the next step in the sequence is to return to the main menu and select the Revenue submenu. This submenu permits the entry of information for site specific revenues.

> As you leave each of the revenue screens, the revenue and net operating cost information on the CFR-1 and CFR 2 schedules will be updated.

Agency Administration and Fiscal Summary

When all the site specific expense and revenue information has been entered, enter the agency administration expenses and the total operating expenses for any other programs.

Consolidated Fiscal Summary Menu

CFRAAF50

Agency Administration & Fiscal Summary Menu

(A) - Personal Service, Fringe, OTPS	**(CFR3)**
(B) - Equipment, Property	**(CFR 3)**
(C) - Agency Administration, Ratio Value	**(CFR 3)**
(D) - Ratio Value Worksheet	**(CFR 3)**
(E) - Agency fiscal Summary Columns 1-4	**(CFR2)**
(F)- Agency Fiscal Summary Columns 5-7	**(CFR2)**
Esc - Exit	**F5 - Main Menu**

Select Option (E) from the main menu. Complete the agency administration information by selecting the options on this submenu in order.

You can select option (A), Personal Service, Fringe, OTPS, and enter the fringe benefit and OTPS information. (The personal service cost has been computed from the agency administration entries for the CFR 4 schedule.)

Then press F6 to bring you to the next data entry screen, Equipment, Property. Pressing F6 again will cause the system to display the Agency Administration, Expenses data entry screen. Pressing F6 again will bring the Ratio Value Worksheet to the screen. If you have any “Other” programs, press F2 to enter the total operating expense for these additional programs.

As you leave each of these screens the net agency administration expense will be computed, the administration percentage and the site specific allocations will be re-calculated; and the CFR-1, CFR-2 and DMH-1 records updated.

> If you have indicated on the agency CEO, Contact, CPA, etc. screen that the agency has a SED waiver from using RV to allocate agency administration expenses among programs within a State Agency, the system will calculate the total agency administration amount for each state agency, but you must enter the site specific amounts on each SED site record. <u>Be sure that the total of the site specific agency administration amounts equals the state agency allocation.</u>

Complete the Agency Fiscal Summary Information Section
The last two data entry screens show the columns from the CFR-2, Agency Fiscal Summary Schedule. Select option (F), Agency Fiscal Summary Columns 5-7, to enter the expenses and revenues for any other programs operated by the agency.

Additional Agency Information
When all the sites have been defined, Press F5 to return to the main menu and select the Agency Information menu. Select the relevant options from this menu. These options include information for:

CFR-5 -Payments to Related Organizations/Individuals for site and for Administration
CFR-5 - Lease/Rental Payments for Site and for Administration
CFR-5 - Financial Aid To/From Related Party
CFR-6 - Governing Authority, Board Compensation and Highest Paid Employees

The screens for these options may require the entry of an "item number." This item number is used to identify the specific line item entry and is similar to a line number on the schedule.

DMH Program Fiscal Summaries
DMH providers completing either a full CFR or an abbreviated CFR must complete the schedule DMH-1. Select the DMH Schedules submenu from the CFR main menu. Then select the Program Fiscal Summary menu.

For a full CFR submission, most of the information for this schedule will have been calculated from the CFR 1, site specific data. If you are using this schedule as a final claim, the deficit funding section at the end of the schedule will have to be completed.

Select option D, Total Revenues, Deficit Funding, to enter the deficit funding amounts if this schedule represents a final claim. If your agency is not using the full accrual accounting methodology to claim deficit funding dollars, and you accidentally access this data entry screen, it may be necessary to adjust the non funded amount in this section so that the total of the deficit fund amounts equals the net operating costs.

The last option on this submenu permits you to create a DMH Schedule 2, Aid to Localities/Direct Contract Summary, program record containing the same information as in the DMH-1 column. Later you can select entries from the DMH Schedules submenu to adjust the entries in accordance with your accounting methodology.

See the section on Entering Claiming information if you are claiming deficit funding dollars from any of the DMH agencies and complete the information for the appropriate schedules.

Complete the SED Specific Schedules
If any of your agency programs are funded by SED, select the SED schedule submenu from the CFR main menu and enter the required information for schedule SED-1.

Enter Remaining Data For An Abbreviated CFR

DMH Program Fiscal Summary

DMH providers completing an abbreviated CFR must complete the schedule DMH-1. Select option (F), the DMH Schedules submenu from the CFR main menu. Then select option (A), the Program Fiscal Summary menu.

Consolidated Fiscal Summary Menu

CFRDMH55

Program Fiscal Summary Menu

(A) - Program Units of Service & Expense	**(DMH 1)**
(B) - Program Revenues	**(DMH 1)**
(C) - Program Adjustments to Revenues	**(DMH 1)**
(D) - Total Revenue, Deficit Funding	**(DMH 1)**
(E) - Move Data to DMH 2	

Esc - Exit
F4 - DMH Schedules Menu **F5 - Main Menu**

Enter the DMH-1 information.

> All the data with the exception of the personal service costs must be entered on this schedule. As you leave each data entry screen, the fields on the CFR-2 record are updated.

If this schedule is part of a final claim, select the option for Total Revenues, Deficit Funding and enter the deficit funding information at the bottom. There is an edit in the deficit funding section that requires the sum of the deficit funding shares (state + local government + voluntary contributions + non funded) must equal the net operating cost.

> If your agency is not using the full accrual accounting methodology to claim deficit funding dollars, it may be necessary to adjust the non-funded amount in this section so that the total of the deficit funded amounts equals the net operating costs.
>
> There is an option at the end of this module which permits you to move the DMH-1 data to the DMH-2 schedule. If you are not claiming on full accrual, this option may save you some data entry for the DMH-2 schedule. Once the data has been moved from DMH-1 to DMH-2, you can change the amounts as required using the DMH Schedule submenu.

Agency Fiscal Summary

Return to the main menu and select option (E), Agency Administration & Fiscal Summary menu, from the main menu. Then select option (F), Agency Fiscal Summary Columns 5-7, to enter any data required for SED, Shared, or other programs. The software will calculate the state agency totals from the information entered for DMH-1 and will total the provider agency amounts from the state agency information plus the entered amounts for SED, Shared and other programs.

Return to the main menu and select option (A), Agency Information. Complete the information required for CFR-5, Payments to related individuals or organizations.

Enter Remaining Data For A Mini Abbreviated CFR

Return to the main menu and select option (A), Agency Information. Complete the information required for CFR-5, Transactions with related individuals or organizations.

DMH providers completing a mini abbreviated CFR must complete the schedule DMH-2 and schedule DMH-3. Select the DMH Schedule submenu.

Consolidated Fiscal Report

CFRDMH50

DMH Schedule Menu

(A) - DMH Program Fiscal Summary Menu	(DMH 1)
(B) - Expenses	(DMH 2)
(C) - Revenues	(DMH 2)
(D) - Adjustments to Revenues	(DMH 2)
(E) - Deficit Funding	(DMH 2)
(F) - State Agency Totals	(DMH 2, 3)
(G) - Equipment Description	(DMH 2A)
(H) - Equipment Cost	(DMH 2A)
(I) - Equipment < $2,500 each (Aggregate total)	(DMH2A)
(J) - Funding Source Summary	(DMH 3)
(K) - Statistics	(DMH 3)
(L) - Reconciliation Menu	(DMH 4)
(M) - Quarterly Claims Menu	(CQR 1, 2, 3)
(N) - OMH Property Worksheet	

Select option J, Funding Source Summary. Enter the funding source information.

The funding source code has room for 3 numbers and a second index field. Enter the 3 digits of the funding source code in the first field.

If entering information for a funding source that has a letter at the end of the 3 digits, enter the appropriate letter in the second field. Otherwise, leave the second field blank.

Press F2 and enter the state contract number, if appropriate , the number of people served per month, the units of service, the total adjusted expenses and applied net revenue for the funding source. The units of service information entered for each funding source will be summed for the program.

The costs per unit of service will be calculated based on the total units of service entered for each funding source and the gross and net costs entered on schedule DMH-2.

If there is more than one funding source for the program column, press F3 to reopen the top, key field and enter the new funding source code.

Press F4 to return to the DMH Schedule menu.

Select option (B), Expenses, to enter the program expenses for a column on schedule DMH-2. Continue to complete the screens as appropriate and press F6 to move to the next screen in the sequence. As you leave each screen the program totals and costs per unit of service will be recalculated.

There are warning messages which compare the total expenses entered on schedule DMH-2 with the summed total of the funding source amount entered for schedule DMH-3. Note that these are only warning messages and not error messages.

They are provided so you can update and enter the information on Schedules DMH-2 and DMH-3 in either order, with a continuing reminder that the information on the two schedules must balance when the data entry is complete.

If you have equipment to be listed on DMH-2A, select option (G), Equipment Description, and enter the item number and description for the equipment item. Each piece of equipment must be entered under a different item number. Then press F6 to enter the equipment cost. The total of all equipment costing less than $2,500 should be summed and entered on a separate screen (Option I). When the equipment entries have been completed, press F4 to return to the DMH Schedule menu.

Option (F), State Agency Totals, is not a data entry screen but provides the state agency totals of all the program and funding information entered in the system.

Entering Final Claiming Information for the DMH Agencies

If you are claiming deficit funding from the DMH agencies (OMH, OMRDD, OASAS), and are completing a full or abbreviated submission, select the DMH Schedule submenu. (Mini abbreviated filers have already completed their final claim.)

Consolidated Fiscal Report
CFRDMH50
DMH Schedule Menu

(A) - DMH Program Fiscal Summary Menu	(DMH 1)
(B) - Expenses	(DMH 2)
(C) - Revenues	(DMH 2)
(D) - Adjustments to Revenues	(DMH 2)
(E) - Deficit Funding	(DMH 2)
(F) - State Agency Totals	(DMH 2, 3)
(G) - Equipment Description	(DMH 2A)
(H) - Equipment Cost	(DMH 2A)
(I) - Equipment < $2,500 each (Aggregate Total)	(DMH2A)
(J) - Funding Source Summary	(DMH 3)
(K) - Statistics	(DMH 3)
(L) - Reconciliation Menu	(DMH 4)
(M) - Quarterly Claims Menu	(CQR 1, 2, 3)
(N) - OMH Property Worksheet	

If you have equipment to be listed on DMH-2A, select option (G), Equipment Description, and enter the item number and description for the equipment item. Each piece of equipment must be entered under a different item number. Then press F6 to enter the equipment cost. The total of all equipment costing less than $2,500 should be summed and entered on a separate screen (Option I). When the equipment entries have been completed, press F4 to return to the DMH Schedule menu.

If you have completed a full or abbreviated CFR and are using schedule DMH-1 for claiming under full accrual accounting, enter all DMH-3 information using the program code(s) reported on the DMH-1.

If you have completed a full or abbreviated CFR and are using schedule DMH-2 for claiming under other than full accrual accounting:

> If you need to enter data for a program in more than one column on this schedule, use the second program type data entry field to enter the column index number. Enter "01" for the first column of the program type, "02" for the second program column for the program type, etc. If OMH requires a letter in this field ("A" for start-up or "R" for recipient run, enter the letter(s) in the second field as "A1" or "R2" or "AR" as appropriate.
>
> Enter all DMH-3 information using the program code(s) reported on the DMH-2.

Select option J, DMH-3 Funding Source Summary. Enter the funding source information. The units of service information entered for each funding source will be summed for the program.

> **The funding source code has room for 3 numbers and a second index field. Enter the 3 digits of the funding source code in the first field.**
>
> **If entering information for a funding source that has a letter at the end of the 3 digits, enter the appropriate letter in the second field. Otherwise, leave the second field blank.**

Press F2 and enter the requested information for the funding source. If there is more than one funding source for the program column, press F3 to reopen the top, key field and enter the new funding source code.

Press F4 to return to the DMH Schedule menu.

Then select option (K), DMH-3 Statistics to enter information on the number of people served during the month. (This screen can also be accessed by pressing F6 from the funding source summary screen.)

> The costs per unit of service will be calculated based on the total units of service displayed on this screen and the gross and net costs entered on schedule DMH-1 or DMH-2.

If you have completed a full or abbreviated CFR and are using schedule DMH-2 for claiming under other than full accrual accounting, select option (B), Expenses, to enter the program expenses for a column on schedule DMH-2.

> If you need to enter data for a program in more than one column on this schedule, use the second program type data entry field to enter the column index number. Enter "01" for the first column of the program type, "02" for the second program column for the program type, etc. If OMH requires a letter in this field ("A" for start up or "R" for recipient run, enter the letter(s) in the second field as "A1" or "R2" or "AR" as appropriate.

Continue to complete the screens, entering the relevant data and press F6 to move to the next screen in the sequence. As you leave each screen the program totals and costs per unit of service will be recalculated.

There are warning messages which compare the total expenses entered on schedule DMH-2 with the summed total of the funding source amounts entered for schedule DMH-3. Note that these are only warning messages and not error messages.

They are provided so you can update and enter the information on Schedules DMH-2 and DMH-3 in either order, with a continuing reminder that the information on the two schedules must balance when the data entry is complete.

Option (F), State Agency Totals, is not a data entry screen but provides the state agency totals of all the program and funding information entered in the system.

If you have completed both a DMH-1 and a DMH-2, select the Reconciliation submenu from the DMH Schedule submenu.

```
CFRDMH60                 Consolidated Fiscal Report

                            Reconciliation Menu

  (A) - Reconciliation Expense Additions        (DMH 4)
  (B) - Reconciliation Expense Subtractions     (DMH 4 )
  (C) - Reconciliation Revenues                 (DMH 4)

Esc - Exit

F4 - DMH Schedule Menu                          F5 - Main Menu
```

From this submenu, you can enter the data for the DMH-4, Program Expense and Revenue Reconciliation.

Information from DMH-1 will update the DMH-4 schedule as appropriate. However, due to the various combinations of state agency and county funding, the DMH-2 information must be compiled and entered on DMH-4.

Data Entry for Estimated Claims

<u>Estimated Claims</u>

Use the following instructions to enter the estimated claims data, <u>after you have completed the agency definition screen</u>.

From the CFR main menu, select option (F), the DMH Schedule Menu. The following options (screens) are accessible from this menu.

Consolidated Fiscal Report

CFRDMH50

DMH Schedule Menu

(A) - DMH Program Fiscal Summary Menu	(DMH 1)
(B) - Expenses	(DMH 2)
(C) - Revenues	(DMH 2)
(D) - Adjustments to Revenues	(DMH 2)
(E) - Deficit Funding	(DMH 2)
(F) - State Agency Totals	(DMH 2, 3)
(G) - Equipment Description	(DMH 2A)
(H) - Equipment Cost	(DMH 2A)
(I) - Equipment Cost < $2,500 each (Aggregate Total)	(DMH2A)
(J) - Funding Source Summary	(DMH 3)
(K) - Statistics	(DMH 3)
(L) - Reconciliation Menu	(DMH 4)
(M) - Quarterly Claims Menu	(CQR 1, 2, 3)
(N) - OMH Property Worksheet	

Esc - Exit

F5 - Main Menu

Funding Source Information (Schedule DMH-3)

Select option (J), Funding Source Summary. The agency code will be displayed at the top, or key section, of the screen. Enter the appropriate state agency code (1 = OMH, 2 = OMRDD, 3 = OASAS), program code, funding county, and funding source code, and then press F2.

> **The funding source code has room for 3 numbers and a second index field. Enter the 3 digits of the funding source code in the first field.**
>
> **If entering information for a funding source that has a letter at the end of the 3 digits, enter the appropriate letter in the second field. Otherwise, leave the second field blank.**

Press F2 and enter the requested information for the funding source. Enter the state contract number in the contract number field. The system will compute the net operating costs for the funding source when an F key is pressed. The units of service information entered for each funding source will be summed for the program.

If there is more than one funding source for the program column, press F3 to reopen the top, key field and enter the new funding source code.

Press F4 to return to the DMH Schedule menu.

Program Information (Schedule DMH-2)

Select Option (B), Expenses from the DMH Schedule menu. The code fields in the key section will contain the values from the last screen so just press the F2 key to open the data section of the screen.

Enter the program expenses and press F6 to move to the next screen, Program Revenues. The software will calculate the total expenses for the program.

There are warning messages which compare the total expenses entered on schedule DMH-2 with the summed total of the funding source amounts entered for schedule DMH-3. Note that these are only warning messages and not error messages. They are provided so you can update and enter the information on Schedules DMH-2 and DMH-3 in either order, with a continuing reminder that the information on the two schedules must balance when the data entry is complete.

Press F2 to open the data portion of the screen for data entry. Continue to enter the data for the program as appropriate. Remember, the system will edit the data and compute the totals whenever an "F" key is pressed.

On the Deficit Funding screen, the software requires that the total of the deficit funding shares must equal the net operating costs for the program.

Selection of option (K), Statistics, on the DMH Schedule Menu provides a screen for entering the number of persons served per month for the program which is shown at the top of Schedule DMH-3.

The total units of service will be computed by the software from the information entered on the funding source screen(s). The system will use this computed total units and the expense amounts entered on DMH-2 to calculate the gross and net costs per unit of service.

The State Agency Totals, option (F), provides a report of the total amounts in the columns for Schedules DMH-2 and DMH-3. This report can be "browsed" by using the page down and page up options. No data entry is permitted on these screens, but they provide an opportunity to review the totals computed from all the entered information for the programs (and funding sources) funded by a specific state agency and operated by the provider agency.

When all the data for a program has been entered, you may:

Return to the DMH Schedule Menu (press F4) and select option (J) to enter funding source information for another program;

Return to the DMH Schedule Menu (press F4) and select option (B) Expenses to enter expense information for another program;

Return to the main menu ((F5) and select option (I) Reports, if all the data has been entered. Return to either menu (F4 or F5) and press ESC to exit the system.

Deleting Funding Source or Program Records For a Claims Submission

Deleting a Funding Source Record

If you find the wrong funding source code has been entered and wish to delete the funding source information, complete the key information for the record in question (Cycle, Agency, State agency, Program, Funding source codes) and press F2. Then press F10. The screen will display a confirmation question and, if you press "**Y**" for yes, the record will be deleted and the calculated fields recomputed.

Deleting a Program Record

To delete a program record for Schedule DMH-2, select the DMH Schedules menu and select option (B), Expenses. Enter the key codes for the record in question (Cycle, Agency, State agency and Program) and press F2. Then press F10. The screen will display a confirmation question and, if you press "**Y**" for yes, the record will be deleted, along with any DMH-3 funding source records associated with that program.

Data Entry for Quarterly Claims

Complete the agency definition screen, indicating a submission type of Q, Quarterly Claims. Then from the CFR main menu, select option (F), the DMH Schedule Menu. Then select option (M), the Quarterly Claims menu. The following menu will be displayed.

```
                                   Consolidated Fiscal Report
CFRDMH65
                                     Quarterly Claims Menu

  (A) - Quarterly Cycle Identification
  (B) - Funding Source Summary                         (CQR1)
  (C) - Expenses                                       (CQR1)
  (D) - Revenues & Statistics                          (CQR1)

  Esc - Exit

  F4 - DMH Schedules Menu                              F5 - Main Menu
```

<u>Quarterly Cycle Information</u>

Select option (A), Quarterly Cycle Identification. This screen is used to enter the cycle identification where the approved budget information, the quarterly cycle information and the mid-year claim information is stored. The system will display the cycle and agency codes just used. Press F2 to enter the identification of the existing data cycles. (This screen only has to be completed once for a fiscal year.)

Enter the cycle where the approved budget information is to be found (for example, 02B). If there is no budget information available, do not enter a cycle code.

Enter the cycle where the first quarter claims information is to be found (for example, 021). If there is no first quarter claims information available, do not enter a cycle code.

Enter the cycle where the second quarter claims information is to be found (for example 022). If there is no second quarter claims information available, do not enter a cycle code.

Enter the cycle where the third quarter claims information is to be found (for example, 023). If there is no third quarter claims information available, do not enter a cycle code.

For those agencies required to submit a mid-year CQR with claims information for the first six months of the fiscal year, a separate cycle must be identified for this mid-year data (for example 02H). If there is no mid-year claim required, do not enter a cycle code.

Finally, change the appropriate “N” to “Y” if any of the above are revised or supplemental submissions.

Press F4 to return to the Quarterly Claims menu.

<u>CQR 1 - Agency Quarterly and/or Mid-Year Fiscal Summary (Schedule CQR 1)</u>
All data entry for quarterly and/or mid-year claims data must be entered from the quarterly claims screens accessed from this submenu.

<u>Funding Source Information (CQR 1.2)</u>
Select option (B), Funding Source Summary. The agency code will be displayed at the top, or key section, of the screen. Enter the appropriate state agency code (1 = OMH, 2 = OMRDD, 3 = OASAS), program code, funding county, and funding source code, and then press F2.

> **The funding source code has room for 3 numbers and a second index field. Enter the 3 digits of the funding source code in the first field.**
>
> **If entering information for a funding source that has a letter at the end of the 3 digits, enter the appropriate letter in the second field. Otherwise leave the second field blank.**

The screen will display the state aid reimbursement percentage for the specified funding source. For direct contracts, enter the state contract number in the contract number field. For NYC contracts, enter the NYC contract number in the contract number field.

Enter the total number of people served and total units of service for the funding source. Then, enter the gross expense, Medicaid and other revenue information in the appropriate boxes on the screen. The system will compute the net operating costs for the funding source when an F key is pressed.

<u>For funding sources 011 and 013:</u> The sum of the amounts for local government share and voluntary contributions entered on the program expense screen will appear in the deducted amount field. This amount will be subtracted from the funding source net operating expense before using the reimbursement rate to compute the state aid share.

<u>For funding source 020:</u> If the contracted sales amount entered on the program expense screen is less than the funding source net operating cost, the difference will appear in the deducted amount field.

<u>For funding source 022:</u> If you are using a rate based amount for claiming purposes, enter the difference between the rate based amount and the computed funding source net operating cost in the deducted amount field. (Remember, this field is subtracted from the net operating cost when computing state share. If you are claiming an amount greater than the net operating cost, enter the difference using a negative sign.)

<u>For funding sources 026,027,or 028:</u> If the gross expense percentage calculation yields a number less than the net operating cost, the difference between these two numbers will appear in the deducted amount field.

<u>For funding source 040:</u> Enter the appropriate reimbursement rate in the reimbursement rate field. You may not enter a number greater than .75.

For funding sources 057 and 154: Enter the negotiated reimbursement rate in the reimbursement rate field.

Press F3 to enter information for the next funding source or press F6 to move to the data entry screen for the program expenses.

You may complete the funding source information for all the funded programs before going on to enter the program information or you may choose to enter the funding source information for a single program and then enter the program expenses, revenues and statistics for that program.

Program Information (Schedule CQR -1.1)

The code fields in the key section will contain the values from the last screen so just press the F2 key to open the data section of the screen for data entry.

It is possible to access this screen directly from the Quarterly Claims menu.

Enter the accounting methodology for the program (A = Accrual, C = Cash, or M = Modified), and the program expenses. If this program has a direct state contract number, enter the contract number and press F6.

The software will calculate the total expenses for the program and move to the next screen, Program Revenues & Statistics.

Press F2 to open the data portion of the screen for data entry. Enter the data for the program as appropriate. Remember, the system will edit the data and compute the totals whenever an "F" key is pressed. (The system will use the computed total units and the expense amounts entered for the program to calculate the gross and net costs per unit of service.)

Entering Budget Information For OMH or OMRDD

The data entry screens in this software may be used to enter the required DMH Schedule budget information for the Office of Mental Health (OMH) and the Office of Mental Retardation and Developmental Disabilities (OMRDD).

Budget submissions require the following schedules:

CFR i	Agency Identification
CFR 1	Program Site Definition(s)
CFR 4	Personal Services (Program/Site only)
DMH 2	Aid to Localities/Direct Contract Summary
DMH 3	Aid to Localities and Direct Contract Program Funding Summary
Worksheet	Community Residence Property Worksheet (OMH)

Recommended Order for Completing Budget Data Entry

Complete the agency definition and CEO, CONTACT, CPA data entry screens for a discrete budget cycle. Then create one or more site records for each program or contract program to be listed on the budget document.

> **If there is more than one program column for a single program type, use box after the program code to indicate a unique column identification. Use "01" for the first column of the same program type, "02" for the second column for the same program type, etc. If you need to identify a start up program, enter A1 in the second box. If you need to identify a start up, recipient run program for OMH, enter AR in the second box.**

To enter the personal service information select option C (Expenses) from the CFR Main Menu. Then select option A (Personal Costs) to enter personal service costs. Enter the personal costs for the program (site). When finished, press F5 to return to the main menu.

Then select option (F), DMH Schedules from the main menu. From the DMH Schedule submenu, select option J, Funding Source Summary, and enter the funding source information. If entering information for more than one funding source, press F3 to return to the key section so that data for another funding source can be entered. Change the program code in the key section as necessary. **Remember to use the 4 character funding source codes, if applicable.**

When all the funding source information has been entered, select option B (Expenses) from the DMH Schedule menu. Continue to enter the program revenues, deficit funding and statistics information for each contract and/or program.

Additional instructions for hospitals using Medicaid Rate Reimbursement Methodology. These hospitals should complete a standard CFR as required. The data from that CFR should be copied to a diskette and reloaded to a different cycle using the options under the UTILITIES menu.

On DMH-2, any amounts for lines 7, 9 and 10 (Fringe Benefits, Equipment and Property) should be replaced with zeroes. On line 8, (Other than Personal Services) enter the result of multiplying the approved Medicaid Rate times the Projected Total Units of Service and subtracting lines 5,6 and 11. Write “Medicaid Option” to the right of “Expenses” on the final printout. On DMH-3 write “Medicaid Option” on line 1. These schedules may also be completed manually without using the CFRS software, if desired.

REPORTS

Overview

Assigning a Document Control Number

Before printing the final schedules for submission to the state agencies, the Check Calculations utility must be run. If check Calculations detects an error(s), the error(s) will be displayed on the screen. All errors must be corrected and the Check Calulations utility rerun. When Check Calculations runs error free, a document control number will be assigned to the data. CFR's submitted without a consistent document control number may be rejected by State Agencies as unacceptable submissions. The actual printing of the schedule reports is a two step process. First the reports must be formatted, using the CFR software. Once the schedule(s) have been selected and formatted, you must leave the software and initiate the actual printing of the formatted reports. This two step process is described in the following paragraphs.

To access the Reports Menu, select option (I) from the main CFR menu .

Consolidated Fiscal Report
CFRRPT50 Reports Menu

(A) - Print CFR Schedules
(B) - Inventory of Records On File
(C) - Agencies on File
(D) - Cycles on File

Esc = Exit F5 = Main Menu

CFR Schedules

Before printing the schedule reports for submission to a state agency, it is important to run the Check Calculations utility to ensure the accuracy of the data. Remember, Check Calculations must run error free for a document control number to be assigned!

From the main menu, select option **H** (UTILITIES), and then option **G** (Check Calculations) from the next menu. The system will display the current date. Verify the date and press **F2**.

Formatting Schedule Reports

Selection of option (A) from the Reports Menu will format print facsimiles of the individual CFR schedules. If this option is selected, the next screen requires the entry of the cycle identifier code and the agency code. Once these codes have been entered, press F2.

The screen will display a list of individual schedules and option letters. If you want all the entered information for the agency printed, press the <Enter> key. If you want to select specific schedules for printing, press the appropriate letter.

The screen will display your choice and ask for confirmation. If you press F2, the requested report will be formatted and sent to a file named: **SCHEDULE.TXT.** Then the Reports Menu will be displayed again.

If you want to print another schedule for this agency you may select another option from the schedule list and send the formatted report to the same file. The requested schedules may be "stacked" in this single file until you have finished formatting schedule specific reports. (However, all reports in this file must be for a single cycle and agency combination and selected during a single session. The old file is erased when the first schedule report is selected during a selection session.)

Press ESC to exit the system to print the reports. The PC should now be at a DOS command line at your CFR directory (e.g. C:\cfr00b>). If not, you must position the PC in this manner before printing.

Printing Schedule Reports

There are several options for initiating the printing of the schedule reports.

Printing From a Stand-Alone PC to an Attached LaserJet. (Non-Network and pre-Windows 95)
If a laserjet printer is connected to the PC with the formatted reports file you can print them on this printer. Set the printer controls for legal size paper.

If the printer has automatic feed, type the command: **AUTO**

If the printer has manual feed, type the command: **MANUAL**

If this is the first time the printer has been used during this session with the PC, it will return a question
Printer [ ]?. The name of the system default printer will appear within the parentheses, for example: Printer [PRN]?. Press the <Enter> key to accept the name of the default printer.

Printing From a Stand-Alone PC to an Attached Dot Matrix Printer. (Non-Network & pre-Windows 95)
If a dot matrix printer is connected to the printer, the 14 inch wide paper must be used to print the schedule reports. (It will be necessary to photocopy reports printed on this paper to produce the legal sized pages required for the CFR submission.)

The file (MATRIX. supplied with this software is used in printing the schedule pages on a dot matrix printer and uses the character sequences ESC SI (DECIMAL 27 15) to set print to 17 CPI (characters per inch) and ESC 0 (DECIMAL 27 48) to set the lines per inch to 8. If your dot matrix printer requires different control codes, replace file MATRIX. with a file of the same name that contains the appropriate control codes.

To activate this printer, type the command: **MATRIX**

If this is the first time the printer has been used during this session with the PC, it will return a question
Printer [ ]?. The name of the system default printer will appear within the parentheses, for example: Printer [PRN]?. Press the <Enter> key to accept the name of the default printer.

Printing on a Network or on Windows 95 or later PC's

Networks often reset the printer to a default type and orientation between print files and the Network may not recognize the **DOS Print** command; Windows 95 and later PC's do not recognize the **DOS Print** command. Typing **AUTONET** for an autofeed LaserJet printer, **MATNET** for a Matrix printer, or **MAN_NET** for a manual feed LaserJet printer may get around these problems. These commands will cause the file with the printer control codes to be combined with the **SCHEDULE.TXT** file and the resulting file (**CFR.TXT**) to be output to the printer using the **DOS Copy** command. If this file is larger than your print buffer/spooler can capture, the last pages may be lost. If this happens, try printing the schedules individually or use word processing software to print.

Printing if the Above Commands do not Work

If the printer does not recognize the printer control commands imbedded in the software, it is possible to print the schedules using the simple DOS command, PRINT.

First, set the printer for condensed print (line printer or 17cpi) and if the printer is a laser printer, set it for legal size paper and landscape printing.

The schedule reports have been formatted and written to an ASCII text file named SCHEDULE.TXT. After the printer controls have been set, type the command, **PRINT SCHEDULE.TXT** from the CFR directory where the file is located.

Printing From Word Processing Software

If the PC and printer are on a network, the DOS print commands in the above routines may not work. Further, you may want to print only a subset of the selected schedules (perhaps only the information for a single state agency). Under these conditions, if you have a word processing software on your PC, you can use the word processing software routines to load an ASCII file into the software. Then set the left and right margins as narrow as possible, select the landscape (not portrait) print option, and set the font for 8.67 characters per inch. The word processing print commands can be used to print the schedules or pages from the schedules.

If using WordPerfect 5.0 and a laserjet printer, the following instructions will move the file into the word processing software and print the reports.

- Start WordPerfect
- Select the Text In/Out option
- Use the Text In option with hard return mode so the file, SCHEDULE.TXT, can be saved as a word perfect document.
- Set the pitch to 8.67 characters per inch.
- Set the left and right margins to .25.
- Set the mode to landscape, not portrait printing on the page.
    - Print the desired schedule page(s).

Moving the Files to Another PC and Printer.
If there is no print facility at the PC where the data has been entered, the files can be moved to another PC and the above processing activated. If the files are being moved, copy the following files to a diskette:

SCHEDULE.TXT
EJECTOR
MATRIX. and MATRIX.BAT (for dot matrix printer and pre-Windows 95)
LJPAFEED and AUTO.BAT (for LaserJet printer, automatic feed, and pre-Windows 95)
LJPMFEED and MANUAL.BAT (for LaserJet printer, manual feed, and pre-Windows 95)
MATRIX and MATNET.BAT (for Network and/or Windows 95 or later w/dot matrix printer)
LJPAFEED and AUTONET.BAT (for Network and/or Windows 95or later w/LaserJet printer, automatic feed)
LJPMFEED and MAN_NET.BAT (for Network and/or Windows 95 or later w/LaserJet printer, manual feed)

These are all the files a different PC will need to print the report. Take the diskette to a PC with an attached or network printer and follow the above instructions for printing the report.

Inventory Reports

Three inventory reports are available. These inventory reports may be viewed on the screen, printed or both. Option (B) provides a listing of the records currently on the database. This report can be extremely useful in tracking information (records) which have been entered into the system and identifying the key values. Option (C) lists the agencies on file within a single cycle, while option (D) lists the agencies on file within all the cycles.

Data Retrieval and Reporting

Data on the PC will be stored in dBase files. The software product, dBase IV®, can be used to generate reports on the PC, or the data can be loaded into other PC software for further analysis and/or reporting.

A listing of the specific dBase tables and data field names is available from the project development team. They can be reached through the OMH Help Center at 1-800-HELP-NYS.

COMMONLY ASKED QUESTIONS

Why does the system tell me the key codes are unknown?

When creating a site record, the system may indicate the entered site key code is "unknown." This means you have not yet told the system the name to go with the code. Press F2 and enter the name.

Why does the system tell me the key codes are invalid?

An agency record must be created for a specific cycle before the agency code will be accepted on any data entry screen. Complete the agency definition and agency submission screens to create an agency record.

A site record must be created for each program site before these codes are valid on a data entry screen. Even if the codes are not part of the key fields, any screen which requires entry of these codes will check for the existence of the site record. A site record is created on the site definition screen and the unique combination of cycle, agency, state agency, program, and site codes identifies a particular site.

How do I delete a record?

To delete a single record, use the F10 key at the bottom of the data entry screen. The confirmation message will indicate the information that will be deleted. Once a record has been deleted, the calculations will be recomputed.

To delete information for an entire site or agency, use the Utility menu and select the appropriate option.

If you are completing a full CFR and need to delete a program record for DMH-1, you may use the F10 key. If, however, you must delete all data associated with the DMH-1 record, you must use the utility to delete information for all the sites for that program and state agency. The system will then automatically delete the DMH-1 record.

If you need to delete a DMH-4 record, delete the DMH-4 record before deleting a DMH-1 record.

How do I enter information on LGU costs?

LGU Administration is considered a single, shared site specific program for CFR schedules 1-5. Create a shared site record for the program, using a site code that ends in the characters 890 <zero> <zero> and enter the total administrative expenses.

On the Claiming schedules, DMH-2 and DMH-3, the total costs must be allocated to the appropriate state agencies and separate program records created for each state agency.

How do I print on a Local Area Network (LAN)?

If the Network report print commands described in the Reports section do not work, it may be necessary to use a word processing software package. Use the CFR software to select and run the desired reports. Then enter the Word Processing software and select the Text feature. Move the file, SCHEDULE.TXT into the software and follow the directions in the section in printing the reports.

How do I print part of a schedule report?

Follow the directions for moving the selected reports into the word processing software. Then use the software print selection feature to print the desired pages.

How do I know what's been entered?

Use the Record Inventory from the Reports menu to list the records in the system. This report can either be viewed on the screen or printed, using the various print options.

The calculations aren't correct. What do I do?

Occasionally, usually due to a power fluctuation or to the use of the software dBase to enter or change data, the record indexes in the system become misaligned. This will result in inaccurate calculations because the system can't find all the appropriate records.

Select the Utilities submenu from the main menu. Then select option for **G** (Check Calculations). This will bring the indexes into alignment, and recalculate the data.