

Using the HCS – AHCF Cost Report

The Department of Health uses an Internet based system for distributing software and collecting electronic Cost Reports. This system is based on a secure Internet site known as the Health Commerce System, referred to as the HCS.

Logon to the HPN

- Start the browser and enter the URL – <https://commerce.health.state.ny.us>
This is a secure website and you must use **https**.
- Enter the appropriate **User Id** and **Password**, then click the **Sign In** button or hit **Enter**.
- On the HCS home page, select **D&TC Cost Report** under **My Applications** on the left-hand side of the page. If you do not see this application under **My Applications**, from the Title Bar at the top of the screen, choose **Applications** and choose **D&TC Cost Report**. Clicking on the green + sign in the column on the right will add this application to your **My Applications** listing.

Downloading Software

- Logon to the HPN (as described above).
- *Click* on the available software to start your download.
- Choose *Save to Disk* when prompted (note the folder the file is saved to).
- *Double-click* on the downloaded file to install the software.

Uploading Finalized Data Files

You **must** finalize your cost report in the AHCF-1 software before you can upload the data file.

- Logon to the HPN (as described above).
- *Click* “Finalized AHCF1 files”.
- Select the Facility Name for which you are submitting data. (Applies only to individuals who are authorized to submit data for more than one facility.)
- *Click* the BROWSE button to select the file you intend to upload. **Important:** To see your file in the Browse window you may need to change the “Files of Type” to “All Files (*.*)”.
- Select your “**doh file**” (i.e. some_ahcf1_2011.doh).
- *Click* the UPLOAD button.

Once the file is uploaded it will be queued for further processing by the Department’s computers. An acknowledgement will be generated within one to two hours stating if the file has been accepted. This acknowledgement will be mailed to the email address associated with the HCS account. The file can only be considered accepted when you have received the email acknowledgement.

AHCF Cost Report Software

Install the Software

- Download the AHCF Cost Report Software from the Department's Health Provider Network (see previous instructions).
- Use **My Computer** or **Windows Explorer** to locate the setup file (**ahcf11s.exe**).
- Then double click to start the setup.
- Follow the instructions as they appear on the screen.

Installation Note

When installing the software, you may receive an error message regarding **RichEd32.dll**. This error is due to a conflict with other software. If you receive this error message it is an indication that this dll is already on the computer, therefore **it is safe to ignore the message and continue** with the installation. This message will not affect your data or any aspect of the program.

Start the Software

Once the software has been installed (see previous step):

- *Click* "Start"
- *Click* "Programs"
- *Click* "NYS Dept of Health"
- *Click* "AHCF Cost Report 2011"

Software Hints

- The first time you use the software click "**Start a New Report**" when prompted.
- On the main screen *click* **Schedules** to get to the Exhibits.
- *Click* **File ... Save** to save your data.
- *Click* **Prev** or **Next** when looking at an Exhibit to page through the report.
- *Click* **Actions ... Finalize** to obtain a DCN and prepare the report for upload.
- **Data Entry Notes:** Data entry cells have a yellow background when they are active. Press Enter or click out of a cell to change the background to white and save the data in the cell. Do not leave a screen with a yellow cell. Information will be lost.