

SOFTWARE INSTRUCTIONS
Group Adult Foster Care Cost Report
For FY 2013 Filing

Minimum System Requirements

Computer/Processor: An IBM-compatible computer with a 486 66MHz processor (or higher)
Memory: 4 GB RAM
Hard Disk: 4 MB Available for a typical installation
Drive: 3 1/2" floppy diskette drive
Display: VGA or higher-resolution monitor; Super VGA recommended
Operating System: Microsoft Windows XP or higher operating system
Peripherals: Microsoft Mouse or compatible pointing device
Software: Microsoft Excel 2010 or higher.

Files Needed.

You need to download multiple files:

1 Microsoft Word file containing an electronic copy of this document.
[group-afc-cost-report-software-instructions-fy13.doc](#)

1 Microsoft Word file containing an electronic copy of the preparation instructions.
[group-afc-cost-report-directions-fy13.doc](#)

A Microsoft Excel file containing the cost report workbook.
[group-afc-cost-report-fy13.xlsx](#)

If you are running Windows XP, Windows 7, Windows 8.
Create a folder called CostReport and copy the required files there.

Open the file from Excel.

Open the appropriate workbook file and **IMMEDIATELY SAVE** the file as an *.XLSX file named GAFCCRNN.XLSX where NN represents the last two digits of the fiscal year of the filing.

Example: You are filing a report with a fiscal year end of 06/30/**2013**, The file name should be GAFCCR13.XLSX.

Save the GAFCCR13.XLSX file to the CostReport folder you just created. Use only the GAFCCR13.XLSX file and you will always have a clean workbook file as a starting point.

Save Your Work

When you are done entering data for a session, save the *.XLSX file.

YOU must save your work! Save your work frequently to avoid re-work.

[Center for Health Information and Analysis](#)

Getting Help

Questions regarding the cost report should be directed to Ramsay.Hoguet@MassMail.State.MA.US or you may call 617-988-3238 and ask for assistance regarding the Group Adult Foster Care Cost Report.

Submitting your Report

When you are ready to submit your report to CHIA, rename the GAFCCR13 file with your agency name as a prefix, i.e.: AgencyName_GAFCCR13.xlsx, Email the AgencyName_GAFCCR13.xlsx file to us as an email attachment.

Be sure your email contains your organization's name, the filing FYE, and the filename [AgencyName_GAFCCRNN.XLSX](#) where NN is the last two digits of the fiscal year.

Email your filing as an email attachment to hcf.data@state.ma.us

**Center for Health Information and Analysis
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ATTENTION: Intake Coordinator