

# Instructions for Using Health Planning Databases

## System Requirements

Microsoft Access 2000, XP, or 2003 (Access 97 is no longer supported)

### If You Received the Database on a CD

1. Copy the file from the CD to your hard drive. Do not try to open the file on the CD.
2. Start "My Computer" and select the directory location where you copied the file.
3. Right click on the file name and select Properties.
4. Remove the check mark from the Read-Only attribute at the bottom of the dialog box and click OK.
5. Now you are ready to open the file in Access.

### If You Obtained the Database by Downloading Over the Internet (such as from the FTP server)

1. Download the database to your hard drive. Do not try to open the file from the download site.
2. Select the directory location where you downloaded the file.
3. Right click on the file name and select Properties.
4. Remove the check mark from the Read-Only attribute at the bottom of the dialog box and click OK.
5. Now you are ready to open the file in Access.

### If You Received the Database as an Email Attachment

1. Open the email message, but do not try to open the attachment.
2. Select File, Save Attachments from the menu and save the file to your hard drive.
3. Now you can start Access and open the file you saved.

## How to Use the Databases

1. Each database has an opening screen that allows you to view a form or report.
2. Close the form or report to return to the opening screen.
3. Forms show detailed information for one record at a time. Typically, a record will contain data for a particular health facility.
4. Reports show selected columns of information for multiple records.
5. Reports normally give you the option to specify record selection criteria and to hide the detail level of the report. For example, you might select specific counties or facilities to view. If you hide the detail in a "By HPA" report, you will see just the HPA totals in the report.
6. If you want to move to other pages in a report or other records in a form, use the navigation buttons at the bottom of the screen.

## What You Can Do in the Databases

1. View and print the data
2. Compact the database
3. Export data to Excel or Word
4. Create and modify a new query or report
5. Copy an existing query or report and modify the copy

## What You Cannot Do in the Databases

1. Edit the data
2. Modify the design of existing tables, queries, forms, reports, or macros

## Acronyms

<b>Acronyms</b>	<b>Survey Names</b>
AHQ	Annual Hospital Questionnaire
ANHQ	Annual Nursing Home Questionnaire
CCSS	Cardiac Catheterization Services Survey
FASCS	Freestanding Ambulatory Surgery Center Survey
HFS	Hospital Financial Survey
HHSS	Home Health Services Survey
OHSS	Open Heart Services Survey
PETSS	Positron Emission Tomography Services Survey
PCHS	Personal Care Home Survey
RTSS	Radiation Therapy Services Survey
SSICS	Service Specific Indigent/Charity Survey