

## **Instructions for the 2010 NALA Study of Medicaid Underfunding Excel Spreadsheet**

Use of the Excel spreadsheet requires Microsoft Excel, 97 or newer. An Adobe PDF version of the form is also available on our website. Bear in mind that the Excel version only requires simple data entry and does not require proficiency with any advanced Excel functions.

The Excel or Adobe PDF files can be downloaded from our Website at:

<http://www.nehca.org/nala/research.htm>

Instructions for the Excel form:

**Note: If you are not comfortable with Excel, please use the paper (PDF) form.**

1. To prevent losing your work, **upon opening the Excel spreadsheet, be sure to save it at once to one of your familiar directories** using “save as” under the “File” menu or by right-clicking Web link. (This is the case with any MS Office file. MS Office files opened directly from the Web or an email attachment are saved to a “temporary directory” and are not permanently saved upon closing Excel. Data entered into the spreadsheet without saving using “save as” will not be permanently saved to your computer nor automatically submitted to NHCA via the web.)
2. Only one facility’s information may be entered on a single form, whether using the hand-written or Excel version. Grouping of multiple facilities into a single form is not permitted. This allows NALA to better analyze statewide data.
3. In the columns identified, please enter identified data.
4. Upon completion of the document, save, and send the file as an attachment to [nhca@nehca.org](mailto:nhca@nehca.org).
5. With any questions, please contact Brendon Polt at (402)435-3551 or [brendonp@nehca.org](mailto:brendonp@nehca.org).