



Axiom Rolling Forecast 2018.2

Release Notes

Last Updated: 8/27/2018

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Summary

Kaufman Hall is pleased to announce the 2018.2 release of Axiom Rolling Forecast. Each product release provides new features, enhancements, and configuration options to meet your needs. Many of these features and enhancements are a direct result of your feedback and suggestions.

Summary of the upgrade process:

1. **Review product release notes** – Review this document to familiarize yourself with the new features and functionality.
2. **Schedule an installation date** – Contact support@kaufmanhall.com or your implementation consultant, and they will confirm an installation period with you.
3. **Back up Axiom database** – Kaufman Hall will confirm that you have a current backup of your Axiom database before applying the upgrade.
4. **Apply upgrade** – Arrange with your IT staff on an agreeable time for scheduled downtime to apply the program and product upgrade. This includes any post-upgrade hot-fix files that need to be copied into the system to address any post-release known issues that have been resolved.
5. **Complete manual updates** – After installing the upgrade, if needed, review any manual setup steps needed to enable features for this version.

Support

As always, we appreciate your support of Kaufman Hall and look forward to continuing to meet your financial management needs. If you have any questions about your upgrade, contact Kaufman Hall Software Support at 1-888-543-6833 or support@kaufmanhall.com.

Training

Kaufman Hall offers multiple training options for our customers. These courses are part of your maintenance agreement and are free of charge. We strongly urge you to take advantage of all training options, including:

- Self-help videos
- Recorded webinars
- Virtual training courses

For a complete listing of our courses, please visit www.kaufmanhall.com.

Product upgrade notes

IMPORTANT: If you have any customizations that were made specific to your organization, you may not want to take this update. Please review the release notes and updated Rolling Forecast Manual. If these items do not exist submit a PFB. However, if you have made customization and want to use the standard product, please apply the update.

When upgrading to the 2018.2 version of Axiom Rolling Forecast, keep in mind the following:

- This product upgrade contains updated templates, calculation methods, and remediated defects.
- KHA delivered reports may be replaced. Any report that you saved under a different name or created new will remain untouched. Replaced reports are available in Document History, if needed.
- Any KHA delivered report that was moved to a new location will automatically move back to its original location.
- KHA product templates and calculation method libraries will be replaced.
- Product task panes will be replaced.
- Process definitions will not be replaced.
- Driver files will be replaced.
- Security roles and sub-systems will be reset to their configured settings. All user security exceptions you may have made will remain intact.
- Specific items configured as part of your company or organization's implementation such as imports, exports, driver files, and process management files, will remain as is. Any required modifications to these areas are covered in the release notes, if required.

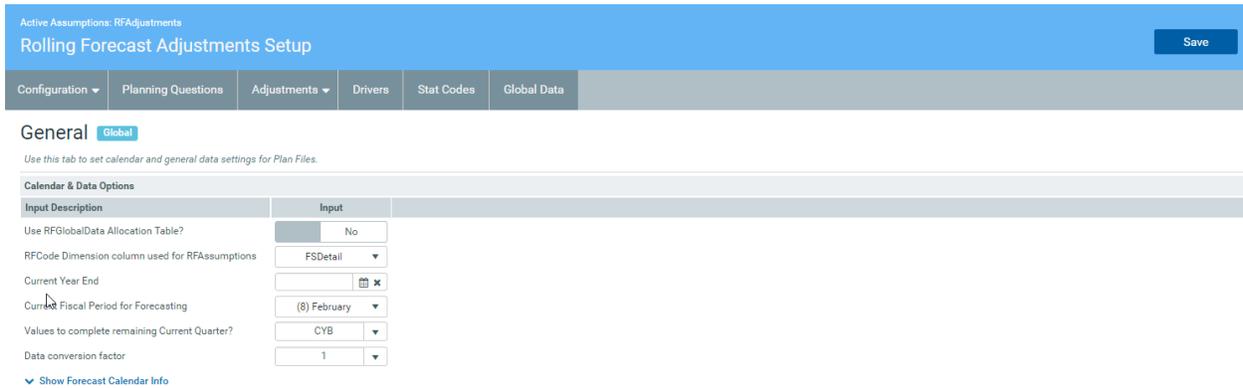
New features summary

This section includes a description for each new feature included in this release.

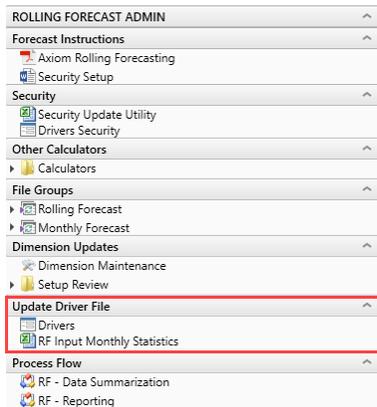
Rebuildable driver files

The Axiom Rolling Forecast drivers have been redesigned as rebuildable drivers. This means that the drivers now store and control information using data tables, which provides the ability to control who can edit driver data and what driver data each can edit. By removing the persistent file requirement, rebuildable drivers allow Kaufman Hall to provide you enhanced driver templates without any risk to current parameters and construct.

Instead of individual driver files, a single Driver utility now contains all of the driver controls in an easy-to-use interface.



You can find the new **Drivers** utility in the **RF Admin** task pane in the **Update Driver File** section.



For more information, see [Appendix A: Configuring Drivers](#).

Axiom Capital Tracking integration with Axiom Rolling Forecast

NOTE: Your organization must be licensed for Axiom Capital Tracking to use this feature.

Your organization can now export information from Axiom Capital Tracking to RF plan files. If your organization implements this feature, capital spending data will display in the Forecast tab in the new Capital Tracking Projects block of the workbook. You can then forecast the costs for each project.

| Forecast | | | | | | | | | | | | | | | | | | | |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------|----------|----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---|
| Period Ending February 28, 2017 | | | | | | | | | | | | | | | | | | | |
| | FY2016 | FY2017 | FY2017 | FY2017 | FY2017 | FY2018 | FY2018 | | | | FY2018 | FY2018 | FY2019 | FY2019 | FY2019 | FY2019 | FY2020 | FY2020 | |
| | Apr-Jun 2016 | Jul-Sep 2016 | Oct-Dec 2016 | Jan-Mar 2017 | Apr-Jun 2017 | Jul-Sep 2017 | Oct-Dec 2016 | Fixed | Forecast | Comments | Jan-Mar 2018 | Apr-Jun 2018 | Jul-Sep 2018 | Oct-Dec 2018 | Jan-Mar 2019 | Apr-Jun 2019 | Jul-Sep 2019 | Oct-Dec 2019 | |
| | Actual | Actual | Actual | Actual | Actual | Actual | Projected | liable | Method | | Forecast | |
| EHS Corporate | | | | | | | | | | | | | | | | | | | |
| Total - Non-Operating Revenue | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Capital Tracking Projects | | | | | | | | | | | | | | | | | | | |
| Land Purchase | 10,000 | 9,141 | 14,208 | 9,498 | 9,943 | 8,630 | | 333 | | | 14,000 | 12,104 | 13,866 | 11,820 | 11,110 | 14,113 | 8,316 | 11,830 | |
| Linear Accelerator | 5,000 | 6,159 | 6,865 | 5,799 | 3,627 | 7,526 | | 335 | | | 3,339 | 5,254 | 6,462 | 7,164 | 5,125 | 7,740 | 5,073 | 6,167 | |
| <small>Double Click to Insert New Capital Tracking Project</small> | | | | | | | | | | | | | | | | | | | |
| Total - Capital Tracking Projects | 15,000 | 15,300 | 21,073 | 15,297 | 13,570 | 16,156 | | 668 | | | 18,035 | 17,358 | 20,328 | 18,984 | 16,235 | 21,853 | 13,389 | 18,017 | |

For instructions, see "Selecting and transferring capital projects to Axiom Rolling Forecast" in the *Axiom Capital Tracking 2018.2 Administrator's Guide*.

For instructions, see "Selecting and transferring capital projects to Axiom Rolling Forecast" in the *Axiom Rolling Forecast 2018.2 Administrator's Guide*.

Issues resolved in 2018.2

The following table lists the resolutions for issues addressed in 2018.2, released on June 25, 2018:

| Issue Description | Resolution |
|--|--|
| <p>RF Plan File Summary Tab does not summarize proper values (2018.1) [TFS 23279]</p> <p>\Axiom\File Groups\Rolling Forecast\Templates\RollingForecast.xlsx</p> | <p>Symptom: Column R in the RF template is the Summary of the first Forecasted Quarter and has the option to pull from two different columns in the Forecast tab, depending on how they calculated the first forecasted quarter. If you forecast using the monthly option, then you would summarize using column AB, and if you do not use the monthly option, then you would summarize column AC. Currently, the formula in the summary tab in cell R7 is incorrect.</p> <p>Resolution: Corrected by updating the formula in cell R7.</p> |
| <p>Current Year Quarter growth adjustment does not get applied to total [TFS 23936]</p> <p>\Axiom\File Groups\Rolling Forecast\Calc Method Libraries\Forecast.xlsx</p> | <p>Symptom: If you do not forecast out the Current Quarter using monthly view, the growth adjustment does not apply to the total for the IP Census calc method, IP Volume calc method, OPVolume calc method, and Oth Pt Revenue calc method.</p> <p>Resolution: Corrected by updating the formulas for these calc methods.</p> |
| <p>PFB-05736 - RF Admin role does not have access to the Documents folder in Explorer or from the Admin task pane [TFS 12290]</p> | <p>Symptom: On the RF admin task pane, the RFAdmin role could not access the document folder which contains documentation.</p> <p>Resolution: Corrected by updating security to provide access to documentation folder.</p> |

Issues resolved in 2018.2.1

The following table lists the resolutions for issues addressed in 2018.2.1, released on July 16, 2018:

| Issue Description | Resolution |
|--|--|
| RFConfig Driver - WorkDay Period - Hours calculation toggle 2080 or 2086 [TFS 25140] | Symptom: For the Annual FTE Hours, add a 2080,2086 toggle for Config-WorkDay Period. Resolution: Corrected by adding a toggle for Annual FTE Hours setting as 2080 or 2086 in the RFConfig driver. The default is 2086. |

Issues resolved in 2018.2.2

No issues were addressed in this release.

Issues resolved in 2018.2.3

The following table lists the resolutions for issues addressed in 2018.2.3, released on August 27, 2018:

| Issue Description | Resolution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------|-------------|-----------------|---------------------|---------------------|---|---|---|------------------|--|--------|--------|--------|--------|---|----------------------|--|----|----|----|----|---|--------------------|--|--|--|--|--|---|------------|--|-------------|--------------|--------------|--------------|----|--|---------|--|-----------------|---------------------|---------------------|
| CT to RF History Not Populating [TFS 26853] | <p>Symptom: Historical values do not populate.</p> <p>Resolution: Corrected by updating the CT Integration calc method and the Forecast tab in the RollingForecast template.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RF Driver Error on StatData tab due to incorrect Period formula [TFS 27252] | <p>Symptom:On the Configuration-General tab, the system displays an error message when the user selects Period 1 for the "Current Fiscal Period for Forecasting" and QFM for "Values to complete remaining Current Quarter?". The system displays the error message when the forms-based driver reloads, not when the user selects the value.</p> <p>Resolution: Corrected by updating the formula in cells BB40:BD40.</p> <p>IMPORTANT: If incorrect values have already been saved to the database, you need to manually delete the values in the AMth2 and AMth3 columns of the RollingForecast_RFConfig table before the forms-based driver will properly reload.</p>  <p>The screenshot shows a table with the following structure:</p> <table border="1"> <thead> <tr> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>R</th> <th>S</th> <th>T</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>Data Type</td> <td></td> <td>String</td> <td>String</td> <td>String</td> <td>String</td> </tr> <tr> <td>5</td> <td>String Length</td> <td></td> <td>50</td> <td>50</td> <td>50</td> <td>50</td> </tr> <tr> <td>6</td> <td>Description</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>Delete Row</td> <td></td> <td>Code</td> <td>AMth1</td> <td>AMth2</td> <td>AMth3</td> </tr> <tr> <td>19</td> <td></td> <td>DbQuery</td> <td></td> <td>RF_Monthly.Y0_1</td> <td>RF_Waterfall.P012_2</td> <td>RF_Waterfall.P012_3</td> </tr> </tbody> </table> | A | B | C | D | R | S | T | 4 | Data Type | | String | String | String | String | 5 | String Length | | 50 | 50 | 50 | 50 | 6 | Description | | | | | | 8 | Delete Row | | Code | AMth1 | AMth2 | AMth3 | 19 | | DbQuery | | RF_Monthly.Y0_1 | RF_Waterfall.P012_2 | RF_Waterfall.P012_3 |
| A | B | C | D | R | S | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Data Type | | String | String | String | String | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | String Length | | 50 | 50 | 50 | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Delete Row | | Code | AMth1 | AMth2 | AMth3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | | DbQuery | | RF_Monthly.Y0_1 | RF_Waterfall.P012_2 | RF_Waterfall.P012_3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Configuring Drivers

In Axiom Rolling Forecast, each rolling forecast plan file includes a set of associated driver files with configuration settings and assumptions referenced by all of the other files associated with each plan file.

You access and update Axiom Rolling Forecast drivers using the RF Drivers utility, located in the RF Admin task pane in File Groups > Rolling Forecast > Drivers.

The utility groups drivers into the following areas based on their function:

| Driver File | Description |
|------------------------------------|--|
| Configuration | <ul style="list-style-type: none"> General – Configure calendar and general data settings. Workbook Visibility – Configure workbook and tab visibility settings. Workday Periods – Configure workdays in a period settings. Census Codes – Configure the Inpatient Census code settings. Revenue & Salary Codes – Configure the Revenue and Salary code settings. |
| Planning Questions | Add, edit, or delete the default questions to include in plan files. |
| Adjustments | <ul style="list-style-type: none"> Revenue – Configure the RF Revenue Forecast adjustments. Expenses – Configure the RF Expense Forecast adjustments. Hours – Configure the RF Hours Forecast adjustments. |
| Global | Configure global forecast driver assumptions. |
| Stat Codes | Configure the Stat codes. |
| Global Data | Configure the RF Group Global forecast. |

These driver file types display at the top of the utility as tabs. Depending on driver, you may need to click the tab drop-down, and select the driver to update.

NOTE: Your Axiom Rolling Forecast Security administrator sets up the permissions of what you can view and edit in this utility. Not all of the tabs or settings described in the next few sections may be available to you. If this is the case, a message will display in the utility.

Active Assumptions: RFAdjustments

Rolling Forecast Adjustments Setup

Save

Configuration Planning Questions Adjustments Drivers Stat Codes Global Data

General

Use this tab to set calendar and general data settings for Plan Files.

| Calendar & Data Options | Input |
|--|--------------|
| Use RFGlobalData Allocation Table? | No |
| RFCode Dimension column used for RFAssumptions | FSDetail |
| Current Year End | |
| Current Fiscal Period for Forecasting | (8) February |
| Values to complete remaining Current Quarter? | CYB |
| Data conversion factor | 1 |

Show Forecast Calendar Info

General driver

The General driver allows you to configure the basic settings for how the organization's forecast is structured. It contains options to control the forecast period, time series, and plan file visibility options.

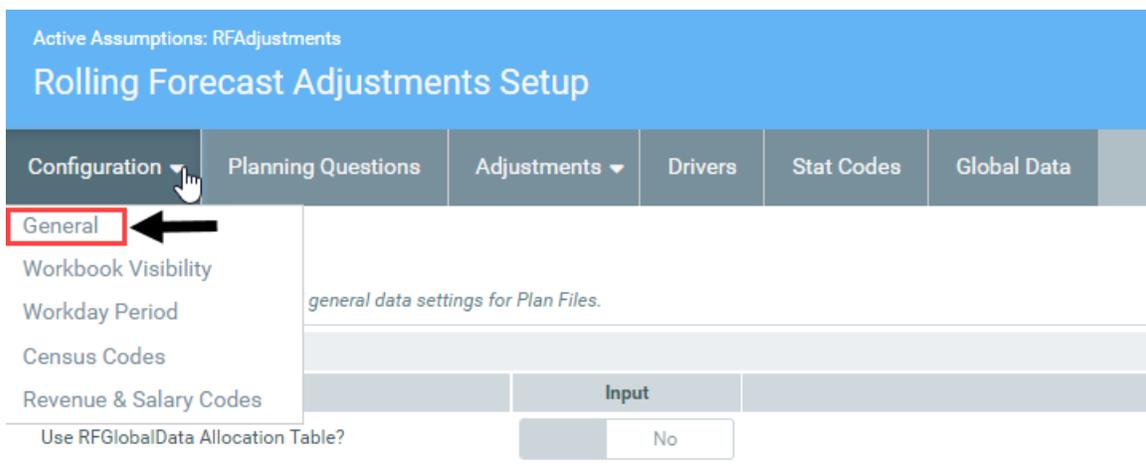
NOTE: Only the user assigned to the Rolling Forecast Global Management role will have read/write access to this driver Configuration Drivers. All other RF Admins may only have Read/Only access if permitted by the administrator.

To manage the General driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, from the **Configuration** tab, click **General**.



3. Complete the following fields, as needed:

| Option | Description |
|--|--|
| Use RFGlobalData Allocation table? | The default is set to No. This option is for clients that need an additional schedule not delivered with the standard package. See your Kaufman Hall consultant for more information. |
| RFCODE Dimension column used for RFAssumptions | Select the dimension to use for RFAssumptions. By default, the system uses FSDetail column in the RFCODE table and provides the option to use FSPayor if more codes than our standard FSDetail codes are required.. |
| Current Year End | Select the year end of your organization. |
| Current Fiscal Period for Forecasting | Select the current fiscal period to use for forecasting |
| Values to complete remaining Current Quarter? | Select one of the following: <ul style="list-style-type: none"> • CYB – Current Year Budget • CYF – Current Year Forecast – from the Budgeting Module • QFM – Quarterly Forecast Monthly data from the previous forecast • None – Required when the period is set to a quarter end (3, 6, 9, 12) |
| Data conversion factor | The default is 1 unless you want the data to scale by 1,000. |

4. To view or hide the forecast calendar, click the **Show Forecast Calendar Info** drop-down.

Active Assumptions: RFAadjustments
Rolling Forecast Adjustments Setup

Configuration ▾
Planning Questions
Adjustments ▾
Drivers
Stat Codes
Global Data

General

Use this tab to set calendar and general data settings for Plan Files.

| Calendar & Data Options | |
|---|-----------------------------|
| Input Description | Input |
| Use RFGlobalData Allocation Table? | <input type="checkbox"/> No |
| RFCODE Dimension column used for RFAssumptions | FSDetail ▾ |
| Current Year End | <input type="text"/> |
| Current Fiscal Period for Forecasting | (8) February ▾ |
| Values to complete remaining Current Quarter? | CYB ▾ |
| Data conversion factor | 1 ▾ |
| ▾ Show Forecast Calendar Info | |

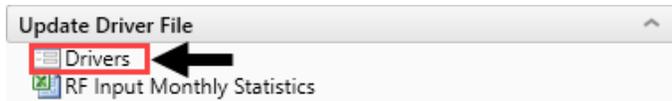
5. To save your changes, click the **Save** button in the upper right corner of the page.

Workbook Visibility driver

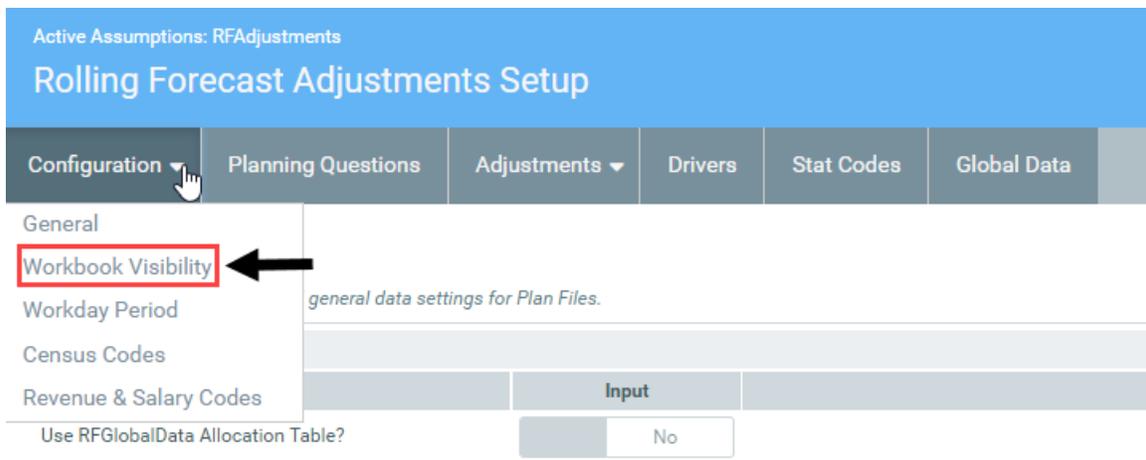
The Workbook Visibility driver allows you to configure what parts of the plan file to display to the user.

To manage the **Workbook Visibility driver**:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, from the **Configuration** tab, click **Workbook Visibility**.



3. Complete the following fields, as needed:

► **Plan File Column Visibility Options**

For each column, do the following:

- To hide column, click toggle button to **Hidden**.
- To display a column, click the toggle button to **Visible**.

► **Other Plan File Visibility Options**

Complete the following, as needed:

| Option | Description |
|--|---|
| Labeling Options | Type labels for EBIDA margin, net margin, and adjusted EBIDA (operating EBIDA margin before restructuring) if your organization uses different terminology. These values will be used on the Summary Tab of the pan files. |
| Reports - Grouping Columns for Refresh Variables | Select columns from the RFGGroup table to use as additional refresh variables in your reports. |
| Plan File Tab | Click the toggle to show (Visible) or hide (Hidden) any of the listed tabs in the plan file. |
| RFHistory Tab Options | Click the toggle to show (Visible) or hide (Hidden) any of the listed tabs in RFHistory. |
| Other Visibility Options | Click the toggle to show (Visible) or hide (Hidden) the following options: <ul style="list-style-type: none"> • Summary - Show EBIDA: Show or hide the EBIDA rows in the worksheet. • Summary - Show Adjusted EBIDA: Show or hide the Adjusted EBIDA rows in the worksheet. • Show Balance Input Sheets: Show or hide the Balance Input tabs. • Display Monthly Input for THIS Quarter: Show or hide the Monthly inputs for this quarter in the worksheet. • Display Monthly Input for NEXT Quarter: Show or hide the Monthly inputs for next quarter in the worksheet. |

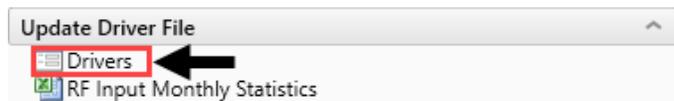
4. To save your changes, click the **Save** button in the upper right corner of the page before you continue.

Workbook Period driver

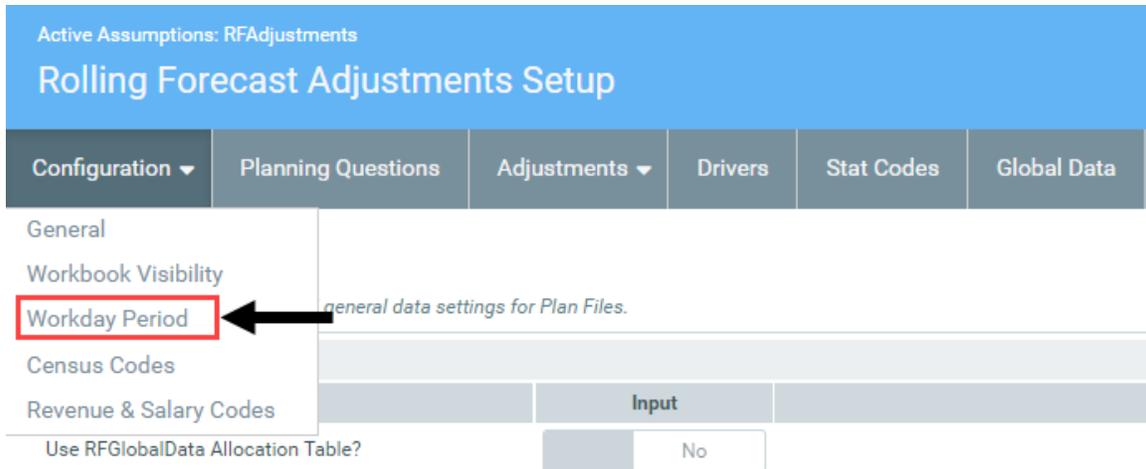
The Workbook Period driver allows you to set the workdays in period settings for plan files.

To manage the Workbook Period driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, from the **Configuration** tab, click **Workday Period**.



3. At the **Show Historical Actuals?** option, do one of the following:
 - To show the actuals for previous years, click the toggle to **Yes**. The current data moves to the right. Use the slider bar at the bottom of the screen to view it.
 - To hide the actuals for previous years, click the toggle to **No**.
4. For the **Annual FTE Hours** option, specify the default standard work hours for your organization by clicking the toggle to 2080 or 2086.
5. In the blue cells, type the number of workdays in a period.
6. To show the Days in Period, Hours in Period, and Period Quarter, click **Show Additional Detail**. Click **Hide Additional Detail** to hide the information.

NOTE: The Hours in Period are set for a 2086 FTE by default and must be changed if using 2080.

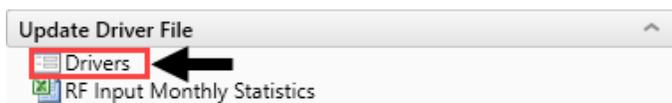
7. To save your changes, click the **Save** button in the upper right corner of the page.

Census Codes driver

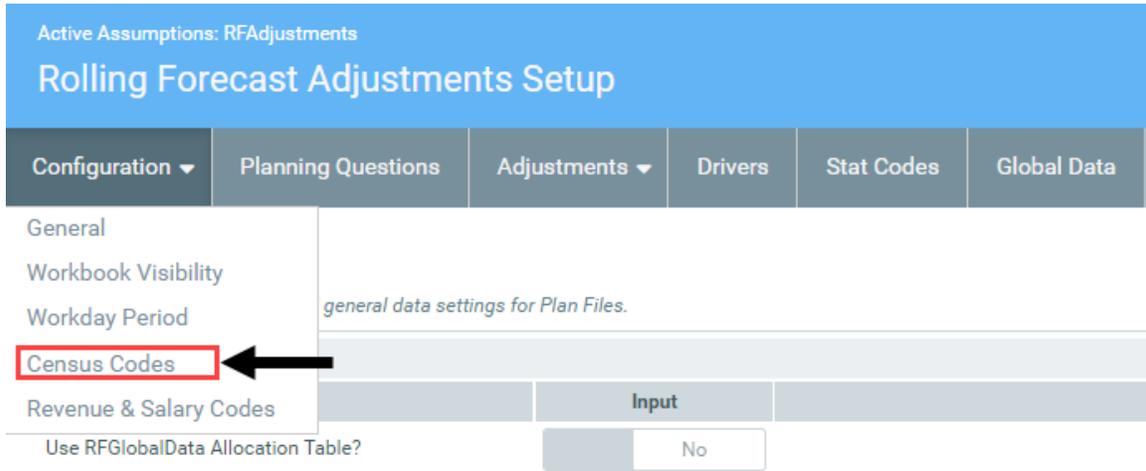
The Census Codes driver allows you to set the inpatient Census Code settings for plan files by matching your Patient Days codes with the appropriate Admissions or Discharge code. Additionally, you may match a CMIAdjusted Discharge or Admissions code if further configuration is needed (please speak with your consultant). You need to configure this coding to use the Census calc method.

To manage the Census Codes driver:

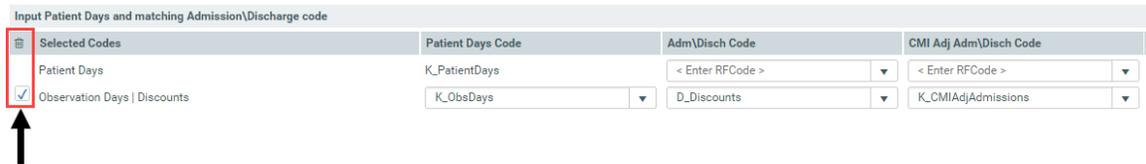
1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



- In the RF Drivers utility, from the **Configuration** tab, click **Census Codes**.



- To add or edit a Census Code, do the following:
 - To add a code, click + **Insert Additional IP Census Code**.
 - From the **Adm\Disch Code** drop-down, select the Admission or Discharge RF code.
 - From the **CMI Adj Adm\Disch Code** drop-down, select the CMI Adjusted Admission or Discharge RF code.
- To delete a Census Code, select the check box in the Delete column next to the item. The code will be deleted when you click **Save**.



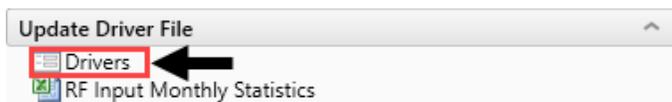
- To save your changes, click the **Save** button in the upper right corner of the page.

Revenue and Salary Codes driver

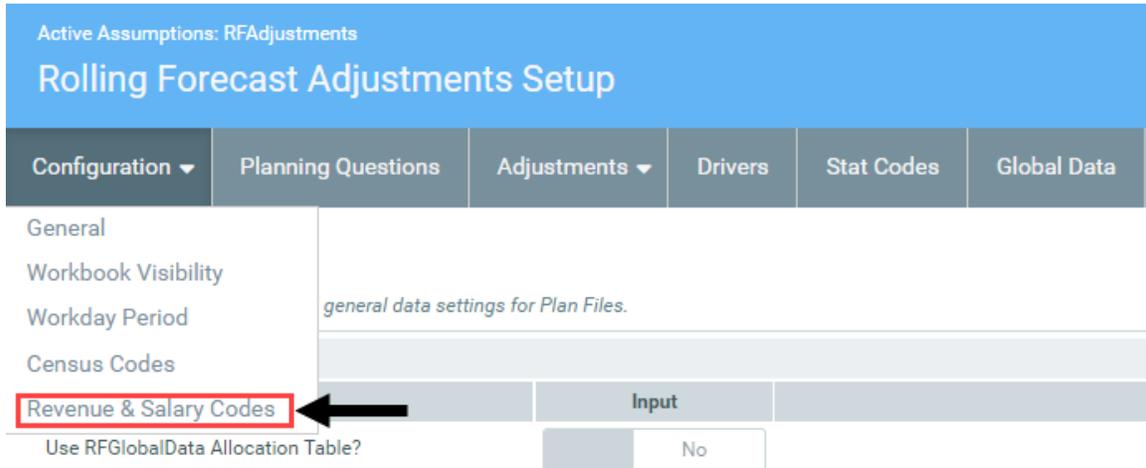
The Revenue and Salary Codes driver allows you to manage the corresponding accounts for Deductions and Hours.

To manage the Revenue and Salary Codes driver:

- In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



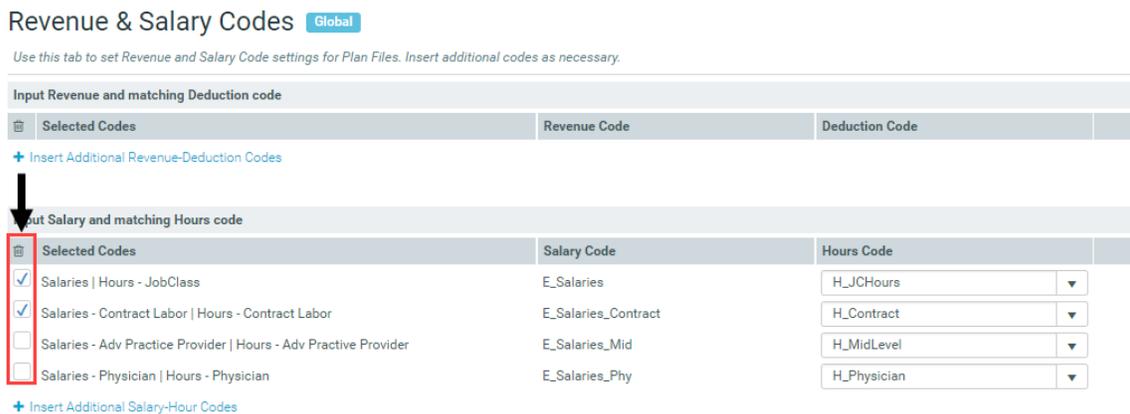
- In the RF Drivers utility, from the **Configuration** tab, click **Revenue & Salary Codes**.



- To add or edit an Inpatient Revenue code, do the following:
 - To add a code, click **+ Insert Additional Revenue-Deduction Codes**.
 - From the **Deduction Code** drop-down, select the corresponding Deduction code.

NOTE: If you do not allocate or account for deductions at the account level, this step is not necessary.

- To add or edit a Salary code, do the following:
 - To add a code, click **+ Insert Additional Salary-Hour Codes**
 - From the **Hours Code** drop-down, select the corresponding Hours code.
- To delete a code, select the check box in the **Delete** column next to the item. The code will be deleted when you click **Save**.



- To save your changes, click the **Save** button in the upper right corner of the page.

Planning Questions driver

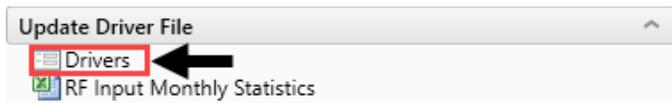
The Planning Questions driver allows you define the questions for the RFPlan sheet. You configure two types of questions:

Global – Questions that apply to all plan files.

RFPlanGroup – Questions that apply to one or more specific RFPlanGroups. The system will only display RFPlanGroups that you have access to.

To manage the Planning Questions driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, from the **Planning Questions** tab.
3. In the **Questions** field for the Default Questions, edit the question, as needed.

Planning Questions Global

Use this tab to set default questions to be included in Plan Files. Insert additional questions for any exceptions.

| Default Questions | | |
|-------------------|---|-------------------------|
| No. | Questions | |
| 1 | Objectives | 90 characters remaining |
| 2 | Factors That May Prevent You From Accomplishing Your Objectives | 37 characters remaining |
| 3 | Factors That May Aid You In Accomplishing Your Objectives | 43 characters remaining |
| 4 | Provide Any Current Operational Factors That Will No Longer Occur | 35 characters remaining |
| 5 | Provide Any New Operational Factors That May Occur | 50 characters remaining |
| 6 | Quality Improvement Plan | 76 characters remaining |
| 7 | Labor Productivity Plan | 77 characters remaining |
| 8 | Other Expense Containment Plan | 70 characters remaining |
| 9 | Anticipated Patient / Acuity Change | 65 characters remaining |
| 10 | Five Year Financial Plan objectives | 65 characters remaining |

4. To add questions, click **+ Insert New Planning Questions Exception by RFPlanGroups**.

Planning Questions Global

Use this tab to set default questions to be included in Plan Files. Insert additional questions for any exceptions.

| Default Questions | | |
|--|---|-------------------------|
| No. | Questions | |
| 1 | Objectives | 90 characters remaining |
| 2 | Factors That May Prevent You From Accomplishing Your Objectives | 37 characters remaining |
| 3 | Factors That May Aid You In Accomplishing Your Objectives | 43 characters remaining |
| 4 | Provide Any Current Operational Factors That Will No Longer Occur | 35 characters remaining |
| 5 | Provide Any New Operational Factors That May Occur | 50 characters remaining |
| 6 | Quality Improvement Plan | 76 characters remaining |
| 7 | Labor Productivity Plan | 77 characters remaining |
| 8 | Other Expense Containment Plan | 70 characters remaining |
| 9 | Anticipated Patient / Acuity Change | 65 characters remaining |
| 10 | Five Year Financial Plan objectives | 65 characters remaining |
| + Insert New Planning Questions Exception by RFPlanGroup | | |

- From the **RFPlanGroup** drop-down, select the plan group in which to add the question, and click **Apply**.
- In the **Questions** field, type the question.
- To delete questions, do any of the following:
 - To delete a block of ten Exception Questions, select the check box in the **Delete** column at the top of the list. The questions will be deleted when you click **Save**.

NOTE: You cannot delete Global questions.

Planning Questions Global

Use this tab to set default questions to be included in Plan Files. Insert additional questions for any exceptions.

| 5 | Provide Any New Operational Factors That May Occur | 50 characters remaining |
|-------------------------------------|--|--------------------------|
| 6 | Quality Improvement Plan | 76 characters remaining |
| 7 | Labor Productivity Plan | 77 characters remaining |
| 8 | Other Expense Containment Plan | 70 characters remaining |
| 9 | Anticipated Patient / Acuity Change | 65 characters remaining |
| 10 | Five Year Financial Plan objectives | 65 characters remaining |
| Exception Questions | | |
| | Questions | |
| <input checked="" type="checkbox"/> | ELM | |
| 1 | | 100 characters remaining |
| 2 | | 100 characters remaining |

NOTE: The Delete column is the far left column that displays as the trash can icon.

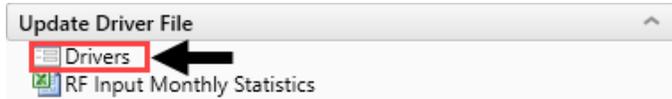
- To delete an individual Default or Exception question, delete the content in the **Questions** field.
- To save your changes, click the **Save** button in the upper right corner of the page.

Adjustments driver

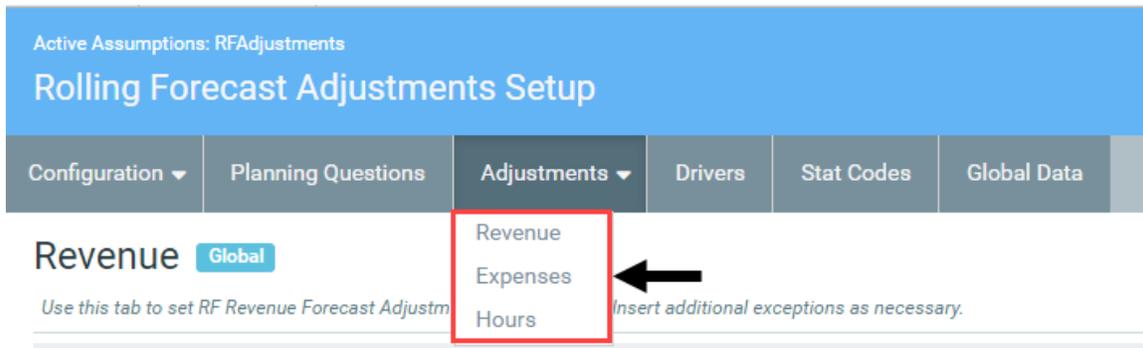
The Adjustments driver allows you to define your revenue, expenses, and hours forecast assumptions for your plan files. You can enter values into the various fields or enter adjustments based on data from Axiom Financial Planning (if available). You can make exceptions by RFPlanGroup or down to the RFCode and RFGroup.

To manage the Adjustments driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, from the **Adjustments** tab, click **Revenue**, **Expenses**, or **Hours**.



3. To add additional exceptions, do the following:
 - For RFPlanGroup exceptions, click **+ Insert Additional RFPlanGroup Exceptions**.
 - For RFCode exceptions, click **+ Insert Additional RFCode Level Exceptions**.
4. Complete the following options, as needed:

| Column | Description |
|--------------------------|--|
| Fixed Forecast Method | Select the Fixed Forecast method to use. |
| Variable Forecast Method | Select the Variable Forecast method to use. |
| Variable Percentage | Type a variable percentage. |
| Month-Year Projected | Type a projected adjustment percentage for the time period. |
| Month-Year Forecast | Type a forecasted adjustment percentage for the time period. |

5. To delete an RFPlanGroup or RFCode Level exception, select the check box in the Delete column next to the item. The exception will be deleted when you click **Save**.

↓ PlanGroup Exceptions - Revenue

| RFPlanGroup Exceptions | RFPlanGroup | FSDetail | Fixed Forecast Method | Variable Forecast Method | Variable Percentage | Jan-Mar 2018 Projected | Apr-Jun 2018 Forecast | Jul-Sep 2018 Forecast | Oct-Dec 2018 Forecast |
|---|-------------|----------|-----------------------|--------------------------|---------------------|------------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> R_IPRev | EMC | R_IPRev | AnnualAvg | LastQuarter | 0.0% | 0.0% | 0.0% | 2.5% | 0.0% |

+ Insert Additional RFPlanGroup Exceptions

RFCode Level Exceptions - Revenue

| RFCode Level Exceptions | RFPlanGroup | RFCode | Fixed Forecast Method | Variable Forecast Method | Variable Percentage | Jan-Mar 2018 Projected | Apr-Jun 2018 Forecast | Jul-Sep 2018 Forecast | Oct-Dec 2018 Forecast |
|--|-------------|------------|-----------------------|--------------------------|---------------------|------------------------|-----------------------|-----------------------|-----------------------|
| <input type="checkbox"/> Inpatient Revenue | EMC | R_IPRev_IP | | | 0.0% | 0.0% | 0.0% | 4.0% | 0.0% |

+ Insert Additional RFCode Level Exceptions

6. To save your changes, click the **Save** button in the upper right corner of the page.

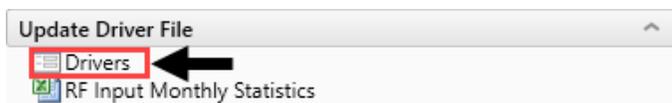
Global driver

The Global driver allows you to configure global change assumptions to apply to forecast group statistics in the forecast workbooks. This tab includes calendar-based assumptions and forecast assumptions that include the global driver statistics such as patient days, outpatient or clinic visits, and so on that drive forecast group volume growth assumptions. Please note that Entity and RFCode data is available to be set as a driver though for any one user to properly set those up they must be provided all RFPlangroups that roll into that Entity in the driver security setup or be assigned the Rolling Forecast Global Driver Management role.

You can enter values into the various fields or enter adjustments based on data from Axiom Financial Planning (if available).

To manage the Global driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, click **Drivers**.
3. At the **Show Historical Actuals & Projection Estimates?**, do one of the following:
 - To show the actuals for previous years, click the toggle to **Yes**. The current data moves to the right. Use the slider bar at the bottom of the screen to view it.
 - To hide the actuals for previous years, click the toggle to **No**.
4. To add additional growth rate exceptions, click **+ Insert Additional Growth Rate Exceptions**.
5. Complete the following options, as needed:

| Column | Description |
|---|--|
| Code (Only when adding a new exception) | Select a driver forecast assumption. |
| Description | Select the description to use for the code. |
| Month-Year Forecast | Type a forecasted adjustment percentage for the time period. |

- To delete an exception, select the check box in the Delete column next to the item. The exception will be deleted when you click **Save**.

Drivers Global

Use this tab to set forecast driver assumptions for Plan Files.

Show Historical Actuals & Projection Estimates? No

Driver Forecast Assumptions

| Code | Description | Jul-Sep 2018 Forecast | Oct-Dec 2018 Forecast | Jan-Mar 2019 Forecast | Apr-Jun 2019 Forecast | Jul-Sep 2019 Forecast | Oct-Dec 2019 Forecast | Jan-Mar 2020 Forecast |
|--|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <input checked="" type="checkbox"/> K_Admissions | K Same Quarter Growth Growth Adjuster Total - K | 0 0.00% 0.0% |
| <input type="checkbox"/> K_PatientDays | K Same Quarter Growth Growth Adjuster Total - K | 0 0.00% 0.0% |
| <input type="checkbox"/> K_Visits_OP | K Same Quarter Growth Growth Adjuster Total - K | 0 0.00% 0.0% |

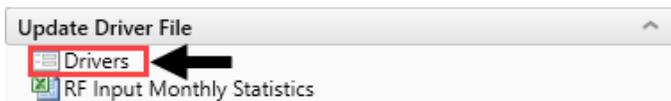
- To save your changes, click the **Save** button in the upper right corner of the page.

Stats Code driver

The Stats Code driver allows you to assign the default global driver statistics for all forecast groups. You can also make exceptions by Forecast Group. Only those statistics available on the Drivers tab may be used as a driver statistic.

To manage the Stats Code driver:

- In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



- In the RF Drivers utility, click **Stat Codes**.
- Do the following for each section:

► Stat Codes Setup

From the drop-downs, select the default IP Driver, OP Driver, and Other Driver.

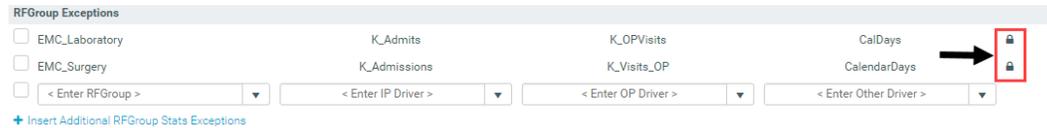
► RFPlanGroups Exceptions

- To add an additional exception, click **+ Insert Additional RFPlanGroups Stat Exceptions**.
- From the drop-down, select the RFPlanGroup.
- From the remaining drop-downs, select the IP, OP, and Other Drivers.

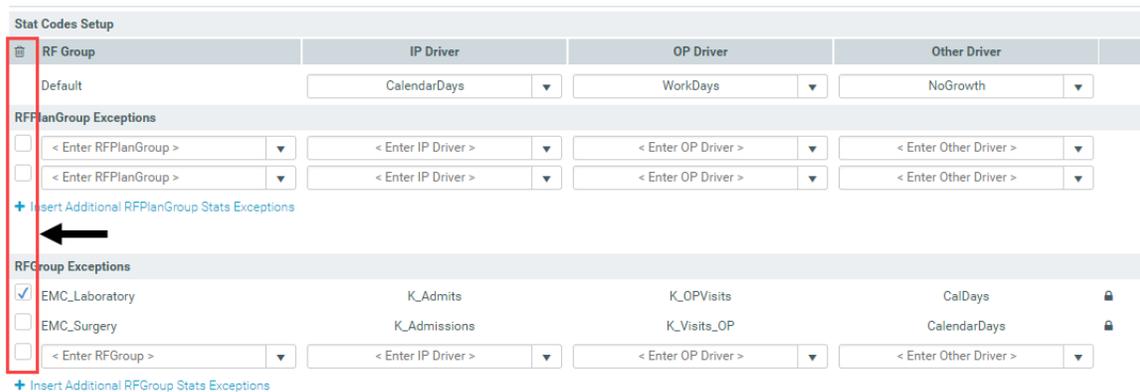
► RFGGroup Exceptions

- To add an additional exception, click **+ Insert Additional RFGGroup Stat exceptions**.
- From the drop-down, select the RFGGroup.
- From the remaining drop-downs, select the IP, OP, and Other Drivers.

A lock icon displays next to the RFGGroup exceptions. To make changes to these exceptions, click the lock to unlock for editing.



- To delete an exception, select the check box in the Delete column next to the item. The exception will be deleted when you click **Save**.



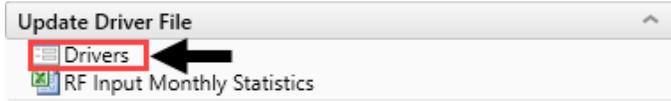
- To save your changes, click the **Save** button in the upper right corner of the page.

Global Data driver

From the Global Data driver page, you can add, edit, or delete global assumptions using the Global Data Import worksheet. This allows you to feed data into multiple forecast workbooks from a central location. For example, depreciation expense that is calculated and controlled by Finance.

To manage the Global Data driver:

1. In the RF Admin task pane, in the **Update Driver File** section, double-click **Drivers**.



2. In the RF Drivers utility, click **Global Data**.
3. Click **+ Add or Edit RFGroup Global Data Assumptions**.

Global Data Global

Use this tab to set RF Group Global Forecast Data for Plan Files. To add or edit data, click + Add or Edit RFGroup Global Data Assumptions.



4. At the **Proceed to Global Data Import.xls?** prompt, click **OK**.
5. In the Global Data Assumptions worksheet, do any of the following:

► Add or modify an assumption

- a. In the Main ribbon tab, click **Additions > Add Row(s) > Insert Additional Rows**.

NOTE: Any additional rows that you add will need a valid RFGroup and RFCode to save. You will only be able to add rows to RFPlanGroups you are assigned to.

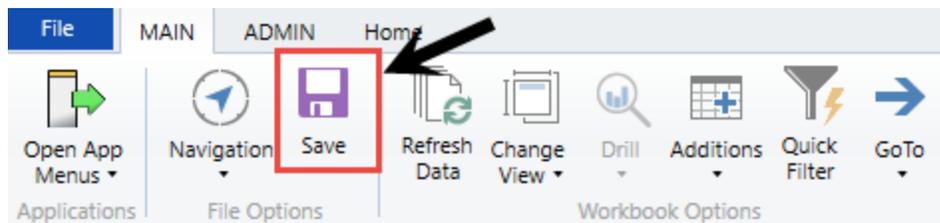
- b. Enter data in the *Month-Year Actual*, *Budget*, and *Forecast* columns.

► Delete an assumption

In the **DB** column, select **Delete**. The exception will be deleted when you click **Save**.

| Global Data Assumptions | | | Apr-Jun 2015 | Jul-Sep 2015 | Oct-Dec 2015 | Jan-Mar 2016 | Apr-Jun 2016 | Jul-Sep 2016 | Oct-Dec 2016 | Jan-Mar 2017 | Apr-Jun 2017 | Jul-Sep 2017 | Oct-Dec 2017 |
|-------------------------|--------------|----------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| DB | RFGroup | RFCode | Actual |
| Save | S_Clinic | E_Depreciation | 0 | 166 | 111 | 0 | 0 | 177 | 118 | 0 | 0 | 0 | 0 |
| Save | S_Corporate | E_Depreciation | 0 | 470,989 | 471,384 | 556,827 | 392,501 | 501,054 | 501,469 | 592,368 | 417,558 | 483,418 | 515,062 |
| Delete | EHS_Property | E_Depreciation | 0 | 2,544,650 | 2,641,212 | 2,796,225 | 3,198,910 | 2,707,079 | 2,809,803 | 2,974,708 | 3,403,097 | 3,199,695 | 3,274,413 |

6. To save your changes, in the Main ribbon tab, click the **Save**.



7. In the Global Data driver page, to refresh the list of assumptions, click **Refresh Updated Data**.

Global Data Global

Use this tab to set RF Group Global Forecast Data for Plan Files. To add or edit data, click + Add or Edit RFGGroup Global Data Assumptions.

+ Add or Edit RFGGroup Global Data Assumptions

[Refresh Updated Data](#)



| Global Data Setup 23 | | Apr-Jun | Jul-Sep | Oct-Dec | Jan-Mar | |
|-----------------------------------|------------|----------------|---------|---------|---------|---|
| | RF Group | 2015 | 2015 | 2015 | 2016 | |
| | RF Code | Actual | Actual | Actual | Actual | |
| <input type="checkbox"/> | EHS_Clinic | E_Depreciation | 0 | 166 | 111 | 0 |