

## AAPS Systems Installation and Setup

Following are instructions for a new installation of the AAPS Systems on a user computer.

If you need to restore existing data files after installation, make sure you have the following folders backed up and available from your old system:

- KCPC32\Data
- TBS32\B2\_Data

The systems included in these instructions are

- ADMIS – Alcohol and Drug Management Information System
- KCPC – Kansas Client Placement Criteria
- TBS – Treatment Billing System

Note: 4<sup>th</sup> Time DUI Contract providers must install the TBS System. Other locations may install this program for their own use, but will use ValueOptions systems for claims payment.

### Installation Files

You should have received a link via e-mail to the download site for the installation files. You can save the files to your Desktop.

You should have also received two files attached to the e-mail, facility.dbf and facility.cdx. You will save these files in a folder as specified later in these instructions.

If you have any trouble downloading these files, contact PERT staff at 785-296-7106 for assistance.

If you have chosen the desktop to save the files, you should have the icons shown below somewhere on your desktop.



When instructed to run the files in the procedure below, double click the icon.

## Order of Installation

1. KCPC (includes ADMIS)
2. TBS (Treatment Billing)
3. NFuse Web Client (for machines that will perform the NFuse File Transfer option.)

## Procedure

1. **Download** – Download/Save the installation files for the KCPC System and the Treatment Billing System on the Desktop. NOTE: 4<sup>th</sup> Time DUI Grant providers must download the Treatment Billing – other providers may download it if desired.
2. **Backup** - If any of the systems have been installed on the computer before, make sure that you have the data files backed up if they are to be restored (see above), and remove all of the systems through Add/Remove Programs in Control Panel, then remove and their respective folders in Windows Explorer.
3. **Install the KCPC System** – Run (double click) KCPC32ProviderInstall.exe. The installer will do some setup and then display this screen. Use the default settings and click *Install*, *Next*, and *Finish* on the next screens.



4. **Install the Treatment Billing System** (if needed) – Run (double click) TBS32Install.exe. The installer will do some setup and then display this screen. Use the default settings and click *Next*, *Next*, *Install*, and *Finish* on the next screens.

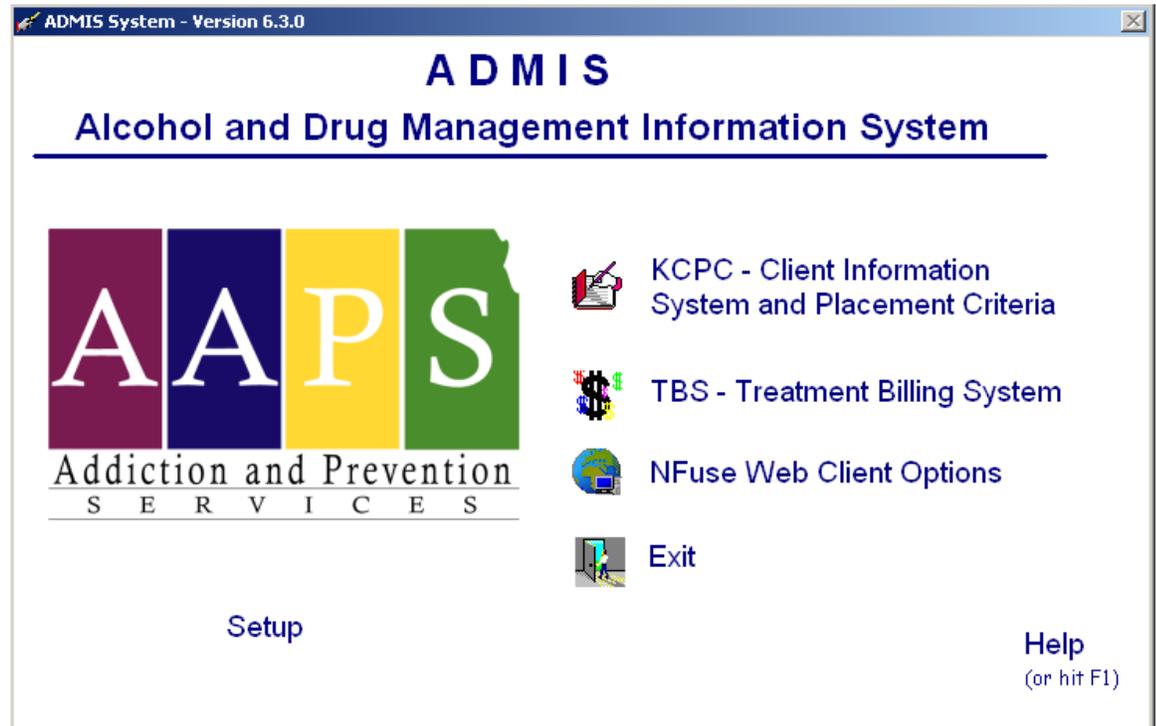


5. **Create ADMIS SYSTEM Shortcuts** – ADMIS is the startup program that launches the other systems. It is installed automatically with the KCPC System. To create a desktop shortcut, right click on a blank spot on the desktop and select New, then Shortcut. Click Browse and find the following file, then follow prompts:

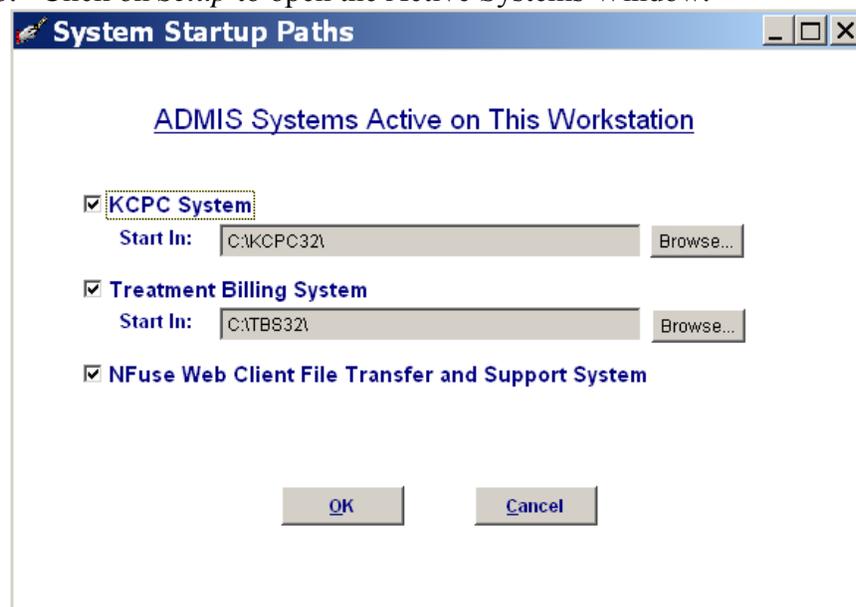
c:\kpc32\admis.exe (ADMIS System).

6. **ADMIS Setup** –

- a. Open the ADMIS program (double click on the ADMIS icon).



- b. Click on *Setup* to open the Active Systems Window.



Check the programs that this machine will use. This screen indicates where the program starts from, not where the data files are located. Click *OK*.

## 7. First Time KCPC Setup

### a. Main machine where data will reside (server machine).

- i. Start the KCPC System from the ADMIS screen. On the setup screen choose Server install type. **Do not** check Import Old KCPC Data.
- ii. Click OK, then OK to the Setup Successful message.
- iii. **If you are restoring saved data:**
  1. Click 'Exit' on the login screen.
  2. Close ADMIS from the screen or the taskbar.
  3. Overlay the new KCPC32\Data folder with the KCPC Data folder that you backed up.
  4. Restart ADMIS and KCPC. You should be able to log in as any user and your client files should be in place.
- iv. **If this is a new installation with no data to restore:**
  1. *(If new facility or location)* Save the two files received with your e-mail, facility.dbf and facility.cdx into the KCPC32\data folder. This will ensure that your facility is included in the list of facilities.
  2. At the logon screen, log on with user name ADMIN and password RIKER1.
  3. When the location identifier screen comes up, click Edit, then drop down the provider list and choose your provider name. Click Save and Exit.
  4. Other user names can be added at this time or later (under Utilities and User Information). Security Levels (5: Read-Only) (9: Full Access). At least one other user must be added before work can be done on KCPC files.
  5. The Counselor and Interview Location tables may be updated under Utilities/Providers Tables. Entries in the Counselor table are used to select the Primary Counselor on Service Request screens.
- v. Exit the KCPC System

### b. Workstation machine where data is on another machine.

- i. Make sure you have the KCPC32 folder and the ASI (if necessary) data folder shared on the main (server) machine, and drives mapped to those folders on the workstation machine. The server drive must be between H and N.
- ii. Start the KCPC System from the ADMIS screen. On the setup screen choose Workstation install type.
- iii. Click the Browse button to locate the main KCPC32 system folder on the server machine
- iv. If you are using the ASI System, click the Browse button to locate the ASI Data location on the server machine.
- v. Click OK, then OK to the Setup Successful message.

- vi. The Login screen will appear. You may log in as any user already set up in the main system.
- vii. Exit the KCPC System

**8. First Time Treatment Billing Setup:**

**a. Main machine where data will reside (server machine).**

- i. Start the Treatment Billing System from the ADMIS screen.
- ii. Log in as ADMIN, password SHADOW.
- iii. **If you are restoring saved data:**
  - 1. Click 'Exit' on the login screen.
  - 2. Close ADMIS from the screen or the taskbar.
  - 3. Overlay the new TBS32\B2\_Data folder with the TBS32 B2\_Data folder that you backed up.
  - 4. Restart ADMIS and the Treatment Billing System. You should be able to log in client files should be in place.
- iv. **If this is a new installation with no data to restore:**
  - 1. At the logon screen, log on with user name ADMIN and password SHADOW.
  - 2. Go to Utilities/System Information and select your provider name.
  - 3. Go to Utilities/Update Rate Table and enter the rates for the appropriate modalities and funding sources at your location.

**b. Workstation machine where data is on another machine.**

- i. Make sure you have the KCPC32 folder, the TBS32 folder shared on the main machine, and drives mapped to those folders on this machine. The server drive must be between H and N.
- ii. Start the Treatment Billing System from the ADMIS screen.
- iii. Go to Utilities/System Information and alter the data path to your network locations.
- iv. Exit the Treatment Billing System.
- v. Open Windows Explorer (Right click on My Computer and choose Explore, or Right click on the Start Button and choose Explore).
- vi. Find c:\tbs32 and double click
- vii. Highlight the B2\_Data folder and delete it.
- viii. Re-enter the Treatment Billing System from ADMIS and log in. Your data should be available from the network drives.

9. NFUSE WEB CLIENT - If the machine you are installing on will do NFuse Citrix file transfers, do the following (If your computers are on a network/server, the network drive must be between H and N):
  - a. Open ADMIS and select NFUSE Web Client Options.
  - b. Select Connection Only for Support and click Run.
  - c. Log In on the Metraframe web page using the login and password provided to you in the installation e-mail.
  - d. Make sure you wait until all Opening messages have completed before selecting any icons.
  - e. You may be asked to install an activex component. Install this component following the screen instructions (yellow bar at the top of the screen will inform you if you need to install active).
  - f. Select AAPS File Transfer.
  - g. Again, wait until all Opening messages have completed.
  - h. You may be asked to select an access level. If so, choose Full Access and Never Ask Me Again.
  - i. After the first connection, you will not have to do items g-h again.

Installation and Setup are now complete.