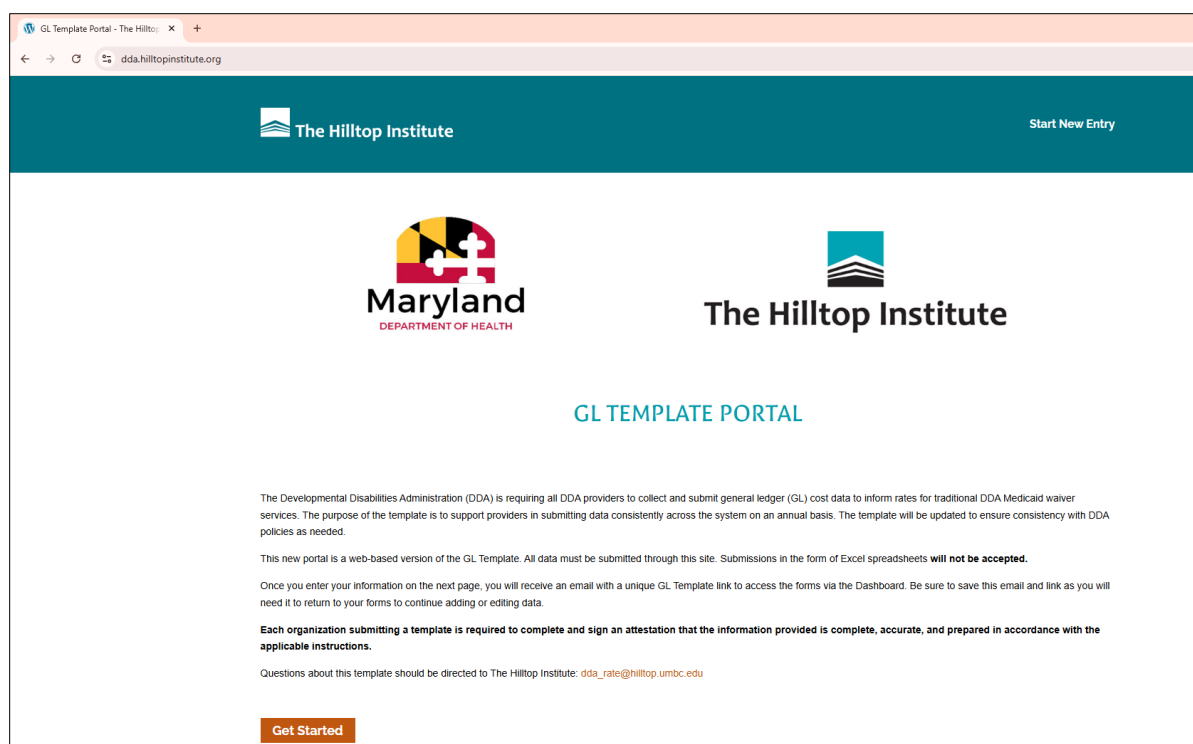




Instructions for Completion of the FY26 General Ledger Data Collection Template

Part 2 – Startup and Provider Information

Opening the GL Template Portal

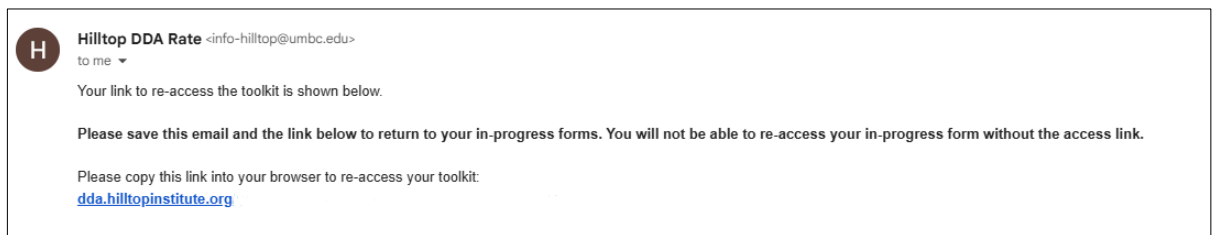


- Navigate to the GL Template Portal home page: <https://dda.hilltopinstitute.org/>
- Review the introduction to the GL Template Portal.
- Click "Get Started" in the bottom-left of the screen.
- Select from the "Provider Organization Name" drop-down menu (*Note: Each organization is limited to one GL Template*).

- If you are unable to find your organization within this list, please contact the Hilltop Institute at the following email address: dda_rate@hilltop.umbc.edu.
- e. Enter the preparer's contact information – this information will be utilized for communications related to feedback, edits, and resubmissions.
- If more than one individual from the agency will review, complete, or sign the attestation for the template, please add their contact information.
- f. Click "Submit" to generate a **personalized access link that will be sent via email**.

Accessing the Template Submission Dashboard

- g. A unique access link will be sent to the associated email address (pictured below) for access to the full GL Template Portal.
- Note: this link can be shared with others and used to access the template from multiple devices. **Do not share with anyone outside of your provider agency.**



- h. **Save this link securely. It is the primary access path to the Portal-based GL Template.**
- Note: only one entry per organization will be generated, please contact the Hilltop Institute (dda_rate@hilltop.umbc.edu) with any questions or issues related to accessing the GL portal.
- i. Click the link to open the link in a web browser (Chrome is recommended and mobile devices are not recommended). This link will navigate to the Template Submission Dashboard of the GL Template Portal (pictured below).



WELCOME TO THE FY 2026 GL TEMPLATE PORTAL!

All FY 2026 data must be submitted through this portal. **Submissions in the form of Excel will not be accepted.**

The GL Template is divided into five steps:

- Step 1: Provider Information** – Reports general organization information about including identification numbers, cost allocation methodologies, and staffing levels.
- Step 2: Service Categories Information** – Allows the selection of service tabs that will populate tabs for Steps 3 and 4.
- Step 3: Service Tabs** – Tabs that correspond to the services provided, including all applicable cost category data submissions. Records expenses incurred in service delivery.
- Step 4: Participant Tables** – Tables that correspond to services provided, records counts of service participants by group home size and staffing ratio where applicable. Submitted individually – data inputs cannot be saved in progress.
- Step 5: Summary Totals** – All calculated totals from the Service Tabs will be pre-populated in the Summary Totals chart. This final step requires review and attestation for submission of all data.

The bottom of each tab includes a "Form Status" bar. Select "In progress" and click "Save" to save data and come back to tabs for additions/edits.

Select **"Complete"** and click **"Save"** after all data is complete and reviewed. This will lock the tab and prevent further additions/edits until review.

Want to check your progress? The bar on the top right of the page will display completion status as each step is complete.

Check out the [Resources](#) page for training materials and helpful information.

The Form Status Box

The FY26 GL Template Portal includes a feature that allows users to save their progress and return to data entry tabs for further edits. The Form Status Box will only appear on the Provider Information tab and each individual service tab.

There are two options for saving progress in the Form Status box, outlined below:

- **In Progress**
 - Allows users to save all current entries and re-enter the portal as needed.
- **Complete**
 - Locks the tab with all current entries so users will not be able to re-open the tab from the Dashboard. Edits can be made using the link on the Summary Totals review table if needed.

FORM STATUS

Select **"In progress"** and click **"Save"** to save the data input into this tab for later additions/edits.

Select **"Complete"** and click **"Save"** after all data is input and reviewed, as the **"Complete"** option will lock the tab and prevent further additions/edits.

All tabs must be marked as **"Complete"** prior to submission of the template.

☒ In progress

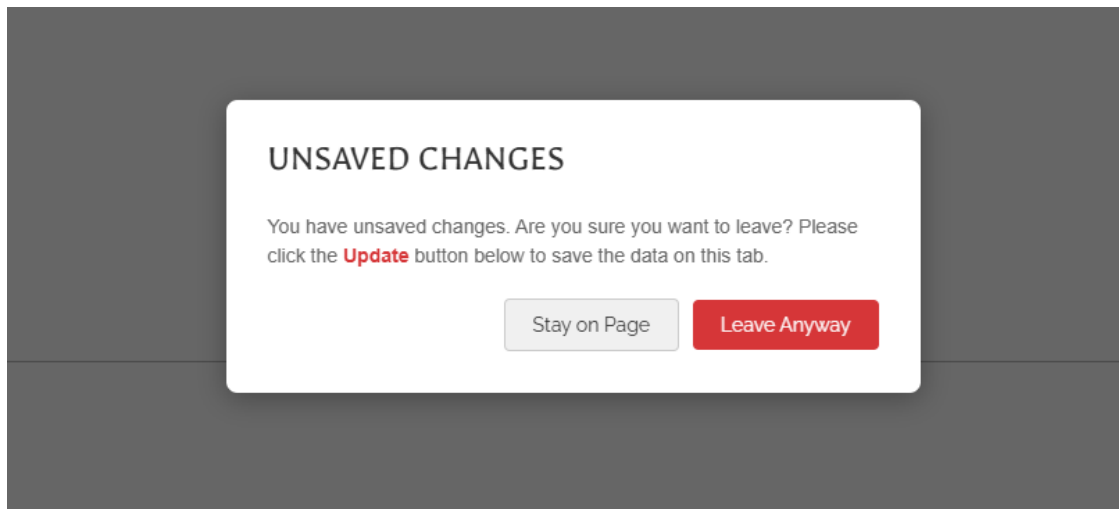
☐ Complete

SAVE

Step 1: Provider Information

- Within the Dashboard, navigate to the middle section of the webpage.
- Enter the Provider Information tab by clicking the "Provider Information" link under "Step 1: Provider Information".

- l. The Provider Information tab will display. Note that the following information is required to be entered prior to submission:
- Provider FEIN Number
 - Internal Accounting System used for tracking
 - Cost Allocation Methodologies for each cost category (enter N/A for unused cost categories)
 - For allocation of shared costs, providers should adhere to the approved cost allocation plan used in alignment with their audited financial reports. Cost allocation methodologies may include – but are not limited to—full time employees (FTEs), billable units, gross wages, or gross expenditures. Providers should document all cost allocation methodologies, including any assumptions or estimates made in the allocation process, on the *Provider Information* tab in the GL Template.
 - FTE & PTE staffing numbers – staffing level at beginning and end of FY, turnover (enter zeros if necessary)
- m. Once completed and reviewed, click the “Complete” option at the bottom of the page in the yellow “Form Status” box.
- n. To mark this form as complete for submission, click “Save” once the “Complete” option has been selected.
- To save progress for future edits/additions to a tab, ensure the “In progress” option is selected and click “Save”.
 - ***Note that selecting the “Complete” option and clicking “Save” will lock this tab and prevent any further edits.***
- o. Once all progress has been saved using the Form Status box, the page will redirect you back to the Template Submission Dashboard.
- **Note:** navigating away from a tab with unsaved changes will prompt a pop-up dialogue box (shown below).



The next steps of template submission can be found in Instructions Part 3: Service Tabs.

Technical Assistance

Providers with questions or in need of technical assistance when completing the template are encouraged to send an email to dda_rate@hilltop.umbc.edu.