



Instructions for Completion of the FY26 General Ledger Data Collection Template

Part 4 – Review and Submit

Summary Totals

- a. Upon completion of all tabs, click on *“Review Summary Totals and Submit”* within Step 5: Summary Totals on the Template Submission Dashboard
- b. Review the data displayed within the table:
 - The columns in the table display previously entered data from the selected service tabs.
 - The first row, “Entry”, displays hyperlinks that correspond to each tab’s status (outlined below).
 - The “Edit” option will appear below each tab title with the “Pending” status, clicking this option will navigate back to the corresponding service tab.
 - The “Reopen” option will populate in this field if the tab has been saved as “Complete”. Despite this status, clicking “Re-open” will allow for further edits by reverting the tab back to the “Pending” status, which provides an opportunity to check the summary totals figures and correct data inputs where necessary.
 - The “Review” option will populate for any tab that has the “Complete” status, and displays a non-editable version of the tab with all data entered and saved.
 - The second row, “Status” provides the current Form Status selection for each tab.
 - Ensure all tabs have been reviewed and marked as “Complete”.
 - The next seven rows correspond to the seven cost categories on each tab, with totals shown for each cost category for each tab – utilize these totals to benchmark against internal accounting figures.
- c. Review the DSP Average Wage Summary box

- The wages input on the Provider Information tab have been averaged, if more than one DSP level, and displayed under “Reported DSP Average Wage”.
- The figure under “Calculated DSP FTE/PTE Staff Average Wage from Service Forms” is a calculated average from the DSP wage related cost items input into each service tab.

DSP AVERAGE WAGE SUMMARY

Please ensure that the average wage reported on the Provider Information tab matches with the actual wages input using the DSP FTE/PTE Staff Wages item.

Reported DSP Average Wage:
\$20.00

Calculated DSP FTE/PTE Staff Average Wage from Service Forms:
\$22.00

- These numbers should align, although there may be small discrepancies depending on staffing conditions and other wage-related fluctuations.
- d. Complete the attestation form:
- Review the attestation statement and click the checkbox to the left to expand the form.
 - Review the statements on the form and enter the provider organization name, the name of the CFO or relevant administrator, and the report period dates.
 - Sign the statement certifying the attestation as complete.
- e. **Submit All data.**
- Once all data has been reviewed, click “Submit All data” on the Summary Totals tab to finalize the submission.

Hilltop Review and Feedback

- Upon submission of the data, the Hilltop Institute will review templates to provide feedback.
- Feedback will be sent via email and generated within the Portal by Hilltop.
- Once feedback has been sent, all relevant tabs will unlock and will be open for further edits.
- Templates will be reviewed to ensure the following:
 - All required fields are filled.
 - All populated service tabs contain cost items.
 - All services provided are represented.
 - Components align with expected ratios.

Resubmissions

- Feedback will be sent via email by Hilltop.
- Each feedback email will indicate the tabs that have been reopened for edits, the edits requested, and a due date for resubmission.
 - The feedback email will also include the unique template link necessary for reentry.
- Once all edits have been made, the “Submit All data” button on the Summary Totals tab will resubmit the template with updated data, replacing previous submissions.

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.

Data related to participants is collected in embedded tables, which exist separately from cost item entries for secure storage. Because of this, participant data must be entered and submitted within the same session, **data in participant tables will not be saved if it is not submitted.**