The Developmental Disabilities Administration
Provider Instructions for the Completion of the General Ledger Data Collection Template: FY 2025 Data

Purpose of the General Ledger (GL) Data Collection Template

The Developmental Disabilities Administration (DDA) is requiring **ALL DDA providers** to collect and submit general ledger cost data to inform rates for DDA traditional Medicaid waiver services. The purpose of the template is to support providers in submitting consistently high-quality data across the system on an annual basis.

The current template allows providers to include costs for services billed through PCIS2, *LTSSMaryland*, or a hybrid of the two systems. As needed, the template will be updated to ensure consistency with billing systems used, as well as DDA policies. *This means ALL DDA providers who provide DDA traditional Medicaid waiver services are required to complete the template, regardless of the billing system used.*

DDA Medicaid Data to Be Collected

The template captures provider costs when delivering the specified services. Seven standard cost categories are used across all services and are defined on the *Cost Categories Defined* tab:

1. Direct Care Staff/Direct Support Professional
2. Employment-Related Expenses
3. Program Support
4. Facility
5. Transportation
6. Training
7. General and Administrative

Cost data for each relevant cost category for a particular service should be entered. It is possible that not all cost categories are relevant for a particular provider for a specific service.

Cost Category Data Points: The cost category data points include *specific cost items* (e.g., office equipment in General and Administrative) *and the associated hours and expenses.* Collecting the itemized costs is essential to ensure consistency for data-driven rate setting. **Once a cost has been documented in one cost category, it should not be put in another,** as this would cause a duplication of costs and artificially inflate actual costs incurred.

Geographic Locations: Data will be collected by the geographic locations, either the *Rest of the State* (ROS) or the *Geographic Differential* area:

- The Geographic Differential area includes Montgomery, Prince George's, Calvert, Charles, and Frederick Counties.
- All other counties are considered "ROS."

Cost Allocation: To ensure consistency in cost reporting practices, providers should review the cost categories in Appendix B or on the *Cost Categories Defined* tab in the GL Template. Providers should identify all relevant direct (or billable) costs and indirect (or non-billable) costs and report them in the applicable cost category. For resource documents, please visit DDA's website: (will add in new link once updated resource documents are uploaded by DDA).

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—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.

The DDA will regularly review the GL Template instructions, guidance, and summitted data to adjust cost allocation practices and guidance as needed.

*Evidence that your completed general ledger template reconciles with your audited financial statements **IS NOT** required to be submitted at this time. Your organization will be required to complete and sign an attestation (see Appendix A) that the information provided in the GL Template is complete, accurate, and prepared in accordance with the applicable instructions.*

FY 2025 Template Updates

Using feedback from the provider community, Hilltop sought to simplify and streamline the GL Template. Updates to the template include:

1. The *Background* tab includes additional clarifications regarding when to use the dedicated hours tab (R0-DH), the tab for reporting combined residential services (R2-DH.CL), and the tab for reporting combined day habilitation group sizes (M3-DH).
2. The *Provider Information* tab contains clarifications for reporting the number of direct support professional (DSP) staff at the different credential levels and DSP staffing patterns.
3. The *Service Information* tab is new this year. Providers will check off which services they provided in FY 25 and only those tabs will appear for providers to populate. To further assist providers, logic has been added that guides providers by allowing only specific service tabs to be populated based on other tabs selected. For example, if a provider delivered day habilitation service by different group sizes but is unable to break out the costs by each group size, they would check the M3-DH service tab and then would not be permitted to check off any of the other day habilitation group size tabs.
4. Each service tab contains drop-down menus for the specific cost items. Space has been allotted for providers to identify *other* cost items not listed in the drop-down menu. Providers are not permitted to add or delete any rows or columns.
5. An additional tab has been added (*Crosswalk Cost Items* tab) that shows a crosswalk of cost items with drop-down menus that are included on each service tab.
6. Providers will need to enable macros in Excel in order to populate the *Service Information* tab to check the service(s) delivered. Detailed instructions for enabling macros are included in Appendix C of this document.

Completing the Template

1. **Complete the *Provider Information* Tab**
   a. All data points should be entered into Column B.
   b. Enter the requested information on the provider organization, the person completing the template, the accounting system used, and the date the template was completed.
   c. Provide the cost allocation methodology for each cost category.
   d. Report the number of DSPs by credentialed level at the end of FY 25 and the average hourly wage of each credentialed DSP level. If your organization does not have any DSPs at some of the levels, please leave that level blank.
   e. Report on DSP staffing patterns. Please ensure when reporting the number of DSPs employed at the beginning and end the FY, as well as vacancies and departures, that the numbers are mathematically correct. Please include any relevant information about adding or decreasing positions for the FY.
   f. Provide any feedback on the template in the space allotted (rows 50 and 51).

2. **Complete the *Service Information* Tab**
   a. Using the table with the complete list of deliverable services, providers should check off which services they delivered to participants in FY 25, see column B.
   b. Depending on the service, if only one billing system can be used, the billing system in column C will auto populate. However, if billing was permitted in either system, use the drop-down menu to identify which system was used.
   c. Use the drop-down menu in column D to choose the region that specific service was delivered in.
   d. Logic has been included to assist providers in determining which service tabs should be completed when the tab is there because a provider cannot break out a specific type of service at a more nuanced level. For example, if a provider is not able to break out day habilitation for small and large groups, they would check off the M3-DH tab and then would be unable to check off any other specific day habilitation group size.
   e. Once a service has been checked off, that specific service tab will then appear for the provider to populate with the cost category data.

3. **Complete Each Service Tab with the Requested Cost Category Data**
   a. New this year, providers will use drop-down menus to enter the cost item information.
   b. If a cost item that a provider incurred is not in the drop-down menu list (or mapped to a drop-down option), the provider may use the rows designated with *Other* to list the cost item AND provide a detailed description of the other cost item in column K (*Notes to the Reviewer)*.
   c. Providers are not permitted to add or delete columns or rows in the template.
   d. Notes to the reviewer may be entered in column K for any cost item.
   e. Providers will only be able to enter in the data for hours and expenses once the cost item has been chosen from the drop-down menu.
   f. Cost data should be entered into the appropriate billing system(s) columns and the appropriate region, i.e., ROS or the Geographic Differential, as applicable to that provider.
   g. Providers should complete the table(s) all the way to the right of the cost data table that asks for additional data regarding the number of participants served.

4. **Additional Information on Cost Category Data**
    a. Not all cost categories may be applicable for a given service for a given provider.
    b. Providers are asked to include both hours and cost data associated with each cost item:
        - There are times when *hours* may not be applicable to a specific cost item, e.g., unemployment insurance costs would not have a number of hours associated with it. In instances such as this, leave the *hours* column blank.
        - If the number of *hours* is not known but *hours* is an applicable data point, please leave blank BUT put a note in column K, *Notes to the Reviewer.*

Service Specific Highlights

1. **Residential Services (tabs R0-DH, R1-CL.ES, R2-DH.CL, R3-CL.GHw, R4-CL.GWwo, R5-CL, R6-ShL, R7-SLw, R8-SLwo)**
    a. If you ARE able to break out cost data by the base residential service, e.g., community living group or supported living, please use the tabs R1-CL.ES, R3-CL.GHw, R4-CL.GWwo, R7-SLw, R8-SLwo for *LTSSMaryland* only residential services. For the PCIS2 community living with group home only, please use tab R5-CL. If you are not able to break out any *Dedicated Hours* or *Add-On Supports* that were delivered by cost category, these costs should be entered into these base residential service tabs as appropriate.
    b. If you are NOT able to break out cost data by the base residential service and you need to combine costs for residential services that are offered, please use tab R2-DH.CL. Any *Dedicated Hours* or *Add-On Supports/Hours* should also be included on this tab. If the R2-DH.CL tab is checked on the *Service Information* tab, the other residential services will not be able to be checked.
    c. If you are able to break out costs for either *ALL Dedicated Hours* and/or *ALL Add-On Supports/Hours* across all residential services delivered, please put these in tab R0-DH. In this instance, the R2-DH.CL tab would not be able to be checked in the *Service Information* tab, but the applicable individual base residential service tab(s) would be.

2. **Day Habilitation Services (tabs M3-DH to M7-DH.Large)**
    a. If you ARE able to break out cost data by group size, please use tabs M4-DH.1to1, M5-DH.2to1, M6-DH.Small, or M7-DH.Large as needed. The M3-DH combined day habilitation group size tab on the *Service Information* tab would not be able to be checked if you select M4-DH.1to1, M5-DH.2to1, M6-DH.Small, or M7-DH.Large.
    b. If you are NOT able to break out cost data by group size, please use tab M3-DH. The remaining tabs M4 to M7 would not be able to be checked on the *Service Information* tab.

Important Items to Review Prior to Submission

1. **Provider Information Tab**
    a. Ensure all the requested data has been entered into column B.
    b. Ensure the number of DSPs at the beginning and end of the FY and the number of vacancies filled and departures, makes mathematical sense.
2. **Service Information Tab**
    a. Ensure that all appropriate services are checked.
    b. Complete the corresponding billing systems(s) and regions.

3. **Service Tabs**
    a. Ensure all data has been entered, including the boxes on the right of the spreadsheet regarding number of participants served.
4. **Naming the Completed GL Template**
    a. Please use this naming convention: ***Provider Name_FY25_GL***
5. **Naming the Completed Provider Attestation**
    a. Once the provider attestation has been completed, please use this naming convention: ***Provider Name_FY25_ATT***
6. **Submitting the Completed GL Template and Provider Attestation**
    a. A Qualtrics link will be sent out by the DDA at a later date for submitting the completed GL Template and provider attestation.
    b. Completed GL Templates and attestations will only be accepted via the Qualtrics link. This is to ensure data submitted is done in accordance with CMS small cell size suppression policy.

Crosswalk of General Service Categories with Specific Services

The table shown below is included on the *Background tab.* The table includes all the DDA Medicaid services currently included in the general ledger template.

Crosswalk: Service Types and Their Associated Tabs		
General Service Category	**Service Name(s) and Billing System(s)**	**Tab**
Residential	Dedicated Hours and/or Add-On Supports/Hours (*LTSSMaryland* AND/OR PCIS2) *Only use this tab when ALL dedicated hours or add-on supports are able to be broken out at the cost category level for base residential service(s). Cost category data for the associated residential service(s) should not be included in this tab.*	R0-DH
	Community Living Enhanced Supports—With Overnight Supervision (*LTSSMaryland*)	R1-CL.ES
	Multiple Community Living Services or Community Living Service(s) AND Supported Living Service(s) AND Dedicated Hours (or Add-On Supports/Hours in PCIS) (*LTSSMaryland* AND/OR PCIS2) *Only use this tab if more than one community living service is provided or if community living services(s) AND supported living service(s) are provided and the cost between the multiple residential services are not able to be broken out. If dedicated hours or add-on supports were also provided, those costs should be combined with the base residential services costs on this tab and not R0-DH.*	R2-DH.CL
	Community Living with Group Home—With Overnight Supervision (*LTSSMaryland*)	R3-CL.GHw

Crosswalk: Service Types and Their Associated Tabs		
General Service Category	**Service Name(s) and Billing System(s)**	**Tab**
	Community Living with Group Home—Without Overnight Supervision (*LTSSMaryland*)	R4-CL.Gwwo
	Community Living with Group Home in PCIS2—No Distinction Regarding Overnight Supervision (PCIS2)	R5-CL
	Shared Living (Levels 1, 2, and 3—*LTSSMaryland*) Shared Living—Individual Family (PCIS2)	R6-ShrL
	Supported Living—With Overnight Supervision (*LTSSMaryland*)	R7-SLw
	Supported Living—Without Overnight Supervision (*LTSSMaryland*)	R8-SLwo
Meaningful Day	Career Exploration (CE) (Facility Based, Small Group, Large Group – *LTSSMaryland* and PCIS2), Supported Employment (PCIS2), Employment Discovery and Customization (PCIS2)	M1-CE
	Community Development Services—1 to 4 Clients; Staffing Ratios of 1:1 and 2:1; Community Learning Services (*LTSSMaryland* AND/OR PCIS2)	M2-CD
	Day Habilitation—Small Groups (2 – 5), Large Groups (6 –10); Staffing Ratios of 1:1 and 2:1 (*LTSSMaryland* AND/OR PCIS2) *This tab should only be used if more than one staffing ratio and/or group size for day habilitation service is provided and the costs between the multiple group sizes are not able to be broken out*.	M3-DH
	Day Habilitation; Staffing Ratio of 1:1 (*LTSSMaryland* AND/OR PCIS2)	M4-DH.1to1
	Day Habilitation; Staffing Ratio of 2:1 (*LTSSMaryland* AND/OR PCIS2)	M5-DH.2to1
	Day Habilitation—Small Groups (2 – 5) (*LTSSMaryland* AND/OR PCIS2)	M6-DH.Small
	Day Habilitation—Large Groups (6 –10) (*LTSSMaryland* AND/OR PCIS2)	M7-DH.Large
	Employment Services—Ongoing Job Supports AND Job Development (*LTSSMaryland*)	M8-ES
	Employment Services: Follow Along Supports AND Co-Worker Employment Services (*LTSSMaryland*)	M9-ES.FAS

Crosswalk: Service Types and Their Associated Tabs		
General Service Category	**Service Name(s) and Billing System(s)**	**Tab**
	Employment Services—Discovery Milestones 1-3 AND Customized Self-Employment (*LTSSMaryland*)	M10-ES.DM
Support Services	Brief Support Services (BSS) —Brief Support Implementation, Behavioral Consultation, Behavioral Assessment, Behavioral Plan (*LTSSMaryland* AND/OR PCIS2)	S1-BSS
	Environmental Assessment (*LTSSMaryland* AND/OR PCIS2)	S2-EA
	Housing Support Services (*LTSSMaryland* AND/OR PCIS2)	S3-HSS
	Personal Supports—Including Enhanced (*LTSSMaryland*)	S4-PS
	Nursing Supports (Nurse Case Management and Delegation, Nurse Health Case Management) (*LTSSMaryland* AND/OR PCIS2)	S5-NS
	Respite Care Services—Day (*LTSSMaryland* AND/OR PCIS2)	S6-RC.DAY
	Respite Care Services—Hour (*LTSSMaryland* AND/OR PCIS2)	S7-RC.HR
	Family and Peer Mentoring (*LTSSMaryland* AND/OR PCIS2)	S8-FAM.PEER

Technical Assistance

The Hilltop DDA Rate team will be providing technical assistance webinars in addition to one-on-one technical assistance as needed by providers. The schedule of the webinars will be announced and sent out by the DDA.

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

Submission of Completed General Ledger Templates

All providers are required to use the dedicated submission link (to come) to upload their completed templates for submission to Hilltop. This link will be shared directly from DDA via email in advance of the due date. This submission process protects participant data shared in your template.

****Please note, Hilltop will not be accepting any GL Templates via email. They will be accepted only via the dedicated submission link communicated by DDA.**

Appendix A. General Ledger Data Template Attestation

The Developmental Disabilities Administration: General Ledger Data Template
Fiscal Year: ___________

Provider Name: ____

DDA Provider Number: ____

Provider Medicaid Number(s): ____

INTENTIONAL MISREPRESENTATION OR FALSIFICATION OF ANY INFORMATION CONTAINED IN THIS REPORT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER FEDERAL LAW.

CERTIFICATION BY CHIEF FINANCIAL OFFICER OR ADMINISTRATOR OF THE PROVIDER ORGANIZATION:

I ______________________________ (name of CFO or Administrator) HEREBY CERTIFY that I have read the above statement and that I have examined the accompanying general ledger data prepared by_______________________________ (provider name) for the Developmental Disabilities Administration for the report period beginning ______________ and ending _____________, and that to the best of my knowledge and belief, it is a true, correct, and complete data prepared from the books and records of this provider in accordance with applicable instructions, except as noted.

X____
Signature of Chief Financial Officer or Administrator of this Provider

____
Title

____
Date Signed

Identifiers of person if additional information is needed:

Name: ____

Telephone Number: ____

E-mail Address: ____

Appendix B. Cost Categories Defined

Cost Category Descriptions

Cost Category	Additional Information	Items to Include	Items to Exclude
Direct Care Staff	Also called: Direct Support Professional (DSP). All staff that directly provide waiver services to participants.	1. Salaries for direct support professional	1. Administrative salaries (these are classified as *General and Administrative*)
		a. Direct Support Professional Level I Includes DSPs who have completed the basic training level.	2. Wages/salaries for essential staff not directly providing a service even if these staff are interacting with clients (these wages/salaries would be included in *Program Support* cost category)
		b. Direct Support Professional Level II Includes DSPs who have achieved credentialing through the National Alliance for Direct Support Professionals (NADSP) or the Maryland DSP Consortium credential.	3. Costs incurred by staff while not providing services (e.g., drive time, which is *Transportation*)
		c. Direct Support Professional Level III See DSP Level II	4. Fringe/benefits (these are classified as *Employment-Related Expenses*)
		2. Hourly wages for DSPs	5. Bonuses (these are *Employment-Related Expenses*)
		3. Direct time portion of overtime wages	6. Vacation/holiday/other pay (these are *Employment-Related Expenses*)
		4. Contracted staff providing direct support	7. Exclude the overtime portion of wages (i.e., the overtime portion of the overtime wages is included in *Employment-Related Expenses*)
Employment-Related Expenses	Other costs incurred in employment of all staff	1. Insurance	1. Salaries/wages (these are in the cost categories of *Direct Care Staff* or *Program Support* or *General and Administrative*)
		a. FICA	2. Transportation costs (these are in the cost category *Transportation,* unless it is a transportation cost associated with general and administrative and then it would go in the *General and Administrative* cost category)
		b. FUTA/SUTA	3. Training costs (these are in the cost category *Training,* unless it is a training costs associated with general and administrative staff

Cost Category Descriptions

Cost Category	Additional Information	Items to Include	Items to Exclude
			and then it would go in the *General and Administrative* cost category)
		c. Unemployment	
		d. Workers' compensation	
		e. Medical	
		2. Benefits	
		a. Tuition reimbursement	
		b. Retirement programs	
		c. Fringe benefits	
		d. Gifts/staff appreciation	
		3. Vacation/holiday/other pay	
		a. Paid time off (including accrued time)	
		b. Bonuses	
		c. Overtime portion of overtime wages	
		4. Hiring expenses	
		a. Fingerprinting services	
		b. Background checks	
Program Support	Cost required to provide service (wages/goods) specific to the program, not directly providing the service	1. Supplies and costs related to the specific service offered	1. Salaries/hourly wages for *Direct Care Staff* (these would be included in the *Direct Care Staff* cost category)
		2. Salary or hourly wage for Supervisors or Directors of Services	2. Salaries/hourly wages for *Administrative Staff* (these would be included in the *General and Administrative* cost category)
		3. Program support wages	
		4. Food related to specific services	
		5. Activity costs	
		6. Contracted services	
		7. Quality assurance activities	
		8. Medical supplies	
		9. Equipment costs	

Cost Category Descriptions			
Cost Category	**Additional Information**	**Items to Include**	**Items to Exclude**
		10. IT expenses	
		11. Share of direct care staff documentation time	
Facility	Costs for running a facility where services are offered	1. Rent (for service facility)	1. Office costs (these are in the cost categories *General and Administrative*)
		2. Mortgage (for service facility)	a. Rent
		3. Maintenance (for service facility)	b. Mortgage
		a. Hourly wage/salary for Facilities Manager	c. Maintenance
		b. Hourly wages for maintenance staff	d. Insurance
		c. Hourly wages for janitorial staff	e. Taxes
		d. Hourly wages for security	f. Utilities
		4. Insurance (for service facility)	
		5. Taxes (for service facility)	
		6. Interest on facility loans	
		7. Utilities (for service facility)	
		a. Water, electric, etc.	
		b. Phone bill	
		c. Cable	
		d. Internet	
		8. Depreciation on real property	
		9. Equipment costs	
Transportation	Costs incurred by transportation staff, transportation time, other transportation related costs	1. Driver hourly wages/salaries	1. Salaries/hourly wage for *Direct Care Staff* if they are providing a service during transportation (these would be *Direct Care Staff* costs)
		2. Salary or hourly wage for Vehicle Fleet Manager or Driver Manager	2. Staff costs for commute to work/off-the-clock (these would not be included in any cost category)
		3. Share of *Direct Care Staff* wages commuting on the clock	

Cost Category Descriptions

Cost Category	Additional Information	Items to Include	Items to Exclude
		4. Vehicle costs/maintenance/insurance	
		5. Vehicle depreciation	
		6. Tags, titles, and registrations	
		7. Other transportation costs (tolls, tickets, rentals, fuel, etc.)	
Training	Costs related to staff training, certifications, etc.	1. Training	
		a. Training staff hourly wages	
		b. Third party training costs	
		2. Conferences/conventions	
		3. Share of direct care staff time	
		a. New hire training	
		b. Staff development	
		4. Continuing education	
General and Administrative	Costs regardless of type of business (i.e., common to all businesses)	1. Administrative salaries	1. Costs related to the specific service offered (these are included with the cost category *Program Support*)
		2. Contracted administrative staff hourly wages	2. Rent/mortgage for service facility (these are included with the cost category *Facility*)
		3. Office rent	
		4. Office utilities	
		a. Water, electric, etc.	
		b. Phone bill	
		c. Cable	
		d. Internet	
		5. Office supplies	
		6. Management and executive salaries	
		7. General insurance	

Cost Category Descriptions			
Cost Category	**Additional Information**	**Items to Include**	**Items to Exclude**
		8. Advertising 9. Legal and accounting 10. Member dues and fees 11. Equipment costs 12. IT expenses	

Appendix C. Instructions for Macro Issues in Excel

When opening an Excel file containing macros, a security warning message might appear, indicating that the macros are disabled by default. This is a security feature to protect against potential malicious code. To enable macros, you can click "Enable Content" on the message bar or adjust macro settings in the Trust Center.

Here is a more detailed explanation:

1. Understanding the Security Warning

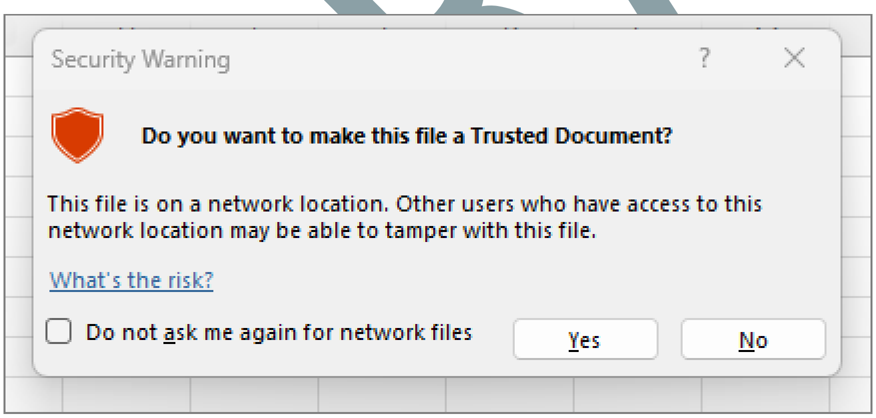
Excel, by default, disables macros from files downloaded from the internet or email attachments to prevent potential security risks.

2. The Message Bar

When you open a file with macros, a yellow message bar appears at the top of the window, warning you about the potential security risk and offering you the option to "Enable Content" or "Disable all macros".

If you see a security warning when you open a document or try to run a macro, you can choose to make it a trusted document and enable macros. This example is in an Excel workbook.

1. Select **Enable Content**.
2. In the **Security Warning** dialog, select **Yes** to make the document trusted.



3. Trust Center Settings

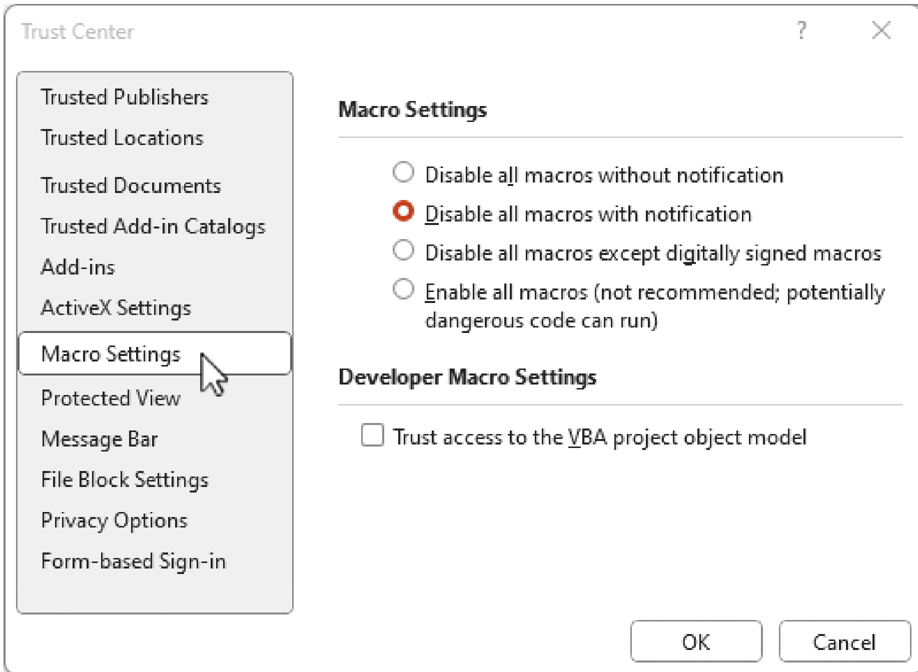
You can adjust macro settings in the Trust Center to control how Excel handles macros.

Macro settings are in the Trust Center.

1. Select the **File** tab and choose **Options**.

2. Select **Trust Center** and then choose **Trust Center Settings**.

3. In the **Trust Center**, select **Macro Settings**.



4. Select **Enable all macros (not recommended, potentially dangerous code can run)** and check the box in **Developer Marco Settings**, then select **OK**.

4. Add a Trusted Location

A trusted location in Microsoft Office is a folder that contains files you trust to be safe.

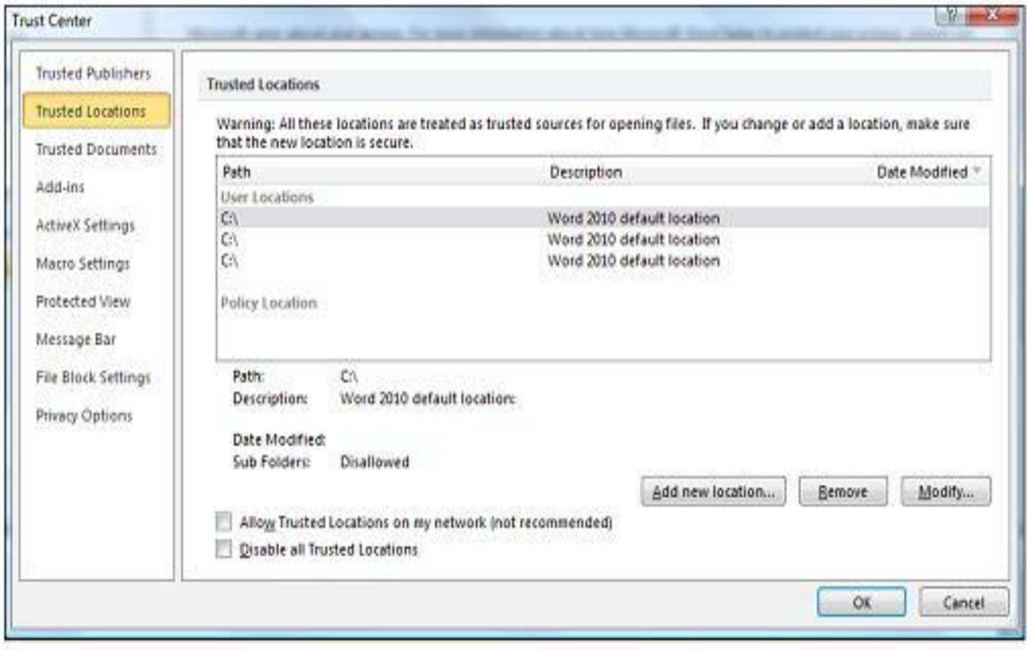
You should use a trusted location to store a file when you do not want that file to be checked by the Trust Center. Especially files with macros, data connections, or ActiveX controls (what we call active content).

If you think the active content in a file is from a reliable source, the best practice is to move the file to a trusted location.

Add a trusted location

1. In your Office app, click **File** > **Options**.

2. Click **Trust Center** > **Trust Center Settings** > **Trusted Locations**.

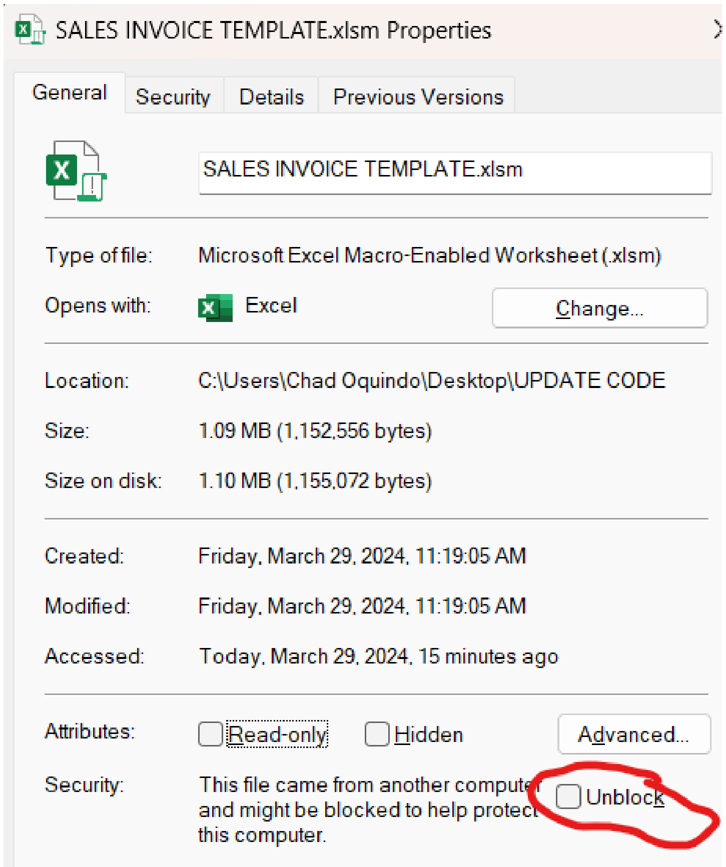


3. Click **Add new location**.

4. Click **Browse** to find the folder, select a folder, and then click **OK**.

5. Move your Excel to this folder

a. Closes the Excel File
b. Right click on the Excel file
c. Press Properties
d. Under General Tab look for the Security area (should be at the bottom part)
e. Tick the "Unblock" option and Press Apply and Ok



Video

How to Safely Enable or Disable Macros in Excel

How To Enable "Microsoft has blocked macros from running untrusted source" Setting

You may have issues with checking "Checkboxes" in the GL Template when your computer connects with external monitors. If you move a spreadsheet screen to an external monitor, you may not check any Checkbox in the GL Template. This is due to DPI scaling setting incompatibility between your computer and external monitors.

Solution: Use the same DPI scaling for all monitors.

Set all monitors to **the same scaling factor (e.g., 100%)**.

1. Right click on the desktop → Display Settings.
2. Under each display, set **"Scale and layout"** to **100%**.
3. Sign out and log back in to fully apply the change.
4. Reopen Excel and test the checkboxes.