

# **Provider Guide to HHS Accelerator Reports**



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## **Overview of HHS Accelerator Reports**

The HHS Accelerator System is the centralized procurement and contract financial management tool for New York City's Client and Community Service providers.

Client and Community Service (CCS) providers deliver vital services to New York City residents in need through thousands of contracts administered by the City of New York annually. The HHS Accelerator team has been dedicated to improving the business relationship between providers and City Agencies through:

- Collaboration with City Agencies to standardize and simplify Requests for Proposals (RFPs);
- A prequalification process where providers only need to share their basic organizational profile and submit critical background documents once every three years;
- Electronic issuance of Requests for Proposals (RFPs) and paperless submission of proposals;
- Electronic submission of budgets and invoices;
- Consolidated view of human services contract financial data and provider activity;
- Increased transparency for providers and Agencies, allowing providers to track the status of all procurements, proposals, contracts, budgets, invoices, payments and amendments in the system.

HHS Accelerator Reports is a new module that displays data dashboards and tables to highlight provider activity in the system.

HHS Accelerator Reports visualized and details activity data for your organization available in the following reports:

- 1. Financials: Funding Summary
- 2. Financials: Budget Utilization
- 3. Financials: Budget Category Utilization
- 4. Financials: Receivables
- 5. Financials: Advance Recoupment Status
- 6. Procurements: Proposal Summary



## **Utilizing HHS Accelerator Reporting Functionality**

#### Navigate to the Reporting Module

HHS Accelerator Information Document Vault Applications	Procurements Financials			
	Welcome: Verena Smith, Training Provider 2			
Provider Homepage	()			
Application	Filings			
Your Current Organization Status: Approved	Filings Status: Exempt			
Your Business Application Status: Approved				
Your organization has 0 pending Service Applications				
Your organization has $\underline{18}$ approved Service Applications				
1 or more Service Applications are expiring on 07/23/2016				
Procurements	U.			
RFPs you're eligible for will be released within 30 days	RFPs with draft or submitted proposals			
RFPs you're eligible for have due dates within 30 days	RFPs with proposals determined eligible for award			
Financials	0			
Budgets pending submission	Active Budgets			
Budgets returned for revision	Budgets pending approval			
Modifications and Updates pending submission	Modifications and Updates pending approval			
Modifications and Updates returned for revision	Invoices pending approval			
Invoices pending submission	Contracts pending registration			
Invoices returned for revision				
Documents Shared with your Organization	NYC.1D Account Management			
No organizations have shared documents with you at this time. This section will become active once an organization has granted you access to	User account requests requiring action			
1 or more documents.	Update your NTC.ID Name or Email.			
If you'd like to grant Providers or NYC Agencies view-only access to your documents, you can do so from your Document Vault	Update your NYC ID Security Questions			
accumenta, you can do so nom your <u>bocament vaut</u> .	Opdate your wrc.it/ Security Questions.			

1. Click the "**Reports**" icon to navigate to the Reporting Module.



#### **Reports Homepage**



Please note that if your organization does not have contracts in HHS Accelerator Financials in the selected fiscal year, this page will not populate with any data.

The default view for HHS Accelerator Reports is to display the Financial Reports Summary Tab for the current fiscal year.

- To view the financial summary information for a different fiscal year, select the "Fiscal Year" from the drop down menu.
- To view a standalone detailed report, select the report from the "Jump To" drop down.
- Or, click "View Detailed Report" next to the report dashboard on the Reports Homepage.

The Catalog of Reports section of this guide will go into detail about each financial and procurement report.

 Click the "Procurement Reports" tab to view reports from the Procurements Module.



#### **Filter a Report**

Filtering allows you to target your search and quickly modify data displayed on each report.

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IHS Acceler	Organization Information	Document Vault	Applications	Procurements	Financials		
						Welcome: Verena Smith,	Training Provider
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\$4M \$2M \$0							
Detailed	Report					EXPORT DETAIL	ED REPORT
Agency	CT#	Contract Title		Start Date	End Date	FY Amount (\$)	Pending FY Amendmen Amount (\$
DHS	CT123456789101234	DHS Procuremen	t 1	01/01/2016	06/30/2017	6,000,000.00	0.00
ACS	CT1234567891011123	ACS Procurement	t 2	01/01/2016	07/30/2017	5,000,000.00	0.0

 Click the "Filter Report" button to access the filter menu.

The filter menu displays a number of options for filtering displayed reports.

2. Select criteria to filter the report, and then click "Filter."



#### **Hover Tool Tips**

If you hover your cursor (but do not click) over an item in a report, a small box with information about the data point will appear.



1. Hover over a line or data point displayed in any report and further information will display.



#### **View Detailed Report**

The default view of the Reports Homepage is the summary for each report in the current fiscal year. Each report can also be viewed in detail, and a CSV export of the data is available.

Even decision       Organization Mommation       Document Vault       Applications       Procurements       Financials       Main Colors       Witterne Vaunt Vault         Main Procurement Reports       Procurement Reports       Procurement Reports       Jump to: Reports Homepage         A data dialyzed to based on the context financial information available that the first Academics replication.       Fiscal Year: 2017       Jump to: Reports Homepage         Functions       Programs       O g       Total Contracts       O Junt       Difference         522,330,300.30       S0.00       Total Amendments Pending       D17       Jump to: Reports Homepage         Budget Utilization - FY 2017       0         522,330,300.30       S0.00       Total Amendments Pending       S22,330,300.30         Budget Utilization - FY 2017       0         522,330,300.30       S0.00       Fiscal Year Active City Budget       Junt Tovalced         522,530,300.30       S0.00       Distal Amendments Pending       S22,330,300.30       Fiscal Year Active City Budget         522,531,550.50       S11,2556,366.50       Junt Tovalced       Junout Tovalced       Junout Disbursed         5330       Jung Sep Oct Nov Dec Jan Feb Mar Apr May Jun Post Junt Post Ju	D.0.075			Text Size: A
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Financial Reports       Procurement Reports         Al data dialayed is based on the central financial information available within the wind Academics application.       Fiscal Year: 2017       Jump to: Reports Homepage         Funding Summary       Image: Contracts       Image: Contracts       Image: Contracts       Image: Contracts         Agencies       Programs       Stoal Contracts       Image: Contracts       Image: Contracts       Image: Contracts         Stoal Fiscal Year City Budget       Stoal Amendments Pending       Image: Contracts       Image: Contracts       Image: Contracts         Stoad Fiscal Year City Budget       Stoal Amendments Pending       Stoad Year Active City Budget       Stoad Year Active City Budget         Stoad       Stoad       Stoad       Stoad Year Active City Budget       Stoad Year Active City Budget         Stoad       Stoad       Stoad       Stoad Year Active City Budget       Stoad Year Active City Budget         Stoad       Stoad       Stoad       Stoad       Stoad       Stoad         Stoad       Stoad       Stoad       Stoad       Stoad       Stoad         Stoad       Stoad       Stoad       Stoad       Stoad       Stoad       Stoad         Stoad       Stoad       Stoad       Stoad       Stoad       Stoad       Stoad     <				Welcome: Verena Diem, Training Provide
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Funding Summary       2017         4       5       9         Agencies       Programs       Total Contracts         522,330,300.30       \$0.00         Total Fiscal Year City Budget       Total Amendments Pending         Suggest State	with the new Accelerator approaches.			
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Agencies       Programs       Total Contracts         \$22,330,300.30       \$0.00         Total Fiscal Year City Budget       Total Amendments Pending         Budget Utilization - FY 2017       Image: Contract State Sta	4	5	9	
Star       Star       Star       Star       CUEW DETAILED REPORT         Budget Utilization - FY 2017       Image: Comparison of the star	Agencies	Programs	Total Contracts	
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Total Fiscal Year City Budget     Total Amendments Pending       Budget Utilization - FY 2017	\$22,330,300.	30	\$0.00	
Budget Utilization - FY 2017       Image: Construction of the second secon	Total Fiscal Year City	Budget Total	Amendments Pending	VIEW DETAILED REPORT
Budget Utilization - FY 2017				
Standinger Utilization - FY 2017 Standinger Utilization - FY 2017 Standinger Utilization - FY 2017 Standing Sep Ott Nov Dec Jan Feb Mar Apr May Jun Post Jun Standing Sep Ott Nov Dec Jan Feb Mar Apr Mar Apr May Jun Post Jun Standing Sep Ott Nov Dec Jan Feb Mar Apr	Budget Utilization			0
9 344       Fig3 Year Active City Budget         9 200       Fig3 Year Active City Budget         9 200       9 200         9 200       Fig3 Year Active City Budget         9 200       9 200	Budget Utilization -	FY 2017		e22 330 300 30
Signed Signed	\$ 24M			Fiscal Year Active City Budget
Signature State	\$ 22M			
S 184 S 184 S 184 S 124 S	\$ 20M			111 256 266 52
Amount Invoiced Amount Invoiced \$144 \$100 \$1	\$ 18M			\$11,256,366.50
State of the second	\$ 16M			Amount Invoiced
s 12M s 10M s 0M s 0M	\$ 14M		*	•
Strip Z0,090.51 Strip Z0,090.51 Amount Disbursed FY Active City Budget Amount Disbursed Amount Disbursed Amount Disbursed Strip Z0,090.51 VIEW DETAILED REPORT VIEW DETAILED REPORT Strip Z0,090.51 VIEW DETAILED REPORT Strip Z0,090.51 VIEW DETAILED REPORT Strip Z0,090.51 Strip Z0,0	\$ 12M			\$14 726 900 51
S BH	\$ 10M			\$14,720,090.31
VIEW DETAILED REPORT VIEW DETAILED REPORT	\$ 8M			Amount Disbursed
\$ 441       \$ 441 <td< td=""><td>\$ 6M</td><td></td><td></td><td></td></td<>	\$ 6M			
\$ 224       \$ 0       Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Post Jun         • FY Active City Budget       • Amount Disbursed         • Amount Invoiced       • Average Projected Utilization         Budget Category Utilization - FY 2017       Image: State S	\$ 4M			
\$0       Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Post Jun         FY Active City Budget       Amount Disbursed         Amount Invoiced       Average Projected Utilization         Budget Category Utilization - FY 2017       Image: State S	5 2M			
Jul Aug Sep Oct Nev Dec Jan Feb Mar Apr May Jun Post Jun FY Active City Budget Amount Disbursed Amount Invoiced WIEW DETAILED REPORT VIEW DETAILED REPORT VIEW DETAILED REPORT VIEW DETAILED REPORT VIEW DETAILED REPORT VIEW DETAILED REPORT Total City & Program Income	5.0			
FY Active City Budget     Amount Disbursed     Amount Invoiced      VIEW DETAILED REPORT	Jul Aug Sep	Oct Nov Dec Jan	Feb Mar Apr May Jup Post	Jun
FY Active City Budget     Amount Disbursed     Amount Disbursed     Amount Invoiced     Average Projected Utilization	yai nag sep			
Amount Invoice     Arrount Support     Arround Support     Ar	FY Active City Bud	get 🔶 Amount !	Disbursed	VIEW DETAILED REPORT
Budget Category Utilization - FY 2017         Image: specific category Utilization - FY 2017         Image: specific category Utilization - FY 2017         Image: specific category Catego	- Amount Involced	- Average	Projected Utilization	
Budget Category Utilization - FY 2017 Personnel Services Operations and Support Total City & Program Income	Anothe Invoiced	Average	Projected Conzación	
Budget Category Utilization - FY 2017			-	•
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Operations and Support	Personnel Services			Total City & Brogram Locome
Operations and Support	Operations and Support			Total City & Program Income
	Operations and Support	-		

1. Click the **"View Detailed Report"** button for the full report.



#### **Export Detailed Report**

Each detailed report page includes a data table on screen as well as an export option to generate a CSV file with additional data fields.

B.88.8	-					Text	Size: A A A
HHS Acceler	Organization Information	Document Vault	Applications	Procurements	Financials	1	2 📲
						Welcome: Verena Diem,	Training Provider 2
Reports: All data displays within the HHS Filter Report S20M \$18M \$18M \$18M \$18M \$18M \$18M \$18M \$18	Funding Sumr el is based en the contract fi Accelerator application.           Image: Summary -	mary Report nancial information avai	lable	et	3u	mp to: <u>Funding Summa</u> <b>\$22,330,300.3</b> Fiscal Year City Bud <b>\$0.00</b> Total Amendments I	0 Iget Pending
Agency	CT#	Contract Title		Start Date	End Date	FY Amount (\$)	Pending FY Amendment Amount (\$)
ACS	CT11111111111	DHS Procurement	1	07/01/2016	06/30/2017	6,000,000.00	0.00
DHS	CT22222222222222222	DHS Procurement	1	07/01/2016	06/30/2017	3,000,000.00	0.00
DHS	CT333333333333333333	DHS Procurement	2	07/01/2016	06/30/2017	1,000,000.00	0.00

1. Click **"Export Detailed Report"** to initiate download of the CSV file to your computer.

Please note that if you applied a filter to the report, the CSV file will contain the data filtered to this criteria.

The file will download in CSV format, but you may save it to your computer as an Excel file.



#### **Navigate between Reports**



- 1. Click the "**Jump To**" drop-down to quickly navigate to a different report.
- Re-apply filters to the new detailed report page as needed.



## **Catalog of Reports**

#### **Financials: Funding Summary Report**

The Funding Summary Report provides the aggregate value of your organization's Contract Budgets for Contracts that are Pending Registration or Registered, and Amendment Budgets for pending Amendments that have been initiated in the system. Contract and Amendment amounts will display for the selected Budget Fiscal Year. Pending Budget Modifications, Updates, and Amendments will not be included in the City Budget amount until they are approved and merged with the Contract Budget.



a.	The number of Agencies with which your organization has Contracts.
b.	The number of Agency Programs for which your organization has Contracts.
с.	The number of Contracts with funding in the selected Fiscal Year.
d.	The total value of Contract Budgets in the selected Fiscal Year.
e.	The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.
f.	The Fiscal Year for which data is filtered in the Funding Summary report.
g.	Click "View Detailed Report" to access the full report and corresponding CSV file.



## Financials: Funding Summary Detailed Report

W	C				_	Text	Size: A A
HS Accele	erator Organization Information	Document Vault	Applications	Procurements	Financials		1 🕐 🚽
						Welcome: Verena Diem,	Training Provide
Reports	> Funding Sum	nary Report					
II data display	yed is based on the contract fi 5 Accelerator application.	nancial information ava	ilable		Jur	np to: Funding Summa	ary
Filter Report	t 🕶						
Fundi	ng Summary -	FY 2017			0	100 000 000 0	
\$24M		Fisca	Year City Budg	et		\$22,330,300.3	0
\$22M		Tista	r rear only budg	UT	b	Fiscal Year City Bud	lget
\$20M	a						
\$18M						\$0.00	
\$16M	Ê.				C	Total Amendments	Pending
\$14M	l i i i i i i i i i i i i i i i i i i i					Total Amendments	renuing
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\$6M	Ē.						
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\$2M	1						
\$0	) ———						
						12	
etailed	Report				e	EXPORT DETAIL	ED REPORT
gency	CT#	Contract Title		Start Date	End Date	FY Amount (\$)	Pending F Amendme Amount (S
CS	CT11111111111	DHS Procurement	1	07/01/2016	06/30/2017	6,000,000.00	0.0
OHS	CT222222222222222222	DHS Procurement	1	07/01/2016	06/30/2017	3,000,000.00	0.0

a.	Funding Summary data for your organization.
b.	The total value of Contract Budgets in the selected Fiscal Year.
C.	The total value of Amendment Budgets for pending Amendments in the selected Fiscal Year.
d.	Detail of the data that populates the Funding Summary Report.
e.	The "Export Detailed Report" button allows your organization to export detailed data to a CSV file.



a.

#### **Financials: Budget Utilization Report**

The Budget Utilization Report provides the aggregate budgeted, invoiced and disbursed amounts for the selected Budget Fiscal Year. Only payments in Disbursed status are considered for this report. Payments are reflected in the month of disbursement. Pending Budget Modifications, Updates, and Amendments will not be included until they are merged with the Contract Budget.



c	Total value of Invoices in Pending Approval and Approved status in the selected Budget
•	Fiscal Year.

- Total value of Invoice and Advance payments in Disbursed status in the selected Budget d. Fiscal Year.
- This grid displays the details of Budget Utilization data for the Fiscal Year by Contract e. Level.
- Click on the "Invoice Level" tab to see the Budget Utilization data at an Invoice level. f.
- The "Export Detailed Report" button allows you to export the detailed data to a CSV file. g. Click on the Contract Level or Invoice Level tab to export the corresponding data.



#### **Financials: Budget Category Utilization Report**

The Budget Category Utilization Report provides the aggregate of the budgeted and invoiced amounts per budget category for the selected Budget Fiscal Year. Only Budgets in Active status are considered for this report. Pending Budget Modifications, Updates, and Amendments will not be included until they are merged with the Contract Budget.



a.	Budget Category Utilization data for your organization for the selected Fiscal Year.
b.	Total value of Budgets in Active status and total Program Income in the selected Fiscal Year.
с.	Total value of Budgets in Active status in the selected Fiscal Year.
d.	Total value allocated to Program Income for Budgets in Active status in the selected Fiscal Year.
e.	This grid displays the details of Budget Category Utilization data in the selected Fiscal Year.
f.	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.



#### **Financials: Receivables Report**

The Receivables Report shows the aggregate amount of Invoices and Advances that are not disbursed.



Receivables Report for the Fiscal Year.

а.

- Invoices Pending Submission is the value of Invoices in Pending Submission status.
- Invoices Pending Approval is the value of Invoices in Pending Approval status.
- Invoices Returned for Revision is the value of Invoices in Returned for Revision status.
- Advances Pending Approval is the value of Advances in Pending Approval status.
- Total Assignments is the value of assignment amounts for Approved Invoices and Advances that have not yet been paid.
- Proposed Payments to Provider is the (value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts + value of Approved Advances that have not yet been paid) – Total Assignments



b.	Value of Approved Invoices that have not yet been paid, excluding advance recoupment amounts that may have been added to Invoices.
с.	Value of Approved Advances that have not yet been paid.
d.	Total Proposed Payments to Providers for the selected Budget Fiscal Year.
e.	This grid displays the details of Receivables data for the selected Budget Fiscal Year.
f.	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.



#### **Financials: Advance Recoupment Status Report**

The Advance Recoupment Report shows the aggregate amount of disbursed Advances along with cumulative monthly Advance Recoupments.



a.	Advance Recoupment data for the Budget Fiscal Year.
b.	Total value of Advances in Disbursed status in the selected Budget Fiscal Year.
C.	Total value of Advance Recoupments on Invoices in Approved status in the selected Budget Fiscal Year.
d.	Difference between the Total Advanced Amount and Advances Recouped in the selected Budget Fiscal Year.
e.	This grid displays the details of Advance Recoupment data for the Budget Fiscal Year.
f.	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.



#### **Procurements: Proposal Summary Report**

The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.



a.	The Proposal Summary report shows the aggregate amount of procurement proposals in closed status.
b.	Average Score received on proposals.
c.	Rate of Selection on proposals submitted.
d.	This grid displays the details of Proposals Submitted and selection status.
e.	The "Export Detailed Report" button allows your organization to export the detailed data to a CSV file.