NEW YORK STATE CONSOLIDATED FISCAL REPORT

For the Period: January 1, 2013 to December 31, 2013

SCHEDULE CFR-i AGENCY IDENTIFICATION AND CERTIFICATION STATEMENT

Page_

			TYPE OF OWNERSHIP:					
AGENCY NAME:		AGENCY CODE:	NOT-FOR-PROFIT:					
AGENCY ADDRESS:		COUNTY NAME:	PROPRIETARY:					
		COUNTY CODE:	GOVERNMENTAL:					
	\Box Please check the box if the agency address changed from the prior reporting period.	_						
		SCHOOL CODE (SED ONLY):						
		FEDERAL EMPLOYER ID NUMBER:						
Person to Contact wit	h Regard to Questions Concerning this Report:	CERTIFIED FINANCIAL STATEMENT REPORTING PERIOD:						
Name	() Telephone Number	CHECK THE STATE AGENCY(IES):	I OPWDD I OASAS					
Title E-mail Address D Please check the box if	() FAX Number the person to contact changed from the prior reporting period.	CHECK THE CFR SUBMISSION TYPE: [[[[[[[[[[[[[[[ABBREVIATED CFR ARTICLE 28 ABBREVIATED CFR MINI-ABBREVIATED CFR					

MISREPRESENTATION OF ANY INFORMATION CONTAINED IN THIS REPORT MAY BE PUNISHABLE BY FINE AND/OR IMPRISONMENT UNDER NEW YORK STATE LAW.

CERTIFICATION STATEMENT

I HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT, THAT THE INFORMATION FURNISHED IN THIS REPORT HAS BEEN COMPLETED IN ITS ENTIRETY, AND IS IN ACCORDANCE WITH THE INSTRUCTIONS AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER ATTEST TO THE FACT THAT THERE ARE RECORDS AND ALLOCATION WORKSHEETS TO SUPPORT ALL THE INFORMATION CONTAINED HEREIN, IN THE CUSTODY OF THE ABOVE NAMED SPONSORING AGENCY. I ACKNOWLEDGE THAT THE DEPARTMENT OF MENTAL HYGIENE, OR ANY OF ITS OFFICES OR DIVISIONS, OR THE STATE EDUCATION DEPARTMENT, OR ANY OF ITS OFFICES OR DIVISIONS, MAY REJECT THIS REPORT IF IT HAS NOT BEEN FULLY, OR ACCURATELY COMPLETED.

Date

Name and Title

<u>(</u>)

Telephone Number

E-mail Address

Signature of Chief Executive Officer

□ Please check the box if the Chief Executive Officer changed from the prior reporting period.

COMPLETE ONLY	
IF THIS REPORT	
CONTAINS STATE AID	
FUNDED PROGRAMS	

NEW YORK STATE CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013



AGENCY NAME: _____ AGENCY CODE: _____

COUNTY/NYC - OPERATED OR VOLUNTARY LOCAL SERVICE PROVIDER CERTIFICATION

I certify that the attached statement fully and accurately represents all reportable income and expenditures made for services performed in accordance with the provision of the Mental Hygiene Law and approved budgets.

There are records and worksheets to support this statement in the custody of the above named agency. Such records and worksheets include the necessary summaries of payrolls and time records, abstracts from ledgers, registers or other expense records. All income from fees, all payments by other State or Federal agencies and any other income have been recorded, included and summarized in support of the amounts reported herein.

Records and worksheets, including records which show that the agency has applied for and received, or received formal notification of refusal of, all forms of third party reimbursement and federal aid, which may be appropriate for such services, are on file at the above location and available for audit by the Office of the State Comptroller and/or representatives of the New York State Commissioner of the Office of Alcoholism and Substance Abuse Services, Commissioner of the Office For People With Developmental Disabilities, or the Commissioner of the Office of Mental Health.

I understand that the State Aid paid on the basis of this certification for local assistance providers may be adjusted, modified and reduced if the records referred to above do not support this financial statement, and that such a reduction may require a repayment to the State of any overpayments which are disclosed by audit.

Signed:		Signed:	
	(For Voluntary Local Service Provider)		(For County/City Operated Local Service Provider)
Title:		Title:	
	(Service Provider's Chief Executive Officer)		(LGU's Chief Fiscal Officer)
Date:		Date:	

LOCAL GOVERNMENTAL UNIT CERTIFICATION

I have verified that the costs and revenue reported in the Total column of Schedule DMH-3 are consistent with the contract expenditures and income amounts as approved by this local governmental unit. I also affirm that the expenditures were necessary to provide the services covered by the approved budget and that further review will establish if all income has been fully reported.

I understand that the State Aid paid to this local governmental unit on the basis of this certification may be adjusted, modified and reduced if records are not available, or do not support this financial statement. I hereby recommend that final reimbursement be approved.

Signed: Director of Community Mental		
Local Governmental		
Unit: Specify		
Date:		
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CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013

SCHEDULE CFR-2 AGENCY FISCAL SUMMARY

Page ____

AGENCY NAME:	THE RECONCILIATION SCHEDULE MUST BE COMPLETED WHEN:
AGENCY CODE:	(1) the expenses and revenues in the CFR do not equal the expenses and revenues in the audited financial statements and
SCHOOL CODE: (SED ONLY)	(2) the reporting periods of the CFR and financial statements coincide.

	COLUMN NUMBER			1	2	3	4	5	6	7
Line	ITEM DESC	CRIPTION	Cost	AGENCY TOTALS					SHARED PROGRAM	OTHER PROGRAMS
No.	EXPENSES		Codes	(Sum Col. 2-7)	OASAS TOTALS	OMH TOTALS	OPWDD TOTALS	SED TOTALS	TOTALS	TOTALS*
1	Personal Services	(CFR-1, Line 16)	31999							
2	Vacation Leave Accruals	(CFR-1, Line 17)	32999							
3	Fringe Benefits	(CFR-1, Line 20)	33999							
4	OTPS	(CFR-1, Line 41)	34999							
5	Equipment-Provider Paid	(CFR-1, Line 48)	35999							
6	Property-Provider Paid	(CFR-1, Line 63)	36999							
7	Net Agency Admin.	(CFR-1, Line 65)	38050							
8	Adj./Non-Allow. Costs	(CFR-1, Line 66)	38030							
9	Total Adj. Expenses (Sum	Lines 1-7 minus 8)	38999							
	REVENUES									
10	Gross Revenues	(CFR-1, Line 95)	40999							
11	GAAP Adj. to Revenue	(CFR-1, Line 99)	43999							
12	Net GAAP Revenues (I	Line 10 minus Line 11)	44999							

* These amounts are not detailed elsewhere in the CFR and, therefore, will not crossfoot to CFR-1.

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CONSOLIDATED FISCAL REPORT

For the Period: January 1, 2013 to December 31, 2013

SCHEDULE CFR-4 PERSONAL SERVICES

																				Page
AGENCY NAME:AGENCY CODE:														FTE'S MUS	T BE CA	LCULAT	TED TO 3 DE	ECIMAL F	PLACES.	
Provide all applicable information. Refer to Appendix R for Position Title Codes and Defi Indicate the applicable staffing category on the line below to which each page applies. PROGRAM/SITE-PROGRAM ADMIN./LGU ADMIN. (Position Title Codes 100-599								lies.						e number of STRATION (9 series)	*	
	COLUMN NUMBER																			
	PROGRAM CODE ** (PR							()			()			()			()			()
	PROGRAM/SITE IDENTI	FICA	TION	NUN	IBER **															
	PROGRAM/SITE NAME																			
Position	PROGRAM/SITE ADDRE																			
Title Code	PROGRAM/SITE ADDRE	SS (I	Line T	wo)																
Appendix	COUNTY CODE	T	01.00					A		. <u> </u>	A			A			A			A
R	Position Title		Stand Work V 37.5	Wee	k	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid	Hours Paid	FTE	Amount Paid
					••															
			┼──																	
			<u> </u>	1																
			──																	
			┼──																	
			<u>† </u>																	
				 																
Total "Hour	s Paid", "FTE" and "Amount	Paic	l 1" for F	l Positi	ons															
		i ult		0010	0110.															

* Report Agency Administration in one column on a separate page.
 ** For OASAS, program code = service level and program/site = PRU level.

Totals are transferred to Schedule CFR-1 Line 16 (Program/Site, Program Administration & LGU Administration), or Schedule CFR-3 Line 1 (Agency Administration). Note: FTE's do not get transferred.

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CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013

SCHEDULE CFR-4A CONTRACTED DIRECT CARE AND CLINICAL PERSONAL SERVICES

Page _____

AGENCY NA AGENCY CO SCHOOL CO													
Refer to App	Refer to Appendix R for Position Title Codes and definitions. Report only program/site specific positions (Position Title Codes 200-399 series).												
Report only		es 200-399 s	eries).										
			<i>,</i> ,		· · · ·		<i>,</i> ,		<i>(</i>)		()		
	PROGRAM CODE (PROGRAM CODE INDEX)		()		()		()		()		()		
	PROGRAM/SITE IDENTIFICATION NUMBER												
	PROGRAM/SITE NAME												
Position	PROGRAM/SITE ADDRESS (Line One)												
Title Code	PROGRAM/SITE ADDRESS (Line Two)												
Appendix	COUNTY CODE		A I		A		A		A		A		
R	Position Title	Hours Paid	Amount Paid										
Total "Hours	Paid" and "Amount Paid" for Positions.												

Totals are transferred to Schedule CFR-1 Line 35 (Program/Site).

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CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013 SCHEDULE CFR-5 TRANSACTIONS WITH RELATED ORGANIZATIONS/INDIVIDUALS Page _

GEN	CY NAME	E:	AGEN	CY CODE: SC	HOOL CODE: (SED O	NLY)				
uesti	<u>ON A:</u> on #1:	NOTE: (OASAS and OPWDD providers of and defined in Article 25.06 of Mental Hyg During the reporting period, were there any P programs and/or agency administration?	giene Law and on page 18. AYMENTS TO related orga YES NO	2 of the CFR Manual. OASAS pr anizations or individuals associa If yes, Sections B and	roviders are also direc ated with the provider d C of this schedule n	cted to refer to Local s that involved any OA nust be completed.	Services B SAS, OMH	<i>ulletin 1</i> , OPWD	999-02. D and/or SED	
	<u>on #2:</u>	(Applies only to OASAS and OPWDD service provider received any financial aid/assistance	e or TO WHICH the service	provider provided financial aid/	assistance? YES _	NO If yes,	Section D	must be	completed.	
SECTI	ON B:	Please list all PAYMENTS TO related organiza								
1	2	3	4	5	6	7	8		9	
ine No.	ltem No.	PROGRAM/SITES AFFECTED ENTER PROG/SITE ID# (CODE) OR ADMINISTRATION	DESCRIPTION OF TRANSACTION	NAME OF RELATED ORGANIZATION/INDIVIDUAL	RELATIONSHIP TO PROVIDER*	AMOUNT OF TRANSACTION REPORTED	ALLOW COS		ADJUSTMENTS TO COSTS (COL. 7 MINUS 8)	
1 2										
3 4										
5										
ECTI	<u>ON C:</u>	For space lease/rental agreements listed in se	ection B above, detail the	related organization's/individual'	's allowable costs rep	orted in section B, co	ol. 8 above:			
1	2	3	4	5	6	7	8		9	
ine. No.	ltem No.	PROGRAM/SITES AFFECTED ENTER PROG/SITE ID# (CODE) OR ADMIN.	DEPRECIATION	MORTGAGE INTEREST	INSURANCE	PROPERTY TAXES	OTHI (SPEC) TOTAL ALLOWABL) COSTS	
2										
4 5										
ECTI	<u>ON D:</u>	(This section applies only to OASAS and OPV assistance or TO WHICH the service provider	• •	• • •	individual FROM WH	ICH the service provi	der receive	d any fi	nancial aid or	
1	2	3	4	5	e	5	7		8	
ine #	Item #	Name of Related Party/Individual	Street Address	City, State	Type of Financ	Financial Support/Aid		ing From	Funding To/From Amount	
1 2										
3										

NEW YORK STATE CONSOLIDATED FISCAL REPORT

For the Period: January 1, 2013 to December 31, 2013

SCHEDULE CFR-6 GOVERNING BOARD AND COMPENSATION SUMMARY

Page	
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				AGENCY CODE:			SCHOOL CODE (SED ONLY):		
	our agency also serve on the dividuals who receive compe				••	etail of the employee na d Trustees:	ame and position tit	e.	
	AMOUNT PAID		AMOUNT						
C D E									
	nose total annualized salary a mployees whose total annual	-	AND	-		f \$75,000 per year.			
(1)	(2)	(3)	(4)	(5)	(6) CONTRACTED	(7) TOTAL ANNUALIZED SALARY AND	(8)	(9)	
NAME	POSITION <u>TITLE CODE *</u>	AMOUNT <u>PAID</u>	<u>FTE</u>	ANNUALIZED <u>SALARY</u>	PAYMENT <u>AMOUNT</u>	CONTRACTED <u>PAYMENT</u>	FRINGE <u>BENEFITS</u>	OTHER BENEFITS **	
A B C.									
D									
4. List the five highest pa	id independent contractors (i (1)	ndividual or firm (2)	-						
А.	NAME	TYPE OF	SERVICE	AMOUNT PAID					
В					-				
					-				
	mployees whose annualized	-							
** Cash value of awards,	ted under more than one pos rewards, loans or other bene are received by all classes o	fits made in lieu	of, or in additio	n to, monetary comp	ensation or regula	ar fringe benefits. nsion Contributions, an	d Tuition Reimburs	ement)	

□ OMH □ OPWDD □ OASAS

NEW YORK STATE CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013



Page _

AGENCY CODE:						
Line COLUMN NUMBER	Cost					
No. ITEM DESCRIPTION	Codes					
1 Program Type	00071					
2 Program Code (Program Code Index)	00011	()	()	()	()	()
UNITS OF SERVICE						
3 OMH Units of Service	00121					
4 OPWDD Units of Service	00161					
5 OASAS Units of Service	00170					
EXPENSES*						
6 Personal Services	17010					
7 Vacation Leave Accruals	17020					
8 Fringe Benefits	17030					
9 Other Than Personal Services	17040					
10 Equipment-Provider Paid	17050					
11 Property-Provider Paid	17060					
12 Agency Administration	17080					
13 Adjustments/Non-Allowable Costs	17090					
14 Total Adjusted Expenses (Lines 6-12 minus 13)	17999					
REVENUES*					_	
15 Participant Fees (less SSI & SSA)	26010					
16 SSI & SSA	26020					
17 Home Relief/Public Assistance	26030					
18 Medicaid	26040					
19 Medicare	26060					
20 Other Third Parties	26070					
21 OPWDD Residential Room and Board/NYS OPTS	26080					
22 Transportation, Medicaid	26090					
23 Transportation, Other	26100					
24 Sales: Contract Total	26140					
25 Federal Grants (Detail Required)	26160					

* These amounts are the program type totals for all program/sites aggregated from Schedule CFR-1. This does not apply to agencies filing abbreviated CFR forms.

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39 Net Deficit Funding***

40 Other (Detail Required)

41 Total NON-GAAP Adjustments (Sum Lines 37-40)

42 Subtotal Adj. to Revenue (Sum Lines 35 & 41)

43 Total Net Revenues (Line 31 minus 42)

44 Net Operating Cost (Line 14 minus 43)

NEW YORK STATE CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013



Page

AGENCY NAME: AGENCY CODE: **COLUMN NUMBER** Cost **ITEM DESCRIPTION** Line Codes No. Program Type 00071 Program Code (Program Code Index) 00011 26 State Grants (Detail Required) 26190 27 LTSE Income Total (OMH and OPWDD only) 26220 28 SNAP (OASAS and OPWDD Only) 26240 29 Net Deficit Funding (State & LGU Funding only)* 26110 30 Other (Detail Required) 26230 31 Total Gross Revenues (Sum Lines 15-30) 26999 **GAAP ADJUSTMENTS TO REVENUE**** 32 Participant Allowance 27010 33 Uncollectible Accounts Receivable 27040 34 Other (Detail Required) 27045 35 Total GAAP Adjustments (Sum Lines 32-34) 27049 36 Net GAAP Revenues (Line 31 minus 35) 27025 NON-GAAP ADJUSTMENTS TO REVENUE** 37 Exempt Contract Income 27050 38 Exempt LTSE Income 27060

27070

27080

27998

27999

28999

29999

* Do not include non-funded or voluntary contributions.

** These amounts are the program type totals for all program/sites aggregated from Schedule CFR-1. This does not apply to agencies filing abbreviated CFR forms. DMH-1.2 *** Amounts should equal the corresponding amounts reported as revenue on line 29 above. Rev.

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NEW YORK STATE

CONSOLIDATED FISCAL REPORT

For the Period: January 1, 2013 to December 31, 2013

SCHEDULE DMH-2 AID TO LOCALITIES/ DIRECT CONTRACT SUMMARY

Page

AGENCY NAME:	PREPARED BY:				TELEPHONE: ()				
AGENCY CODE:									
COUNTY NAME & CODE:()	PLEASE CHECK: ESTIMATE					FINAL CLAIM			
Line COLUMN NUMBER	Cost								
No. ITEM DESCRIPTION	Codes								
1 Accounting Method									
2 State Contract Number / LGU Contract Number *	00200								
3 Program Type	00072								
4 Program Code (Program Code Index)	00012	()	()	() () ()			
EXPENSES									
5 Personal Services	18010								
6 Vacation Leave Accruals **	18020								
7 Fringe Benefits	18030								
8 Other Than Personal Services (OTPS)	18040								
9 Equipment-Provider Paid ***	18050								
10 Property-Provider Paid ****	18060								
11 Agency Administration	18080								
12 Adjustments/Non-Allowable Costs (Detail Required)	18090								
13 Total Adjusted Expenses (Lines 5-11 minus 12)	18999								
REVENUES									
14 Participant Fees (less SSI & SSA)	46010								
15 SSI & SSA	46020								
16 Home Relief/Public Assistance	46030								
17 Medicaid	46040								
18 Medicare	46060								
19 Other Third Parties	46070								
20 OPWDD Residential Room and Board/NYS OPTS	46080								
21 Transportation, Medicaid	46090								
22 Transportation, Other	46100								
23 Sales: Contract Total	46140			1					
24 Federal Grants (Detail Required)	46160								

* For direct contracts, enter the State Contract Number. For local contracts, enter the local Contract Number, if applicable.

** OASAS funded service providers cannot report vacation leave accruals for State aid reimbursement.

*** OASAS funded service providers cannot report equipment depreciation for State aid reimbursement.

**** OASAS funded service providers cannot report property related depreciation for State aid reimbursement.

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NEW YORK STATE

CONSOLIDATED FISCAL REPORT

For the Period: January 1, 2013 to December 31, 2013

SCHEDULE DMH-2 AID TO LOCALITIES/ DIRECT CONTRACT SUMMARY

														Page _
AGE	NCY NAME:	PREPARED BY:								TELE	PHONE:	()		
AGE	NCY CODE:	Please check the ple	he box if the p	oreparer	change	d from the	previous	submission						
	NTY NAME & CODE:()			-	_		PLE	ASE CHECK	ESTI	MATED	CLAIM		FINAL CLAIM	
	COLUMN NUMBER	Cost												
Line	ITEM DESCRIPTION	Codes												
No.	Program Type	00072												
	Program Code (Program Code Index)	00012	()		()		()	()		(
25	State Grants (Detail Required)	46190	```	ŕ		•				<i>.</i>		,		•
	LTSE Income Total (OMH and OPWDD Only)	46220												
	SNAP (OASAS and OPWDD Only)	46240												
	Net Deficit Funding (State & LGU Funding Only)*	46110												
	Other (Detail Required)	46230												
	Total Gross Revenue (Sum Lines 14-29)	46999												
	GAAP ADJUSTMENTS TO REVENUE													
31	Participant Allowance	47010												
	Uncollectible Accounts Receivable	47040												
	Other (Detail Required)	47045												
34	Total GAAP Adjustments (Sum Lines 31-33)	47049												
	Net GAAP Revenues (Line 30 minus 34)	47025												
	NON-GAAP ADJUSTMENTS TO REVENUE													
36	Exempt Contract Income	47050												
37	Exempt LTSE Income	47060												
	Net Deficit Funding**	47070												
	Other (Detail Required)	47080												
	Total NON-GAAP Adjustments (Sum Lines 36-39)	47998												
	Subtotal Adj. to Revenue (Sum Lines 34 & 40)	47999												
	Total Net Revenues (Line 30 minus 41)	48999												
43	Net Operating Costs (Line 13 minus 42)	49999												
_	DEFICIT FUNDING													
	State Share	60010												
	Local Government Share	60020												
	Service Provider Share (Voluntary Contributions)	60030												
47	Total Approved Deficit Funding (Sum lines 44 - 46)	60039												
48	Non-Funded	60040												

49 Total Net Deficit (Sum Lines 47-48)

* Do not include non-funded or voluntary contributions.

** Amounts should equal the corresponding amounts reported as revenue on line 28 above.

60999

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NEW YORK STATE

CONSOLIDATED FISCAL REPORT For the Period: January 1, 2013 to December 31, 2013

SCHEDULE DMH-3 AID TO LOCALITIES AND DIRECT CONTRACTS PROGRAM FUNDING SOURCE SUMMARY

						Page	
	PREPARED BY:			TELEPH	ONE: ()		
AGENCY CODE:	\Box Please check the box	k if the preparer cha	nged from the previo	ous submission.			
COUNTY NAME & CODE:()		PLEASE CHECK: ESTIMATED CLAIM					
Line COLUMN NUMBER	Cost					TOTAL	
No. ITEM DESCRIPTION	Codes						
1 Accounting Method							
2 Program Type	00073						
3 Program Code (Program Code Index)	00013 () () ()) ()	()		
4 Total Persons Served/Month	00220	Ý N	· · · ·	· · ·	``````````````````````````````````````		
5 Total Units of Service	00999						
6 Gross Cost/Unit of Service	70999						
7 Net Cost/Unit of Service	71999						
8 Please Check If Participant Specific Methodology Is Used (OPWDD ONLY)	72999						
9 A. Funding Source Code (Local Assistance) Index (OMH/OASAS only)	001	001	001	001	001		
10 Number Persons Served/Month	00260						
11 Number Units of Service	00250						
12 Total Adjusted Expenses	50999						
13 Less Applied Net Revenue	61999						
14 Net Operating Costs	62999						
15 State Contract Number / LGU Contract Number *	00201						
16 B. Funding Source Code Index (OMH/OASAS only)							
17 Number Persons Served/Month	00261						
18 Number Units of Service	00251						
19 Total Adjusted Expenses	50998						
20 Less Applied Net Revenue	61998						
21 Net Operating Costs	62998						
22 State Contract Number / LGU Contract Number *	00202						
23 C. Funding Source Code Index (OMH/OASAS only)							
24 Number Persons Served/Month	00262						
25 Number Units of Service	00252						
26 Total Adjusted Expenses	50997						
27 Less Applied Net Revenue	61997						
28 Net Operating Costs 29 State Contract Number / LGU Contract Number *	62997						
29 State Contract Number / LGU Contract Number * D. Totals From A-C Above	00203					l	
	51000						
30 Total Adjusted Expenses	51999			+	 		
31 Less Net Revenue	63999						
32 Net Operating Costs	52999						

* For direct contracts, enter the State Contract Number. For local contracts, enter the local Contract Number, if applicable.

DMH-3