



New York State Consolidated Fiscal Reporting Interagency Committee

November 2012

Dear Fiscal Officer:

The Consolidated Fiscal Reporting (CFR) Manual and forms for the January 1, 2012 to December 31, 2012 reporting period are now available. *A summary of notable changes to the Calendar Year 2012 CFR Manual as well as State Agency specific special information can be found on pages 2 and 3 of this letter;* other essential CFR information follows on the subsequent pages.

Acquisition of CFR Manuals and Forms

CFR manuals and forms are available for download from the NYS Education Department Rate Setting Unit's homepage at http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFR.html.

Consolidated Fiscal Reporting System (CFRS) Software

All service providers are expected to use CFRS software approved by the CFR Interagency Committee to create the appropriate CFR submission. Additionally, approved CFRS software can be used to create Consolidated Budget Reports (CBRs) and intra-year State Aid claims (CQRs) for the Calendar Year 2012 reporting period. The New York State Office of Mental Health is the sole vendor for the Calendar Year 2012 reporting period.

Service providers are expected to download the software via the Internet. When the NYS-issued CFRS software is approved, it will be available for download at the CFRS Home Page: <https://www.omh.ny.gov/omhweb/cfrsweb/default.asp>. As of this date, approval has not yet been issued for the Calendar Year 2012 reporting period.

For assistance with the New York State software, please refer to the CFRS Home Page and its Table of Contents or the CFRS Software Online HELP function. If you need additional assistance, please call the Help Desk at 1-800-HELPNYS (if outside of New York State call 518-474-5554); or e-mail at helpdesk@omh.ny.gov. The certifying/funding State Agencies may also be of assistance (see Section 8 of the CFR Manual for the related telephone numbers).

Calendar Year 2012 CFR Due Date(s) and Requests for Extensions

The due date of the Calendar Year 2012 CFR is May 1, 2013. A thirty day extension will be granted to providers who electronically complete and submit the Pre-Approved 30-Day Extension Request by May 1, 2013. The Pre-Approved 30-Day Extension Request Form must be electronically completed and submitted using Survey Monkey. No response to this extension request will be sent; therefore, you should print a copy for your files prior to submitting the completed form. The pre-approved extension does not apply to the required claiming schedules for all OASAS funded service providers. Please refer to Section 4.0 of the CFR Manual.

The link to the Pre-Approved 30-Day Extension Request is available from the NYS Education Department at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html

NOTE: A PAPER COPY OF THE EXTENSION FORM WILL NOT BE ACCEPTED BY ANY OF THE FUNDING STATE AGENCIES.

NYS Office of Alcoholism
and Substance Abuse Services (OASAS)
1450 Western Avenue
Albany, NY 12203-3526
Health Care Financing and Third Party
Reimbursement: (518) 485-2207
Financial Management:
(518) 457-3562
Homepage: <http://www.oasas.ny.gov>
E-mail: CFRS@oasas.ny.gov

NYS Office of Mental Health (OMH)
44 Holland Avenue, 7th Floor
Albany, NY 12229
CBFM – CFR Unit: (518) 473-3572
CBFM Group: (518) 473-7885
Homepage: <http://www.omh.ny.gov>
E-mail: CFR@OMH.NY.GOV

NYS Office For People With
Developmental Disabilities (OPWDD)
44 Holland Avenue, 5th Floor
Albany, NY 12229-0001
OPWDD Only:
CFR Processing Unit: (518) 402-4275
Claims: (518) 402-4321
Homepage: <http://www.opwdd.ny.gov>

NYS Education Department (SED)
Rate Setting Unit
Room 302 Education Building
89 Washington Avenue
Albany, NY 12234
(518) 474-3227
Homepage:
<http://www.oms.nysed.gov/rsu/home.html>
E-Mail: RATEWEB@MAIL.NYSED.GOV

Significant Change in the CFR Software

- A new field entitled “Certified Financial Statement Period” has been added in the CFR Software on CFR-i. Per Section 10 of the CFR Manual, providers are required to report the beginning date and ending date of the period covered by the certified financial statements in this field.

Special Instructions for OASAS Funded and/or Certified Service Providers

1. In Section 38 (Appendix E):
 - These program codes were added:
 - 2150 KEEP Units – Outpatient – Methadone
 - 3480 Permanent Supported Housing – High Frequency Medicaid Consumers
 - 5520 Primary Prevention Service
 - Deleted Programs:
 - 0507, 0840, 2110, 2150, 3001, 3538, 4030, 6040
 - The program title for 5550 was modified to “Other Prevention Services”

Special Instructions for OMH Funded and/or Certified Service Providers

1. In Section 13 (CFR-1 Line 74. Other Third Parties) – “Medicaid Managed Care” has been added to the predefined entries for OMH funded providers.
2. In Section 39 (Appendix F):
 - These program codes were added:
 - 1590 Performance Based Early Recognition Coordination and Screening Services
 - 2620 Health Home Care Non-Medicaid Care Management
 - 2730 Health Home Care Management
 - 2740 Health Home Care Management Service Dollars
 - 2850 Health Home Care Management Service Dollar Administration
 - 4800 Children and Youth Assertive Community Treatment (Licensed Program)
 - 6140 Transitional Business Model
 - Deleted Program 0790 - C&F Clinic Plus Outreach and Screening Services (Non-Licensed Program)
 - The program titles, descriptions and/or units of service were modified for program codes:
 - 1320 Vocational and Educational Services - Children and Family
 - 1590 Performance Based Early Recognition Coordination and Screening Services
 - 2620 Health Home Non-Medicaid Care Management
 - 2730 Health Home Care Management
 - 2740 Health Home Care Management Service Dollars
3. In Section 47 (Appendix N):
 - Added these OMH Only Funding Source Codes:
 - 570 Health Home Care Management
 - 570M Health Home Medicaid
 - Deleted this OMH Only Funding Source Code:
 - 046S School Support Project Expansion
4. In Section 51 (Appendix R), Position Title Code 356 – Early Recognition Specialist (ERS) was added.

Special Instructions for OPWDD Funded and/or Certified Service Providers

1. In Section 40 (Appendix G):
 - These program codes were added:
 - 0238 HCBS Community Habilitation Phase II (CH II)
 - 7090 VOICF/DD, Day Services
 - 7091 VOICF/DD, Day Services (Not Operated by Service Provider)
 - Programs 3090 and 6091 were deleted.
 - The program title for 0237 was modified to “HCBS Hourly Community Habilitation”
 - Units of services was revised for program 0416 – HCBS Waiver Plan of Care Support Service
 - Description modified for program 2091 - VOICF/DD, Sheltered Workshop (Not Operated by Service Provider)
 - The program title for 6090 was modified to “Day Program Services Included in the ICF/DD Reimbursement Rate (In House)” and the description was modified.
2. In Section 47 (Appendix N), funding source codes 095 and 184 were deleted.
3. Program type reporting is now required for ICF/DD (30 beds or less) Program Codes 0090, 0091 as well as for the related 0295 Residential Reserve for Replacement (RRR) – ICF/DD (30 Beds or Less) and the related ICF/DD (30 Beds or Less) add-on Program Codes 2090, 2091, 5090, 5091 and 6090. The OPWDD-1 and OPWDD-2 associated with these ICF/DD (30 Beds or Less) however, will still be required to be completed on a site-specific basis. Please refer to the revised Section 40 (Appendix G) of the CFR Manual for details.

Please note: Site specific reporting will still be required for ICF/DD (Over 30 Beds) Program Codes 1090 and 1091 as well as for the related 0296 Residential Reserve for Replacement (RRR) – ICF/DD (Over 30 Beds) and the related ICF/DD (Over 30 Beds) add-on Program Codes 2090, 2091, 5090, 5091 and 6090.

4. Section 13 (CFR-1 Line 68c. ICF/DD SED Contract) - When people with disabilities residing in a VOICF/DD attend a school program either operated by the ICF/DD provider or operated by another entity, the associated liability related to this **add-on** is to be reported on this line only. The increase revenue for this service that was added to the VOICF/DD rate should be reported as Medicaid in the related ICF/DD program.

Note: The educational expenses and revenue relating to an add-on to the ICF/DD rate for approved school program operated by the ICF/DD provider should be reported under the appropriate SED Program Code (see Appendix H for details regarding this program code).

Special Instructions for SED Funded and/or Certified Service Providers

NOTE: The Office of Vocational and Educational Services for Individuals with Disabilities (VESID) name has been changed to the Office of Adult Career & Continuing Education Service (ACCES).

Submission of the CFR Document

Service providers are expected to submit their completed Calendar Year 2012 CFR electronically via the Internet. Service providers will access the webpage at <http://www.omh.ny.gov/omhweb/cfrsweb/default.asp> to upload their CFR submission. On a daily basis, the information received is distributed to the appropriate State Agency(ies).

Submission of CFR Certification Pages

Please note that OASAS, OMH, OPWDD and SED currently do not accept electronic certifications or signatures for CFR submissions. Therefore, in addition to transmitting the CFR via the Internet, service providers must also submit signed paper copies of the required certification schedules (CFR-i, CFR-ii/CFR-iiA and CFR-iii) and certified financial statements to each funding State Agency by the due date in the CFR Manual. Sending copies of the certification schedules to the County or local DDSO does not fulfill this requirement. Copies of the certification schedules MUST also be sent directly to the state agencies. To determine if Schedules CFR-ii, CFR-iiA, CFR-iii or certified financial statements are required, please refer to Sections 2.0, 6.0, 11.0 and 12.0 of the CFR Manual. Please refer to pages 2.11 and 2.12 of the CFR Manual for information on where to send your agency's CFR certification pages and certified financial statements. Additionally, the Document Control Number (DCN) of your agency's Internet submission must match the DCN that appears on the paper certification schedules mailed to each funding State Agency.

Submission of Final State Aid Claim Schedules for OASAS

OASAS expects all service providers to prepare State Aid claim schedules using approved Consolidated Fiscal Reporting System (CFRS) software and to file those schedules electronically via the Internet.

Service providers receiving State Aid through a direct contract with OASAS are required to submit paper copies of CFR schedules CFR-i, CFR-iii and DMH-2 to the Bureau of Financial Management in Albany.

Service providers receiving State Aid through a local contract with a county Local Governmental Unit (LGU) should contact the county for their specific county submission requirements.

LGUs are required to submit paper copies of the CFR-i, CFR-iii and DMH-2 schedules for each service provider funded through a local contract to the Bureau of Financial Management in Albany.

Submission of Final State Aid Claim Schedules for OMH

Service providers receiving State Aid through a direct contract with OMH or through a local contract with a county must submit the required claim schedules via the Internet. Service providers receiving State Aid through a local county contract should contact the county for additional county specific submission requirements. No paper copies are sent to the OMH Contract and Claims Unit in Albany, nor are paper copies sent to the OMH Field Office.

Submission of Final State Aid Claim Schedules for OPWDD

Service providers receiving State Aid through a direct contract with OPWDD are required to submit a paper copy of the entire CFR along with an original signature State Aid Voucher (AC-1171) to the OPWDD New York City Regional Office (NYCRO) or CFR schedules CFR-i, CFR-iii, DMH-2 and DMH-3 to their DDSO, as applicable. Service providers receiving State Aid through a local county contract should contact the county for their specific county submission requirements.

Counties are required to submit paper copies of the following materials to the OPWDD Claims Unit in Albany:

- An original signature State Aid Voucher (AC-1171)
- A completed LGU Fiscal Summary (CQR-3)
- CFR-i, CFR-iii, DMH-2 and DMH-3 schedules for each service provider funded through a local contract.

CFR Training

Notification of training dates has been sent to you under separate cover. If you have any questions regarding training dates, please access one of the following websites:

- The SED Rate Setting Unit homepage at <http://www.oms.nysed.gov/rsu/home.html> or;
- The OMH CFR Unit homepage at <http://www.omh.ny.gov/omhweb/finance/train.htm>.

If you have any questions or concerns, please contact the appropriate State Agency listed on page 8.8 of the CFR Manual or refer to the CFR Resources listed on page 8.10 of the CFR Manual.

Sincerely,

Peter LaPan

Peter LaPan (SED)
Chairperson
CFR Interagency Committee

cc: Kathy Katz (OMH)
Eileen Bureau (OPWDD)
Warren D. Moessner, Jr. (OASAS)
Candace Adams Grossjohann (DOH)