



New York State Consolidated Fiscal Reporting Interagency Committee

May 2012

Dear Fiscal Officer:

The Consolidated Fiscal Reporting (CFR) Manual and forms for the July 1, 2011 to June 30, 2012 reporting period are now available. *A summary of notable changes to the 2011/2012 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 2011/2012 reporting period. The New York State Office of Mental Health is the sole vendor for the 2011/2012 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 2011/2012 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).

2011/2012 CFR Due Date(s) and Requests for Extensions

The due date of the 2011/2012 CFR is November 1, 2012. A thirty day extension will be granted to providers who electronically complete and submit the Pre-Approved 30-Day Extension Request by November 1, 2012. 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.**

<p>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</p>	<p>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</p>	<p>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</p>	<p>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</p>
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Special Instructions for OASAS Funded and/or Certified Service Providers

- ❖ The OASAS public web address has changed to <http://www.oasas.ny.gov>
- ❖ OASAS converted its employees email addresses to __@oasas.ny.gov

1. In Section 38 (Appendix E):
 - Deleted Programs:
 - 0507, 2110, 2150, 3538, 4030, 6040
2. In Section 47 (Appendix N), Funding Source Codes 053 and 091T were deleted.
3. In Section 51 (Appendix R), Position Title Code 327, Licensed Mental Health Counselor, was added.

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:
 - 2730 – Health Home Care Management
 - 2850 – Health Home Care Management Service Dollar Administration
 - 2740 – Health Home Care Management Service Dollars
 - 2620 – Health Home Non-Medicaid Care Management
 - 1590 – Performance Based Early Recognition Coordination and Screening Services
 - 6140 – Transitional Business Model
 - The program titles, descriptions and/or units of service were modified for program codes:
 - Program Code 1320 - Vocational and Educational Services - Children and Family
 - Program Code 2100 - Clinic Treatment
3. In Section 47 (Appendix N):
 - Added these OMH Only Funding Source Codes:
 - 115 Residential – Adult Operating
 - 115D Residential – Program Development
 - 115P Residential – Adult Property
 - 116 Residential – Children Operating
 - 116P Residential – Children Property
 - 560A Behavioral Health Organization
 - 570 Health Home Care Management
 - 570M Health Home Medicaid
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 programs were added:
 - 0228 Willowbrook Case Services
 - 0419 Portal-like
 - Programs 0236 and 3090 were deleted.
 - The program title for 0237 was modified to “HCBS Hourly Community Habilitation”
2. In Section 47 (Appendix N), funding source codes 095, 184 and 185 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, 4090, 5090, 5091, 6090 and 6091. 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, 6090 and 6091.

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 2011/2012 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 NYC Fiscal Summary (CQR-2)
- 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 (SED)
Chairperson
CFR Interagency Committee

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