



Consolidated Fiscal Reporting System Interagency Committee

Revised February 2024

Dear Fiscal Officer:

The *Consolidated Fiscal Reporting and Claiming Manual* (CFR Manual) for the calendar year January 1, 2023 to December 31, 2023 reporting period is now available. A summary of notable changes and State Agency specific information can be found on page two of this letter. Other essential CFR information follows on subsequent pages.

Acquisition of CFR Manuals

CFR Manuals are available for download from the CFR Manual Home Page at:
http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html

Consolidated Fiscal Reporting System Web Application (CFRS Web)

All service providers are required to use the CFRS Web approved by the CFR Interagency Committee to create an appropriate CFR submission. CFRS Web can also be used to create Consolidated Budget Reports (CBRs) for reporting periods through calendar year January 1, 2025 to December 31, 2025.

Version 42 of CFRS Web will be released in the future at which time the CY 2023 year will become available in the software for CFR preparation. CFRS Web can be accessed at
<https://omh.ny.gov/omhweb/finance/main.htm>.

Service providers should sign up for the CFRS Mailing List at <https://omh.ny.gov/omhweb/listserv/cfr.htm> to be notified of CFRS Web issues and solutions, and when updates are released.

Most questions regarding CFRS Web can be answered by reviewing the NYS CFRS webpage located at [Consolidated Fiscal Reporting System \(ny.gov\)](#) or the *CFRS Web User Guide* located in the CFRS Web Menu under HELP. After review, if additional assistance accessing or navigating CFRS Web is required, we recommend you contact a CFR State Agency representative before contacting the New York State Office of Information Technology Services.

If technical assistance is required, contact the Help Desk at 1-800-HELPNYS (1-800-435-7697) and select option #2, or email the Help Desk at healthhelp@its.ny.gov. If outside of New York State, please call 1-518-474-5554. Help Desk hours are 8:00 am to 5:00 pm, Monday through Friday. The certifying/funding State Agencies may also be of assistance (see pages 8.8 through 8.9 of the CFR Manual for the related telephone numbers).

2023 CFR Due Date(s) and Requests for Extensions

For OMH and SED filers, the due date for the calendar year 2023 CFR is May 1, 2024. A thirty-day extension will be granted to OMH and SED providers who electronically complete and submit the Pre-Approved 30-Day Extension Request by May 1, 2024. The Pre-Approved 30-Day Extension Request must be electronically completed and submitted using Microsoft Forms. No response to this extension request will be sent, therefore, a copy should be printed for your records prior to submitting the completed extension request. The link to the Pre-Approved 30-Day Extension Request will be available on the CFR Manual Home Page at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html.

For OASAS, OPWDD, DOH or OCFS filers, the due date for the calendar year 2023 CFR is June 1, 2024. There are no extensions available for OASAS, OPWDD, DOH or OCFS filers.

Significant Changes in the CFR Manual and CFRS Web

1. The COVID-19 and COVID-19S Schedules have been discontinued for the 2023C CFR and forward. Accordingly, Section 33B (COVID-19 – Informational Schedules) and Section 33C (COVID-19S – Informational Schedule (SED Only)) have been removed from the Table of Contents and Manual.
2. Section 1.0 (Introduction) of the CFR Manual was updated as follows:
 - The COVID-19 and COVID-19S Schedules were removed from the “Supplemental” section.
3. Section 2.0 (Submission Requirements) of the CFR Manual was updated as follows:
 - All references to the discontinued “COVID-19” and “COVID-19S” schedules were removed.
 - The Combination Submission Matrix was updated to include “Certified Community Behavioral Health Clinic”.
4. Section 7.0 (Methods of Accountings) of the CFR Manual was updated as follows:
 - All references to the discontinued “COVID-19” and “COVID-19S” schedules were removed.
5. Section 8.0 (General Instructions) of the CFR Manual was updated as follows:
 - The FAQ related to the OPWDD Workforce Stabilization Initiative was amended to reflect both Phase I (Title Series 200) and Phase II (Title Series 100 and 300).
 - Added a FAQ with instructions on how to report the New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program funding on the CFR.
 - The FAQ related to PPP Loan Forgiveness was updated to include OMH and OASAS specific information.
 - The FAQ related to Vital Access Provider (VAP) revenue was amended to not be specific to OMH.
 - All references to the discontinued “COVID-19” and “COVID-19S” schedules were removed.
 - The FAQ related to the Children and Family Treatment and Support Services (CFTSS) programs was updated with instructions to report the programs on the DOH CFR.
6. Section 9.0 (Getting Started) of the CFR Manual was updated as follows:
 - The CFRS Web assistance contact info was updated.
7. Section 11.0 (CFR-ii/CFR-iiA) of the CFR Manual was updated as follows:
 - Revised the CFR-ii and CFR-iiA schedules to add line 68b to the attestation.
 - Revised the CFR-ii and CFR-iiA schedules to remove OPWDD-5 from the attestation.
 - A note was added regarding the required CPA peer review and CPA registration with State Education Department (SED).
 - The definition for “CPA Firm Registration Number” was revised.
 - The definition and data field on CFR-ii/CFR-iiA for “CPA Firm Registered with NYS Education Department Through Date” was added.
 - A note was added regarding CPA firms that have enrolled in AICPA Peer Review but the peer review has not yet been completed on the CFR-ii/CFR-iiA.
 - The definition and data field on CFR-ii/CFR-iiA for “Last AICPA Peer Review Acceptance Date” was added.
 - The definition and data field on CFR-ii/CFR-iiA for “AICPA Member Number” was added.
 - A graphic showing the AICPA Website Public File Search was added.
8. Section 12.0 (CFR-iii – County/New York City Certification Statement and CFR-iv – Supplemental Attestation Schedule) of the CFR was updated as follows:
 - Question #4 on the CFR-iv schedule was divided into #4a and #4b. The newly added question refers to submitted Single Audits.

9. Section 13.0 (CFR-1 – Program/Site Data) of the CFR Manual was updated as follows:
- The pre-defined entry on line 79 “Federal Tax Credits (COVID-19)” was changed to “Federal Tax Credits”.
 - Line 97, “Provisions for Bad Debts – Revenue Deduction” was renamed “Reserved for Future Use”.
10. Section 14.0 (Agency Fiscal Summary, Reconciliation, and CFR-2A – Agency Data) of the CFR Manual was updated as follows:
- Changed the below line numbers of CFR-2A as follows:
 - From line 9 “Property & Equipment, Net” to line 9.1 “Property & Equipment, Net”
 - From line 12 “Debt - Current Portion” to line 12.1 “Debt - Current Portion”
 - From Line 13 “Long-Term Debt, Net of Current Portion” to line 13.1 “Long-Term Debt, Net of Current Portion”
 - Added the following lines to CFR-2A:
 - Line 9.2 – “Right of Use Assets”
 - Line 12.2 – “Lease Liabilities – Current Portion”
 - Line 13.2 – “Lease Liabilities – Net of Current Portion”
 - Line 35 – “COVID-19”
11. Section 16.0 (CFR-4 – Personal Services) of the CFR Manual was updated as follows:
- The “Standard Work Week” instructions were revised to remove all references to the “Other” column.
12. Section 19.0 (CFR-6 – Governing Board and Compensation Summary) of the CFR Manual was updated as follows:
- The CFR-6 threshold to report all employees earning more than \$125,000 was raised to report all employees earning more than \$150,000.
 - The CFR-6 instructions were updated to require all individuals operating under a contract with a separate (related or unrelated) entity that would normally fall under the title code 601, 602, and 603 to be reported on CFR-6.
 - A note was added to inform providers uploading a text file for CFR-6 that any data for column 9 will require manual entry.
13. Section 20.0 (DMH-1 – Program Fiscal Summary) of the CFR Manual was updated as follows:
- The pre-defined entry on line 25 “Federal Tax Credits (COVID-19)” was changed to “Federal Tax Credits”.
 - Line 33, “Provision for Bad Debts – Revenue Deduction” was renamed “Reserved for Future Use”.
14. Section 22.0 (DMH-2 – Aid to Localities/Direct Contract Summary) of the CFR Manual was updated as follows:
- The pre-defined entry on line 24 “Federal Tax Credits (COVID-19)” was changed to “Federal Tax Credits”.
 - Line 32, “Provision for Bad Debts – Revenue Deduction” was renamed “Reserved for Future Use”.
15. Section 33A (SUPP-1 – Upper Payment Limit and Data) of the CFR Manual was updated as follows:
- The adjustment “Provision for Bad Debt” from the Column 3 instructions was deleted.
16. Section 43.0 (Appendix J – Allocating Expenses for Shared Program/Site) of the CFR Manual was updated as follows:
- The “COVID-19 – Special Considerations” instructions were deleted.
17. Section 53.0 (Appendix T – Abbreviated Consolidated Fiscal Reports – General Instructions) of the CFR Manual was updated as follows:
- All references to the discontinued “COVID-19” schedule were removed.

18. Section 60.0 (Appendix AA – Audit Guidelines) of the CFR Manual was updated as follows:
 - CFR-1, line 97 was removed from the audit guideline procedures as the line was renamed.
19. Section 66.0 (Appendix GG – Allocation of the Integrated Outpatient Services (IOS) Clinic and Certified Community Behavioral Health Clinic (CCBHC) was updated as follows:
 - Instructions to report the CCBHC under program code 6350 were added.

Instructions for OASAS Funded and/or Certified Service Providers

1. Section 2.0 (Submission Requirements)

- The OASAS only Submission Matrix was updated to include providers that operate at least one certified and/or funded OASAS Program.
- The OASAS only Submission Matrix was updated to include “Certified Community Behavioral Health Clinic”.

2. Section 8.0 (General Instructions)

- The FAQ relating to reporting PPP Loan Forgiveness on the CFR was updated to include guidance for OASAS claiming schedules.

3. Section 21.0 (Introduction to DMH Consolidated Claiming):

- The instructions for CFR-3 Calculations of OASAS Non-Reimbursable Costs were updated to include positive and negative vacation leave accruals to the extent that the result is greater than or equal to zero.

4. Section 22.0 (DMH-2 – Aid to Localities/Direct Contract Summary):

- The OASAS reporting guidance for the total share of agency administration allocation was updated to include per program, the amount reported on DMH-2, line 11 cannot exceed the amount reported on DMH-1, line 12.
- DMH-2, line 44 OASAS only instructions were updated for programs that receive net deficit funding through a direct contract, the total of State Share (line 44) and Local Government Share (line 45) should equal Net Operating Cost (line 43). For local contract reporting, the county representative should be consulted for reporting requirements.
- DMH-2, line 45 OASAS only instructions were updated to report the amount of Local Government (public) funds that are considered maintenance of effort (MOE) support of the net operating cost. Local Government funds are funds raised by the county through a tax levy or some other means.
- DMH-2, line 48 OASAS only instructions were updated for programs that do not receive net deficit funding, report the program deficit or surplus. A program surplus is reported as a negative number. Programs that receive net deficit funding in the form of a direct contract should not use line 48. Programs that receive net deficit funding through a local contract should consult their county representative on line 48 reporting.

5. Section 23.0 (DMH-3 – Aid to Localities and Direct Contracts Program Funding Source Summary) of the CFR Manual was updated as follows:

- DMH-3, line 9 OASAS only instructions for funded service providers was amended to note changes in the available Funding Source Codes.

6. **Section 38.0** (Appendix E – OASAS Program Types, Definitions and Codes):

- The following OASAS programs were **added** to CFRS Web:
 - 4037 – Low-Threshold Buprenorphine
 - 6350 – Certified Community Behavioral Health Clinic (CCBHC) (Non-Licensed Program)
- A note was added regarding the reporting of CFTSS programs. Beginning with the calendar year 2023 CFR, CFTSS programs are reported on the DOH CFR. Please refer to Appendix HH for the complete program description.

7. **Section 47.0** (Appendix N – DMH Funding Source Codes)

- The following funding source code indexes were **added**:
 - 013B - Behavioral Health Parity – State Funding (OASAS Only)
 - 013J – NYS Drug Treatment & Education for Adult Use Cannabis (OASAS Only)
 - 013T - Opioid Settlement – State Funding (OASAS Only)
 - 013W - Opioid Stewardship – State Funding (OASAS Only)
- Separate lines with descriptions were **added** for the following funding source codes:
 - 013B - Behavioral Health Parity – State Funding (OASAS Only)
 - 013C - Various Categorical Grants – Federal Funding (OASAS Only)
 - 013E - Empire State Supportive Housing Initiative – State Funding (OASAS Only)
 - 013F - SAPT Block Grant – Federal Funding (OASAS Only)
 - 013G - Problem Gambling Services – State Funding (OASAS Only)
 - 013J - NYS Drug Treatment & Education for Adult Use Cannabis (OASAS Only)
 - 013S - General Fund – State Funding (OASAS Only)
 - 013T - Opioid Settlement – State Funding (OASAS Only)
 - 013W - Opioid Stewardship – State Funding (OASAS Only)

8. **Section 57.0** (Appendix X – Adjustments to Reported Costs)

- An OASAS only note was added to line #21: Professional credentialing and/or licensing fees for the purpose of maintaining qualified staff in OASAS programs are considered allowable costs in OASAS-funded programs.

Instructions for OMH Funded and/or Certified Service Providers

1. The name of program code 2100 (Clinic Treatment) has changed to **Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS)** and the new name was updated throughout the CY 2023 CFR Manual.
2. Instructions were added to multiple sections of the CY 2023 CFR Manual that are specific to **public school districts (PSDs) that file an OMH CFR only**:
 - a) **Section 3.0** (Reporting Periods)
 - Additional OMH instructions were added for determining the period that a PSD is required to submit an OMH CFR for.
 - b) **Section 14.0** (CFR-2/CFR-2A Agency Fiscal Summary/Reconciliation/ Agency Fiscal Data)
 - Guidance was added that indicates Schedule CFR-2, Column 9 – Other programs is not required to be completed by a PSD that files an OMH only CFR.

c) **Section 15.0** (CFR-3 Agency Administration)

- Guidance was added that makes the completion of Schedule CFR-3 optional for PSDs who file an OMH only FULL CFR.

d) **Section 16.0** (CFR-4 Personal Services)

- Guidance was added that makes the Agency Administration section of Schedule CFR-4 optional for PSDs that file an OMH only CFR.

e) **Section 53.0** (Appendix T Abbreviated Consolidated Fiscal Reports – General Instructions)

- Guidance was added that makes the Agency Admin worksheet optional for a PSD filing an OMH only Abbreviated or Mini-Abbreviated CFR.

3. Section 1.0 (Introduction)

- Instructions were added that indicate an OMH provider that is authorized to operate an OMH program through a designation process is required to file an OMH CFR.

4. Section 2.0 (Submission Requirements)

- The OMH only Submission Matrix was updated to include “Certified Community Behavioral Health Clinic”.

5. Section 8.0 (General Instructions)

- OMH specific information was added to the FAQ about the **Paycheck Protection Program (PPP) loan forgiveness**.
- A FAQ was added for **Special Mental Health Care Management (SMH CMA)** agencies that indicates the activities of PC 0780 should be reported on a single site/program code on the OMH CFR.
- The hyperlink in the OMH provider section of the PPP loan forgiveness FAQ was updated.
- The FAQ related to the OMH Federal Medical Assistance Percentage (FMAP) was amended to remove the reference to the deleted Covid-19 Schedule.

6. Section 22.0 (DMH-2 Aid to Localities/Direct Contract Summary)

- Line 39 - Other Non-GAAP Adjustments
 - The pre-defined line, “Community Residence (CR) Exempt Income owed to OMH for current period” was deleted.

7. Section 27.0 (OMH-4 – Units of Service By Payor By Program/Site)

- The name of line 11 was changed from “Participant Fees – Not Including Co-pays” to “Participant Fees – Not Including Co-pays and Deductibles”.
- The line 11 description was revised.
- The OMH-4 instructions were amended to include the Certified Community Behavioral Health Clinic (CCBHC) program.

8. Section 39.0 (Appendix F - OMH Program Types, Definitions and Codes)

- The following OMH program codes were **added**:
 - 1950 – Safe Options Support Team
 - 6350 – Certified Community Behavioral Health Clinic (CCBHC)
 - 8360 – Individual Placement and Support Employment Initiative

- The program descriptions of the following programs were **revised** to refer to Appendix HH:
 - 4900 – Children & Family Treatment & Support Services: Family Peer Support Services (FPSS)
 - 4910 – Children & Family Treatment & Support Services: Mobile Crisis Intervention (CI)
 - 4920 – Children & Family Treatment & Support Services: Youth Peer Support (YPS)
 - 4930 – Children & Family Treatment & Support Services: Psychosocial Rehabilitation (PSR)
 - 4940 – Children & Family Treatment & Support Services: Other Licensed Practitioner (OLP)
 - 4950 – Children & Family Treatment & Support Services: Community Psychiatric Support and Treatment (CPST)

- The following OMH program name and code description were **revised**:
 - 2100 - Mental Health Outpatient Treatment and Rehabilitative Services (MHOTRS) (Licensed program)
 - 2880 - Residential Treatment Facility Transition Coordinator - Community

- The following OMH program code descriptions were **revised**:
 - 0780 - Specialty Mental Health Care Management (Non-Licensed Program)
 - 1680 - CPEP Crisis Outreach (Non-Licensed Program – Associated with a Licensed CPEP Program)
 - 1920 - CPEP Extended Observation Beds (Non-Licensed Program – Associated with a Licensed CPEP Program)
 - 2730 - Health Home Care Management (Non-Licensed Program)
 - 3130 - CPEP Crisis Intervention (Licensed Program)

9. Section 47.0 (Appendix N - DMH Funding Source Codes)

- The following DMH Funding Source Codes were **added**:
 - 039 B – Adult Community Support – Office of Prevention and Health Initiatives – (OMH Only)
 - 048 M - Federal PATH Grant - (OMH only)
 - 079 – Adult Crisis Residence – (OMH Only)
 - 140 F – OMH Community Mental Health Loan Repayment Program – (OMH Only)
 - 503 A - Federal Grant COLA - (OMH only)

- The following DHM Funding Source Code was **revised**:
 - 074 – Child & Youth Crisis Residence – (OMH Only)

10. Section 50.0 (Appendix Q - Guidelines for OMH Residential Exempt Income)

- The instructions for Medicaid exempt income were updated to reflect changes that apply to OMH Community Residence programs.
- The “Exempt Income (all sources except Medicaid)” section was deleted.

Instructions for OPWDD Funded and/or Certified Service Providers

1. Section 1.0 (Introduction)

- OPWDD-5 was deleted from the “Supplemental” section.

2. Section 8.0 (General Instructions)

- All references to the deleted “OPWDD-5” schedule were removed.

3. Section 13.0 (CFR-1 – Program/Site Data):

- The following OPWDD only pre-defined entry on line 40 was added:
 - Health Access and Coordination Subscriptions - Medical Virtual Triage Services
- The OPWDD only note under line 51 – “Depreciation - Building” was deleted.
- The header “OPWDD Only – Supplemental Information” was added for lines 68a-68i.
- The following new OPWDD Informational Only lines were added:
 - Line 68h – Workforce Stabilization – Personal Services – Phase II (Title Series 100 and 300)
 - Line 68i – Workforce Stabilization – Fringe Benefits – Phase II (Titles Series 100 and 300)
- The Following OPWDD informational only lines were changed as follows:
 - Line 68f – “Workforce Stabilization – Personal Services” to “Workforce Stabilization – Personal Services – Phase I (Title Series 200)”
 - Line 68g – “Workforce Stabilization – Fringe Benefits” to “Workforce Stabilization – Fringe Benefits – Phase I (Title Series 200)”
- OPWDD predefined entries on CFR-1 line 94 were updated as follows:
 - Changed OPWDD predefined line entry on line 94 from “ARPA/Mirrored ARPA Funding (Workforce Stabilization – Phase I – Title Series 200)” to “Workforce Stabilization - Phase I - Title Series 200”.
 - Added new OPWDD predefined line entry on line 94- “Workforce Stabilization – Phase II – Title Series 100 and 300”.

4. Section 30.0 (Reserved for Future Use):

- Schedule OPWDD-5 was deleted, and Section 30.0 of the CFR Manual is now reserved for future use.

5. Section 40.0 (Appendix G):

- The following OPWDD program codes were added:
 - 0270 – Vocational & Employment Goods & Services
 - 0271 – ARPA Funded Contract

6. Section 47.0 (Appendix N):

- The following OPWDD DMH Funding Source Codes were added:
 - 161 – Vocational & Employment Goods & Services – (OPWDD Only)
 - 193 – ARPA Funded Contract (OPWDD Only)

7. Section 60.0 (Appendix AA):

- OPWDD only CFR-1, line 68b audit testing was added.
- OPWDD-5 was removed from the audit guideline procedures as the schedule was deleted.

8. Section 62.0 (Appendix CC – Compliance Review (LGU Only)):

- All references to the deleted schedule OPWDD-5 were removed.

Instructions for SED Funded and/or Certified Service Providers

1. Section 32A (SED-1 – Program and Enrollment Data):

- Instructions for January-December Service Providers were amended regarding the use of index codes.
- The instructions for FTE calculations were amended to include January-December Service Providers.
- Instructions for “Enrollment by Funding Source (Lines 100-107)” specific to January-December Providers were added.
- The instructions for “Total by Funding Source (Line 108)” were amended.
- The instructions for “Number of Days in Session (Line 109)” specific to January-December Providers were amended.
- Instructions for “Care Days (Line 110)” specific to January-December Providers were added.
- Instructions for “Number of Classrooms (Lines 202, 302, 402, 502, 602, 802, and 902)” specific to January-December Providers were added.
- Instructions for “Student FTE (Lines 203, 303, 403, 503, 603, 703, 803, and 903)” specific to January-December Providers were added.
- The instructions for “Total Student FTE (Line 999)” were amended.
- A graphic showing an example of SED-1 where the FF and SS columns are combined for the two reporting years that the Rate Setting Unit will use for review and rate calculation was added.

Instructions for DOH Funded and/or Certified Service Providers

1. Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on DOH CFR submission requirements.
2. Refer to Appendix HH for a list of DOH HCBS Consolidated Children’s Waiver and Palliative Care program codes and related descriptions.
3. Section 13.0 (CFR-1 – Program/Site Data):
 - The following DOH pre-defined entry was **added** on line 94:
 - ARPA Workforce and Infrastructure Payments
4. Section 67.0 (Appendix HH – DOH Program Types, Definitions and Codes):
 - The program code chart was alphabetized and categorized by program code type.
 - The following DOH program names were **modified** as follows:
 - 8100 – “Child & Youth HCBS Children’s Waiver Community Habilitation” to “HCBS Consolidated Children’s Waiver – Community Habilitation”
 - 8110 – “Children & Youth HCBS Children’s Waiver Day Habilitation” to “HCBS Consolidated Children’s Waiver – Day Habilitation”
 - 2390 – “Child & Youth HCBS Consolidated Waiver Caregiver/Family Supports & Services” to “HCBS Consolidated Children’s Waiver – Caregiver/Family Advocacy & Support Services LEVEL 1”
 - 2400 – “Child & Youth Consolidated Waiver Community Self-Advocacy Training and Supports” to “HCBS Consolidated Children’s Waiver - Caregiver/Family Advocacy & Support Services LEVEL 2”
 - 2380 – “Child & Youth HCBS Consolidated Waiver Crisis Respite” to “HCBS Consolidated Children’s Waiver - Crisis Respite”
 - 2240 – “Child & Youth HCBS Consolidated Waiver Planned Respite” to “HCBS Consolidated Children’s Waiver - Planned Respite”
 - 2360 – “Child & Youth HCBS Consolidated Waiver Pre-Vocational Services” to “HCBS Consolidated Children’s Waiver - Pre-Vocational Services”
 - 2350 – “Child & Youth HCBS Consolidated Waiver Supported Employment” to “HCBS Consolidated Children’s Waiver - Supported Employment”

- 2520 – “Palliative Care – Bereavement Service” to “Palliative Care – Counseling and Support Services”
- The following DOH program descriptions were **modified**:
 - 2390 - HCBS Consolidated Children’s Waiver - Caregiver/Family Advocacy & Support Services LEVEL 1
 - 2400 - HCBS Consolidated Children’s Waiver - Caregiver/Family Advocacy & Support Services LEVEL 2
- The following DOH programs were **added**:
 - 4900 - Children & Family Treatment & Support Services: Family Peer Support Services (FPSS)
 - 4910 - Children & Family Treatment & Support Services: Mobile Crisis Intervention (CI)
 - 4920 - Children & Family Treatment & Support Services: Youth Peer Support (YPS)
 - 4930 - Children & Family Treatment & Support Services: Psychosocial Rehabilitation (PSR)
 - 4940 - Children & Family Treatment & Support Services: Other Licensed Practitioner (OLP)
 - 4950 - Children & Family Treatment & Support Services: Community Psychiatric Support and Treatment (CPST)
- The units of service were **modified** for the following program code:
 - 2240 - HCBS Consolidated Children’s Waiver - Planned Respite

Instructions for OCFS Funded and/or Certified Service Providers

1. Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on OCFS CFR submission requirements.
2. Refer to Appendix II for a list of OCFS Children & Family Treatment & Support Services program codes and related descriptions.
3. The program descriptions of the following programs were **revised** to refer to Appendix HH:
 - 4900 – Children & Family Treatment & Support Services: Family Peer Support Services (FPSS) (Non-Certified Program)
 - 4910 – Children & Family Treatment & Support Services: Mobile Crisis Intervention (CI) (Non-Certified Program)
 - 4920 – Children & Family Treatment & Support Services: Youth Peer Support (YPS) (Non-Certified Program)
 - 4930 – Children & Family Treatment & Support Services: Psychosocial Rehabilitation (PSR) (Non-Certified Program)
 - 4940 – Children & Family Treatment & Support Services: Other Licensed Practitioner (OLP) (Non-Certified Program)
 - 4950 – Children & Family Treatment & Support Services: Community Psychiatric Support and Treatment (CPST) (Non-Certified Program)

Submission of the CFR Document

Service providers are required to submit their completed Calendar Year 2023 CFR in CFRS Web at [Consolidated Fiscal Reporting System \(ny.gov\)](https://www.nys.gov/consolidated-fiscal-reporting-system). The CFR information received is distributed to the appropriate State Agency(ies) daily.

Submission of CFR Certification Pages

Certification schedules may now be electronically signed and submitted through CFRS Web. An attestation will be required during the certification submission process to ensure that only the authorized individuals have signed the appropriate certification pages.

Schedule CFR-i is required for every CFR submission type. To determine if Schedules CFR-ii, CFR-iiA, CFR-iii and CFR-iv are required, refer to Sections 2.0, 11.0, and 12.0 of the CFR Manual.

Signed and dated certification schedules for any CFR submission type, for any filing period, should be submitted through CFRS Web at: [Consolidated Fiscal Reporting System \(ny.gov\)](https://www.nys.gov/consolidated-fiscal-reporting-system). The submitted files are distributed to the appropriate State Agency(ies) on a daily basis.

DOH and OCFS require that signed certification schedules CFR-i, CFR-ii/CFR-iiA, and CFR-iv be submitted through CFRS Web. These agencies do not accept copies of the signed certification schedules via mail or email.

OASAS, OMH, OPWDD and SED will accept copies of the signed certification schedules via email. Refer to pages 2.12 through 2.14 of the CFR Manual for information regarding the specific requirements of each NYS Agency accepting email copies of the signed certification schedules.

If mailing your agency's CFR certification schedules, refer to page 2.15 of the CFR Manual for the appropriate mailing addresses. Verify that the Document Control Number (DCN) of your agency's internet submission matches the DCN that appears on the paper certification schedules mailed to each funding State Agency. Sending paper copies to the Local Governmental Unit (LGU) or the OMH Field Office does not fulfill the signed and dated certification schedule submission requirement.

Submission of Final State Aid Claim Schedules for OASAS

OASAS requires all service providers to prepare State Aid claim schedules using CFRS Web.

Service providers receiving State Aid through a direct contract with OASAS are required to email electronic copies of CFR Schedules CFR-i and CFR-iii to the Bureau of Provider Monitoring and Funding in Albany at: APStAid@oasas.ny.gov.

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 email electronic copies of the CFR-i, CFR-iii, and DMH-2 schedules for each service provider funded through a local contract to the Bureau of Provider Monitoring and Funding in Albany at: APStAid@oasas.ny.gov.

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 using CFRS Web. Service providers receiving State Aid through a local county contract should contact the county for additional county specific submission requirements. Paper copies of the claim schedules should not be sent to the OMH Contract and Claims Unit in Albany or any of the OMH Field Offices.

Submission of Final State Aid Claim Schedules for OPWDD

Service providers receiving State Aid through a direct contract with OPWDD are required to scan and email a copy of the entire CFR along with an original signature Claim for Payment (AC-3253S) to the OPWDD New York City Regional Office (NYCRO) and CFR Schedules CFR-i, CFR-iii, DMH-2 and DMH-3 to the appropriate geographic office of the Developmental Disabilities Regional Office (DDRO), 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 scan and email copies of the following materials to the OPWDD Claims Unit in Albany:

- An original signature Claim for Payment (AC-3253S)
- CFR-i, CFR-iii, DMH-2, and DMH-3 Schedules for each service provider funded through a local contract.

If you have any questions or concerns regarding the CFR or the contents of this letter, please contact the appropriate State Agency listed on page 8.8 through 8.9 of the CFR Manual or refer to the CFR Resources listed on page 8.10 of the CFR Manual.

Sincerely,

Ian Hobbs
 Ian Hobbs (SED)
 Chairperson
 CFR Interagency Committee

cc: Paul Green (OASAS)
 Kenneth Glindmyer (OPWDD)
 Michelle Chilinski (OMH)

NYS Office of Mental Health (OMH) 44 Holland Avenue, 7th Floor Albany, NY 12229-0001 CBFM CFR Unit: (518) 473-3572 CBFM Group: (518) 473-7885 E-Mail: CFR@OMH.NY.GOV Homepage: https://www.omh.ny.gov	NYS Office for People With Developmental Disabilities (OPWDD) 44 Holland Avenue, 4th Floor Albany, NY 12229-0001 CFR Processing Unit: (518) 402-4275 E-Mail: CFR@OPWDD.NY.GOV Claims: (518) 402-4321 Homepage: https://www.opwdd.ny.gov	NYS Office of Addiction Services and Supports 1450 Western Avenue Albany, NY 12203-3526 CFR Unit: (518) 457-3601 Financial Management: (518) 457-5553 E-Mail: CFRS@OASAS.NY.GOV Homepage: https://www.oasas.ny.gov
NYS Education Department (SED) Rate Setting Unit Room 302 Education Building 89 Washington Avenue Albany, NY 12234 (518) 474-3227 E-Mail: RATEWEB@NYSED.GOV Homepage: https://www.oms.nysed.gov/rsu	NYS Department of Health (DOH) Division of Finance & Rate Setting One Commerce Plaza, Room 1430 99 Washington Avenue Albany, NY 12210 E-Mail: MHRS@HEALTH.NY.GOV Homepage: https://www.health.ny.gov	NYS Office of Children and Family Services (OCFS) c/o NYS Office of Mental Health (OMH) 44 Holland Avenue, 7th Floor Albany, NY 12229-0001 CBFM - CFR Unit: (518) 473-3572 E-Mail: CFR@OMH.NY.GOV Homepage: https://www.omh.ny.gov