



# Consolidated Fiscal Reporting System Interagency Committee

Revised March 2023

Dear Fiscal Officer:

The *Consolidated Fiscal Reporting and Claiming Manual* (CFR Manual) for the Calendar Year January 1, 2022 to December 31, 2022 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 as follows:  
[http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home.html](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 Fiscal Year July 1, 2023 to June 30, 2024.

CFRS Web was released Thursday, September 15, 2022 and can be accessed from the OMH Web page 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.

For assistance with CFRS Web, please refer to the Table of Contents on the CFRS Home Page or the CFRS Web HELP function. If further 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](mailto: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).

## **2022 CFR Due Date(s) and Requests for Extensions**

For OMH and SED filers, the due date for the Calendar Year 2022 CFR is May 1, 2023. 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, 2023. 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, you should print a copy 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](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 2022 CFR is June 1, 2023. There are no extensions available for OASAS, OPWDD, DOH or OCFS filers.

## **Significant Changes in the CFR Manual and CFRS Web**

1. The Table of Contents in the CFR Manual and Appendices has been hyperlinked for easier navigation.
2. All Sections of the CFR Manual and Appendices were updated to modify language from “CFR Software” to “CFRS Web”.
3. Section 2.0 (Submission Requirements) of the CFR Manual was updated as follows:
  - Revised the OPWDD certification resubmission requirement to include a new certified CFR-i and CFR-ii/iiA to be utilized for OPWDD reimbursement levels of calculation.
4. Section 8.0 (General Instructions) of the CFR Manual was updated as follows:
  - Updated link related to CFRS Web Announcement List on the CFRS Web Resources and General Information page.
  - Revised abbreviation and name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
  - Added FAQ related to non-allowable advertising costs.
  - Added FAQ related to Workforce Stabilization Initiatives.
5. Section 11.0 (CFR-ii/CFR-iiA) of the CFR Manual was updated as follows:
  - Revised the definition of the CPA Firm Registration Number.
  - Revised the CFR-ii and CFR-iiA schedules to add language that does not include the newly added overtime informational lines (CFR-4) in the attestation.
6. Section 13.0 (CFR-1 – Program/Site Data) of the CFR Manual was updated as follows:
  - Revised description of line 72b - Medicaid Managed Care.
  - Revised name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax”.
7. Section 15.0 (CFR-3 Agency Administration) of the CFR Manual was updated as follows:
  - CFR-3 instructions for line 65 were revised.
  - Revised name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax”.
8. Section 16.0 (CFR-4 Personal Services) of the CFR Manual was updated as follows:
  - Revised the columns’ title from “Hours Paid” and “Amount Paid” to “Total Hours Paid” and “Total Amount Paid”.
  - Added the following “Informational Only” columns:
    - Overtime Hours Included in Total Hours Paid
    - Overtime Amount Included in Total Amount Paid
    - Average Hourly Rate
    - Annualized Salary
9. Section 20.0 DMH-1 (Program Fiscal Summary) of the CFR Manual was updated as follows:
  - DMH-1 instructions for Full Filers were revised.
  - Revised description of line 18b - Medicaid Managed Care.
10. Section 22.0 (DMH-2 Aid to Localities/Direct Contract Summary) of the CFR Manual was updated as follows:
  - Revised description of line 17b - Medicaid Managed Care.

11. Section 23.0 (DMH-3 Aid to Localities and Direct Contracts Program Funding Source Summary) of the CFR Manual was updated as follows:
  - Revised DMH-3 instructions of lines 8-18.
12. Section 33B (COVID-19 – Informational Schedule) of the CFR Manual was updated as follows:
  - Revised description of line 57- Medicaid Managed Care.
  - Revised name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax”.
13. Section 34 (Appendix A-Glossary) of the CFR Manual was updated as follows:
  - Revised abbreviation and name from “MTA-Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
14. Section 51.0 (Appendix R) of the CFR Manual was updated as follows:
  - Revised the title of position title code 208 from “OASAS only” to “OASAS & OMH only”.

### **Instructions for OASAS Funded and/or Certified Service Providers**

1. Section 38.0 (Appendix E):
  - The following OASAS only programs were added to CFRS Web:
    - 4081-Non-Medical Transportation
    - 4082-Capital Improvements
    - 4083-Outreach Services
    - 4084-Jail-Based Services
  - The following OASAS programs have had program titles, descriptions and/or units of service modified:
    - 4650-CORE Empowerment Services – Peer Supports
    - 4690-CORE Family Support and Training (FST)
    - 4710-CORE Psychosocial Rehabilitation (PSR)
    - 4720-CORE Community Psychiatric Support and Treatment (CPST)

### **Instructions for OMH Funded and/or Certified Service Providers**

1. Section 13.0 CFR-1 (Program/Site Data):
  - Line 13 - the OMH-1 line number reference for weighted visits or hours of service was updated.
  - Lines 13a and 13b - the OMH-2-line number reference for weighted visits or hours of service was updated.
2. Section 15.0 CFR-3 (Agency Administration):
  - Line 65 OMH Adjusted Subtotal - The instructions were updated to remove OMH programs that were deleted.
3. Section 22.0 DMH-2 (Aid to Localities/Direct Contract Summary):
  - Line 39 Other Non-GAAP Adjustments - A pre-defined line “Paycheck Protection Program Loan Forgiveness” was added for OMH and OASAS.

4. Section 24.0 OMH-1 (Units of Service by Program/Site):

- The line numbers for Other, Residential and Total units of service have changed.
- The following two new OMH programs were added:
  - 1700 - Supportive Crisis Stabilization Center
  - 1710 - Intensive Crisis Stabilization Center

5. Section 25.0 OMH-2 (Medicaid Units of Service by Program/Site):

- The line numbers for Other, Residential and Total units of service have changed.
- The following two new OMH programs were added:
  - 1700 - Supportive Crisis Stabilization Center
  - 1710 - Intensive Crisis Stabilization Center

6. Section 36.0 (Appendix C):

- The following OMH Budget and Claims Only County code names and descriptions were modified:
  - 63 - OMH Statewide LFYU
  - 64 - OMH Statewide OFY
  - 80 - Non-NY County

7. Section 39.0 (Appendix F):

- The following OMH program codes were deleted:
  - 0920 - Blended Case Management Service Dollars
  - 1910 - ICM Service Dollars
  - 2600 – CPEP Crisis Beds
  - 4040 - Teaching Family Home
  - 6910 - SCM Service Dollars
- The following OMH program code descriptions were modified:
  - 2680 – Crisis Intervention (Non-Licensed Program)
  - 2730 – Health Home Care Management (Non-Licensed Program) was revised
  - 4720 – program name changed to CORE Community Psychiatric Support and Treatment (CPST) (Non-Licensed Program) and was revised
  - 4650 – program name changed to CORE Empowerment Services – Peer Supports (Non-Licensed Program) and was revised
  - 4690 – program name changed to CORE Family Support and Training (FST) (Non-Licensed Program) and was revised
  - 4710 – program name changed to CORE Psychosocial Rehabilitation (PSR) (Non-Licensed Program) and was revised
  - 8810 – Assertive Community Treatment (ACT) Service Dollars (Non-Licensed Program) was revised
- The following OMH program codes were added:
  - 1700 - Supportive Crisis Stabilization Center
  - 1710 - Intensive Crisis Stabilization Center
  - 1720 - 988 Crisis Hotline Center
  - 8350 – PROS Employment Initiative (Non-Licensed Program)

8. Section 47.0 Appendix N (DMH Funding Source Codes):

- The following DMH Funding Code was added:
  - 046 E - Office of Prevention and Health Initiatives-Community Support Programs – (OMH Only)

9. Section 50.0 Appendix Q (Guidelines for OMH Residential Exempt Income):

- The instructions were updated to remove OMH programs that were deleted.

**Instructions for OPWDD Funded and/or Certified Service Providers**

1. Section 13.0 (CFR-1 – Program/Site Data):
  - The following new OPWDD Informational Only lines were added:
    - 68f – “Workforce Stabilization – Personal Services”
    - 68g – “Workforce Stabilization – Fringe Benefits”
  - The following new OPWDD predefined entries on line 94 were added:
    - “ARPA/Mirrored ARPA Funding (Workforce Stabilization)”
2. Section 40.0 (Appendix G):
  - The following OPWDD program codes were deleted:
    - 0065 – START Services

**Instructions for SED Funded and/or Certified Service Providers**

1. Section 32A (SED-1 – Program and Enrollment Data):
  - Added instructions on how to report 180 days in schedule SED-1 on line 109 “Number of Days in Session”.

**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 Child & Youth HCBS Consolidated Waiver and Palliative Care program codes and related descriptions.

**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.

**Submission of the CFR Document**

Service providers are required to submit their completed Calendar Year 2022 CFR in CFRS Web at <https://omh.ny.gov/omhweb/finance/main.htm>. The CFR information received is distributed to the appropriate State Agency(ies) on a daily basis.

### **Submission of CFR Certification Pages**

Certification schedules may now be electronically signed. 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: <https://omh.ny.gov/omhweb/finance/main.htm>. 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 must 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 CFR Unit 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](mailto: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](mailto: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-3235S) 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,

**Michelle Chilinski**  
 Michelle Chilinski (OMH)  
 Chairperson  
 CFR Interagency Committee

cc: Jack Pitera (DOH)  
 Karen Williams (OCFS)  
 Kathryn Cochran (SED)  
 Paul Green (OASAS)  
 Kenneth Glindmyer (OPWDD)

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: <a href="https://www.omh.ny.gov">https://www.omh.ny.gov</a>	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: <a href="https://www.opwdd.ny.gov">https://www.opwdd.ny.gov</a>	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: <a href="https://www.oasas.ny.gov">https://www.oasas.ny.gov</a>
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