



# New York State Consolidated Fiscal Reporting Interagency Committee

May 13, 2009

Dear Fiscal Officer:

The Office of Alcoholism and Substance Abuse Services (OASAS), the Office of Mental Health (OMH), the Office of Mental Retardation and Developmental Disabilities (OMRDD) and the State Education Department (SED) will be conducting training sessions on the completion of the July 1, 2008 through June 30, 2009 Consolidated Fiscal Report (CFR). These sessions will be held at the OMRDD NYC Regional Office, 75 Morton Street, NY, NY 10014. Directions to the training site are attached for your convenience.

Comprehensive sessions on completing Full and Abbreviated CFR submission types will be offered. These sessions are primarily intended for individuals who have never completed a CFR. However, anyone seeking additional assistance with CFR preparation is encouraged to attend. Please refer to the CFR Document Submission Matrices included in Section 2.0 of the CFR Manual to determine what type of CFR your agency should submit. Questions concerning CFR filing requirements should be directed to the state agency or agencies that certify and/or fund programs operated by your agency.

**NOTE: THERE ARE NO SIGNIFICANT CHANGES TO THE 2008-09 CFR.**

While attendance at CFR training sessions is optional, ***pre-registration is required***. Reservations are accepted on a "first come, first served" basis. Please complete and return or fax the attached CFR registration form indicating the training session you plan on attending ***by June 9, 2009***.

Training space is limited, therefore, it is requested that each provider send no more than two representatives to a training session. The individuals attending the training should be the people responsible for the actual completion of your agency's CFR. No written confirmation of your reservation will be sent so it is recommended that you keep a copy of the completed registration form in your files.

Once finalized, the 2008-09 CFR Manual and forms will be available online at the following State Education Department web page: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home.html](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html). An announcement letter summarizing 2008-09 CFR changes and the 30 Day Pre-Approved Extension Request will also be posted online at this address. OASAS, OMH and OMRDD will mail a copy of the announcement letter to providers operating programs they certify and/or fund. Hard copies of the manual will not be mailed to service providers.

Should you have any questions regarding these training sessions, please call Linda Dow at (518) 473-8668.

Sincerely,

Katherine Katz (OMH), Chairperson  
CFR Interagency Training Subcommittee

cc: Don Berryann (OMH)  
Carlene Coons (OMRDD)

Ann Marsh, (SED)  
Warren D. Moessner, Jr. (OASAS)

NYS Office of Mental Health  
44 Holland Avenue  
Albany, NY 12229  
CBFM CFR Unit: (518) 473-3572  
E-mail: [CFR@OMH.STATE.NY.US](mailto:CFR@OMH.STATE.NY.US)  
Budget & Fiscal Services: (518) 473-7885  
Homepage:  
[www.omh.state.ny.us/omhweb/finance/main.htm](http://www.omh.state.ny.us/omhweb/finance/main.htm)

NYS Office of Mental Retardation  
and Developmental Disabilities  
44 Holland Avenue, 5th Floor  
Albany, NY 12229-0001  
CFR Processing Unit:  
(518) 402-4275  
Claims: (518) 402-4248  
Homepage: <http://www.omr.state.ny.us>

NYS Office of Alcoholism  
and Substance Abuse Services  
1450 Western Avenue  
Albany, NY 12203-3526  
Health Care Financing: (518) 485-2207  
Financial Management: (518) 457-3562  
Email: [CFRS@oasas.state.ny.us](mailto:CFRS@oasas.state.ny.us)  
Homepage: <http://www.oasas.state.ny.us>

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

# CFR Training Registration Form

Please complete AND mail OR fax this form by June 9, 2009 to:

**Linda Dow**

**New York State Office of Mental Health**

**CBFM – CFR Unit, 7th Floor**

**44 Holland Avenue**

**Albany, NY 12229**

**Phone #: (518) 473-8668**

**Fax #: (518) 473-8255**

Date and Location	Session	Time	Select one (X)
<b>Wednesday, June 17, 2009</b> <b>OMRDD NYC Regional Office</b> <b>75 Morton Street</b> <b>NY, NY 10014</b>	<b>Abbreviated CFR Filers</b> <b>(OASAS, OMH and/or OMRDD)</b>	<b>9:30 a.m. to</b> <b>12:30 p.m.</b>	<input type="checkbox"/>
<b>Wednesday, June 17, 2009</b> <b>OMRDD NYC Regional Office</b> <b>75 Morton Street</b> <b>NY, NY 10014</b>	<b>Full CFR filers</b> <b>(OMH, OMRDD, OASAS and/or</b> <b>SED)</b>	<b>1:00 p.m. to</b> <b>4:00 p.m.</b>	<input type="checkbox"/>
<b>Thursday, June 18, 2009</b> <b>OMRDD NYC Regional Office</b> <b>75 Morton Street</b> <b>NY, NY 10014</b>	<b>Full CFR filers</b> <b>(OMH, OMRDD, OASAS and/or</b> <b>SED)</b>  <small>Update as of June 10, 2009: Please note that the June 18, 2009 Full CFR session from 9:30 a.m. to 12:30 p.m. is at capacity. No additional registrations can be accepted for this session.</small>	<b>9:30 a.m. to</b> <b>12:30 p.m.</b>	<input type="checkbox"/>
<b>Thursday, June 18, 2009</b> <b>OMRDD NYC Regional Office</b> <b>75 Morton Street</b> <b>NY, NY 10014</b>	<b>Full CFR filers</b> <b>(OMH, OMRDD, OASAS and/or</b> <b>SED)</b>	<b>1:00 p.m. to</b> <b>4:00 p.m.</b>	<input type="checkbox"/>

**Agency Code:** \_\_\_\_\_ **(Five Digit CFR Provider Code)**

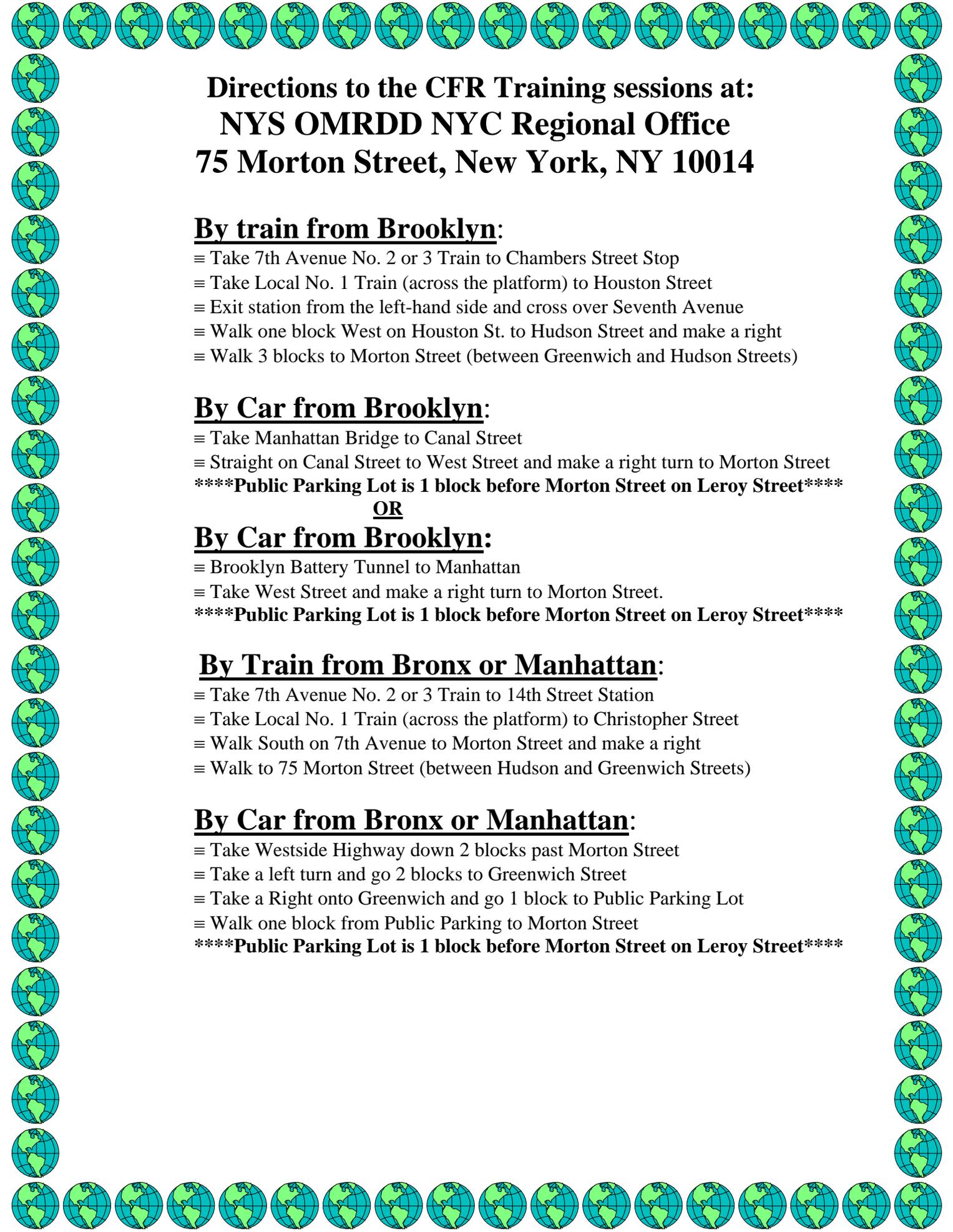
**Agency Name:** \_\_\_\_\_ **(Please print)**

**Name of Attendee:** \_\_\_\_\_ **(Please print)**

**Name of Attendee:** \_\_\_\_\_ **(Please print)**

**Phone #:** ( ) \_\_\_\_\_ **Fax #:** ( ) \_\_\_\_\_

**If it becomes necessary to change the date, time and/or location of the training session you selected, we will contact you at the number you have provided above. Also, if you are mailing the completed registration form, please be sure to keep a copy!**



**Directions to the CFR Training sessions at:  
NYS OMRDD NYC Regional Office  
75 Morton Street, New York, NY 10014**

**By train from Brooklyn:**

- ≡ Take 7th Avenue No. 2 or 3 Train to Chambers Street Stop
- ≡ Take Local No. 1 Train (across the platform) to Houston Street
- ≡ Exit station from the left-hand side and cross over Seventh Avenue
- ≡ Walk one block West on Houston St. to Hudson Street and make a right
- ≡ Walk 3 blocks to Morton Street (between Greenwich and Hudson Streets)

**By Car from Brooklyn:**

- ≡ Take Manhattan Bridge to Canal Street
- ≡ Straight on Canal Street to West Street and make a right turn to Morton Street
- \*\*\*\*Public Parking Lot is 1 block before Morton Street on Leroy Street\*\*\*\***

**OR**

**By Car from Brooklyn:**

- ≡ Brooklyn Battery Tunnel to Manhattan
- ≡ Take West Street and make a right turn to Morton Street.
- \*\*\*\*Public Parking Lot is 1 block before Morton Street on Leroy Street\*\*\*\***

**By Train from Bronx or Manhattan:**

- ≡ Take 7th Avenue No. 2 or 3 Train to 14th Street Station
- ≡ Take Local No. 1 Train (across the platform) to Christopher Street
- ≡ Walk South on 7th Avenue to Morton Street and make a right
- ≡ Walk to 75 Morton Street (between Hudson and Greenwich Streets)

**By Car from Bronx or Manhattan:**

- ≡ Take Westside Highway down 2 blocks past Morton Street
- ≡ Take a left turn and go 2 blocks to Greenwich Street
- ≡ Take a Right onto Greenwich and go 1 block to Public Parking Lot
- ≡ Walk one block from Public Parking to Morton Street
- \*\*\*\*Public Parking Lot is 1 block before Morton Street on Leroy Street\*\*\*\***