



New York State Consolidated Fiscal Reporting Interagency Committee

May 17, 2010

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, 2009 through June 30, 2010 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 will also be available at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

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.

While attendance at CFR training sessions is optional, **pre-registration is required**. Reservations are accepted on a "first come, first served" basis. Please complete the online registration form at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining.html> by June 10, 2010. If you are unable to register online, please complete and mail OR fax the attached registration form. 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.

IMPORTANT CHANGE! We will not be providing handouts at the sessions. Please download the training materials and bring them with you to the training sessions. Training materials will be available for download after June 8, 2010 at the following website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Once finalized, the 2009-10 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. The announcement letter summarizing the 2009-10 CFR changes, and the 30 Day Pre-Approved Extension Request Form will also be posted online at this address. OASAS, OMH and OMRDD will send 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 contact me at (518) 473-3572.

Sincerely,

Katherine Katz

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
Budget & Fiscal Services: (518) 473-7885
Homepage: 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
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
Homepage: <http://www.oms.nysed.gov/rsu/>

CFR Training Registration Form

Please complete AND mail OR fax this form by June 10, 2010 to:

CFR Unit

New York State Office of Mental Health

CBFM, 7th Floor

44 Holland Avenue

Albany, NY 12229

Phone #: (518) 473-3572

Fax #: (518) 473-8255

Date and Location	Session	Time	Select one (X)
Wednesday, June 16, 2010 OMRDD NYC Regional Office 75 Morton Street NY, NY 10014	Abbreviated CFR filers (OASAS, OMH and/or OMRDD)	9:30 a.m. to 12:30 p.m.	
Wednesday, June 16, 2010 OMRDD NYC Regional Office 75 Morton Street NY, NY 10014	Full CFR filers (OMH, OMRDD, OASAS and/or SED)	1:00 p.m. to 4:00 p.m.	
Thursday, June 17, 2010 OMRDD NYC Regional Office 75 Morton Street NY, NY 10014	Full CFR filers (OMH, OMRDD, OASAS and/or SED)	9:30 a.m. to 12:30 p.m.	
Thursday, June 17, 2010 OMRDD NYC Regional Office 75 Morton Street NY, NY 10014	Full CFR filers (OMH, OMRDD, OASAS and/or SED)	1:00 p.m. to 4:00 p.m.	

Agency Code: _____ (Five Digit CFR Provider Code)

Agency Name: _____ (Please print)

Name of Attendee # 1: _____ (Please print)

E-mail address Attendee # 1: _____ (Please print)

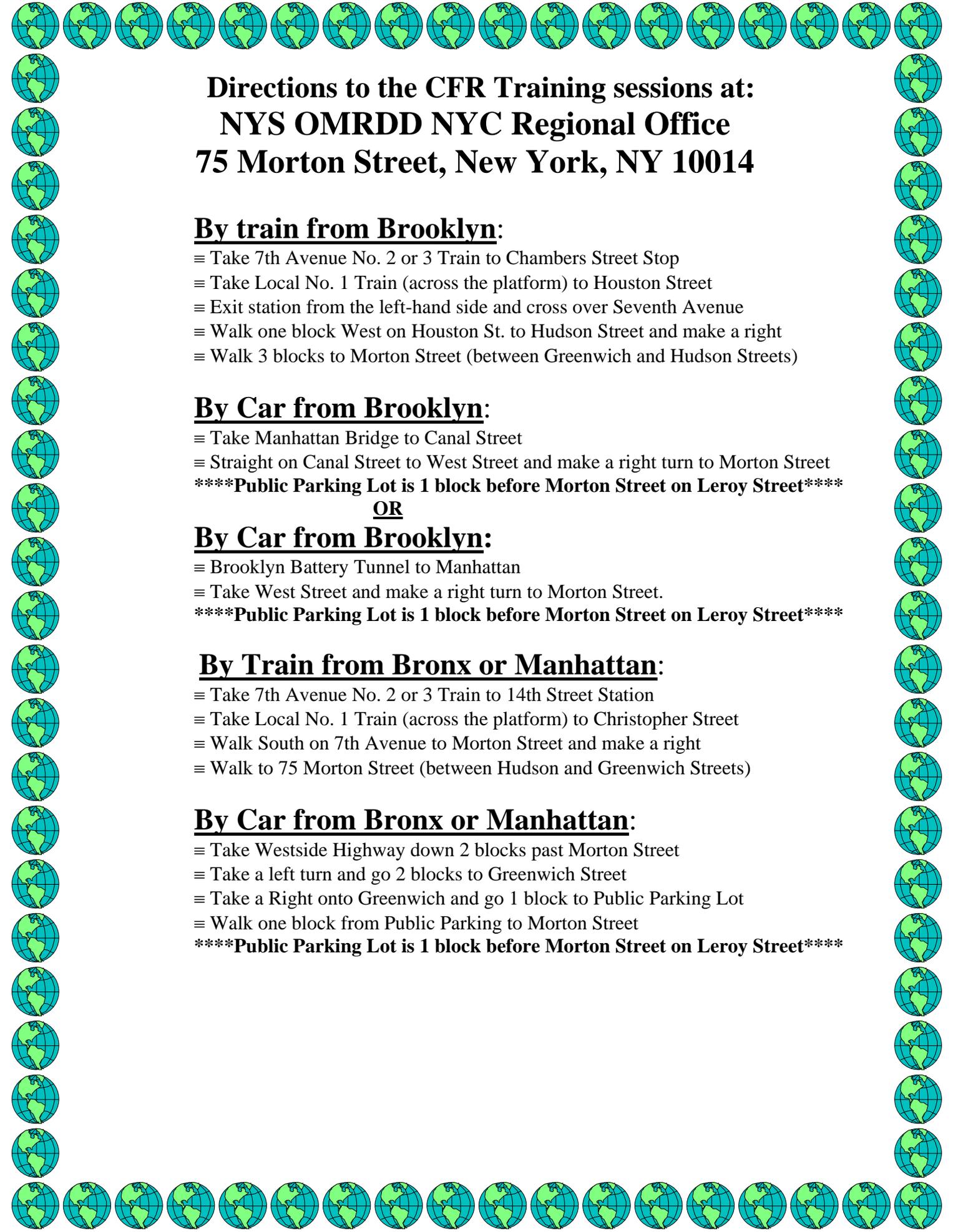
Name of Attendee # 2: _____ (Please print)

E-mail address Attendee # 2: _____ (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******