



# New York State Consolidated Fiscal Reporting Interagency Committee

September 22, 2010

Dear Fiscal Officer:

The Office of Alcoholism and Substance Abuse Services (OASAS), the Office of Mental Health (OMH), the Office For People With Developmental Disabilities (OPWDD) and the State Education Department (SED) will be conducting training sessions on completing the January 1, 2010 through December 31, 2010 Consolidated Fiscal Report (CFR) at several locations around the state. Directions to the training sites are available at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Comprehensive sessions on completing Full and Abbreviated CFRs are offered. 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.

Dates and locations for the training sessions are indicated on the attached registration forms. Please note that some sessions are offered via video conference. All training sessions are primarily intended for individuals who have never completed a CFR. However, anyone seeking additional assistance with CFR preparation is encouraged to attend.

While attendance at CFR training sessions is optional, **pre-registration is required**. Registration for the 2010 CFR Training sessions will be done in an online survey format, using a link at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. Each registrant must submit a separate survey. (If you are unable to register online, please complete and mail OR fax the attached registration form. Note that there are two different registration forms based on training date and location.) Training space is limited, therefore, it is requested that each provider send no more than two representatives to a training session. No written confirmation of your reservation will be sent.

**Please note that we will not be providing handouts at the sessions. You must download and print the training materials, and bring them with you to the training sessions.** The training materials will be available for download after October 27, 2010 at the following website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. Please be aware that there will be no additional training sessions for the 2010 CFR beyond those listed in this letter.

Once all information has been finalized, the 2010 CFR Manual, forms and transmittal letter will be available online at the following SED website: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home). OASAS, OMH and OPWDD will mail a copy of the transmittal 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, or if you have already registered and need to cancel or change your reservation, please call Maureen Farrar at (518) 473-3572.

Sincerely,

*Katherine Katz*

Katherine Katz (OMH), Chairperson  
CFR Interagency Training Subcommittee

cc: Don Berryann (OMH)  
Dianne Flood (OPWDD)

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](http://www.omh.state.ny.us/omhweb/finance/main.htm)

NYS Office For People With  
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 Administration: (518) 457-3562  
Homepage: <http://www.oasas.state.ny.us>

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

# CFR Training Registration Form

Registration for the 2010 calendar year CFR Training sessions will be done in an online survey format, using a link to surveymonkey at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Each registrant must submit a separate survey.

**Please register for the sessions at Monroe2-Orleans BOCES, Spencerport; OCM BOCES, Syracuse; Ulster BOCES, New Paltz; and Abilities!, Albertson by October 29, 2010.**

**If you are unable to register online, please complete AND mail OR fax this form to:**

**Maureen Farrar  
New York State Office of Mental Health  
Community Budget and Financial Management – 7<sup>th</sup> Floor  
44 Holland Avenue  
Albany, NY 12229**

**Phone #: (518) 473-3572**

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

Date & Location	Session	Time	Room	Select one √:
<b>November 3, 2010</b> <b>Monroe 2 – Orleans BOCES</b> 3599 Big Ridge Road Spencerport, NY 14559	Comprehensive session for Full CFR filers	1:00 p.m. to 4:00 p.m.	Room 7	
<b>November 4, 2010</b> <b>Central New York Regional Information Center at OCM BOCES</b> 6075 East Molloy Road Syracuse, NY 13211	Comprehensive session for Full CFR filers	1:00 p.m. to 4:00 p.m.	Conference Rooms 3 & 4	
<b>November 9, 2010</b> <b>Ulster County BOCES</b> 175 Route 32 North New Paltz, NY 12561	Comprehensive session for Full CFR filers	9:30 a.m. to 12:30 p.m.	Conference Center	
	Comprehensive session for Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Conference Center	
<b>November 18 - 19, 2010</b> <b>Abilities!</b> <b>Smeal Learning Center</b> 201 I U Willets Road Albertson, NY 11507	Comprehensive session for Abbreviated CFR filers <b>(November 18)*</b>	1:00 p.m. to 4:00 p.m.	Smeal A-B	
	Comprehensive session for Full CFR filers <b>(November 19)*</b>	9:30 a.m. to 12:30 p.m.	Smeal A-B	

**Agency Name:** \_\_\_\_\_ **(Please Type or Print)**

**Five Digit CFR Agency Code:** \_\_\_\_\_

**Name of Attendee:** \_\_\_\_\_ **(Please Type or Print)**

**E-mail Address of Attendee:** \_\_\_\_\_ **(Please Type or 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.**

\* Limited parking is available at Abilities! Smeal Learning Center. Please allow additional time!

# CFR Training Registration Form

Registration for the 2010 calendar year CFR Training sessions will be done online in an online survey format, using a link to surveymonkey at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Each registrant must submit a separate survey.

**Please register for the sessions in Schenectady, and the video conference sessions in West Seneca, Syracuse and Tupper Lake, by submitting the appropriate registration form at the following website by November 16, 2010.**

**If you are unable to register online, please complete AND mail OR fax this form to:**

**Maureen Farrar  
New York State Office of Mental Health  
Community Budget and Financial Management – 7<sup>th</sup> Floor  
44 Holland Avenue  
Albany, NY 12229**

**Phone #: (518) 473-3572**

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

Date & Location	Session	Time	Room	Select one √:
<b>November 23, 2010</b> <b>Capital District Developmental Disabilities Service Office (DDSO)</b> <b>O. D. Heck Dev. Center</b> 500 Balltown Road Schenectady, NY 12304	Comprehensive session for Full CFR filers	9:30 a.m. to 12:30 p.m.	Conference Room 2	
	Comprehensive session for Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Conference Room 2	
<b>November 23, 2010</b> <b>Central NY DDSO</b> <b>Syracuse Dev. Center</b> 800 South Wilbur Avenue Syracuse, NY 13208	Comprehensive session for Full CFR filers (*via video conference)	9:30 a.m. to 12:30 p.m.	3C07	
	Comprehensive session for Abbreviated CFR filers (*via video conference)	1:30 p.m. to 4:30 p.m.	3C07	
<b>November 23, 2010</b> <b>Western New York DDSO</b> West Seneca Campus 1200 East and West Road West Seneca, NY 14224	Comprehensive session for Full CFR filers (*via video conference)	9:30 a.m. to 12:30 p.m.	Bldg. 16, Room 1-153	
	Comprehensive session for Abbreviated CFR filers (*via video conference)	1:30 p.m. to 4:30 p.m.	Bldg. 16, Room 1-153	
<b>November 23, 2010</b> <b>Sunmount DDSO</b> 2445 State Rt. 30 Tupper Lake, NY 12986	Comprehensive session for Full CFR filers (*via video conference)	9:30 a.m. to 12:30 p.m.	Bldg. 3, 2 <sup>nd</sup> Floor Conf. Room	
	Comprehensive session for Abbreviated CFR filers (*via video conference)	1:30 p.m. to 4:30 p.m.	Bldg. 3, 2 <sup>nd</sup> Floor Conf. Room	

Agency Name: \_\_\_\_\_ (Please Type or Print)

Five Digit CFR Agency Code: \_\_\_\_\_

Name of Attendee: \_\_\_\_\_ (Please Type or Print)

E-mail Address of Attendee: \_\_\_\_\_ (Please Type or 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.

\* Please note that seating is limited at Tupper Lake, West Seneca and Syracuse DDSO video conference sites. Reserve your seat early at these locations!