

List of Significant Changes to the CFR Manual, Software and/or Forms for 2009/2010:

General Changes Applicable to All Providers

- **Appendix AA (Audit Guidelines) has been substantially rewritten in conjunction with the New York State Society of Certified Public Accountants (NYSSCPA) for 2009/2010. The audit procedures have been revised. Practitioners must review these guidelines prior to the certification of the CFR.**
- **Additional schedules are now required to be certified by the CPA. Schedules OMH-4, SED-4 and CFR-6, Question 3 are now included in the certification statement on schedules CFR-ii and CFR-iiA.**
- **The depreciation threshold has increased from \$1,000 to \$5,000. Assets acquired prior to July 1, 2009 should continue to be depreciated using the guidelines in effect at the time the asset was placed in service. Please refer to Appendix O of the CFR Manual for additional information.**
- Schedule CFR-1 now includes lines 7a and 7b: 7a is the Medicaid Provider Agreement Number (formerly line 7); 7b is the new line (National Provider ID Number). All providers are encouraged to provide both numbers when applicable. Please refer to the CFR Manual for the specific line descriptions.
- With the elimination of schedule DMH-2A (effective with the 2008 CFR), Sections 23 through 27 have been renamed; i.e. DMH-3 (formerly Section 24) has moved up to Section 23; OMH-1 (formerly Section 25) has moved up to Section 24, etc. Section 27 contains the instructions for the new OMH schedule, OMH-4. From Section 28 (OMRDD-1) forward remains the same.
- Frequently Asked Questions (Section 8) has been expanded.
- On CFR-6, the amounts and/or criteria in questions 3 (Compensation of the Five Highest Paid Employees) and 5 have been modified. See Section 19 for details.
- In the CFRS software, Metropolitan Commuter Mobility Tax was added as a predefined entry to CFR-1, line 40 and CFR-3, line 17.

List of Significant Changes to the CFR Manual, Software and/or Forms for 2009/2010:

Special Instructions for OASAS Funded and/or Certified Service Providers

1. In Section 38 (Appendix E):
 - These program codes were added:
 - 0840 Criminal Justice Management
 - 3078 Shelter Plus Care Case Management
 - 3970 Recovery Community Centers
 - These program codes were deleted:
 - 0830 Criminal Justice Intervention/DWI
 - 0893 Road to Recovery Supplemental Payments
 - 2020 Primary Care (Alcoholism Crisis Center)
 - 2058 Enhanced Methadone Maintenance - Outpatient
 - 4071 Intake, Outreach & Referral Units
 - 4073 Support Services – Medical/Legal/Psychological
 - 4175 COSA (Children of Substance Abuse)
 - 4470 AIDS Resource
 - A new Service Type, Recovery, was added. The Recovery Service Type includes the following programs:
 - 3070 Shelter Plus Care Housing
 - 3078 Shelter Plus Care Case Management
 - 3270 NY NY III. Post-Treatment Housing
 - 3370 NY NY III. Housing for Persons at Risk for Homelessness
 - 3470 Permanent Supported Housing
 - 3970 Recovery Community Centers
 - The Units of Service definition for Program Code 4045, Specialized Services Substance Abuse Programs, has been modified.

List of Significant Changes to the CFR Manual, Software and/or Forms for 2009/2010:

Special Instructions for OMH Funded and/or Certified Service Providers

1. OMH-4 (Units of Service By Payor By Program/Site) is a new schedule. This schedule must be completed for each OMH licensed Clinic Treatment program reported on the CFR. Clinic Treatment program providers who do not complete this schedule may not be eligible for Uncompensated Care Pool funding. See Section 27 of the CFR Manual for additional information.
2. In Section 39 (Appendix F):
 - Added Program Codes:
 - 1980 (Home-Based Family Treatment Model)
 - 6110 Community Residence for Eating Disorder Integrated Treatment Program (CREDIT)
 - The name and description of program code 0610 (Recreation and/or Fitness) were modified.
 - The program and units of service descriptions were modified for program codes:
 - 0820 (Blended Case Management)
 - 1810 (Intensive Case Management)
 - 6810 (Supportive Case Management)
3. In Section 47 (Appendix N), these OMH Only Funding Source Codes were deleted: 010, 065, 066, 067, 068, 084A, 084B, 084C, 109, 109D, 110, 110A, 122H, 160A, 160B, 160C, 180, 180F and 500.
4. In Section 51 (Appendix R), Position Title Code 266, Peer Specialist, was added.
5. On Schedules OMH-1 and OMH-2, the reporting of units of service for Continuing Day Treatment has moved from lines 1 through 4 to lines 12 through 15.
6. Representative Payee Services is a predefined entry for schedule CFR-1, line 40.

List of Significant Changes to the CFR Manual, Software and/or Forms for 2009/2010:

Special Instructions for OMRDD Funded and/or Certified Service Providers

Due to recent OMRDD program conversions and changes to the reimbursement methodology for the Community Residence program, service providers should note the following:

- If your agency operated a program that was converted to an HCBS Waiver program or if your Medicaid, Mirrored Services or OPTS funding has increased, please be aware that your CFR reporting requirements may have changed. For example: if your agency filed an Abbreviated CFR prior to the conversion, you will now be required to complete a Full CFR; if your combined Medicaid, Mirrored Services or OPTS funding now exceeds \$250,000, you must have your CFR certified by a certified public accountant. Please refer to Section 2 of the CFR Manual to determine the type of CFR your agency is required to submit.
- HCA IV and V revenue received through retroactive price adjustments to the former program HCBS Residential Habilitation At Home (Program Code 0219), must be reported as a Prior Period Rate Adjustment (CFR-1, line 86) in the fee based program HCBS Residential Habilitation Service, At Home (Program Code 0236), in the July 1, 2009 through June 30, 2010 CFR.
- If your agency operates a Community Residence program, effective January 1, 2010, reimbursement for this program was rolled into the IRA price. Consequently, for the July 1, 2009 through December 31, 2009 period the Community Residence program must be reported on the CFR using the applicable Community Residence program code 0055 or 1055 and for the January 1, 2010 through June 30, 2010 period the Community Residence program must be reported on the CFR using the applicable IRA program code 0231 or 0232. See Appendix G of the CFR Manual for CFR reporting requirements for the IRA program.

The following lists the significant changes for OMRDD providers:

1. In Section 40 (Appendix G):
 - In the Day Treatment Free Standing program (0200), the criteria for units of service reporting has been modified to counting each half-day visit as 1 unit of service and each full-day visit as 1 unit of service. There are no half units of service.
 - For Program Code 0233 (HCBS Freestanding Respite), the site's Operating Certificate Number must now be used as the program site identification number.
 - The name and definition of program codes 0100, 0101 and 0610 were modified.
 - Program Code 0417 (Portal) was added.
 - These program codes were deleted:
 - 0219 (HCBS Residential Habilitation, At Home Pre 2/1/09 Services)
 - 0780 (NYC Housing Resource Consortium)
2. In Section 47 (Appendix N):
 - Funding Source Code 185 (Health Care Adjustment IV & V) was added.
 - Funding Source Codes 186 and 530 were deleted.
3. In the CFRS software, Metropolitan Commuter Mobility Tax was added as a predefined entry to OMRDD-4, line 22.

List of Significant Changes to the CFR Manual, Software and/or Forms for 2009/2010:

Special Instructions for SED Funded Service Providers

1. In Section 51 (Appendix R):
 - The following SED Only Position Title Codes were added:
 - 238 (IEP Coordinator)
 - 518 (Supervising Teacher)
 - The definitions for Position Title Codes 215, 237, 243 and 511 were modified.
 - The names of Position Title Codes 237 and 243 were modified.