



New York State Consolidated Fiscal Reporting Interagency Committee

May 16, 2011

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 the completion of the July 1, 2010 through June 30, 2011 Consolidated Fiscal Report (CFR). These training sessions will be held June 15 - 16, 2011 at the OPWDD NYC Regional Office, 75 Morton Street, New York, NY 10014. Directions to the training site 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 the programs operated by your agency.

CFR Training Sessions for the July 1, 2010 to June 30, 2011 CFR Reporting Period		
Session Type	Session Date	Session Time
Abbreviated, Mini-Abbreviated and Article 28 Abbreviated CFR filers	Wednesday, June 15, 2011	9:30 a.m. to 12:30 p.m.
Full CFR filers	Wednesday, June 15, 2011	1:00 p.m. to 4:00 p.m.
Full CFR filers	Thursday, June 16, 2011	9:30 a.m. to 12:30 p.m.
Full CFR filers	Thursday, June 16, 2011	1:00 p.m. to 4:00 p.m.

While attendance at CFR training sessions is optional, **pre-registration is required**. Registration for these sessions will be done via 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, you may complete and mail OR fax the CFR Training Registration Form that is available online. Training space is limited, therefore, it is requested that each provider send no more than two representatives to these training sessions. No written confirmation of your reservation will be sent.

Handouts will not be provided at the training 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 June 8, 2011 at the website listed above.

Once all information has been finalized, the 2010/2011 CFR Manual, forms and transmittal letter will be available online at the SED website: 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.

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.ny.gov Budget & Fiscal Services: (518) 473-7885 Homepage: www.omh.ny.gov/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.opwdd.ny.gov	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/
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