



# New York State Consolidated Fiscal Reporting Interagency Committee

May 21, 2012

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, 2011 through June 30, 2012 Consolidated Fiscal Report (CFR). These training sessions will be held June 13 - 14, 2012 at the OPWDD NYC Regional Office, 75 Morton Street, New York, NY 10014. Directions to the CFR training site are available at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Several training options 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, 2011 to June 30, 2012 CFR Reporting Period			
Session Type	Recommended For	Session Date	Session Time
Comprehensive session for Abbreviated, Article 28 Abbreviated and Mini-Abbreviated and CFR filers	New and Experienced CFR filers who are required to file an Abbreviated CFR with OMH, OPWDD and/or OASAS. Includes review of CFR changes and time for Questions and Answers (Q&A).	Wednesday, June 13, 2012	9:30 a.m. to 12:30 p.m.
Comprehensive session for Full CFR filers	New Full CFR filers for OMH, OPWDD, OASAS and SED. Includes review of CFR changes and time for Q&A.	Wednesday, June 13, 2012	1:00 p.m. to 4:00 p.m.
Comprehensive session for Full CFR filers	New Full CFR filers for OMH, OPWDD, OASAS and SED. Includes review of CFR changes and time for Q&A.	Thursday, June 14, 2012	9:30 a.m. to 12:30 p.m.
Review of Changes for 2011/2012 and Getting Started with the CFR	Full and Abbreviated CFR filers needing a quick review or introduction to the CFR process. All of the material in this session is covered in the Comprehensive Full and Abbreviated CFR sessions. Includes time for Q&A.	Thursday, June 14, 2012	1:00 p.m. to 2:30 p.m.
CFR Software Overview	Full and Abbreviated CFR filers wanting a brief overview of data entry in the CFR software.	Thursday, June 14, 2012	3:00 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 for each session that they wish to attend. 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. If you are unable to register online, please contact Maureen Farrar at (518) 473-3572 for assistance.

NYS Office of Mental Health 44 Holland Avenue, 7 <sup>th</sup> Floor Albany, NY 12229-0001 CBFM CFR Unit: (518) 473-3572 E-mail: <a href="mailto:CFR@omh.ny.gov">CFR@omh.ny.gov</a> Budget & Fiscal Services: (518) 473-7885 Homepage: <a href="http://www.omh.ny.gov/omhweb/finance/main.htm">www.omh.ny.gov/omhweb/finance/main.htm</a>	NYS Office For People With Developmental Disabilities 44 Holland Avenue, 5 <sup>th</sup> Floor Albany, NY 12229-0001 CFR Processing Unit: (518) 402-4275 Claims: (518) 402-4248 Homepage: <a href="http://www.opwdd.ny.gov">http://www.opwdd.ny.gov</a>	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: <a href="mailto:CFRS@oasas.state.ny.us">CFRS@oasas.state.ny.us</a> Homepage: <a href="http://www.oasas.ny.gov">http://www.oasas.ny.gov</a>	NYS Education Department Rate Setting Unit 89 Washington Avenue Albany, NY 12234 (518) 474-3227 E-Mail: <a href="mailto:RATEWEB@MAIL.NYSED.GOV">RATEWEB@MAIL.NYSED.GOV</a> Homepage: <a href="http://www.oms.nysed.gov/rsu/">http://www.oms.nysed.gov/rsu/</a>
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If you have a specific question that you would like addressed in the Review of Changes for 2011/2012 and Getting Started with the CFR session on Thursday, June 14, 2012, you may submit it in advance by sending an e-mail to [CFR@omh.ny.gov](mailto:CFR@omh.ny.gov). Indicate the NYS agency to which you are addressing your question, the type of program you operate, and your five digit CFR agency code. Specify CFR Training Question on the subject line of your e-mail.

**Handouts will not be provided at any of 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, 2012 at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Once all information has been finalized, the 2011/2012 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](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home).

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), Acting Chairperson  
CFR Interagency Training Subcommittee

cc: Peter Reilly (OMH)  
Dianne Flood (OPWDD)

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

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