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 **Goals** 

- Review CFR Manual and resources available to complete the CFR.
- A brief overview of the CFR reporting process.
- Overview of CFR software.

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**The CFR Manual contains:**

- 9 general overview sections
- a section for each core, claiming and supplemental schedule
- numerous appendices containing detailed information
- The CFR Manual is available online at:  
<http://www.oms.nysed.gov/rsu/>
  - Click on Manual and Forms, CFR Manual, select reporting period.

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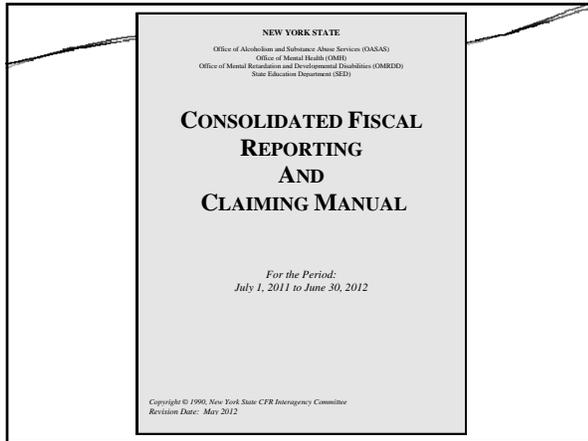
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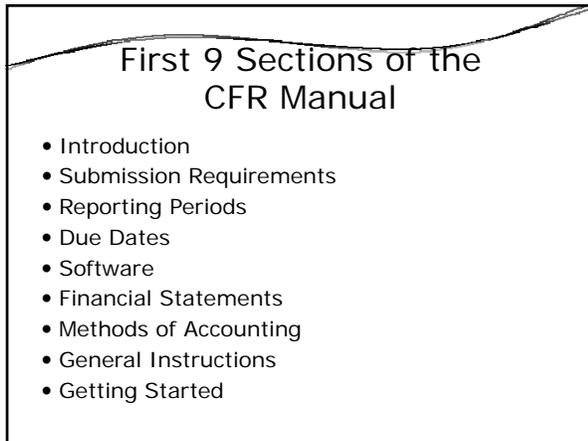
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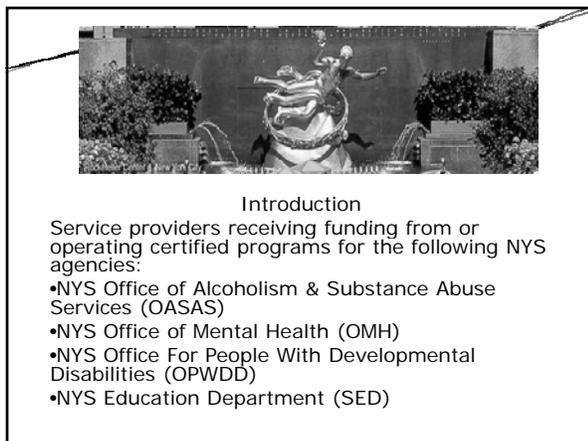
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## The CFR is used as:

- A year-end cost report that is used to document your agency's expenses, and is used as the basis for rate-setting, cost of living increases, and for the development of fiscal analysis and policy by the NYS agencies, the legislature and the Governor's office.
  - and
- A year-end State Aid claiming document that is the basis of payment of your final claim for the CFR period.

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## Submission Requirements Types of CFRs

- There are two general categories of CFR submissions: Full CFRs and Abbreviated CFRs.
- Full versus Abbreviated depends on type of programs you operate and the type and amount of funding you receive.
- To determine whether a Full or Abbreviated CFR is required, check submission matrices in Section 2.0 of the CFR Manual.

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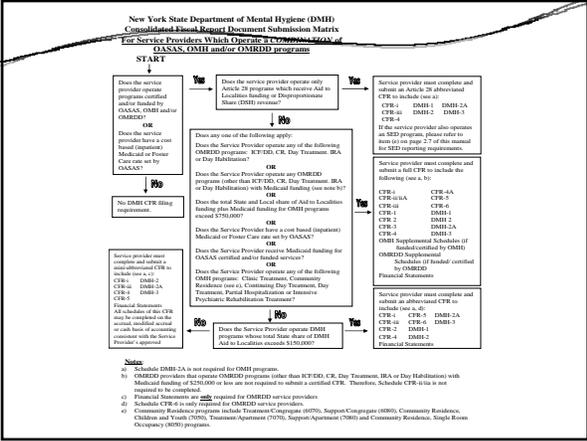
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## Please note:

Service providers are strongly advised to check the appropriate submission matrix each year to verify that their CFR submission type has not changed.



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## For all service providers:



It is expected that all service providers will electronically transmit their CFRs via the Internet.

Go to:

<http://www.omh.ny.gov/omhweb/cfrsweb/default.asp>

Then follow the instructions.

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## Submission requirements for all service providers:

In addition to the Internet submission, paper copies of the following items must be mailed to each NYS Agency as applicable by the due date.

- A signed copy of CFR-i.
- A signed copy of schedule CFR-ii or CFR-iiA.
- A signed copy of CFR-iii.
- A copy of the service provider's certified financial statements.

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## IMPORTANT

Sending copies of the signed certification pages to the county providing the funding to your agency through a local contract or to the OPWDD DDSO does not fulfill this requirement.

Copies of all required certification schedules signed by your agency **MUST** also be sent directly to the appropriate NYS Agencies.

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## For DMH service providers:

- If funded by local contract, check with the county for its specific requirements.
- For OPWDD: One paper copy to the Regional Office or DDSO, as appropriate.

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## Reporting Periods

- Section 3.0 of the CFR Manual discusses reporting periods.
- CFR reporting periods are generally based on the geographic location of the agency's corporate headquarters.
- This training covers the July 1, 2011 to June 30, 2012 reporting period.

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## Reporting Periods

- If your agency is also funded by a contract or Member Item (Special Legislative Grant) for a period different than your agency's standard reporting period, an additional Abbreviated or Mini-Abbreviated CFR must be completed for the contract/member item funding period.
- The portion of these contracts applicable to your standard reporting period must also be included on your agency's Full CFR.

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## Due Dates

- The fiscal year 2011/2012 CFR is due for submission to the applicable NYS Agencies by November 1, 2012.
- Refer to Section 4.0 of the CFR Manual.



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## Extension Requests

- A pre-approved 30-day CFR Extension Request, if needed, must be submitted by November 1, 2012. The extended deadline will be December 1, 2012.
- Extension requests will be submitted online using a survey format. The survey can be accessed at:
  - <http://www.oms.nysed.gov/rsu/>
  - Click on Manual and Forms, CFR Manual, File extension electronically.
- The paper extension request form that was previously used is no longer acceptable.
- No confirmation will be sent.

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## FYI for OASAS providers



If your agency is funded by OASAS, an **approved extension request *does not* apply to the claiming schedules.**

Estimated or final claiming schedules are due to OASAS no later than November 1, 2012.

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## Special note for service providers funded through a local contract:



The Local Governmental Unit (LGU) **may** require you to submit an estimated or final claim **earlier** than the NYS Agency prescribed due date!

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Late submission of a CFR and/or the OASAS claiming schedules may result in a sanction or penalty being imposed on your agency!



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### CFRS Software

- Common software platform for the four CFR state agencies.
- Requires agency information and site information to be entered.
- Only valid program codes and funding source codes can be used for the CFR reporting period.
- Provider agencies can submit budgets (CBR) and cost reports (CFR) for multiple reporting periods using a single software application.
- Software is updated twice a year.

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### CFR Software

- The most recent version of NYS CFRS software is available for download at:  
<http://www.omh.ny.gov/omhweb/cfrsweb/default.asp>
- NYS CFRS software allows a single version of the software to be used for current and prior reporting periods.
- The single version of the software can be used for both Upstate and NYC cycles.
- Version 19.0 of the CFRS software must be used for the 2011/2012 CFR.

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### CFR Software Document Control Number (DCN)

- The approved CFRS software assigns a unique Document Control Number (DCN) to CFR submissions each time the final validations are run successfully.
- This DCN is stored in the data file for upload.
- When printed, the assigned DCN appears on each page of the CFR submission.
- Backup your data once edits have been passed!

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**CFR Software**

Service providers using NYS software are also ***strongly*** encouraged to sign up for the CFRS Announcement Mailing List at:

<http://www.omh.ny.gov/omhweb/cfrsweb/default.asp>

Members of the mailing list will receive e-mail notifications when new versions of the software are released and when patches correcting identified problems are available.

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**CFR Software**

- OMH CIT offers on-line training on the use of NYS CFRS Software.
- Providers can sign up for sessions by calling the OMH Help Desk at:  
1-800-HELPNYS  
(1-800-435-7697)
- Providers connect by phone and the Internet to participate in the training sessions.

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**CFR Software**

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  - (1-800-435-7697)
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## Importing Financial Information Into CFR Software

- Data can be imported into CFR Software from provider accounting software.
- A Site Key must be created for each reported program on the Program Site Definition screen.
- A text file must be created to import data.
- Imported data is loaded in CFR software by matching Site Key and CFR Schedule Cost Code information.
- May be used for schedules CFR-1, CFR-3, CFR-4, CFR-4A, DMH-2, DMH-3, OPWDD-1, OPWDD-4 and 'Other Detail' lines. Also, for schedule CBR-4 (personal services schedules for CBR).

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## CFR Software Data Import

- Edits are run as part of the import process.
- If data in the accounting software changes, it can be re-imported into the CFR software.
- Re-imported data will overwrite the existing data.
- Additional data entry is required to complete CFR.

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## Financial Statements

- Discussed in Section 6.0 of the CFR Manual.
- CPA certified general purpose financial statements **must** be submitted with **most** Full CFR submissions.
- CPA certified financial statements should correspond to the CFR reporting period if possible.
- If your agency's corporate fiscal year is different than the CFR reporting period, submit financial statements for the most recent corporate fiscal year.

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CFRs that require the submission of financial statements will be considered incomplete submissions without them!



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## Important Tips On Financial Record Keeping

An agency should:

- Structure its internal Financial Reporting System so as to capture the cost categories included on the CFR.
- Track the units of service provided on a regular basis for each program.
- Identify non-allowable costs on a periodic basis so that at the end of the year, it can easily identify all non-allowable costs when preparing the CFR.

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## Important Tips On Financial Record Keeping

An agency should:

- Reconcile payroll & fringe benefits by CFR program to the general ledger monthly/quarterly.
- Carefully monitor staff usage, if the same staff is used to cover different programs.
- Review spending by cost category (e.g., Direct Care Personal Services) to see if spending is in line with the budget.

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## Methods of Accounting

- Full accrual accounting **must** be used for the fiscal information reported on schedules CFR-1 through CFR-6 and DMH-1.
- Schedules DMH-2 and DMH-3 may be completed on accrual, modified accrual or cash.

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## Methods of Accounting

- Full Accrual Accounting Means:
  - Units of service are counted when provided.
  - Revenues are recognized on date of service basis.
  - Expenses are recognized when incurred.
  - Equipment purchases are depreciated over the useful life of the item if the initial cost is \$5,000 or more and the useful life is two years or more.
  - Personal services are matched to days in reporting period, not paychecks.

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## CFR Manual: Sections 8 and 9

- Section 8 contains miscellaneous instructions, and information on state agency points of contact.
- Section 9 contains a 'Frequently Asked Questions' section.
- Section 9 also contains a 'Getting Started with the CFR Software' section

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## State Agency Points of Contact

<b>OASAS</b>	CFR:	518-485-2207
	State Aid:	518-457-3562
<b>OMH</b>	CFR:	518-473-3572
	State Aid:	518-473-7885
<b>OPWDD</b>	CFR:	518-402-4275
	State Aid:	518-402-4321
<b>SED</b>	CFR:	518-474-3227

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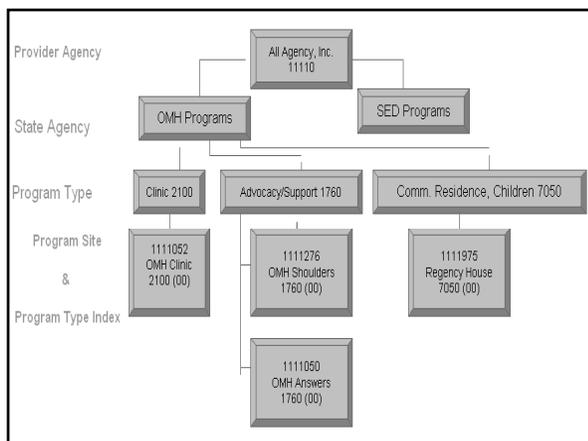
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## Agency Definition Information

- The legal name of your agency.
- The 5 digit Agency Code assigned to your agency.
- The street address of your agency's central administrative office.

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## Agency Definition Information

- The name and 2 digit code of the county where your agency's administrative offices are located.
- The Federal Tax Identification Number of your agency.
- The names and phone numbers of your agency's CEO, CFO and the person to contact with questions regarding the claim schedules.

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## Does your agency operate a shared program?

- Shared programs display expenses and revenues for the funding NYS Agencies in a single column.
- All funding NYS Agencies funding the shared program must be indicated on the Program/site Identification screen.
- Shared programs are reported in a single column per site on schedules CFR-1, CFR-4, CFR-4A and DMH-1.

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## Program Definition Information

- Contract information - State and/or local contract number(s) - for each program operated.
- Funding Code information for each program operated.

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## Program Definition Information

### Program Code Index and Site Key

- Program code index field provides additional information to the NYS agency regarding your programs. For OMH, OASAS and OPWDD, this field controls how programs are reported on the DMH schedules. Additional information is provided at the end of the handout.
- Site key field is completed only when data is being imported from text files generated from your agency's internal accounting records.

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New York State - Consolidated Fiscal Reporting System - (20111117) - [Program Site Definition]

Provider Agency: 11110 Any Agency, Inc.      Maintain Program Sites      Update an existing Program Site

Reporting Period: 1/1/2011 - 12/31/2011

Submission Type: Full

Apply SED value across rows?

Select a site to update:

Program Code Index	Program Name	Site Code	Site Name	Agencies	Site Key
9100 (S)	Preschool Special Class over 2.5 hours	111190	Center Based 2.5 hours	SED	
9100 (S)	Preschool Special Class over 2.5 hours	111190	Center Based 2.5 hours	SED	
9135 (FF)	Preschool Sp Ed Inseant Teacher	111193	Pre. SpEd. Spec. Ed. Inseant	SED	
9135 (S)	Preschool Sp Ed Inseant Teacher	111193	Pre. SpEd. Spec. Ed. Inseant	SED	
9190 (FF)	Preschool Evaluations	111191	Preschool Evaluations	SED	
9190 (S)	Preschool Evaluations	111191	Preschool Evaluations	SED	
9005 (FF)	Federal Grants (611)	111190	611 Grants	SED	
9005 (S)	Federal Grants (611)	111190	611 Grants	SED	
1700 (DR)	Advocacy/Support Services	111076	OMH Shredlers	OMH	
1700 (DR)	Advocacy/Support Services	111090	OMH Inseant	OMH	
2100 (DR)	Clinic Treatment	111050	Burns Street Clinic	OMH	
7050 (DR)	Community Residence, Children & Youth	111195	Regency House	OMH	

Funded by: SED      Address: 60 Burns St

Filter program codes for:       Site Key:

City: Syracuse

State: New York

Zip: 13210-2330

Location County: Onondaga -38

Program: 9100 Preschool Special Class over 2.5 hours per day-SED

Index: FF

Site Code: 111190

Site Name: Center Based 2.5 hours

Start Over   Save   Save and Close   Close without saving

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# Completing Your CFR




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# CFR Schedules: Overview

- CFR-i** (All CFR Types)  
Identifying information and Certification by CEO
- CFR-ii or CFR-iiA** (Full CFR only)  
Certification by Independent CPA
- CFR-iii** (All CFR Types)  
Certification by Agency and LGU if Aid to Localities funding is received through the LGU or direct contract

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ITEM DESCRIPTION	Value
Provider Agency Zip Code	13211-2319
Provider Agency Code	
Provider Agency County	Oneida
School Code	010200
Provider Ownership Type	Not for Profit
PLEASE CHECK THE BOX IF THE AGENCY ADDRESS CHANGED FROM THE PRIOR REPORTING PERIOD.	<input type="checkbox"/>
FEDERAL EMPLOYER ID NUMBER	01-2349278
Contact Country	US
Contact First Name	Sally
Contact Last Name	Sanders
Contact Telephone Number	215-395-5955 (Ext. 122)
Contact Title	Accountant
Contact E-mail Address	rsanders@agency.org
Contact Fax Number	215-395-6666 (Ext. _____)
PLEASE CHECK THE BOX IF THE PERSON TO CONTACT CHANGED FROM THE PRIOR REPORTING PERIOD.	<input type="checkbox"/>
Date Signed	04/12/2012
Director Country	US
Director First Name	Ms.
Director Last Name	May
Director Title	Paralegal
Director Telephone Number	Executive Director
Director E-mail Address	215-289-7778 (Ext. 132)
Chief Executive Officer E-mail Address	may@agency.com
PLEASE CHECK THE BOX IF THE CHIEF EXECUTIVE OFFICER CHANGED FROM THE PRIOR REPORTING PERIOD.	<input type="checkbox"/>
Claims Contact Country	US
Claims Contact First Name	Sally
Claims Contact Last Name	Sanders
Claims Contact Telephone Number	215-395-5955 (Ext. 122)
Claims Contact Title	Accountant
Claims Contact E-mail Address	rsanders@agency.org
PLEASE CHECK THE BOX IF THE CLAIMS CONTACT CHANGED FROM THE PREVIOUS SUBMISSION.	<input type="checkbox"/>

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Recommended order of completion for the CFR Core Schedules (CFR-1 - DMH-1):

- CFR-4
- CFR-4
- CFR-4A
- CFR-5
- CFR-1 (lines 1 through 64)
- CFR-3
- CFR-1 (lines 65 through 107)
- CFR-2
- CFR-6
- DMH-1

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CFR Schedules: Overview cont.

- CFR-1** (Full CFRs only)
  - > Main Detail Schedule
  - > Prepared at the Program Site Level
  - > Reports Expenses and Revenues
  - > Gathers Data from Sub-schedules
- CFR-2** (Full and Abbreviated CFRs)
  - > Agency Wide Summary Schedule
  - > Data from CFR-1 Comes Forward to this Schedule

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CFR Schedules: Overview cont.

- CFR-3** (Full CFR only)
  - > Agency Wide Schedule
  - > Details Agency Administrative Costs on Page 1
  - > Accumulates Information Necessary for Ratio Value Allocation Calculation on Page 2
- CFR-4** (All CFR Types)
  - > Both Program Site Level Reporting and Agency Admin. Reporting
  - > Collects Personal Services Costs and FTEs by Job Title
  - > Carries Forward to CFR-1 or CFR-3

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## CFR Schedules: Overview cont.

### **CFR-4A** (Full CFR only)

- Program Site Level Schedule
- Collects Expense Data for Certain Contracted Employees
- Carries Forward to CFR-1

### **CFR-5** (Full and Abbreviated CFR)

- Agency Wide Schedule
- Collects Detail on "Less Than Arms Length" Transactions

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## CFR Schedules: Overview cont.

### **CFR-6** (Full and Abbreviated CFR)

- Agency Wide Schedule
- Detail Schedule Only
- Collects Data on Governing Authority and Highest Paid Employees & Independent Contractors

### **DMH-1** (Full, Abbreviated and Article 28 Abbreviated CFRs)

- Program Type Reporting
- Same Data from CFR-1 Presented Differently

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## CFR Schedules: Overview cont.

### **DMH-2** (All CFR Types)

- Program Type Reporting
- State Aid Claiming Schedule
- Reports Expenses and Revenues

### **DMH-3** (All CFR Types)

- Program Type Reporting
- State Aid Claiming Schedule
- Details Which Funding Sources Pay for the Net Deficit

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## CFR Schedules: Overview cont.

### Supplemental Schedules

- Collects Additional Detail Information Required by Individual State Agencies
- These schedules are completed for Full CFR submissions.

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## Steps to a Successful CFR Submission

1. Download CFR software.
2. Define provider and sites.
3. Perform data entry for all schedules.
4. Validate submission to get Document Control Number (DCN).
5. Make any changes required by CPA and revalidate
6. Have CFR certified by CPA
7. Perform function to create upload File.
8. Connect to OMH software page and upload file.
9. Send signed Certification Pages & financial statements to certifying/funding agencies.

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## Web Pages

SED

<http://www.oms.nysed.gov/rsu/>

OMH

[www.omh.ny.gov/omhweb/finance/main.htm](http://www.omh.ny.gov/omhweb/finance/main.htm)

OASAS

[www.oasas.ny.gov/cfr/index.cfm](http://www.oasas.ny.gov/cfr/index.cfm)

OPWDD

[www.opwdd.ny.gov](http://www.opwdd.ny.gov)

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## State Agency Points of Contact

<b>OASAS</b>	CFR:	518-485-2207
	State Aid:	518-457-3562
<b>OMH</b>	CFR:	518-473-3572
	State Aid:	518-473-7885
<b>OPWDD</b>	CFR:	518-402-4275
	State Aid:	518-402-4321
<b>SED</b>	CFR:	518-474-3227

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## Any Questions?



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## Changes for 2011/2012

Changes from the 2010/2011 CFR Manual to the 2011/2012 CFR Manual & forms are detailed in the 2011/2012 CFR Transmittal Letter.

The CFR Transmittal Letter is available online at: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFR.html](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFR.html)



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**Supplemental Schedules and Important Notes for 2011/2012**



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**Executive Order 38**

Limits on State-Funded Administrative Costs & Executive Compensation

- Beginning as early as the calendar 2013 fiscal reporting period, limits will be imposed on state-funded administrative costs and executive compensation.
- Draft regulations have been posted for public comment.
- Once the regulations have been promulgated more specific guidance will be given regarding cost reporting and state aid claiming

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**Important OASAS Notes**

Problem areas:

- The Units of Service (visits or patient days as applicable) reported on the CFR do not match the information reported to the OASAS Monthly Service Delivery system.
- Providers receiving more than \$750,000 in state aid for all OASAS programs combined are not submitting Full CFRs.

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**Important OASAS Notes cont.**

Problem areas cont:

- All OASAS programs operated by a provider (both funded and un-funded) are not reported on the CFR submitted.
- The correct Program Number/Program Reporting Unit Number (PRU) assigned to programs are not being used as the Site Code in the NYS CFRS software.

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**Important OASAS Notes cont.**

**Ambulatory Patient Groupings (APGs)**

- APG pricing is intended to more closely align Medicaid reimbursement with the cost of service delivery.
- Accurate CFR information is critical in determining adequate and reasonable price points for Part 822 outpatient and opioid treatment services.

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**Important OASAS Notes cont.**

**Ambulatory Patient Groupings (APGs) cont.**

- It is extremely important that providers complete the correct CFR submission type in a timely manner and that the submitted CFR contains a complete and accurate array of programs operated.
- For additional APG information please see the OASAS APG web page:  
<http://www.oasas.ny.gov/admin/hcf/APG/Index.cfm>

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## OASAS Changes for 2011-12

- The following program codes have been **deleted** from Appendix E:

0507 – Underage Drinking Prevention  
2110 – KEEP Units – Prison – Methadone  
2150 – KEEP Units – Outpatient – Methadone  
3538 – Enhanced Outpatient Rehabilitation Services  
4030 – Residential Chemical Dependency Program  
for Youth (Short Term)  
6040 – Methadone-to-Abstinence – Day Service

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## OASAS Changes for 2011-12

- The following position title code has been **added** to Appendix R:

327 – Licensed Mental Health Counselor

- Effective January 1, 2012 OASAS ceased participation in the federal Disproportionate Share – Hospitals program (DSH).

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## Future OASAS Changes

- Beginning with the July 1, 2012 – June 30, 2013 and January 1, 2013 – December 31, 2013 fiscal reporting periods OASAS will require that agency administration expenses be allocated between OASAS programs using the ratio value methodology.
- Questions regarding implementation of this policy should be directed to your OASAS Field Office Program Manager.

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OMH-1  
Units of Service by Program Site

- Total units of service - including Medicaid units of service.
- Refer to Appendix F for calculation of units of service for different program types.
- Totals from right side of column are transferred to CFR-1, line 13 and DMH-1, line 3.
- This figure also needs to match the units of service on DMH-3 by program.

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OMH-2  
Medicaid Units of Service by Program Site

- OMH-2 is only completed for program/sites that are eligible to bill Medicaid for the services provided.
- Medicaid units of service are a subset of the units of service reported on OMH-1.
- Units of service on schedule OMH-2 are calculated in the same manner as those on schedule OMH-1. Do not use months used for billing purposes on schedule OMH-2!

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OMH-3  
Client Information

- Clients served by the program.
- Caseload at the start of the current period should equal the caseload at the end of the prior period. Explain any discrepancies.
- For programs without an ongoing caseload, indicate the number of persons served on lines 2 and 3.

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### Important Notes for OMH Service Providers

- OMH website is now omh.ny.gov
- OMH e-mail addresses have also changed.
- OMH providers should continue to use the Mental Health Provider Data Exchange (MHPD) to submit corrections, openings and closures of programs.

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### Important Notes for OMH Service Providers

- The following new funding source codes have been added to Appendix N: 115, 115D, 115P, 116, 116P, 560A, 570 and 570M.
- The following position title code has been added to appendix R:
  - 356: Early Recognition Specialist (ERS)

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### OMH Change to Other Third Parties line

Medicaid Managed Care revenue must now be separately reported as part of Other Third Parties in the worksheet detail box for schedules CFR-1, line 74, DMH-1, line 20 and DMH-2, line 19.

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## Important Notes for OMH Service Providers

### OMH Changes to Program Codes

The following program codes have been added to Appendix F of the CFR Manual:

- 1590: Performance Based Early Recognition Coordination and Screening Services
- 2620: Health Home Non-Medicaid Care Management
- 2730: Health Home Care Management
- 2740: Health Home Care Management Service Dollars
- 2850: Health Home Care Management Service Dollar Administration
- 6140: Transitional Business Model

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## Important Notes for OMH Service Providers

### OMH Program Codes

- Modifications have been made to the name, description and/or units of service of program codes 1320 and 2100. Refer to Appendix F of the CFR Manual.
- Units of service for Clinic Treatment (program code 2100) are Service Days. Count one unit of service for each individual receiving a service on a particular day. Count only one unit of service per person per day, regardless of the amount of time or number of procedures.

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## Important Notes for OMH Service Providers

### Agency Administration

Please note that the total agency administration reported on schedule DMH-2, line 11 for all OMH programs should not exceed the amount allocated to OMH via the ratio/value allocation.

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OPWDD-1

Schedule of Services-ICF/DDs Only

- Each ICF/DD site requires a separate schedule (program codes 0090 and 1090).
- If the service was purchased exclusively with a Medicaid Card, put an "X" in Column 1.
- If the service was purchased exclusively by the ICF/DD, put an "X" in Column 2.
- If the service was purchased by the ICF/DD because the Medicaid Card did not cover the cost due to coverage limits, put an "X" in Column 3.

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OPWDD-1

- If either Column 2 or 3 is checked "X", indicate cost of service dollars in Column 4.
- If Medical Supplies is marked with an "X" in column 2 or 3, complete an OPWDD-2 for that ICF/DD site.

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OPWDD-2

ICF/DD Medical Supplies

For all ICF/DD sites:

- If medical supplies were purchased by the ICF/DD (column 2 or column 3 on the OPWDD-1), OPWDD-2 **must** be completed.
- Site specific reporting is required.
- Enter "Yes" in the appropriate column next to the Medical Supply Description.

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OPWDD-3  
HUD Revenues and Expenses

- OMRDD-3 is used to report all expense and revenue associated with Housing and Urban Development funding for residential programs.
- Site specific reporting is required.



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OPWDD-3

- If these expenses are included in the amounts reported on CFR-1:
  - Break out the HUD-related amounts
  - List them on this schedule
  - Indicate which lines on the CFR-1 include HUD-related expenses

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OPWDD-4  
Fringe Benefit Expense  
and Program Administration Expense  
Detail

- Refer to the CFR Manual for required program types.
- The total fringe on line 10 of the OPWDD-4 **must** equal the amount on CFR-1, line 20.
- The total program administration, shown on line 26, **must** equal the portion of CFR-1 that is directly associated with program administration.

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### ICFDD Rate Changes

- ICFDD <30 Bed Payments were reduced for a specific period.
- Most contract amounts were adjusted to reduce the expenses allowed.
- You need to report the amount of revenue you expect to receive for services rendered.
- Report your actual expenses.

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### Important Changes for OPWDD Providers

OPWDD ICFDD Programs

- Effective 7/1/2011, ICF/DD 30 Beds or Less Programs (0090 and 0091) will be reporting their expenses on the CFR on a program specific basis.
- The ICF/DD Over 30 Beds Programs (1090 and 1091) program will continue to be reported on a site specific basis.
- Supplemental schedule OPWDD 1 and OPWDD 2 will continue to be reported on a site specific basis for both ICF/DD programs (0090 and 1090).

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### OPWDD Program Codes

- The following program codes were added to Appendix G:
  - 0228 – Willowbrook Case Services (WCS)
  - 0419 – Portal-like
- The following program codes were deleted from Appendix G:
  - 0236 (HCBS Res Hab At Home pre-11/01/10)
  - 3090 (VOICF/DD Scholl District Contract)
- The following funding source codes were deleted from Appendix N:
  - 095 (FMAP)
  - 185 (Health Care Adjustment VI)

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## OPWDD OPTS Program Service Types

- Two service types in the OPTS program (program code 0234) have been revised:
- 29 Product Fee was changed to Intensive Behavioral Product Fee.
- 30 Intensive Behavioral was changed to Intensive Behavioral Implementation.

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## SED-1

### Program and Enrollment Data

- The top half of the SED-1 collects student enrollments by program by full-time equivalent (FTE).
- Report Total FTEs by Funding Source on SED-1, Lines 100-107.
- Report the total days the program operated on SED-1, Line 109 – Number of Days in Session.
- Calculate Care Days by multiplying Total FTEs by Session Days.

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## SED-1

- Refer to the CFR Manual for examples of student enrollment FTE calculations.
- When reporting FTE enrollments for 1:1 Aides, include the FTEs in both the 9230 program **and** the program attended by the child.
- SED-1, Lines 201 – 601 details the total number of classrooms operated and student FTEs enrolled by program for each SED approved classroom ratio (students:teachers:aides).

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### SED-4

#### Related Service Capacity, Need and Productivity

- The SED-4 captures capacity, need and productivity for all types of related services.
- The SED-4 is required for all rate based programs except for SEIT programs (Program Code 9135).
- Schedule RS-2 does not need to be sent to SED. Please retain a copy of this schedule for your files.
- An Excel version of the RS-2 schedule is available upon request.

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### SED Program Codes

#### Early Intervention Program (EIP)

- Use existing 9300 program code  
Or
- 9301 – EIP Initial Service Coordination
- 9302 – EIP Ongoing Service Coordination
- 9310 – EIP Screenings
- 9311 – EIP Core Evaluations
- 9312 – EIP Physician Evaluations
- 9313 – EIP Supplemental Evaluations
- 9320 – EIP Home/Comm. Based Individual Collateral Services
- 9330 – EIP Office/Facility Based Individual Collateral Services
- 9341 – EIP Group Development Intervention Services
- 9342 – EIP Parent/Child Group Services
- 9343 – EIP Family/Caregiver Support Group Services

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### SED Changes

- The definition of Supervising Teacher position title codes 215 and 518 have been changed in Appendix R.

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More Questions?



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**Thank you for  
attending  
the 2011/2012  
Getting Started and CFR  
Changes Training**



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