



# New York State Consolidated Fiscal Reporting Interagency Committee

May 3, 2013

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, 2012 through June 30, 2013 Consolidated Fiscal Report (CFR). These training sessions will be held June 5 - 6, 2013 at the OPWDD NYC Regional Office, 75 Morton Street, New York, NY 10014. **The training sessions are open to Full and Abbreviated CFR filers.** Directions are available at:

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

The morning session will consist of two modules: Module 1: Introduction to the CFR, and Module 2: Introduction to CFR Software. Providers registered for the morning sessions may attend one or both of these modules.

A lunch break (on your own) is from 12:00 noon to 1:00 p.m. Please note that food and beverages are not available on-site; however, there are many dine-in and take-out options within walking distance.

The afternoon session (Module 3) will cover the CFR schedules (though not necessarily at the level of detail as prior training sessions), more information on subjects such as agency administration and cost allocation principals and methodologies, changes for the current reporting period, and allow time for Questions and Answers.

Schedule			
Session	Content	June 5, 2013	June 6, 2013
Module 1	Introduction to the CFR: Review of the First Nine Sections of the CFR Manual	9:00 a.m. to 10:15 a.m.	9:00 a.m. to 10:15 a.m.
Break	Break on your own	10:15 a.m. to 10:30 a.m.	10:15 a.m. to 10:30 a.m.
Module 2	CFR Software Training	10:30 a.m. to 12:00 noon	10:30 a.m. to 12:00 noon
Break	Lunch on your own	12:00 noon to 1:00 p.m.	12:00 noon to 1:00 p.m.
Module 3	CFR Schedules, CFR Changes, Questions and Answers	1:00 p.m. to 4:00 p.m.	1:00 p.m. to 4:00 p.m.

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: CFR@omh.ny.gov 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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While attendance at the 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>

You may register for both a morning session and an afternoon session. These sessions need not be on the same day. As training space is limited, it is requested that each provider send no more than two representatives to these training sessions. Each individual from a provider agency must register separately.

**Handouts will not be provided at any of the training sessions. You must download the training materials, and bring them with you to the training sessions.** The training materials will be available for download after June 2, 2013 at the SED website:

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

Once all information has been finalized, the 2012/2013 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).

Please note that a written confirmation of your reservation will NOT be sent. If you are unable to register online, or you would like to change or cancel your reservation, please contact Maureen Farrar at (518) 473-3572 for assistance.

Sincerely,  
*Warren D. Moessner, Jr.*  
Warren D. Moessner, Jr.  
Chairperson  
CFR Interagency Training Subcommittee

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

Paula McNulty (SED)  
Jacqueline Jackson (OASAS)