



New York State Consolidated Fiscal Reporting Interagency Committee

October 11, 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 completing the January 1, 2013 through December 31, 2013 Consolidated Fiscal Report (CFR) at five locations. Please refer to the State Education Department website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Dates and locations for the training sessions are indicated on the second page of this letter. Training sessions are primarily intended for individuals who have never completed a CFR. However, anyone seeking additional assistance with CFR preparation may attend. OPWDD providers should note that the OPWDD Transformation Methodology will NOT be covered in these training sessions.

Attendance at the CFR training sessions is optional. However, if you wish to attend, you must pre-register at least two weeks before the scheduled date of the CFR training session. Registration for the 2013 CFR Training sessions will be done in an online survey format, using a link at the website listed above. Each registrant must submit a separate survey, and may register for only one session. Training space is limited. As a result, no more than two representatives per provider will be allowed to attend a single training session. Please be aware that these are the only scheduled training sessions for the calendar year 2013 CFR.

Please note that you must download and print the training materials and bring them with you to the training session. The training materials will be available for download after November 4, 2013 at the website listed above.

Once all information has been finalized, the 2013 CFR Manual, forms and transmittal letter will be available online at the following SED website: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home. Providers will be notified when these documents are posted to the website. Hard copies of the CFR Manual, forms and transmittal letter will not be mailed to service providers.

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,

Warren D. Moessner, Jr.

Warren J. Moessner, Jr, Chairperson
CFR Interagency Training Subcommittee

cc: Jacqueline Jackson (OASAS)
Dianne Flood (OPWDD)

Peter Reilly (OMH)
Paula McNulty (SED)

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 Administration: (518) 457-3562
Homepage: <http://www.oasas.ny.gov>

NYS Education Department
Rate Setting Unit
Albany, NY 12234

(518) 474-3227
E-Mail: RATEWEB@MAIL.NYSED.GOV
Homepage: <http://www.oms.nysed.gov/rsu/>

CFR Training Schedule

Registration for the 2013 calendar year CFR Training sessions will be done in an online survey format, using the link to www.surveymonkey.com available at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. Each registrant must submit a separate survey. There is a maximum of two attendees per provider agency.

Please register at least two weeks prior to the date of the 2013 CFR Training session.

If you are unable to register online, please contact Maureen Farrar at 518.473.3572.

| Date & Location | Time | Notes |
|--|-------------------------------------|--|
| November 6, 2013 Abilities! Smeal Learning Center 201 I U Willets Road Albertson, NY 11507 | Start: 12:30 p.m. End: 4:30 p.m. | Limited parking is available. Please allow additional time! |
| November 7, 2013 Abilities! Smeal Learning Center 201 I U Willets Road Albertson, NY 11507 | Start: 9:00 a.m. End: 1:00 p.m. | Limited parking is available. Please allow additional time! |
| November 13, 2013 Monroe 2 – Orleans BOCES 3599 Big Ridge Road Spencerport, NY 14559 | Start: 9:00 a.m. End: 1:00 p.m. | Large Conference Room (James Green, Jr. Room) |
| November 14, 2013 Central New York Regional Information Center at OCM BOCES 6075 East Molloy Road Syracuse, NY 13211 | Start: 9:00 a.m. End: 1:00 p.m. | Building 8 Large Conference Room |
| November 20, 2013 Ulster County BOCES 175 Route 32 North <i>(GPS: 175 North Chestnut Street)</i> New Paltz, NY 12561 | Start: 9:00 a.m. End: 1:00 p.m. | Conference Center |
| November 26, 2013 Capital District Developmental Disabilities Service Office (DDSO) O. D. Heck Developmental Center 500 Balltown Road Schenectady, NY 12304 | Start: 9:00 a.m. End: 1:00 p.m. | Building 3, Room 2 |

Please note, in addition to selecting the training session you wish to attend, you will be asked for the following information when registering online:

- Provider Agency Name
- Five Digit CFR Agency Code
- NYS Agencies Funding Your Programs
- Attendee's Name
- Attendee's E-mail Address
- Attendee's Work Phone Number
- Attendee's Cell Phone Number