



# New York State Consolidated Fiscal Reporting Interagency Committee

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May 12, 2014

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 three training sessions on completing the July 1, 2013 through June 30, 2014 Consolidated Fiscal Report (CFR) at the New York State Department of Health (DOH), Metropolitan Area Regional Office (MARO), 90 Church Street, 4<sup>th</sup> Floor, Room A/B, New York, NY 10007 in June of 2014. A link to the survey format registration will be available after May 5, 2014 at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

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.** Each registrant must submit a separate survey, and may register for only one session. Training space is limited, and will be available on a 'first come, first served' basis. As a result, no more than two representatives per provider will be allowed to attend these training sessions. Please be aware that these are the only scheduled training sessions for the fiscal year 2013-2014 CFR.

**Please note that you must download and print the training materials and bring them with you to the training session.** They will not be available at the site. The training materials will be available for download after June 3, 2014 at the website listed above.

Once all information has been finalized, the 2013-2014 CFR Manual, forms and transmittal letter will be available at SED website: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home). Service 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, Chairperson  
CFR Interagency Training Subcommittee

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

Paula McNulty (SED)

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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](http://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/>

## 2013-2014 CFR Training Schedule

CFR Training in NYC will be held at a new location: New York State Department of Health (DOH), Metropolitan Area Regional Office (MARO), 90 Church Street, 4<sup>th</sup> Floor, Room A/B, New York, NY 10007.

Please be aware that you may have to go through a security screening upon entering the building, and allow additional time. No food or drink is allowed in the room, with the exception of water.

Registration for the 2013-2014 fiscal year CFR Training sessions will be done in an online survey format, using a link available at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. Each registrant from the provider agency must submit a separate survey. There is a maximum of two attendees per provider agency. Please register no later than two weeks before the scheduled training date. However, note that training space is limited, and registrants will be accepted on a 'first come, first served' basis. Registration for a session will be closed when the attendee limit has been reached.

In addition to selecting the training session you wish to attend, you will be asked for the following information when completing the registration survey:

- 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

If you are unable to register online, please contact Maureen Farrar at (518) 473-3572.

<b>Fiscal Year July 1, 2013 to June 30, 2014 CFR Training Schedule June 2014</b>		
<b>Date</b>	<b>Time</b>	<b>Notes</b>
<b>June 10, 2014</b>	Start: 10:00 a.m. Lunch on your own from 12:00 noon to 1:00 p.m. End: 3:00 p.m.	Total time is five hours. This includes a one hour break for lunch on your own. No food or beverages are allowed in the training room, with the exception of water.
<b>June 17, 2014</b>	Start: 1:00 p.m. End: 5:00 p.m.	Total time is four hours. There is no lunch break for this session. No food or beverages are allowed in the training room, with the exception of water.
<b>June 18, 2014</b>	Start: 10:00 a.m. Lunch on your own from 12:00 noon to 1:00 p.m. End: 3:00 p.m.	Total time is five hours. This includes a one hour break for lunch on your own. No food or beverages are allowed in the training room, with the exception of water.