



Consolidated Fiscal Reporting System Interagency Committee

April 22, 2015

Dear Fiscal Officer:

The New York State Office of Alcoholism and Substance Abuse Services (OASAS), Office of Mental Health (OMH), Office For People With Developmental Disabilities (OPWDD) and the State Education Department (SED) will be conducting four training sessions on the preparation of the July 1, 2014 through June 30, 2015 Consolidated Fiscal Report (CFR) at the New York State Department of Health (DOH), Metropolitan Area Regional Office (MARO), 90 Church Street, 4th Floor, Room A/B, New York, NY 10007 in June of 2015. A link to the survey format registration is available at:

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

Attendance at the CFR training sessions is optional. Training sessions are primarily intended for individuals who have never completed a CFR. However, if you have completed a CFR before, but have never attended a CFR training session, you are encouraged to attend.

Registration for the 2014-2015 fiscal year CFR Training sessions will be done in an online survey format. You must pre-register at least one week before the scheduled date of the CFR training session.

Registration for a particular training session will be closed when the room capacity has been reached. Training space is limited. As a result, no more than two representatives per provider will be allowed to attend these training sessions. Each registrant must submit a separate survey, and may register for only one session. Please be aware that these are the only scheduled training sessions for the fiscal year 2014-2015 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 training site. The training materials will be available for download after May 27, 2015 at the website listed above.

Once all information has been finalized, the 2014-2015 CFR Manual, forms and transmittal letter will be available at SED website:

http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home

Please check the website for updates. 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 modify your reservation, please call Cathy Shippey at (518) 485-2206.

Sincerely,

Warren D. Moessner, Jr.

Warren D. Moessner, Jr,
Chairperson
CFRS Interagency Training Subcommittee

cc: Paula McNulty (SED)
Peter Reilly (OMH)
Cathy Shippey (OASAS)
Francis Vecillio (OPWDD)

2014-2015 CFR Training Schedule

CFR Training in NYC will be held at **New York State Department of Health (DOH), Metropolitan Area Regional Office (MARO), 90 Church Street, 4th Floor, Room A/B, New York, NY 10007**. Please be aware that you must go through a security screening upon entering the building, and allow additional time. **If your name does not appear on the list of expected attendees for the session and/or you do not have a matching photo identification document, you will not be allowed in the building. There will be no exceptions to this requirement.** No food or drink is allowed in the room, with the exception of water.

Registration for the 2014-2015 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>.

Registration for a particular training session will be closed when the room capacity 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

Fiscal Year July 1, 2014 to June 30, 2015 CFR Training Schedule June 2015		
Date	Time	Notes
June 2, 2015	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.
June 3, 2015	Start: 10:00 a.m. One hour lunch on your own. 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.
June 16, 2015	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.
June 17, 2015	Start: 10:00 a.m. One hour lunch on your own. 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.