



# Consolidated Fiscal Reporting System Interagency Committee

April 25, 2016

Dear Fiscal Officer:

This June 2016, 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 four training sessions on completing the July 1, 2015 - June 30, 2016 Consolidated Fiscal Report (CFR):

- Each session will have the same content.
- An individual may attend only one session.
- There is a maximum of two individuals per service provider.
- Attendance is recommended for individuals who have:
  - never completed a CFR,
  - completed a CFR but never attended a training session, or
  - CFR preparation experience but feel they may benefit from CFR reporting agency updates.

The training sessions will be held at:

New York State Department of Health  
Metropolitan Area Regional Office  
90 Church Street  
4th Floor, Room A/B  
New York, New York 10007

Registration will be done through an online survey:

- A link to the survey is available on the CFR Training homepage:  
<http://www.oms.nysed.gov/rsu/Training/CFRTraining>.
- Each attendee must register separately.
- Register *at least* one week before the scheduled date of the session.
- Registration for a particular session will be closed when room capacity has been reached.

**These are the only scheduled training sessions for the fiscal year 2015-2016 CFR.**

Training materials will be available for download after June 10, 2016 on the CFR Training homepage listed above. Training materials will not be distributed at the sessions.

Once all information has been finalized, the 2015-2016 CFR Manual, forms, and transmittal letter will be available at: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home). Hard copies of the CFR Manual, forms, and transmittal letter will not be mailed to service providers.

If you have any questions regarding these training sessions, call CFR Training Support at (518) 457-5553.

Sincerely,

*Paul Green*

Paul Green, Chairperson  
CFR Interagency Training Subcommittee

cc: Cathy Shippey (OASAS)  
Francis Vecellio (OPWDD)

Kathy Katz (OMH)  
Paula McNulty (SED)

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## July 1, 2015 to June 30, 2016 Reporting Period CFR Training Schedule

<b>Session</b>	<b>Date</b>	<b>Time</b>	<b>Lunch Break</b>
<b>1</b>	June 14, 2016	1:00 PM - 5:00 PM	None
<b>2</b>	June 15, 2016	10:00 AM - 3:00 PM	One Hour
<b>3</b>	June 28, 2016	1:00 PM - 5:00 PM	None
<b>4</b>	June 29, 2016	10:00 AM - 3:00 PM	One Hour

The registration survey asks for:

- The training session you will attend
- Five Digit CFR Agency Code
- Provider Agency Name
- NYS Agencies Funding Your Programs
- Attendee's Name and Job Title
- Attendee's Work and Cell Phone Number
- Attendee's E-mail Address

On the day of the training:

- No food or drink, except water, is allowed in the room.
- Allow additional time to go through a security screening upon entering the building.
- Bring photo identification.

*If your name does not appear on the list of expected attendees for the session or you do not have a matching photo identification document, you will not be allowed inside the building.*

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