



Consolidated Fiscal Reporting System Interagency Committee

September 2016

Dear Fiscal Officer:

This Fall 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 five training sessions on completing the January 1, 2016 – December 31, 2016 Consolidated Fiscal Report (CFR):

- Each session will have the same content.
- Registration is required.
- 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 from 10:00 AM to 3:00 PM at the following locations:

Place	Date
Genesee Valley BOCES LeRoy Service Center Room E 80 Munson Street LeRoy, New York 14482	November 2, 2016
OCM BOCES Capital New York Regional Information Center Seneca Room 110 Elwood Davis Road Liverpool, New York 13088	November 3, 2016
Ulster County BOCES 175 Route 32 (for GPS: 175 North Chestnut Street) New Paltz, New York 12561	November 17, 2016
Western Suffolk BOCES Large Conference Center 31 Lee Avenue Wheatley Heights, New York 11798 (for GPS: Wyandanch, New York 11798)	November 29, 2016
Capital Region BOCES Central Administration Building (off South Family Drive) Suite 102 Albany Room 900 Watervliet Shaker Road Albany, New York 12205	December 7, 2016

These are the only scheduled training sessions for the calendar year 2016 CFR.

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
Provider Monitoring and Funding:
(518) 457-5312
Homepage: <http://www.oasas.ny.gov>

NYS Education Department
89 Washington Avenue, Room 302 EB
Albany, NY 12234
Rate Setting Unit: (518) 474-3227
E-Mail: RATEWEB@NYSED.GOV
Homepage:
<http://www.oms.nysed.gov/rsu/>



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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 each session will be closed once room capacity has been reached for that location.

The requested information for the registration survey includes:

- 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

Training materials will be available for download after October 27, 2016 on the CFR Training homepage listed above. Training materials will not be distributed at the sessions.

On the day of the training:

- No food or drink is allowed in the room.
- There will be a one hour break for lunch.
- 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.

Once all information has been finalized, the 2016 CFR Manual, forms, and transmittal letter will be available at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.

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)
James Kampf (SED)