



New York State Consolidated Fiscal Reporting Interagency Committee

September 22, 2011

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, 2011 through December 31, 2011 Consolidated Fiscal Report (CFR) at five locations around the state. Directions to the training sites are available at the State Education Department website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Please refer to the CFR Document Submission Matrices included in Section 2.0 of the CFR Manual to determine what type of CFR your agency should submit. Questions concerning your CFR filing requirements should be directed to the state agency or agencies that certify and/or fund programs operated by your agency. Due to continued low attendance at Abbreviated CFR training sessions in Spencerport and Syracuse, all Abbreviated CFR filers at these locations should register for the morning Full CFR session. Additional time will be allowed at the end of these sessions to address issues related to Abbreviated filings.

Dates and locations for the training sessions are indicated on the attached registration forms. All training sessions are primarily intended for individuals who have never completed a CFR. However, anyone seeking additional assistance with CFR preparation may attend.

Attendance at the CFR training sessions is optional. However, if you wish to attend, you must pre-register at least one week before the scheduled date of the CFR training session. Registration for the 2011 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 register for only one session. (If you are unable to register online, please complete and mail OR fax the registration form that is available at the above website.) Please note that no written confirmation of your reservation will be sent. As training space is limited, it is requested that each provider send no more than two representatives to a training session. Please be aware that these are the only scheduled training sessions for the 2011 CFR.

Handouts will not be distributed at the training sessions. You must download and print the training materials, and bring them with you. The training materials will be available for download after November 1, 2011 at the website listed above.

Once all information has been finalized, the 2011 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. OASAS, OMH and OPWDD will forward a copy of the transmittal letter to providers operating programs they certify and/or fund. Hard copies of the CFR Manual 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,

Katherine Katz

Katherine Katz (OMH), Chairperson
CFR Interagency Training Subcommittee

cc: Don Berryann (OMH)
Dianne Flood (OPWDD)

Mike Heeran (DOH)
Warren D. Moessner, Jr. (OASAS)

Ann Marsh (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 Registration Form

Registration for the 2011 calendar year CFR Training sessions will be done in an online survey format, using the link to surveymonkey at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Each registrant from the provider must submit a separate survey.

Please register at least one week before the date of the 2011 CFR Training session you would like to attend.

If you are unable to register online, please complete AND mail OR fax this form to:

**Maureen Farrar
New York State Office of Mental Health
Community Budget and Financial Management – 7th Floor
44 Holland Avenue
Albany, NY 12229
Phone #: (518) 473-3572 Fax #: (518) 473-8255**

Date & Location	Session	Time	Room	Select one √:
November 9-10, 2011 Abilities! Smeal Learning Center 201 I U Willets Road Albertson, NY 11507	Abbreviated, Article 28 Abbreviated and Mini-Abbreviated CFR filers (November 9)*	1:00 p.m. to 4:00 p.m.	Smeal A-B	
	Full CFR filers (November 10)*	9:30 a.m. to 12:30 p.m.	Smeal A-B	
November 15, 2011 Monroe 2 – Orleans BOCES 3599 Big Ridge Road Spencerport, NY 14559	Full CFR filers (Abbreviated, Article 28 Abbreviated and Mini-Abbreviated CFR filers may also register for this session)	9:30 a.m. to 12:30 p.m.	Room 7	
November 16, 2011 Central New York Regional Information Center at OCM BOCES 6075 East Molloy Road Syracuse, NY 13211	Full CFR filers (Abbreviated, Article 28 Abbreviated and Mini-Abbreviated CFR filers may also register for this session)	9:30 a.m. to 12:30 p.m.	Conference Rooms 1 & 2	
	Full CFR filers	1:30 p.m. to 4:30 p.m.	Conference Rooms 1 & 2	
November 22, 2011 Ulster County BOCES 175 Route 32 North (GPS: 175 North Chestnut Street) New Paltz, NY 12561	Full CFR filers	9:30 a.m. to 12:30 p.m.	Conference Center	
	Abbreviated, Article 28 Abbreviated and Mini-Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Conference Center	
November 29, 2011 Capital District Developmental Disabilities Service Office (DDSO) O. D. Heck Dev. Center 500 Balltown Road Schenectady, NY 12304	Full CFR filers	9:30 a.m. to 12:30 p.m.	Conference Room 2	
	Abbreviated, Article 28 Abbreviated and Mini-Abbreviated CFR filers	1:00 p.m. to 4:00 p.m.	Conference Room 2	

Agency Name: _____ Five Digit CFR Agency Code: _____

NYS Agencies Funding Your Programs: ____ OASAS, ____ OMH, ____ OPWDD, ____ SED

Name of Attendee: _____ (Please Type or Print)

E-mail Address of Attendee: _____ (Please Type or Print)

Phone #: () _____ Fax #: () _____

If it becomes necessary to change the date, time and/or location of the training session you selected, we will contact you using the information you have provided. Also, if you are mailing the completed registration form, please be sure to keep a copy.

* Limited parking is available at Abilities!, Smeal Learning Center. Please allow additional time!