



New York State Consolidated Fiscal Reporting Interagency Committee

October 5, 2009

Dear Fiscal Officer:

The Office of Alcoholism and Substance Abuse Services (OASAS), the Office of Mental Health (OMH), the Office of Mental Retardation and Developmental Disabilities (OMRDD) and the State Education Department (SED) will be conducting training sessions on completing the January 1, 2009 through December 31, 2009 Consolidated Fiscal Report (CFR) at five different locations around the state. Directions to the training sites are available at: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Comprehensive sessions on completing Full and Abbreviated CFR submission types will be offered at each location. These sessions are primarily intended for individuals who have never completed a CFR. However, anyone seeking additional assistance with CFR preparation is encouraged to attend. 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 CFR filing requirements should be directed to the state agency or agencies that certify and/or fund programs operated by your agency.

While attendance at CFR training sessions is optional, ***pre-registration is required***. Reservations are accepted on a "first come, first served" basis. Please complete and return the attached CFR Training Registration Form (**Note that there are two different forms based on training location.**) Registration for the Rochester, Syracuse and Albertson sessions should be submitted no later than October 28, 2009. Registration for the Schenectady, Tupper Lake and New Paltz sessions should be submitted no later than November 10, 2009.

Training space is limited, therefore, it is requested that each provider send no more than two representatives to a training session. The individuals attending the training should be the people responsible for the actual completion of your agency's CFR. No written confirmation of your reservation will be sent so it is recommended that you keep a copy of the completed registration form in your files.

IMPORTANT CHANGE! We will not be providing handouts at the sessions. Please download the training materials and bring them with you to the training sessions. Training materials will be available for download after October 29, 2009 at the following website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. Please note also that there will be no additional training sessions for the 2009 CFR beyond those listed in this letter.

Once all information has been finalized, the 2009 CFR Manual, forms, transmittal letter and extension request will be available online at the following SED website: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html. OASAS, OMH and OMRDD will mail a copy of the transmittal letter to providers operating programs they certify and/or fund. Hard copies of the manual will not be mailed to service providers.

Should you have any questions regarding these training sessions, please call Linda Dow at (518) 473-8668.

Sincerely,

Katherine Katz (OMH), Chairperson
CFR Interagency Training Subcommittee

cc: Don Berryann (OMH)
Carlene Coons (OMRDD)

Ann Marsh (SED)
Warren D. Moessner, Jr. (OASAS)

NYS Office of Mental Health
44 Holland Avenue
Albany, NY 12229
CBFM CFR Unit: (518) 473-3572
E-mail: CFR@OMH.STATE.NY.US
Budget & Fiscal Services: (518) 473-7885

Homepage:
www.omh.state.ny.us/omhweb/finance/main.htm

NYS Office of Mental Retardation
and Developmental Disabilities
44 Holland Avenue, 5th Floor
Albany, NY 12229-0001

CFR Processing Unit:
(518) 402-4275
Claims: (518) 402-4248
Homepage: <http://www.omr.state.ny.us>

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.state.ny.us>

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

Please register for the sessions in Rochester, Syracuse and Albertson
by submitting the appropriate registration form at the following website by October 29, 2009:
<http://www.oms.nysed.gov/rsu/Training/CFRTraining.html>

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

**New York State Office of Mental Health
Community Budget and Financial Management – 7th Floor
44 Holland Avenue
Albany, NY 12229**

Phone #: (518) 473-8668

Fax #: (518) 473-8255

Date & Location	Session	Time	Room	Select one \checkmark :
November 4, 2009 Monroe 2 – Orleans BOCES 3599 Big Ridge Road Spencerport, NY 14559	Comprehensive session for Full CFR filers	9:30 a.m. to 12:30 p.m.	Room 7	
	Comprehensive session for Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Room 7	
November 5, 2009 Syracuse Developmental Center 800 South Wilbur Syracuse, NY 13201	Comprehensive session for Full CFR filers	9:30 a.m. to 12:30 p.m.	Auditorium (3 rd Floor)	
	Comprehensive session for Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Auditorium (3 rd Floor)	
November 12 - 13, 2009 Abilities! Smeal Learning Center 201 I U Willets Road Albertson, NY 11507	Comprehensive session for Abbreviated CFR filers (November 12) *	1:00 p.m. to 4:00 p.m.	Smeal A - B	
	Comprehensive session for Full CFR filers (November 13) *	9:30 a.m. to 12:30 p.m.	Smeal A - B	

Agency Name: _____ **(Please Type or Print)**

Five Digit CFR Agency Code: _____

Name of Attendee # 1: _____ **(Please Type or Print)**

E-mail Address of Attendee # 1: _____ **(Please Type or Print)**

Name of Attendee # 2: _____ **(Please Type or Print)**

E-mail Address of Attendee # 2: _____ **(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 at the number you have provided above. 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 travel time!**

CFR Training Registration Form

Please register for the sessions in Schenectady, Tupper Lake and New Paltz
by submitting the appropriate registration form at the following website by November 10, 2009:
<http://www.oms.nysed.gov/rsu/Training/CFRTraining.html>

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

**New York State Office of Mental Health
Community Budget and Financial Management – 7th Floor
44 Holland Avenue
Albany, NY 12229**

Phone #: (518) 473-8668

Fax #: (518) 473-8255

Date & Location	Session	Time	Room	Select one √:
November 18, 2009 O. D. Heck Dev. Center 500 Balltown Road Schenectady, NY 12304	Comprehensive session for Full CFR filers	9:30 a.m. to 12:30 p.m.	Conference Room 2	
	Comprehensive session for Abbreviated CFR filers	1:30 p.m. to 4:30 p.m.	Conference Room 2	
November 18, 2009 Sunmount Developmental Disabilities Service Office (DDSO) 2445 State Rt. 30 Tupper Lake, NY 12986	Comprehensive session for Full CFR filers (video conference with Schenectady session)*	9:30 a.m. to 12:30 p.m.	Conference Room	
	Comprehensive session for Abbreviated CFR filers (video conference with Schenectady session) *	1:30 p.m. to 4:30 p.m.	Conference Room	
November 23, 2009 Ulster County BOCES 175 Route 32 North New Paltz, NY 12561	Comprehensive session for Full CFR filers	9:00 a.m. to 12:00 noon	Conference Center	
	Comprehensive session for Abbreviated CFR filers	12:30 p.m. to 3:30 p.m.	Conference Center	

Agency Name: _____ **(Please Type or Print)**

Five Digit CFR Agency Code _____

Name of Attendee # 1: _____ **(Please Type or Print)**

E-mail Address of Attendee # 1: _____ **(Please Type or Print)**

Name of Attendee # 2: _____ **(Please Type or Print)**

E-mail Address of Attendee # 2: _____ **(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 at the number you have provided above. Also, if you are mailing the completed registration form, please be sure to keep a copy.

* Please note that seating is limited at Tupper Lake. Reserve your seat early at this location.