

New York State Consolidated Fiscal Reporting Interagency Committee

November 2014

Dear Fiscal Officer:

The *Consolidated Fiscal Reporting and Claiming Manual* (CFR) and forms for the January 1, 2014 to December 31, 2014 reporting period are now available. A summary of notable changes to the Calendar Year 2014 CFR Manual as well as State Agency specific special information can be found on page 2 and 3 of this letter; other essential CFR information follows on the subsequent pages.

Acquisition of CFR Manuals and Forms

CFR manuals and forms are available for download from the NYS Education Department Rate Setting Unit's homepage at http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html.

Consolidated Fiscal Reporting System (CFRS) Software

All service providers are expected to use CFRS software approved by the CFR Interagency Committee to create the appropriate CFR submission. Additionally, approved CFRS software can be used to create Consolidated Budget Reports (CBRs) and intra-year State Aid claims (CQRs) for the Calendar Year 2014 reporting period. The New York State Office of Mental Health is the sole vendor for the Calendar Year 2014 reporting period.

Service providers are expected to download the software via the Internet. When the NYS-issued CFRS software is approved, it will be available for download at the CFRS Home Page:

<https://www.omh.ny.gov/omhweb/cfrsweb/default.asp>. As of this date, approval has not yet been issued for the Calendar Year 2014 reporting period.

For assistance with the New York State software, please refer to the CFRS Home Page and its Table of Contents or the CFRS Software Online HELP function. If you need additional assistance, please call the Help Desk at 1-800-HELPNYS (if outside of New York State call 518-474-5554); or email at helpdesk@omh.ny.gov. The certifying/funding State Agencies may also be of assistance (see Section 8 of the CFR Manual for the related telephone numbers).

Calendar Year 2014 CFR Due Date(s) and Requests for Extensions

The due date for the Calendar Year 2014 CFR is May 1, 2015. A thirty day extension will be granted to providers which electronically complete and submit the Pre-Approved 30-Day Extension Request by May 1, 2015. The Pre-Approved 30-Day Extension Request Form must be electronically completed and submitted using Survey Monkey. No response to this extension request will be sent; therefore, you should print a copy for your files prior to submitting the completed form. The pre-approved extension does not apply to the required claiming schedules for all OASAS funded service providers. Please refer to Section 4.0 of the CFR Manual.

The link to the Pre-Approved 30-Day Extension Request will be available from the NYS Education Department at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html.

**NOTE: A PAPER COPY OF THE EXTENSION FORM WILL NOT BE ACCEPTED
BY ANY OF THE FUNDING STATE AGENCIES.**

NYS Office of Alcoholism and Substance Abuse Services (OASAS) 1450 Western Avenue Albany, NY 12203-3526 Bureau of Provider Monitoring and Funding : (518) 457-5553 Financial Management: (518) 457-3562 Homepage: http://www.oasas.ny.gov E-mail: CFRS@oasas.ny.gov	NYS Office of Mental Health (OMH) 44 Holland Avenue, 7 th Floor Albany, NY 12229-0001 CBFM – CFR Unit: (518) 473-3572 CBFM Group: (518) 473-7885 Homepage: http://www.omh.ny.gov E-mail: CFR@OMH.NY.GOV	NYS Office For People With Developmental Disabilities (OPWDD) 44 Holland Avenue, 5th Floor Albany, NY 12229-0001 OPWDD Only: CFR Processing Unit: (518) 402-4275 Claims: (518) 402-4321 Homepage: http://www.opwdd.ny.gov	NYS Education Department (SED) Rate Setting Unit Room 302 Education Building 89 Washington Avenue Albany, NY 12234 (518) 474-3227 Homepage: http://www.oms.nysed.gov/rsu/home.html E-Mail: RATEWEB@MAIL.NYSED.GOV
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Field Code Changed

Significant Changes in the CFR Manual, Software and/or Forms

- The Amortization section of Appendix O has been updated to reflect the current guidance of the U.S. generally accepted accounting principles.
- Appendix J has been updated to eliminate all references of allocating expenses for Shared Sheltered Workshops.

Special Instructions for OASAS Funded and/or Certified Service Providers

1. In Section 38 (Appendix E):
 - The following program codes were deleted:
 - 3810 Managed Addiction Treatment Services (MATS)
 - 4060 Residential Chemical Dependency Program for Youth (Long-Term)

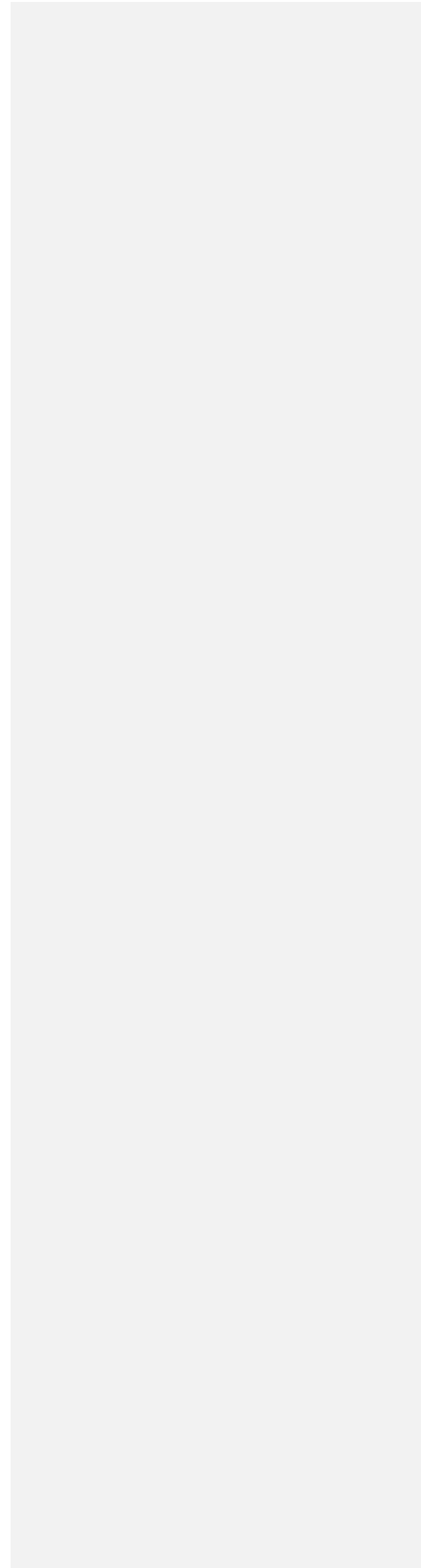
Special Instructions for OMH Funded and/or Certified Service Providers

1. In Section 39 (Appendix F):
 - The following program codes were deleted:
 - 0340 Sheltered Workshop/Satellite Sheltered Workshop
 - 1410 Geriatric Demo Gatekeeper
 - The following program code was added:
 - 1530 Promises Zones
2. In Section 39 (Appendix F):
 - The program titles, descriptions and/or units of service were modified for program codes:
 - 0890 Local Governmental Unit (LGU) Administration
 - 6140 Transitional Business Model (*now Transformed Business Model*)
 - 6340 Comprehensive PROS with Clinic
 - 7340 Comprehensive PROS without Clinic
 - 8340 Limited License PROS
3. In Section 47 (Appendix N):
 - Added these OMH Only Funding Source Codes:
 - 078A Supported Housing Stipend Increase
 - 142A Expanded Community Support Adult
 - 142B Expanded Community Support C&Y (Children & Youth)
 - 175A Article 28 & 31 Closure Re-Investments (Adult)
 - 175B Article 28 & 31 Closure Re-Investments (Children & Youth)
 - Deleted OMH Only Funding Source Code 570M-Health Home Medicaid
 - Deleted the OMH designation for funding source code 020-Direct Sheltered Workshop
4. Added notes regarding COPS, Level II COPS and CSP Medicaid to the line descriptions for schedule CFR-1, line 72; schedule DMH-1, Line 18; schedule DMH-2, line 17 and Appendix DD.

5. OMH-1: 0340–Sheltered Workshop program code was removed
0320–On Site Rehabilitation (Lines 10 to 13) were revised as follows:
11. 'Half Day' revised to 'Half Day & Pre-Admission Half Day Visits'
12. 'Full Day' revised to 'Full Day & Pre-Admission Full Day Visits'
13. 'Collateral' revised to 'Collateral, Home & Crisis Visits'
- OMH-2: 0200–Day Treatment (Lines 10 to 13) were revised as follows:
11. 'Half Day' revised to 'Half Day & Pre-Admission Half Day Visits'
12. 'Full Day' revised to 'Full Day & Pre-Admission Full Day Visits'
13. 'Collateral' revised to 'Collateral, Home & Crisis Visits'

Special Instructions for OPWDD Funded and/or Certified Service Providers

1. OPWDD will now accept copies of the signed CFR certification schedules via email. Please refer to Section 2 of the *Consolidated Fiscal Reporting and Claiming Manual*.
2. Schedules OPWDD-3 (HUD Revenues and Expenses) and OPWDD-4 (Fringe Benefit Expense and Program Administration Expense Detail) have been removed.
3. A new schedule, OPWDD-5 (Capital Schedule), has been added.
4. In Section 40 (Appendix G):
 - The following program codes were added:
 - 0065 START Services
 - 0209 HCBS Pathway to Employment
 - 0241 HCBS Community Transition Services
 - 0421 HCBS Fiscal Intermediary Service
 - 0422 HCBS Self-Directed Community Habilitation
 - 0423 HCBS Self-Directed Respite Service
 - 0424 HCBS Self-Directed Supported Employment
 - 0425 HCBS Individual-Directed Goods and Services
 - 0426 HCBS Support Broker Services
 - 0427 Self-Directed OTPS/Family Reimbursed Respite
 - 0428 Self-Directed Housing Subsidies
 - The following program codes were deleted:
 - 0120 Specialty Clinic
 - 0224 HCBS Supplemental Group Day Habilitation Service
 - 0238 HCBS Community Habilitation Phase II
 - 0293 Residential Reserve for Replacement (RRR)-Community Habilitation Phase II
5. In Section 40 (Appendix G):
 - The program titles, descriptions and/or units of service were modified for program codes: 0090, 0214, 0221, 0223, 0231, 0235, 0237, 0410, 0411, 0415, 0417, 0418, 0419, 1090, 2090, 2091, 5090, 5091, 7090 and 7091.
6. In Section 13 (CFR-1- Program/Site Data)
 - The drop down box for CFR-1 line 40 has been updated to include a hard-coded selection for Contracted Support Personal Services.
 - The drop down box for CFR-1 line 94 has been updated to include a hard-coded selection for Specialized Template Population Funding.



Submission of the CFR Document

Service providers are expected to submit their completed Calendar 2014 CFR electronically via the Internet. Service providers will access the webpage at <http://www.omh.ny.gov/omhweb/cfrsweb/default.asp> to upload their CFR submission. On a daily basis, the information received is distributed to the appropriate State Agency(ies).

Submission of CFR Certification Pages

Please note that OMH and SED currently do not accept electronic certifications or signatures for CFR submissions. Therefore, in addition to transmitting the CFR via the Internet, service providers must also submit signed paper copies of the required certification schedules (CFR-i, CFR-ii/CFR-iiA and CFR-iii) to OMH and SED by the due date in the CFR Manual. Sending copies of the certification schedules to the County or local DDRO does not fulfill this requirement. To determine if Schedules CFR-ii, CFR-iiA and CFR-iii are required, please refer to Sections 2.0, 6.0, 11.0 and 12.0 of the CFR Manual. Please refer to pages 2.11 through 2.14 of the CFR Manual for information on where to send your agency's CFR certification pages and certified financial statements. Additionally, the Document Control Number (DCN) of your agency's Internet submission must match the DCN that appears on the paper certification schedules mailed to each funding State Agency.

OASAS and OPWDD will accept copies of the signed certification schedules via email for CFR submissions. Please refer to Section 2 of the *Consolidated Fiscal Reporting and Claiming Manual*.

Submission of Final State Aid Claim Schedules for OASAS

OASAS expects all service providers to prepare State Aid claim schedules using approved Consolidated Fiscal Reporting System (CFRS) software and to file those schedules electronically via the Internet.

Service providers receiving State Aid through a direct contract with OASAS are required to submit paper copies of CFR schedules CFR-i, CFR-iii and DMH-2 to the Bureau of Financial Management in Albany.

Service providers receiving State Aid through a local contract with a county Local Governmental Unit (LGU) should contact the county for their specific county submission requirements.

LGUs are required to submit paper copies of the CFR-i, CFR-iii and DMH-2 schedules for each service provider funded through a local contract to the Bureau of Financial Management in Albany.

Submission of Final State Aid Claim Schedules for OMH

Service providers receiving State Aid through a direct contract with OMH or through a local contract with a county must submit the required claim schedules via the Internet. Service providers receiving State Aid through a local county contract should contact the county for additional county specific submission requirements. No paper copies are sent to the OMH Contract and Claims Unit in Albany, nor are paper copies sent to the OMH Field Office.

Submission of Final State Aid Claim Schedules for OPWDD

Service providers receiving State Aid through a direct contract with OPWDD are required to submit a paper copy of the entire CFR along with an original signature State Aid Voucher (AC-1171) to the OPWDD New York City Regional Office (NYCRO) or CFR schedules CFR-i, CFR-iii, DMH-2 and DMH-3 to the appropriate geographic office of the DDRO, as applicable.

Service providers receiving State Aid through a local county contract should contact the county for their specific county submission requirements.

Counties are required to submit paper copies of the following materials to the OPWDD Claims Unit in Albany:

- An original signature State Aid Voucher (AC-3253S)
- A completed LGU Fiscal Summary (CQR-3)
- CFR-i, CFR-iii, DMH-2 and DMH-3 schedules for each service provider funded through a local contract.

CFR Training

Notification of training dates has been sent to you under separate cover. If you have any questions regarding training dates, please access the following website:

- The SED Rate Setting Unit homepage at <http://www.oms.nysed.gov/rsu/home.html>

If you have any questions or concerns, please contact the appropriate State Agency listed on page 8.8 of the CFR Manual or refer to the CFR Resources listed on page 8.10 of the CFR Manual.

Sincerely,

Kathy Katz

Kathy Katz (OMH)
Chairperson
CFR Interagency Committee

cc: Peter LaPan (SED)
Warren D. Moessner, Jr. (OASAS)
Donna Noyes, Ph.D. (DOH)
Susan Ivie Mahar (OPWDD)