



Consolidated Fiscal Reporting System Interagency Committee

July 2022

Dear Fiscal Officer:

The *Consolidated Fiscal Reporting and Claiming Manual* (CFR Manual) for the Fiscal Year July 1, 2021 to June 30, 2022 reporting period is now available. A summary of notable changes and State Agency specific information can be found on page two of this letter. Other essential CFR information follows on subsequent pages.

Acquisition of CFR Manuals

CFR Manuals are available for download from the CFR Manual Home Page as follows:

http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html

Consolidated Fiscal Reporting System Web Application (CFRS Web)

All service providers are required to use CFRS Web approved by the CFR Interagency Committee to create an appropriate CFR submission. CFRS Web can also be used to create Consolidated Budget Reports (CBRs) for reporting periods through Fiscal Year July 1, 2023 to June 30, 2024.

Once CFRS Web is released, it will be accessed via - <https://apps.omh.ny.gov/omhweb/CFRSWeb/default.asp>

Service providers should sign up for the CFRS Mailing List at <https://omh.ny.gov/omhweb/listserv/cfr.htm> to be notified when CFRS Web is released, any issues and solutions, and when updates are released.

For assistance with the CFRS Web, please refer to the Table of Contents on the CFRS Home Page or the CFRS Web HELP function. If further assistance is required, contact the Help Desk at 1-800-HELPNYS (1-800-435-7697) and select option #2, or email the Help Desk at healthhelp@its.ny.gov. If outside of New York State, please call 1-518-474-5554. Help Desk hours are 8:00 am to 5:00 pm, Monday through Friday. The certifying/funding State Agencies may also be of assistance (see pages 8.8 through 8.9 of the CFR Manual for the related telephone numbers).

2021/2022 CFR Due Date(s) and Requests for Extensions

For OMH and SED filers, the due date for the Fiscal Year 2021/2022 CFR is November 1, 2022. A thirty-day extension will be granted to OMH and SED providers who electronically complete and submit the Pre-Approved 30-Day Extension Request by November 1, 2022. The Pre-Approved 30-Day Extension Request must be electronically completed and submitted using Microsoft Forms. No response to this extension request will be sent, therefore, you should print a copy for your records prior to submitting the completed extension request. The link to the Pre-Approved 30-Day Extension Request will be available on the CFR Manual Home Page at: http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home.html.

For OASAS, OPWDD, DOH or OCFS filers, the due date for the Fiscal Year 2021/2022 CFR is December 1, 2022. There are no extensions available for OASAS, OPWDD, DOH or OCFS filers.

Significant Changes in the CFR Manual and CFRS Web

- All Sections of the CFR Manual and Appendices were updated to modify language from “CFR Software” to “CFRS Web”.
- Section 2.0 (Submission Requirements) of the CFR Manual was updated as follows:
 - The general CFR submission requirements were revised for providers submitting revised CFRs and certification schedules.
- Section 8.0 (General Instructions) of the CFR Manual was updated as follows:
 - In the CFR Resources section, the reference and link to the Consolidated Budget Reporting and Claiming Manual (CBR Manual) was removed.
 - General instructions related to 1:1 teacher aide were updated.
 - Updated link related to CFRS Announcement List on the CFR Resources and General Information page.
 - Revised abbreviation and name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
 - Added FAQ related to non-allowable advertising costs.
 - Added FAQ related to Workforce Stabilization Initiatives.
- Section 11.0 (CFR-ii/CFR-iiA) of the CFR Manual was updated as follows:
 - Certification language for CFR-ii & CFR-iiA schedules was revised to comply with the requirements of Statement on Auditing Standards (SAS) 134.
- Section 13.0 (CFR-1 – Program/Site Data) of the CFR Manual was updated as follows:
 - Revised description of line 72b - Medicaid Managed Care.
 - Revised abbreviation and name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
- Section 15.0 (CFR-3 Agency Administration) of the CFR Manual was updated as follows:
 - CFR-3 instructions for line 65 were revised.
 - Revised abbreviation and name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
- Section 20.0 DMH-1 (Program Fiscal Summary) of the CFR Manual was updated as follows:
 - DMH-1 instructions for Full Filers were revised.
 - Revised description of line 18b - Medicaid Managed Care.
- Section 22.0 (DMH-2 Aid to Localities/Direct Contract Summary) of the CFR Manual was updated as follows:
 - Revised description of line 17b - Medicaid Managed Care.
- Section 23.0 (DMH-3 Aid to Localities and Direct Contracts Program Funding Source Summary) of the CFR Manual was updated as follows:
 - Revised DMH-3 instructions of lines 8-18.
- Section 33B (COVID-19 – Informational Schedule) of the CFR Manual was updated as follows:
 - Revised description of line 57- Medicaid Managed Care.
 - Revised abbreviation and name from “MTA – Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.

- Section 34 (Appendix A-Glossary) of the CFR Manual was updated as follows:
 - Revised abbreviation and name from “MTA-Metropolitan Commuter Mobility Tax” to “Metropolitan Commuter Transportation Mobility Tax (MCTMT)”.
- Section 51.0 (Appendix R) of the CFR Manual was updated as follows:
 - The definition of Job Title Code 603 was revised to include Chief Financial Officer.
 - Revised the title of position title code 208 from “OASAS only” to “OASAS & OMH only”.

Instructions for OASAS Funded and/or Certified Service Providers

1. Section 38.0 (Appendix E):
 - The following OASAS programs have had program titles, descriptions and/or units of service modified:
 - 2050-Outpatient Opioid Treatment
 - 2150-KEEP Units Outpatient
 - 3520-Medically Supervised Outpatient
 - 3530-Outpatient Rehabilitation Services
 - 4920-Children & Family Treatment & Support Services: (Youth Peer Support)
 - 4650-CORE Empowerment Services – Peer Supports
 - 4690-CORE Family Support and Training (FST)
 - 4710-CORE Psychosocial Rehabilitation (PSR)
 - 4720-CORE Community Psychiatric Support and Treatment (CPST)
 - The following OASAS only programs were added to the CFRS Software:
 - 4081-Non-Medical Transportation
 - 4082-Capital Improvements

Instructions for OMH Funded and/or Certified Service Providers

1. Section 1.0 (Introduction):
 - The following OMH program codes are no longer reported on the CFR for periods beginning on or after January 1, 2021:
 - 2010 – Private Inpatient Psychiatric Hospital
 - 3010 – Inpatient Psychiatric Unit of a General Hospital
2. Section 13.0 CFR-1 (Program/Site Data)
 - Line 13 - the OMH-1 line number reference for weighted visits or hours of service was updated.
 - Lines 13a and 13b - the OMH-2 line number reference for weighted visits or hours of service was updated.
3. Section 15.0 CFR-3 (Agency Administration):
 - Line 65 OMH Adjusted Subtotal - The instructions were updated to remove OMH programs that were deleted.
4. Section 22.0 DMH-2 (Aid to Localities/Direct Contract Summary):
 - Line 39 Other Non-GAAP Adjustments - A pre-defined line “Paycheck Protection Program Loan Forgiveness” was added for OMH and OASAS.

5. Section 24.0 OMH-1 (Units of Service by Program/Site):
 - The line numbers for Other, Residential and Total units of service have changed.
 - The following two new OMH programs were added:
 - 1700 - Supportive Crisis Stabilization Center
 - 1710 - Intensive Crisis Stabilization Center
6. Section 25.0 OMH-2 (Medicaid Units of Service by Program/Site):
 - The line numbers for Other, Residential and Total Medicaid units of service have changed.
 - The following two new OMH programs were added:
 - 1700 - Supportive Crisis Stabilization Center
 - 1710 - Intensive Crisis Stabilization Center
7. Section 27.0 OMH-4 (Units of Service by Payor by Program/Site):
 - The description and line instructions for Schedule OMH-4 Line 8 were updated to include the Essential Plan.
8. Section 39.0 Appendix F (OMH Program Types, Definitions and Codes):
 - The following OMH program codes were added:
 - 0780 - Specialty Mental Health Care Management
 - 1700 - Supportive Crisis Stabilization Center
 - 1710 - Intensive Crisis Stabilization Center
 - 1720 - 988 Crisis Hotline Center
 - The following OMH program codes were deleted:
 - 0920 - Blended Case Management Service Dollars
 - 1810 - Intensive Case Management
 - 1910 - ICM Service Dollars
 - 2010 - Private Inpatient Psychiatric Hospital
 - 3010 - Inpatient Psychiatric Unit of a General Hospital
 - 6910 - SCM Service Dollars
 - 4040 - Teaching Family Home
 - The following OMH program code names and/or descriptions were modified:
 - 0680 - Mobile Crisis Services (Non-Licensed Program) was revised
 - 2680 - Crisis Intervention (Non-Licensed Program) was revised
 - 2730 - Health Home Care Management (Non-Licensed Program) was revised
 - 2980 - RTF/Service Dollars (Non-Licensed Program) was revised
 - 4720 - program name changed to CORE Community Psychiatric Support and Treatment (CPST) (Non-Licensed Program) and was revised
 - 4650 - program name changed to CORE Empowerment Services – Peer Supports (Non-Licensed Program) and was revised
 - 4690 - program name changed to CORE Family Support and Training (FST) (Non-Licensed Program) and was revised
 - 4710 - program name changed to CORE Psychosocial Rehabilitation (PSR) (Non-Licensed Program) and was revised
 - 4920 - program name changed to Children & Family Treatment & Support Services: Youth Peer Support (YPS) and was revised
 - 5070 - program name changed to Supportive Single Room Occupancy (SSRO)
 - 6060 - program name changed to Supportive Housing
 - 8810 - Assertive Community Treatment (ACT) Service Dollars (Non-Licensed Program) was revised

9. Section 47.0 Appendix N (DMH Funding Source Codes):

- The following OMH only funding source codes were added:
 - 041 H Federal CMHS Adult COVID Relief Funds (OMH only)
 - 041 Z Federal CMHS Adult American Rescue Plan Funds (OMH Only)
 - 044 C Federal CMHS Kids COVID Relief Funds (OMH Only)
 - 044 S Federal CMHS Kids American Rescue Plan Funds (OMH Only)
- The names of the following OMH only funding source codes were changed to:
 - 078 Independent Apartment Supportive Housing
 - 078-A Supportive Housing Stipend Increase
 - 078-G New York/New York III Supportive Housing
 - 200-C Supportive Housing Workforce RIV
 - 580 Medicaid Redesign Team (MRT) Supportive Housing Beds
- The description of the following OMH only funding source code was revised:
 - 178 Adult Home Court Ordered

10. Section 50.0 Appendix Q (Guidelines for OMH Residential Exempt Income)

- The instructions were updated to remove OMH programs that were deleted.

Instructions for OPWDD Funded and/or Certified Service Providers

1. Section 13.0 (CFR-1 – Program/Site Data):

- Added new OPWDD Informational Only lines- 68f - “Workforce Stabilization – Personal Services” and 68g - “Workforce Stabilization – Fringe Benefits”.
- Added new predefined line entry option on line 94 named “ARPA/Mirrored ARPA Funding (Workforce Stabilization)”.

2. Section 40.0 (Appendix G):

- The following OPWDD program code (PC) names and/or descriptions were modified:
 - The program name for program code 0257 was revised to “HCBS Community Habilitation – Residential Service”.

3. Section 47.0 (Appendix N):

- The following OPWDD only funding source code was added:
 - 590-OPWDD COLA (OPWDD only)

Instructions for DOH Funded and/or Certified Service Providers

1. Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on DOH CFR submission requirements.
2. Refer to Appendix HH for a list of DOH Child & Youth HCBS Consolidated Waiver and Palliative Care program codes and related descriptions.

Instructions for OCFS Funded and/or Certified Service Providers

1. Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on OCFS CFR submission requirements.
2. Refer to Appendix II for a list of OCFS Children & Family Treatment & Support Services program codes and related descriptions.

3. Section 68.0 (Appendix II):

- The following OCFS programs have had program titles, descriptions and/or units of service modified:
 - 4920 - Children & Family Treatment & Support Services: Youth Peer Support and Training (YPST)

Submission of the CFR Document

Service providers are required to submit their completed Fiscal Year 2021/2022 CFR in CFRS Web at <https://apps.omh.ny.gov/omhweb/CFRSWeb/default.asp>. The CFR information received is distributed to the appropriate State Agency(ies) on a daily basis.

Submission of CFR Certification Pages

Certification schedules may now be electronically signed. An attestation will be required during the certification submission process to ensure that only the authorized individuals have signed the appropriate certification pages.

Schedule CFR-i is required for every CFR submission type. To determine if Schedules CFR-ii, CFR-iiA, CFR-iii and CFR-iv are required, refer to Sections 2.0, 11.0, and 12.0 of the CFR Manual.

Signed and dated certification schedules for any CFR submission type, for any filing period, should be submitted through CFRS Web at: <https://apps.omh.ny.gov/omhweb/cfrsweb/cfrsupload/>. The submitted files are distributed to the appropriate State Agency(ies) on a daily basis.

DOH and OCFS require that signed certification schedules CFR-i, CFR-ii/CFR-iiA, and CFR-iv must be submitted through CFRS Web. These agencies do not accept copies of the signed certification schedules via mail or email.

OASAS, OMH, OPWDD and SED will accept copies of the signed certification schedules via email. Refer to pages 2.12 through 2.14 of the CFR Manual for information regarding the specific requirements of each NYS agency accepting email copies of the signed certification schedules.

If mailing your agency's CFR certification schedules, refer to page 2.15 of the CFR Manual for CFR Unit mailing addresses. Verify that the Document Control Number (DCN) of your agency's internet submission matches the DCN that appears on the paper certification schedules mailed to each funding State Agency. Sending paper copies to the Local Governmental Unit (LGU) or the OMH Field Office does not fulfill the signed and dated certification schedule submission requirement.

Submission of Final State Aid Claim Schedules for OASAS

OASAS requires all service providers to prepare State Aid claim schedules using CFRS Web.

Service providers receiving State Aid through a direct contract with OASAS are required to email electronic copies of CFR Schedules CFR-i and CFR-iii to the Bureau of Provider Monitoring and Funding in Albany at: APStAid@oasas.ny.gov.

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 email electronic copies of the CFR-i, CFR-iii, and DMH-2 schedules for each service provider funded through a local contract to the Bureau of Provider Monitoring and Funding in Albany at: APStAid@oasas.ny.gov.

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 using CFRS Web. Service providers receiving State Aid through a local county contract should contact the county for additional county specific submission requirements. Paper copies of the claim schedules should not be sent to the OMH Contract and Claims Unit in Albany or any of the OMH Field Offices.

Submission of Final State Aid Claim Schedules for OPWDD

Service providers receiving State Aid through a direct contract with OPWDD are required to scan and email a copy of the entire CFR along with an original signature Claim for Payment (AC-3235S) to the OPWDD New York City Regional Office (NYCRO) and CFR Schedules CFR-i, CFR-iii, DMH-2 and DMH-3 to the appropriate geographic office of the Developmental Disabilities Regional Office (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 scan and email copies of the following materials to the OPWDD Claims Unit in Albany:

- An original signature Claim for Payment (AC-3253S)
- CFR-i, CFR-iii, DMH-2, and DMH-3 Schedules for each service provider funded through a local contract.

If you have any questions or concerns regarding the CFR or the contents of this letter, please contact the appropriate State Agency listed on page 8.8 through 8.9 of the CFR Manual or refer to the CFR Resources listed on page 8.10 of the CFR Manual.

Sincerely,

Michelle Chilinski
 Michelle Chilinski (OMH)
 Chairperson
 CFR Interagency Committee

cc: Jack Pitera (DOH)
 Karen Williams (OCFS)
 John Mackey (SED)
 Paul Green (OASAS)
 Kenneth Glindmyer (OPWDD)

<p>NYS Office of Mental Health (OMH) 44 Holland Avenue, 7th Floor Albany, NY 12229-0001 CBFM CFR Unit: (518) 473-3572 CBFM Group: (518) 473-7885 E-Mail: CFR@OMH.NY.GOV Homepage: https://www.omh.ny.gov</p>	<p>NYS Office for People With Developmental Disabilities (OPWDD) 44 Holland Avenue, 4th Floor Albany, NY 12229-0001 CFR Processing Unit: (518) 402-4275 E-Mail: CFR@OPWDD.NY.GOV Claims: (518) 402-4321 Homepage: https://www.opwdd.ny.gov</p>	<p>NYS Office of Addiction Services and Supports 1450 Western Avenue Albany, NY 12203-3526 CFR Unit: (518) 457-3601 Financial Management: (518) 457-5553 E-Mail: CFR@OASAS.NY.GOV Homepage: https://www.oasas.ny.gov</p>
<p>NYS Education Department (SED) Rate Setting Unit Room 302 Education Building 89 Washington Avenue Albany, NY 12234 (518) 474-3227 E-Mail: RATEWEB@NYSSED.GOV Homepage: https://www.oms.nysed.gov/rsu</p>	<p>NYS Department of Health (DOH) Division of Finance & Rate Setting One Commerce Plaza, Room 1430 99 Washington Avenue Albany, NY 12210 E-Mail: MHR@HEALTH.NY.GOV Homepage: https://www.health.ny.gov</p>	<p>NYS Office of Children and Family Services (OCFS) c/o NYS Office of Mental Health (OMH) 44 Holland Avenue, 7th Floor Albany, NY 12229-0001 CBFM - CFR Unit: (518) 473-3572 E-Mail: CFR@OMH.NY.GOV Homepage: https://www.omh.ny.gov</p>