



Consolidated Fiscal Reporting System Interagency Committee

September 2021(Revised)

Dear Fiscal Officer:

The *Consolidated Fiscal Reporting and Claiming Manual* (CFR Manual) and forms for the July 1, 2020 to June 30, 2021 reporting period are 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 and Forms

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

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

Forms - http://www.oms.nysed.gov/rsu/Manuals_Forms/Forms/CFR/home.html

Consolidated Fiscal Reporting System (CFRS) Software

All service providers are required to use the CFRS software approved by the CFR Interagency Committee to create an appropriate CFR submission. Approved CFRS software can also be used to create Consolidated Budget Reports (CBRs) and intra-year State Aid claims (CQRs) for the 2020/2021 reporting period. The New York State Office of Mental Health is the sole vendor for the 2020/2021 reporting period.

Once the NYS issued CFRS software is approved, it will be available for download on the CFRS Home Page: <https://apps.omh.ny.gov/omhweb/cfrsweb/default.asp>. As of this date, software approval has not yet been issued for the 2020/2021 reporting period.

Service providers should sign up for the CFRS Mailing List at <https://apps.omh.ny.gov/omhweb/listserv/cfr.htm> to be notified when the software is approved and available for download, of software issues and their solutions, and when software patches are released.

For assistance with the CFRS software, please refer to the Table of Contents on the CFRS Home Page or the CFRS Software Online 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).

2020/2021 CFR Due Date(s) and Requests for Extensions

For OMH and SED filers, the due date for the 2020/2021 CFR is November 1, 2021. 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, 2021. 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 survey. 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 2020/2021 CFR is December 1, 2021. There are no extensions available for OASAS, OPWDD, DOH or OCFS filers.

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

- The guidance in Sections 10.0, 11.0 and 12.0 was updated to reflect that schedules CFR-i, CFR-ii/CFR-iiA, CFR-iii and CFR-iv may now be electronically signed.
- Section 2.0 (Submission Requirements) of the CFR Manual was updated as follows:
 - SED submission requirements were revised for service providers submitting Full CFRs.
 - The Combination Matrix and OMH Only Matrix were revised to include Article 31 hospitals.
 - The general CFR submission requirements were revised for certification schedules with an electronic signature.
- Section 7.0 (Methods of Accounting) of the CFR Manual was updated as follows:
 - Reporting guidance was added for the SUPP-1 schedule.
- Section 8.0 (General Instructions) of the CFR Manual was updated as follows:
 - The FAQ relating to bad debt expense was updated.
 - An FAQ was added relating to Paycheck Protection Program (PPP) loan forgiveness.
- Section 10.0 (CFR-i) of the CFR Manual was updated as follows:
 - Submission requirements for certification schedule CFR-i were updated.
- Section 11.0 (CFR-ii/CFR-iiA) of the CFR Manual was updated as follows:
 - Submission requirements for certification schedules CFR-ii/CFR-iiA were updated.
- Section 12.0 (CFR-iii/CFR-iv) of the CFR Manual was updated as follows:
 - Submission requirements for certification schedule CFR-iii were updated.
 - Submission requirements for certification schedule CFR-iv were updated.
- Section 22.0 (DMH-2) of the CFR Manual and Schedule DMH-2 were updated as follows:
 - Line 6 - Vacation Leave Accruals: The line instructions were updated.
- Section 33B (COVID-19) of the CFR Manual and Schedule COVID-19 were updated to differentiate between the Payroll Protection Program (PPP) first and second draw loans. In addition, updates were made to reflect that only Amount Paid can be entered on the Personal Services section of Schedule COVID-19.
- Section 33C (COVID-19S) of the CFR Manual and Schedule COVID-19S were updated to differentiate between the Payroll Protection Program (PPP) first and second draw loans.
- Section 34.0 (Appendix A) of the CFR Manual has been updated to include a definition of the term 'Signature (Signed)'.
- Section 44.0 (Appendix K) of the CFR Manual has been updated to remove references to OMB Circular A-87 and include new guidance issued under: 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix V - State/Local Governmentwide Central Service Cost Allocation Plans.

Instructions for OASAS Funded and/or Certified Service Providers

1. In Section 21.0 (Introduction to DMH Consolidated Claiming) of the CFR Manual, OASAS reporting guidance was updated.
2. In Section 22.0 (DMH-2) of the CFR Manual, OASAS reporting guidance was updated stating that in the case of a Dual filer, (one who is required to submit an **additional** Mini-Abbreviated CFR using the reporting period specified by the county or direct contract), OASAS reserves the right to require an uncertified Full CFR in lieu of the additional Mini-Abbreviated CFR.
3. In Section 23.0 (DMH-3) of the CFR Manual, OASAS reporting guidance was updated.
4. In Section 59.0 (In-Contract vs. Out-of-Contract (DMH)) of the CFR Manual, OASAS reporting guidance was updated stating that a provider that receives State Aid funding for any OASAS program must report all programs operated (funded or not) on the Claiming Schedules (DMH-2 and DMH-3). Further, if the provider does not operate any State Aid funded programs, they are not required to complete the Claiming schedules.

Instructions for OMH Funded and/or Certified Service Providers

1. In Section 2.0 (Submission Requirements) of the CFR manual, OMH's reporting guidance was updated to add OMH's acceptance of PDF certification and attestation schedules through email.
2. In Section 22.0 (DMH-2) of the CFR Manual, OMH reporting guidance was updated. A program that does not receive Aid to Localities funding and is reported on the DMH-2 schedule should select "local" for the contract type and use "NonFund" for the contract number.
3. In Section 23.0 (DMH-3) of the CFR Manual, OMH reporting guidance was updated. A program that does not receive Aid to Localities funding and is reported on the DMH-3 schedule should select "local" for the contract type and use "NonFund" for the contract number.
4. In Section 39.0 (Appendix F):
 - The following OMH program codes were added:
 - 5010 – OnTrackNY Coordinated Specialty Care First Episode Psychosis Program
 - The following OMH program codes were deleted:
 - 6050 – Supported Housing Rental Assistance
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 - The following OMH programs have had program titles, descriptions and/or units of service modified:
 - 6060 – Supported Housing
 - 2980 – RTF Service Dollars

Instructions for OPWDD Funded and/or Certified Service Providers

1. OPWDD providers must use CFR@opwdd.ny.gov when submitting communications to the CFR Processing Unit. The CFR Processing Unit has discontinued use of the rate.setting@opwdd.ny.gov mailbox.
2. In Section 40.0 (Appendix G):
 - The following OPWDD programs have had program titles, descriptions and/or units of service modified:
 - 0237 – HCBS Hourly Community Habilitation Service
 - 0257 – HCBS Group Community Habilitation- Residential Service

Instructions for OPWDD Funded and/or Certified Service Providers - continued

- The following OPWDD program codes were deleted:
 - 1221 – Care at Home – Case Management Services
 - 1222 – Care at Home – Respite Services
 - 1223 – Care at Home – Environmental Modifications
 - 1224 – Care at Home – Assistive Technologies – Adaptive Devices
3. In Section 47.0 (Appendix N):
- The following OPWDD only funding source code was revised:
 - 192 DSP – (OPWDD Only)

Instructions for DOH Funded and/or Certified Service Providers

Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on DOH CFR submission requirements.

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

Refer to Section 1.0 (Introduction) and Section 2.0 (Submission Requirements) of the CFR Manual for guidance on OCFS CFR submission requirements.

Refer to Appendix II for a list of OCFS Children & Family Treatment & Support Services program codes and related descriptions.

Submission of the CFR Document

Service providers are required to submit their completed 2020/2021 CFR via the Internet 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 upload 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 the OMH CFRS Upload page 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 be uploaded. These agencies do not accept copies of the signed certification schedules via mail or email.

Submission of CFR Certification Pages - continued

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 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 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 via the Internet. 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 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.

Submission of Final State Aid Claim Schedules for OPWDD - continued

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 NYC Fiscal Summary (CQR-2)
- 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,

Kenneth Glindmyer
Kenneth Glindmyer (OPWDD)
Chairperson
CFR Interagency Committee

cc: Michelle Chilinski (OMH)
Jack Pitera (DOH)
Karen Williams (OCFS)
John Mackey (SED)
Paul Green (OASAS)

<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: CFRS@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@NYSED.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: MHRS@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>