



# Consolidated Fiscal Reporting System Interagency Committee

September 9, 2015

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, 2015 through December 31, 2015 Consolidated Fiscal Report (CFR) at six locations. Please refer to the State Education Department website: <http://www.oms.nysed.gov/rsu/Training/CFRTraining>.

Dates and locations for the training sessions are indicated on the second page of this letter. 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.** As sessions will be closed to additional registrants when the maximum room capacity for the host site is reached, early registration is recommended. Registration for the 2015 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 may register for only one session. As training space is limited, no more than two representatives per provider should register for these training sessions. Please be aware that these are the only scheduled training sessions for the calendar year 2015 CFR.

**Please note that you must download and print the training materials and bring them with you to the training session.** The training materials will be available for download after October 16, 2015 at the website listed above.

Once all information has been finalized, the 2015 CFR Manual, forms and transmittal letter will be available online at: [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/Manuals/CFRManual/home](http://www.oms.nysed.gov/rsu/Manuals_Forms/Manuals/CFRManual/home). Providers will be notified when these documents are posted to the website. Hard copies of the CFR Manual, forms and transmittal letter 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 contact Cathy Shippey at the OASAS Bureau of Provider Monitoring and Funding. She can be reached via e-mail at [cathy.shippey@oasas.ny.gov](mailto:cathy.shippey@oasas.ny.gov) or by phone at 518-485-2206.

Sincerely,

*Paul Green*

Paul Green, Chairperson  
CFR Interagency Training Subcommittee

cc: Cathy Shippey (OASAS)  
Francis Vecellio (OPWDD)

Kathy Katz (OMH)  
Paula McNulty (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](http://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  
  
Provider Monitoring and Funding:  
(518) 457-5312  
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/>

## 2015 CFR Training Schedule

Registration for the 2015 calendar year CFR Training sessions will be done in an online survey format, using the link to [www.surveymonkey.com](http://www.surveymonkey.com) available at <http://www.oms.nysed.gov/rsu/Training/CFRTraining>. There is a maximum of two attendees per provider agency. Each registrant must submit a separate survey. Sessions will be closed to additional registrants when the maximum room capacity for the host site is reached.

Location	Date	Time
<b>Nassau BOCES</b> Robert E. Lupinskie Center Rooms 1, 2 & 3 1 Merrick Ave, Westbury NY 11590	October 21, 2015	Start: 10:00 a.m. End: 3:00 p.m. This session includes a one hour break for lunch on your own.
<b>Monroe 2 – Orleans BOCES</b> James Green, Jr. Conf. Rm. 3599 Big Ridge Road Spencerport, NY 14559	October 29, 2015	Start: 10:00 a.m. End: 3:00 p.m. This session includes a one hour break for lunch on your own.
<b>Central New York Regional                      Information Center at OCM                      BOCES</b> Rodax 8 Large and Small Conference Rooms 6075 East Molloy Road Syracuse, NY 13211	October 30, 2015	Start: 10:00 a.m. End: 3:00 p.m. This session includes a one hour break for lunch on your own.
<b>GST BOCES</b> Bush Campus Rooms A,B & C 459 Philo Road Elmira NY 14903	November 10, 2015	Start: 10:00 a.m. End: 3:00 p.m. This session includes a one hour break for lunch on your own.
<b>Ulster County BOCES</b> 175 Route 32 North <i>(GPS: 175 North Chestnut                      Street)</i> New Paltz, NY 12561	November 18, 2015	Start: 9:30 a.m. End: 2:30 p.m. This session includes a one hour break for lunch on your own.
<b>Capital District                      Developmental Disabilities                      Service Office (DDSO)                      O. D. Heck Developmental                      Center                      Building 3, Room 2</b> 500 Balltown Road Schenectady, NY 12304	December 1, 2015	Start: 10:00 a.m. End: 3:00 p.m. This session includes a one hour break for lunch on your own.

**You will be asked for the following information when registering online:**

Training Session Date and Time	Attendee's First Name and Last Name
Provider Agency Name or CPA Firm Name	Attendee's Job Title
Five Digit CFR Agency Code	Attendee's Telephone Number (Work or Cell)
NYS Agencies Funding Your Programs	Attendee's E-mail Address