July 1, 2023 to June 30, 2024 CFR Training Q & A

Q#	CFR Question	Answer
1	Can we currently submit certifications in CFRS Web that are signed via Docusign?	Although CFRS Web does not currently support the ability to sign certifications electronically, it does allow the submission of E-signed/Docusigned documents via the CFRS Web upload page. From the Submission Dashboard, select the reporting period, DCN# and certification page you wish to submit. Next, browse for the Docusigned file and select open. Once you select the check-box attestation, the upload button will become active and the document can be submitted.
2	Are multiple staff able to be in the same CFR report at the same time?	CFRS Web allows multiple users to view the same CFR simultaneously. However, only one user is permitted to edit a CFR at any given time.
3	Can we download a CFR schedule in Excel format to test the input prior to entering into CFRS Web?	Blank CFR Schedules in Excel format are no longer available to be downloaded. Therefore, a provider does not have the option of downloading a CFR schedule in Excel format to test the input prior to entering it into CFRS Web.
4	Is there a way to verify which contracts need to be reported on the CFR?	If the contract or budget with the State or Local Government Unit (LGU) provides guidance on the required program/funding source code reporting, the guidance should be followed. If no guidance is available, please contact the NYS Agency representative who initiated the funding.

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5	What schedules can the Import from Text function be used for?	The following schedules can use the "Import Data from Text File" feature of CFRS Web: • CFR-1 Expenses & Revenue • CFR-2 Other Expenses & Revenue • CFR-3 Expenses • CFR-4 Employee Personal Services • CFR-4A Contractor Personal Services • CBR-4 Personal Services Budget • CFR-6 Compensation of the Highest Paid Employees • DMH-2 Program Summary • DMH-3 Funding Source Summary • OPWDD-4 Fringe Benefits & Program Administration • Worksheet details Instructions on how to format and import a text file can be found in the Utility section of the ***CFRS User Guide*** which is located in the Menu of CFRS Web in "Help" or under the Training Resources on the OMH CFRS webpage: Consolidated Fiscal Reporting System (ny.gov).
6	How do we add/remove a State Agency from our multi state agency CFR?	To add/remove a State Agency from a multi-state agency CFR, you must first go into "edit submission" and select the submission/DCN# you would like to update. To add or remove State Agencies to the submission, select "Utilities" from the menu followed by "Update Submission" option. Choose the State Agencies to add or remove and select "Update Submission" button. A confirmational message will be displayed, select "Yes" to proceed. Please note that the added state agencies program codes and sites will have to be reentered.

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7	If CCBHC start-up costs are covered through federal awards, would they need to be included on the CFR?	OMH programs receiving state aid funding under direct contracts are required to report start-up costs on the core schedules on CFR-1, Line 58. Start-up costs for OMH programs should be reported by adding "A0" as the program code index after the four-digit program code. For example, 6060 would become 6060 A0 for a Supportive Housing program receiving start-up funds. Unless otherwise instructed by the funding State Agency, providers are advised to adhere to FASB ASC 720-15 Start Up Costs. This guidance allows providers to expense specific costs related to start-up activities in the current year. Providers should note that ASC 720-15 places limits on expenses considered as start-up costs, which may differ from start-up costs funded by New York State and reported on the claiming schedules (DMH-2 and DMH-3) of the CFR. Costs excluded under ASC 720-15 include those eligible to be capitalized as long-lived assets, costs associated with raising capital, and fundraising costs. In case of uncertainty regarding the treatment of a specific expense, it is recommended to consult with an accounting professional.
8	Why doesn't the drop-down detail box information get transferred from DMH-1 to DMH-2?	The Interagency Committee has thoroughly discussed with our ITS Department the software's capability to transfer drop-down detail box information from DMH-1 to DMH-2., and it has been determined that a technical software issue within CFRS Web makes this update unavailable at this time.
9	Are childcare staff retention bonuses from OCFS reported on the CFR?	OCFS staff retention bonuses should be reported on CFR-1 Line 80 "State Grants" and identified as such in the drop-down detail box.

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10	We submit a consolidated CFR reporting program's for both OMH and OASAS. Which due date do we follow since there are two different deadlines for those State agencies?	When a service provider is certified and/or funded by more than one CFR State Agency, the most stringent CFR reporting requirements must be followed. Therefore, in this example, if the due date of the July to June fiscal year CFR for OMH is 11/1 and the due date for OASAS is 12/1, the CFR must be submitted by 11/1. However, with the submission of the OMH CFR Pre-Approved 30-Day Extension Request via Microsoft Forms, the due dates for both agencies become the same date of 12/1.