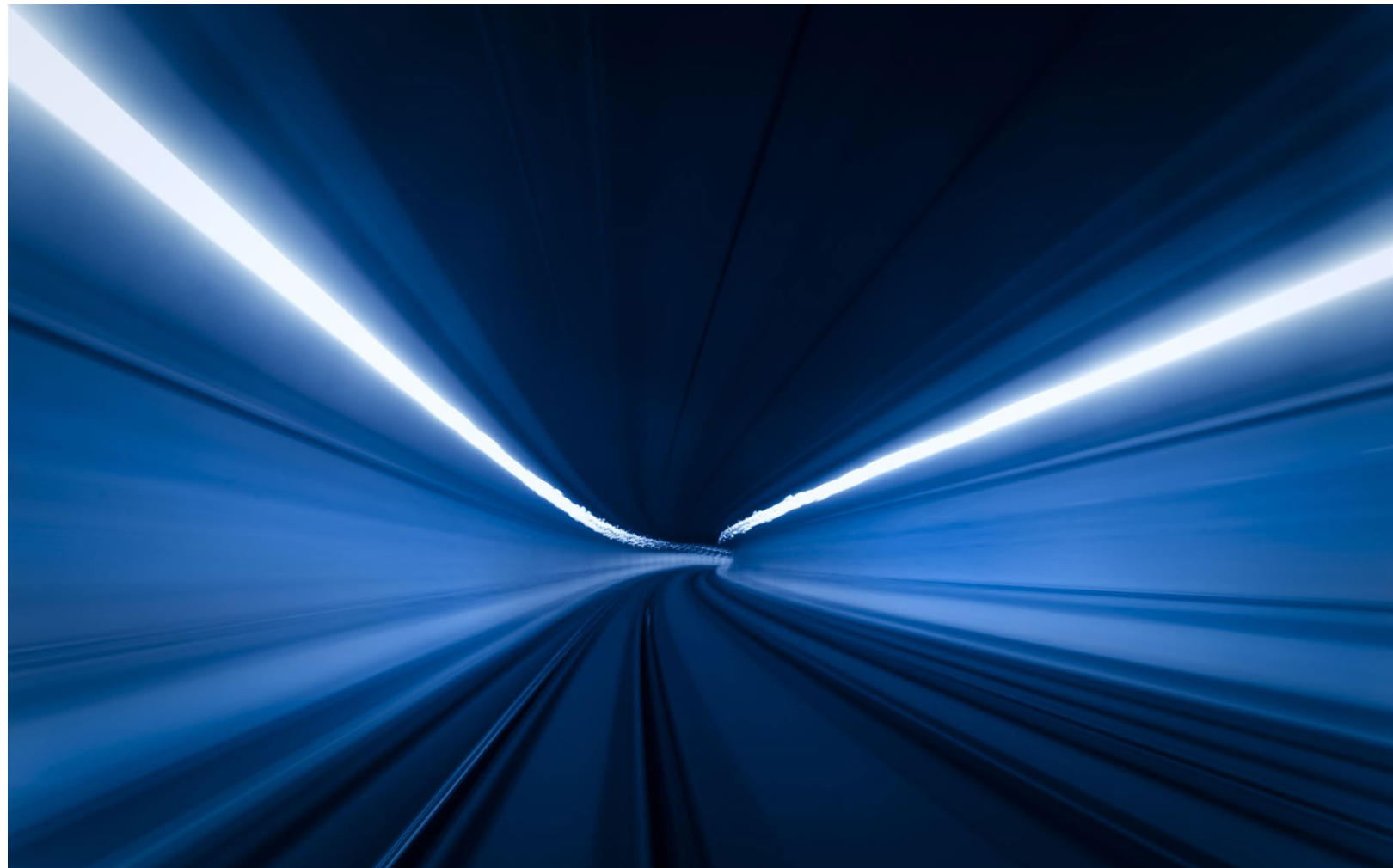




# Consolidated Fiscal Reporting System

# User Guide

September 9, 2022



Office of  
Mental Health

Office for People With  
Developmental Disabilities

Office of Addiction  
Services and Supports

NYS Education  
Department

Department  
of Health

Office of Children  
and Family Services

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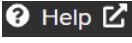
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## Using CFRS Web Help

To access CFRS Web Help, click on the Menu icon at the upper left of the screen, then scroll down and click on the  icon. A PDF file with Help contents will open in a separate browser tab.

Alternatively, click on the help icon next to the schedule name. A PDF file specific to the schedule will open in a separate browser tab.

### Find and Select a Topic Using Search

1. Click on the magnifying glass icon. The **“Find”** search box will open.
2. Type word(s) in the **“Find”** field. Press **“Enter”**.
3. Results will be highlighted.
4. Click on **“Next”** or **“Previous”** to search results.

## Accessing the Consolidated Fiscal Reporting System (CFRS Web)

Go to <https://apps.omh.ny.gov/omhweb/CFRSWeb/default.asp>.

Click on the link to CFRS Web.

Use the assigned username and password to log into the application.

**Note:** If the CFRS Web application is not responding, contact the New York State Office of Information Technology Services (NYS ITS) at 1-800-HELPNYS (1-800-435-7697) Option 2, or email: [healthhelp@its.ny.gov](mailto:healthhelp@its.ny.gov).

After logging into CFRS Web, the user can navigate to the appropriate work area. Work areas are:

### Create a New Submission

Click the Create a New Submission button to start a Consolidated Fiscal Report (CFR) or Consolidated Budget Report (CBR) from scratch, with the option to import some or all of a submitted CFR's data.

### Review or Revise CFRs/CBRs and Upload Documents

Click the Review or Revise CFRs/CBRs and Upload Documents button to:

- Review or revise CFRs/CBRs that have been submitted to the NYS agencies.
- Upload/Review signed certification schedules, financial statements, and other supporting documentation.

### Continue Submission and Upload Completed CFRs/CBRs

Click the View in Progress CFRs/CBRs button to:

- Continue or review work on CFRs/CBRs that have been started, but not submitted to the NYS agencies.

### Helpful Links

Links are provided for additional information relevant to CFR/CBR completion.

**User can also click on the Menu icon at the upper left of the screen, then select options from the expanded menu that will be visible on the left side of the screen.**

The Security Manager at the provider agency assigns a CFRS Web role to fiscal staff involved in completing or reviewing CFRs and CBRs. The assigned user role can be viewed by clicking on username at the upper right of the screen. A different set of permissions is associated with each role:

- **Reviewer:** Reviews all documents within application, including those not yet submitted to the CFRS state agencies. User does not have the ability to create and complete new documents, revise previously created documents or document submission permission.
- **Preparer:** Creates and completes new documents. Reviews and/or revises all documents within application, including those not yet submitted to the CFRS state agencies. User does not have document submission permission.
- **Submitter:** Creates and completes new documents. Reviews and/or revises all documents within application, including those not yet submitted to the CFRS state agencies. . User may submit CFRs/CBRs and supporting documents in the application.

If a different level of access is needed, the user should contact the Security Manager at the provider agency.

## Getting Additional Help

If after reviewing the CFRS Web Help File there are still questions, the following resources are available:

### Technical Assistance for CFRS Web Application

If the CFRS Web application is not responding or require technical assistance, contact the New York State Office of Information Technology Services (NYS ITS) at 1-800-HELPNYS (1-800-435-7697) Option 2, or email [healthhelp@its.ny.gov](mailto:healthhelp@its.ny.gov).

### Assistance For Completing a CFR/CBR

Contact the CFR State Agencies:

- DOH: Email: [mhrs@health.ny.gov](mailto:mhrs@health.ny.gov)
- OASAS: Phone: 518-457-3601 or Email: [cfrs@oasas.ny.gov](mailto:cfrs@oasas.ny.gov)
- OMH / OCFS: Phone: 518-473-3572 or Email: [cfr@omh.ny.gov](mailto:cfr@omh.ny.gov)
- OPWDD: Phone: 518-402-4275 or Email: [cfr@opwdd.ny.gov](mailto:cfr@opwdd.ny.gov)
- SED: Phone: 518-474-3227 or Email: [rateweb@nysed.ny.gov](mailto:rateweb@nysed.ny.gov)

### Additional Resources

Previously recorded CFR webinar trainings are located on YouTube at the following address: [https://www.youtube.com/playlist?list=PL\\_UpF-pfvejG588ahDBxfI-ZxA1zqKoEX](https://www.youtube.com/playlist?list=PL_UpF-pfvejG588ahDBxfI-ZxA1zqKoEX)

Questions and Answers from the CFR training webinars can be found at the [OMH CFR Training webpage](#), under the tabs CFR FAQ.

CFR Manuals are available at the New York State Education Department website: [NYSED::RSU: Consolidated Fiscal Report Manuals](#)

CFR Forms are available at the New York State Education Department website: [NYSED::Rate Setting Unit: Consolidated Fiscal Report Forms](#)



## Moving Around a Typical Screen

Although every CFRS Web screen has its own unique design and purpose, most screens have several elements in common. The CFRS Web screen has the following two sections:


- [Top Section](#)
- [Main Section](#)

### Top Section

The top section includes information identifying the current CFR/CBR and the specific schedule that is being displayed. Drop-down lists will be present from which to select the appropriate State Agency, Program, Site or County. There is a check box that can be selected to display prior period CFR data. Below is a partial view of the top section from the CFR-1 screen.

The screenshot shows the top section of the CFR-1 screen. At the top, there are filters for "<Provider Agency Code> <Provider Agency Name>" and a date range "January 01, 2020 - December 31, 2020" with a "Full" button. Below this is the title "CFR-1 – Program/Site Data" and a checkbox for "Display data from 2019". The main area contains three dropdown menus: "State Agency" (with "Select a state agency" text), "Program" (with "Select a program" text), and "Site" (with "Select a site" text).

### Main Section

The main section contains a work area consisting of white fields that are enterable and grayed out fields containing data carried forward from another screen, automatically calculated, or not applicable to the selected State Agency or program. If data carried forward is incorrect, data must be changed on the source screen. Lines with an icon  require the completion of a line detail box.

Pressing the **Tab** key will advance the cursor to the next available line. Below is a partial view of the middle section from the CFR-1 screen.

EQUIPMENT - PROVIDER PAID		
42	Lease/Rental Vehicle	15010
43	Lease/Rental Equipment	15020
44	Depreciation - Vehicle	15040
45	Depreciation - Equipment	15050
46	Interest - Vehicle	15070
47	Other (Detail Required)	15998
48	Total Equipment (sum lines 42 - 47)	15999

Use the “Previous Schedule” or “Next Schedule” buttons, from the bottom of the page, to navigate throughout the schedules to be completed or go to Menu icon at the upper left of the screen and choose the desired schedule.

## Navigating the Menu

CFRS Web has the following Main Menu structure:

Menu Drop Down: The Menu Drop Down allows the user to navigate between the multiple menus and submenus of the CFRS Web. Included in the menu Drop Down is as follows:

- **Home:** The Home link redirects the user to the Home page where the following choices are available:
  - (1) Create a New Submission.
  - (2) Continue Submission and Upload Completed CFRs/CBRs.
  - (3) Review or Revise CFRs/CBRs and Upload Documents.
  - (4) Helpful Links.
- **Dashboard:** A listing of submitted CFRs/CBRs in their respective reporting periods.
- **Submission:** Consists of the following subsections:
  - **Submission Details:** Listing of submitted and in progress CFRs/CBRs for a particular reporting period.
  - **Provide Agency Definition:** Details of agency information and financial statement reporting period.
  - **Program Site Definition:** Listing of program-sites defined for a particular CFR/CBR and access to DMH only programs.
  - **Expected Schedules:** A list of expected schedules to be completed, in the recommended order of completion.
- **Utilities:** Assorted CFRS Web application functions
- **FAQs:** A link to technology based Frequently Asked Questions, including Tips and Instructions for using the CFRS Web.
- **CFR Manual:** A link to the CFR Manual/Appendices and other.
- **Help:** For assistance in using CFRS Web.

## Using Check Boxes

- To select an item that has a check box in front of it, click in the box once and a check mark displays.

### State Agency

- OMH
- OPWDD
- OASAS
- SED
- DOH
- OCFS

- To deselect an item with a check mark in front of it, click once to remove the check mark.

### State Agency


- OMH
- OPWDD
- OASAS
- SED
- DOH
- OCFS

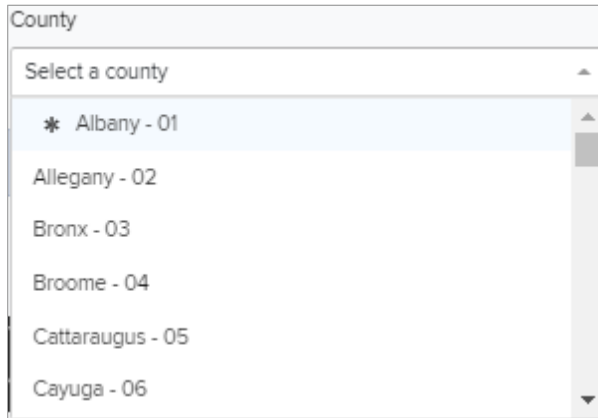
- In some cases, user can select as many items as needed; for example, when user creates a new CFR/CBR, they can check as many State Agencies as applicable.

### State Agency

- OMH
- OPWDD
- OASAS
- SED
- DOH
- OCFS


## Using Drop-down Box

1. Click on the drop-down arrow  and a list displays, except when the drop-down list has only one item. Then the system selects the item automatically, grays out the field, and moves the cursor to the next enterable field.




2. If all the items cannot fit in the box, a scroll bar displays to the right. Click and drag the scroll bar to move up and down the list.
3. Click on an item to select it.

### Notes:

1. County drop-down lists are all sorted by county code. An \* displays to the left of the county name if it has already been used. If the user clicks the  button to the right of the "Select a county box", the counties with an \* move to the top of the list.
2. Type in the first few letters or numbers of an item to move to that section of a drop-down list. For example, to select "Schenectady" from a County drop-down list, type **S** and the list moves to the beginning of the S's, then type **c**, **h**, etc. until "Schenectady" displays.
3. When a screen has a series of drop-down lists, what is selected on the first list determines what is available on the second list, and so forth. For example, if OMH is selected as the State Agency, then only valid OMH programs display on the Program drop-down list; after a Program is selected, the only sites valid for that program display on the Site drop-down list.

## Using the Calendar

1. Click the Calendar icon  to the right of the date field. The Calendar displays as follows:





2. The selected date is highlighted in a purple background, otherwise current date is highlighted in a grey background.
3. To select a different month/year combination, click the forward arrow or backward arrow next to the desired month/year label.

Or

To select a different year, click on the year label and a list of years will display. Click the desired year.

To select a different month, click on the month label and a list of months will display. Click the desired month.

4. With the correct month and year displayed, select a day of the month. The calendar closes, and the date displays in the selected date field.
5. To assign no date to a field, click the  and select clear to remove the date.
6. To select the current date, click  and select Today.


## Using Keyboard Shortcuts

The following table displays a list of keyboard shortcuts that work throughout CFRS Web.

<b>Press...</b>	<b>To...</b>
Delete	Erase all data from a field. You must first select the data by double clicking it with the mouse, which highlights the data.
End	Moves the cursor to the end of a line of data.
End then Backspace	Erase data from a field character by character.
Home	Move the cursor to the beginning of a line of data.
Page Down	If more data is available than fits on the screen at one time, move to the next screen of data.
Page Up	If more data is available than fits on the screen at one time, move to the previous screen of data.
Tab	Move from one enterable field to the next on a schedule.

## Create a New CFR/CBR

1. Click on the Menu icon at upper left of the screen.
2. Click on Home.
3. Click on the “**Create a New Submission**” button.
4. Select a **Submission Type** from the drop-down list,
  - Full CFRs can be submitted to all NYS CFR agencies.
  - Abbreviated and Mini-Abbreviated CFRs and Budgets can be submitted to OMH, OPWDD and OASAS.
  - Article 28 CFRs can be submitted to OMH and OASAS.
5. Click the check boxes in the **State Agencies** field for each state agency to include in the CFR/CBR.
6. Select a **Reporting Cycle** option.
  - Calendar Year (January – December) CFRs/CBRs can be selected for all NYS agencies.
  - Fiscal Year (July – June) CFRs/CBRs can be selected for all NYS agencies.
  - Non Standard CFRs/CBRs can be selected for OMH and OASAS.
7. Select a **Reporting Period** option from the dropdown list for Calendar Year and Fiscal Year CFRs/CBRs.
8. Use the Calendar feature to Select a **Reporting Period** for a Non Standard Reporting Cycle.

**Note:** If the  button displays to the right of a Value field, click the button, to insert the date.
9. Type in a **Submission Description (Recommended for Budget)** to help identify a CFR/CBR. The text field is optional and can contain up to thirty characters.
10. **Would you like to carry forward data from a prior period?**
  - Yes: If this option is selected, user will be offered the most recent submitted CFRs/CBRs from the selected reporting period (if available) and the two reporting periods immediately prior to carry forward. The default setting is the most recent reporting period from this list. User will also be offered the choice to carry forward All Data or Master Data Only:

- If All Data is selected, all provider identification, program/site identification and schedule data is carried forward to the new CFR/CBR. The entire new CFR/CBR must be reviewed for accuracy.
- If Master Data is selected, provider identification and program/site information will carry forward. Options to carry forward CFR-4/CFR-4A and CFR-1 Program/Site General Information data are available.
- No: If this option is selected, only provider identification information, if available, will carry forward to the new CFR/CBR.

11. Click the **Next** button to carry forward the data. Data transfer will not proceed if another document with the same **Submission Type, State Agencies** and **Reporting Period** is under revision. The following message will appear at the bottom of the screen: A submission already exists for the same reporting period and submission type. Please navigate to the Work in Progress section to view the submission.

12. **A Carryforward is Complete** message will appear when the process is complete.

13. Click the **Next** button to view or edit.



## View/Edit a CFR/CBR

Click on the Menu icon to locate and open a previously created CFR/CBR. For more information, select one of the following topics:

- [View or Edit a CFR/CBR previously submitted to the NYS agencies \(Dashboard\)](#)
- [View or Edit an in-progress CFR/CBR not yet submitted to the NYS agencies \(Work in Progress\)](#)

### View or Edit a CFR/CBR previously submitted to the NYS agencies

1. Click on the Menu icon.
2. Click on Dashboard.
3. Document Type: The system defaults to CFR retrieval. Search criteria can be changed to Budget or CFR and Budget.
4. Click on arrow to the left of Reporting Period to expand the selection and view list of documents submitted for that period. Click on down arrow to the left of Reporting Period to close the expanded list.
5. The Search function can also be used to locate a Document Control Number associated with a CFR/CBR or enter a date to find documents submitted on that date.
6. Click on the line for a CFR/CBR to access document.
7. Click the **“View Submission”** button to view the CFR/CBR or click the **“Revise Submission”** button to edit the CFR/CBR. If **“Revise Submission”** is selected and user role permissions allow to revise submission, then a copy of the CFR/CBR will be created and immediately available for edit revision.

### View or Edit an in-progress CFR/CBR not yet submitted to the NYS agencies

1. Click on the Menu icon.
2. Click on Home.
3. Click on **“View in Progress CFRs/CBRs”** button. If there are no in-progress CFR/CBR present, then CFRS Web displays message “No submissions were found for the specified criteria”.
4. Click on the line for a CFR/CBR to access document.
5. Click **“View Submission”** button to view the CFR/CBR or click **“Edit Submission”** button to edit the CFR/CBR.

6. A pop-up appears stating that other users will be unable to edit the document during your session. Click **“Yes”** to proceed or **“No”** to cancel.
7. If **“Yes”** is selected, click **“Continue Edit”**. CFRS Web will open the selected CFR/CBR for editing.
8. Note, the **“Edit Submission”** button will not be available if user role is Reviewer.
9. Assign a new DCN after the editing process is complete to allow submission to the NYS agencies.

## Deleting a CFR/CBR Submission

1. Click on the Menu icon at upper left of the screen.
2. Click on Home.
3. Click on the “**View in Progress CFRs/CBRs**” button.
4. Click on the line of the desired CFR/CBR to delete.
5. Click the “**Edit Submission**” button.
6. A pop-up appears stating that other users will be unable to edit the document during your session. Click “**Yes**” to proceed or “**No**” to cancel.
7. If “**Yes**” is selected, click “**Continue Edit**”. CFRS Web will open the selected CFR/CBR for editing.
8. Note, the “Edit Submission” button will not be available if user role is Reviewer.
9. Click “**Delete Submission**” button and click Ok.


**Note:** Submitted submissions cannot be deleted. However, in progress submissions can be deleted.

## Edit/Delete Provider Agency Information

Use the Provider Agency Definition screen to maintain service provider information, including the school code (SED only), Federal employer ID, address, county, type of ownership and the financial statement reporting period. For more information on using the Provider Agency Definition screen, select one of the following topics:

- [Edit Provider Agency Information](#)
- [Delete Provider Agency Information](#)

### Note:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. To indicate a change of address, click the “Please check the box if the agency address changed from the prior reporting period” check box.
3. If the  button displays to the right of a Value field, click the button, to insert the date.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
5. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Edit Provider Agency Information

1. From the menu bar, select the “Provider Agency Definition” to proceed.
2. Input/review the information and make any necessary updates.
3. Select start and end date for financial statement associated with the submission.
4. User may enter identifying information in the “Submission Description (Recommended for Budget)” field.
5. Click on next schedule or navigate to another schedule in the menu.

### Delete Provider Agency Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Defining a Program/Site

Use the **Program Site Definition** screen to maintain a list of programs and sites assigned to a current CFR/CBR. For more information, select one of the following topics:

- [Bring a Program/Site in from Another CFR/CBR](#)
- [Create a New Program/Site](#)
- [Update an Existing Program/Site](#)
- [Update an Existing DMH-Only Program](#)

**Note:** For a new CFR/CBR, if user navigates away from the **Program Site Definition** screen data will not be saved. All required information must be completed in order for the program to be saved.

### Bring a Program/Site in from Another CFR/CBR

1. When creating a new CFR/CBR, the option to carryforward information from previous CFRs/CBRs needs to be selected. Select a prior DCN and choose which data to carryforward. Click next.
2. Once the message “Carryforward is complete” displays, click next. The Provider Agency Definition will display. Click on Next Schedule to view the Program Site(s) list. Alternatively, click on Menu and select Program Site Definition.
3. The Programs/Sites are first sorted by State Agency and then in numerical Program Code order. Verify the programs listed. If any program(s) are missing, follow the **Create a New Program/Site** instructions below. Click on the program to view its information. If updates are needed, see **Update an Existing Program** instructions below. If all information is correct user may click the **Next Schedule** button which leads to the CFR-i schedule.

### Create a New Program/Site

1. The Program Site Definition is the screen following the Provider Agency Definition screen. An alternative path is to click on Menu and select Program Site Definition.
2. Click on the **Add a Program** button.
3. Check the applicable State Agency box. The box only displays those state agencies included in the current CFR/CBR.
4. Click in the program field to select a program from the drop-down box. The Program Code number can be entered into the field or user may scroll through the list to find the program. Once found, click on the program name.

5. Enter the two-digit Index code.

**OMH only:** When a new program/site is added, CFRS checks for different combinations of program codes and program code indexes for each county. The same combination of program code and program index cannot be used in different counties. If the combination is not unique, the validation fails and a message similar to the following displays, "Duplicate OMH Program-Index. A site with the same Program and Index exists in County <County Code>. The same program-index combination cannot exist in different counties."


6. Enter Site Code. ( Refer to Section 13.0 of the CFR Manual for information regarding site codes).
7. Enter Site Name.
8. Site Key {Optional} is a provider assigned unique identifier used for a program when user plans to import from a text file. For additional information, refer to help file for [Importing a Text file](#).
9. Enter the complete address. The State populates with New York. If another state is needed, select it from the drop-down box.

**Note:** The Address field can contain multiple lines; press the **Enter** key at the end of each line. If a program-site has no address, use the corporate address.

10. Select the county of the Location County drop-down box. Search by typing in the county name or scroll through the list of counties.
11. SED Ratio Value Waiver: For some SED CFRs/CBRs, user can select the **SED Ratio Value Waiver** check box at the bottom of the screen; it is only enabled for a limited number of SED programs. A check mark in the field indicates that a SED ratio value waiver will be applied to the selected program/site.
12. When all information is entered click on the **Save** button. The added Site will be displayed.
13. To add more programs, click on the **Add a Program** button and repeat steps 1-10.

**Note:** See the *CFR Manual* for more information on the Index and the Site Code (see section 13.0).

## Update an Existing Program/Site



1. While creating a CFR/CBR, if carryforward from previous submission was selected Program-Site(s) will be listed in the Program Site Definition section.
2. To update a Program/Site click on either the site line or the pencil  icon.
3. Update information necessary within the Program by clicking in the box and using the Tab key to move to other fields and click update. After updating information for a previously defined Program/Site, click the **Update** button at the bottom of the screen to save the changes. Errors will show beneath the box containing the error. Fix the error and click Update again. If no changes were made, click on the program line to close the program.

**SED Only:** For some SED CFRs/CBRs, user can select the **SED ratio value waiver** check box at the bottom of the screen; it is only enabled for a limited number of SED programs. A check mark in the field indicates that a SED ratio value waiver will be applied to the selected program/site.

4. Repeat steps 2 & 3 to update other existing programs.

**Note:** For directions on deleting a program/site, see [Deleting a Program/Site](#).

### **Update an Existing DMH-Only Program**

1. Within the Program Site Definition screen, clicking on the tab **DMH Only Programs** will show a list of such programs. Only the programs listed can be edited or deleted. New DMH Only Programs can only be added on the DMH-2 screen.
2. Select the program and click on the trash can  icon to delete the program or the pencil  icon to update the program.
3. The Index Code is the only update that can be made. Click on the **“Update”** button when finished.



## Completing a CFR-i Agency Identification and Certification Statement

Use the CFR-i screen to report agency identification and certification data, including Contact, Chief Executive Officer, and Claims Contact data. For more information, select one of the following topics:

- [Add/Edit CFR-i Information](#)
- [Delete CFR-i Information](#)

### Notes:

1. Whenever CFR-i Chief Executive Officer data is carried forward or updated, the system carries over the data to the CEO fields on the CFR-iii if the CEO fields are blank.
2. The Contact and Director information is required, including First Name, Last Name, Title, Phone Number, and Email Address.
3. If this CFR includes a DMH-2 schedule, user is required to add claims contact information, including an Email Address. If any Claims Contact fields are missing, a DCN will not be assigned.
4. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
5. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit CFR-i Information

1. Click and drag the scroll bar to move up and down the item descriptions.
2. Click the **Value** field of the item to add/edit and type in the information. Press the **Tab** key to move from field to field.
3. To add the information from the Contact fields to the Claims Contact fields, including Courtesy Title, First Name, Last Name, Title, Phone Number and Email Address, click the **Copy Contact** button. User can also type in different contact information in the Claims Contact fields.

### Delete CFR-i Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-ii/iiA Independent Accountant's Report

Use schedule CFR-ii/iiA to report accountant data for voluntary agencies or county government organizations. For more information, select one of the following topics:

- [Add/Edit CFR-ii/iiA Information](#)
- [Delete CFR-ii/iiA Information](#)

### Notes:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. You must fix errors on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)
4. If the  button displays to the right of a Value field, click the button, to insert the date.
5. As of 1/1/2012, if the CFR Submission type is "Full", the Type of ownership is "Not-for-Profit" and the Submission Reporting Period is equal to the Certified Financial Statement Reporting Period found on the Provider Agency Definition screen, schedule CFR-ii is available to print. If either of those conditions are not true, schedule CFR-iiA is available to print.

### Add/Edit CFR-ii/iiA Information

1. Click the **Value** field of the item to add/edit and type in information.
2. Click the next field or press the **Tab** key to move from field to field. Continue adding data until the needed information has been added.

### Delete CFR-ii/iiA Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the "Next Schedule" button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-iii County/New York City Certification Statement

Use CFR-iii to report county/NYC certification data. For more information, select one of the following topics:

- [Add/Edit CFR-iii Information](#)
- [Delete CFR-iii Information](#)

### Notes:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. Whenever CFR-i Director data is imported or updated, the system carries over the data to the CEO fields on the CFR-iii if the CEO fields are blank.
4. If the  button displays to the right of a Value field, click the button, to insert the date.
5. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit CFR-iii Information

1. Click the **Value** field of the item to add/edit and type in data. Click the next field or press the **Tab** key to move from field to field; the system automatically saves the data. Continue adding/editing data until all the needed information has been.

### Delete CFR-iii Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-iv - Supplemental Attestation Schedule

Use the CFR-iv screen to report agency identifying data which serves as a certification statement by the service provider's Chief Executive Officer, attesting to the validity of the information contained in the document, under the penalties prescribed in accordance with Article 175 of New York State Penal Law (False Written Statements).

- [Add/Edit CFR-iv Information](#)

### Notes:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. If the  button displays to the right of a Value field, click the button, to insert the date.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit CFR-iv Information

1. Select the item to answer and select a choice “**Yes**”, “**No**” or “**NA**”. Select the next field or press the **Tab** key to move from field to field. Continue adding data until the schedule is complete.
  - I. **Note:** If line 1a is answered **No**, enter a date on line 1b.
  - II. **Note:** If line 2a is answered **No**, enter a date on line 2b.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-1 Program/Site Data

Use the CFR-1 screen to report expenses and revenue data for a selected program/site. For more information, select one of the following topics:

- [Add/Edit General Information, Expenses and Revenues](#)
- [Delete Expenses and Revenues](#)


### Notes:

1. Review program/site data on the CFR-1 screen. To add, edit or delete this data, go to the Program/Site Definition screen. For more information, see [Defining a Program-Site](#).
2. For information on assigning a site code, see the instructions for Line 3 of the CFR-1 in Section 13 of the *Consolidated Fiscal Reporting and Claiming Manual* for the appropriate reporting period.
3. Greyed out field contain data originating from other lines or schedules and are non-enterable.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
5. If the  button displays to the right of a Value field, click the button, to insert the date.
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit General Information, Expenses and Revenues

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Select a site from the **Site** drop-down list. If Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
4. Click the **General Information** tab to add/edit Section A data, click the **Expenses** tab to add/edit Section B data or click the **Revenues** tab to add/edit Section C data. Click and drag the scroll bar to move up and down the section.
5. Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field

or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until the needed information has been added/edited.

6. If the  button displays to the right of a Value field, click the button, or double click the field. The CFR WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

## **Delete Expenses and Revenues**

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-2 Agency Fiscal Summary

Use CFR-2 screen to report a provider agency's fiscal summary. For more information, select one of the following topics:

- [Add/Edit Fiscal Summary Data](#)
- [Delete Fiscal Summary Data](#)

### Notes:

1. Only Column "**Other Programs Total**" is enterable.
2. The amounts in "**Other Programs Total**" Column Lines 1-12, are unique to the CFR-2 schedule, and not detailed elsewhere in the CFR.
3. The amounts in Column "**Other Programs Total**", Lines 1-12, are unique to the CFR-2 schedule, and not detailed elsewhere in the CFR.
4. Greyed out field contain data originating from other lines or schedules and are non-enterable.
5. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Fiscal Summary Data

1. From the "**Other Programs Total**" column, Click the expense or revenue item to add/edit and type in a whole dollar amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the summary for expenses and revenue. Continue adding/editing data until all the needed amounts has been added/edited.

### Delete Fiscal Summary Data

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the "Next Schedule" button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**




## Completing a CFR-2A Agency Fiscal Data

Use CFR-2A screen to report a provider agency's fiscal data. For more information, select one of the following topics:

- [Add/Edit Agency Fiscal Data](#)
- [Delete Agency Fiscal Data](#)

### Notes:

1. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
3. If the  button displays to the right of a Value field, click the button, to insert the date
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit Agency Fiscal Data

1. Click the expense or revenue item to add or edit and type in a whole dollar amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the summary for expenses and revenue. Continue adding or editing data until all the needed amounts has been added or edited.

### Delete Agency Fiscal Data

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-3 Agency Administration


Use the CFR-3 screen to report administrative costs not directly related to a specific program/site. Add vacation accruals, fringe benefits, other-than-personal services (OTPS), equipment, and property costs. User can review the ratio value allocations.

- [Add/Edit an Expense Amount](#)
- [Delete CFR-3 Expense Amounts](#)
- [Review Ratio Value Allocations](#)

### Notes:

1. Some program types are exempt from agency administration allocations. For a listing of these programs, refer to Section 15 of the Consolidated Fiscal Reporting and Claiming Manual for the appropriate reporting period. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)
2. Greyed out field contain data originating from other lines or schedules and are non-enterable.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the Consolidated Fiscal Reporting and Claiming Manual. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit an Expense Amount

1. Click the **Personal Services, Fringe Benefits, OTPS** tab or the **Equipment, Property** tab to add expense amounts.
2. Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed amounts have been added/edited.
3. If the  button displays to the right of a Value field, click the button, or double click the field. The CFR Web Line Details box displays; for more information, see [Completing CFRS Web Line Details](#).

### Delete CFR-3 Expense Amounts

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

## **Review Ratio Value Allocations**

1. Click the **Ratio Value** tab to review various totals and subtotals, and ratio value allocations.
2. Click and drag the scroll bar to move up and down the section.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an Agency Administration Worksheet

Use the Agency Administration Worksheet screen to enter agency administration values used to compute administrative costs not directly related to a specific program/site.

For an Abbreviated CFR, starting with the July 1, 2014 to June 30, 2015 Fiscal Year CFR and the January 1, 2015 to December 31, 2015 Calendar Year CFR, enter a figure for Net Agency Administration value on Line 8.

For an Abbreviated CFR, prior to the July 1, 2014 to June 30, 2015 Fiscal Year CFR and the January 1, 2015 to December 31, 2015 Calendar Year CFR, add a Net Agency Administration value on Line 8, and/or override the automatic calculation, which unlocks DMH-1, line 12 and CFR-2, line 7, Column 9.

For a Mini-Abbreviated CFR, enter values on Lines 6 and 8, and/or override the automatic calculation, which unlocks DMH-2, Line 11.

For a CBR, enter values on Lines 6, 6b, and 8, and/or override the automatic calculation, which unlocks DMH-2, Line 11. Lines 6b is no longer valid for Calendar Year 2023 and beyond.

### Notes:

1. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit an Agency Administration Value

Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all information has been added/edited. Click and drag the scroll bar to move up and down the section.

### Override the Automatic Calculation of Agency Administration

When override of the automatic calculation on the Agency Administration Worksheet is enabled, then certain lines on the Agency Administration Worksheet are locked, and certain lines on other schedules are unlocked, depending on the submission type. Only submission types of Abbreviated, Mini-Abbreviated, and Budget use the override function.

To override the automatic calculation on the Agency Administration Worksheet, click the checkbox on the upper left of screen. The option to Override the Automatic calculation of Agency Administration is not

available for Abbreviated CFRs for reporting periods starting 7/1/2014 and later.

1. If the override automatic calculation is enabled, then, for an Abbreviated CFR, Line 8 (Net Agency Administration) becomes locked; and Line 12 (Agency Administration) on the DMH-1 and Line 7, Column 9 (Net Agency Admin) on the CFR-2 becomes unlocked.

If the override automatic calculation is enabled, then, for a Mini-Abbreviated CFR or CBR, Line 6 (Other Programs Subtotal) and Line 8 (Net Agency Administration) becomes locked; and Line 11 (Agency Administration) on the DMH-2 becomes unlocked.

2. For an Abbreviated CFR, go to the Menu icon at the upper left of the screen and click on DMH-1 and/or CFR-2. Enter the values for agency administrative expenses on each of the schedules. For more information, see [Completing a DMH-1](#) and [Completing a CFR-2](#).

For a Mini-Abbreviated CFR or CBR, go to the Menu icon at the upper left of the screen and click on DMH-2. Enter the values for agency administrative expenses on the schedule. For more information, see [Completing a DMH-2](#).

### **Include OPWDD Rate-set Programs Not in Budget**

OPWDD does not provide for the inclusion of certain program types on its provider budgets. In order to use the Agency Administration Worksheet for a budget of OPWDD programs and have the allocated amounts match the values calculated on the CFR for the reporting period, follow the steps below. To account for OPWDD rate-set programs not included in the Budget:

1. Enter the data for the programs to be budgeted on schedules [CBR-4](#) and [DMH-2](#).
2. Estimate the operating costs associated with the rate-set programs.
3. On the Agency Administration Worksheet, enter the estimate on Line 6 (Other Programs Subtotal).

OR

Click the “Override the automatic calculation of agency administration” checkbox at the top of the Agency Administration Worksheet; then go to schedule [DMH-2](#) and adjust the amount to be allocated on Line 11 (Agency Administration) based on the offline calculations.

### **Delete an Agency Administration Value**

To delete data, click the **Value** field of the item to delete and press the **End** key; then press the **Backspace** key to delete the data one character at a time. Double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-4 Personal Services

Use the CFR-4 screen to report personnel services data for provider agency employees. For more information, select one of the following topics:

- [Add/Edit a Position](#)
- [Delete a Position](#)

### Notes:

1. This screen has two tabs: use one for reporting program/site and LGU administration and the other for agency administration. Program/site and LGU administration amounts are carried over to CFR-1 Line16; agency administration amounts are carried over to CFR-3, Line 1.
2. Position title codes in the 700 series can only be used with the program codes 0890, 0870, or 0860.
3. Combine multiple employees with the same position code/title and the same standard workweek and enter the information on one line.
4. Greyed out field contain data originating from other lines or schedules and are non-enterable.
5. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit a Position

1. Click the **Program/Site – Program Admin/LGU Admin** tab to add/edit positions for a program/site, or the **Agency Admin** tab to add/edit positions for a provider agency.

**Note:** If the Program/Site tab is selected, continue with step 2; if the Agency Admin tab is selected, skip to step 5.

2. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
4. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically,

and the cursor moves to the next enterable field.

5. Click the **“Add a line”** button to add a position. The system adds a row to the list of positions. To edit a field, then, highlight the field to edit and make the change.
6. Select a title from the **Position** drop-down list.
7. Select a **Standard Workweek** from the options displayed, it has no default. User may select from the predefined entries or manually enter a number which must be equal to or greater than 35 but not more than 45. The number can have one decimal place; for example, to enter thirty six and a half hours, type 36.5 in Other.
8. Click the **Hours Paid** field and type in the number of hours as a whole number.
9. Click the **Amount Paid** field and type in a whole dollar amount.
10. To add/edit another position, repeat steps 5 - 10.

### **Delete a Position**

1. Select the trash icon to delete the row.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

# Completing a CFR-4A Contracted Direct Care and Clinical Personal Services

Use the CFR-4A screen to report contracted direct care and clinical personal service positions for a selected program/site. For more information, select one of the following topics:

- [Add/Edit a Position](#)
- [Delete a Position](#)

## Notes:

1. The total amount paid on CFR-4A is carried over to CFR-1, Line 35.
2. Multiple employees with the same position code/title must be combined and entered on the same line.
3. Greyed out field contain data originating from other lines or schedules and are non-enterable.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
5. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

## Add/Edit a Position

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
2. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
3. Select a site from the **Site** drop-down list. If Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
4. Click the **Add a line** button to add a position. The system adds a blank row to the list of positions. To edit a field, highlight the field and make the change.
5. Select a title from the **Position** drop-down list.
6. Click the **Hours Paid** field and type in the number of hours as a whole number.
7. Click the **Amount Paid** field and type in a whole dollar amount.



8. To add/edit another position, repeat steps 4 - 7.

### **Delete a Position**

1. Select the trash icon to delete the row.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-5 Transactions with Related Organizations/Individuals

Use the CFR-5 screen to report payments and transactions for related organizations or individuals. The screen has four sections, Section A through Section D. For more information, select one of the following topics:

- [Section A: Answer Questions](#)
- [Section B: Add/Edit Payments](#)
- [Section C: Add/Edit Allowable Costs](#)
- [Section D: Add/Edit Funding: To/From](#)
- [Delete Data](#)

### Notes:


1. For each lease or rental transaction, in Section B, a corresponding entry to Section C must be present. For example, if user adds three program/sites entries to Section B, then user must add three corresponding program/sites entries to Section C. In addition, the calculated amount reported in column 9 of Section C must also be reported in column 8 of Section B.
2. For the **Relationship to provider** field, select an option from the drop-down list.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Section A: Answer Questions



1. Click the **Question #1** drop-down arrow and select **Yes** or **No** from the drop-down list; this field is required for all provider agencies. If **Yes** is selected, then add data to Section B. If the service provider operates OASAS, OMH, OPWDD, DOH and/or OCFS programs, proceed to Question 2.
2. Click the **Question #2** drop-down arrow and select **Yes** or **No** from the drop-down list; this field is required for all OPWDD, OMH, OASAS, DOH and OCFS providers. If **Yes** is selected, then add data to Section D.

### Section B: Add/Edit Payments

1. Click the **SECTION B** tab and then click the **Add** button to add PAYMENTS TO information for a selected site. The system inserts a blank line.

2. Click the **Program/sites affected enter prog/site id# (code) or administration** field and then click the  button or double click the field. The Programs-Sites box opens; it displays only programs, sites, and administration codes for the current submission. Select one or more items, up to three.
3. Click the other fields or press the **Tab** key to move from field to field, and type in the required information. All fields in Section B are required.
4. To add/edit another Program-Site data, repeat steps 1 - 3.

### Section C: Add/Edit Allowable Costs

1. To add Section C data, click the **SECTION C** tab and then click the **Add** button to add an allowable cost for a selected site. The system inserts a blank line.
2. Click the **Trans ID from Section B** drop-down arrow and select an ID number, which corresponds to a line item added in Section B.
3. Click the **Program/sites affected enter prog/site id# (code) or administration** field and then click the  button or double click the field. The Programs-Sites box opens; it displays only programs, sites and administration added to the corresponding line number in Section B and not yet added to Section C. Select an entry and click the **Done** button. You must repeat this step for each program/site and administration code listed.
4. Click the other fields or press the **Tab** key to move from field to field, and type in the required information. All fields in Section C are required.
5. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
6. To add/edit another Program-Site data, repeat steps 2 - 5.

### Section D: Add/Edit Funding: To/From

1. To add Section D data, click the **SECTION D** tab and then click the **Add** button to add funding information for a selected site. The system inserts a blank line.
2. Click each field or press the **Tab** key to move from field to field, and type in the required information. All fields in Section D are required.
3. For the Funding: To/From field, click the **To** or the **From** check box to select one.
4. To add/edit another Related Party/Individual, repeat steps 1 - 3.

### Delete Data

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key. To delete an entire row of data, select the trash icon located to the right of the row.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CFR-6 Governing Board and Compensation Summary

Use the CFR-6 screen to report information on employees that serve as members of the governing authority, or personnel that are highly compensated. For more information, select one of the following topics:

- [Add/Edit Section 1 Question](#)
- [Add/Edit Section 2 Compensation of Board Officers or Members](#)
- [Add/Edit Section 3 Compensation of the Highest Paid Employees](#)
- [Add/Edit Section 4 Compensation of the Five Highest Paid Independent Contractors](#)
- [Delete Data](#)


### Notes:

1. Greyed out fields are calculated totals which are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Section 1 Question


1. Click the **Section 1** drop-down arrow and select Yes or No from the drop-down list. If Yes is selected, the CFRS Web Line Details box displays. Add the required name and position for each employee on the governing authority.

### Add/Edit Section 2 Compensation of Board Officers or Members


1. Click the **Section 2** tab and then click the **Add a line** button to insert a blank line.
2. Click each field or press the **Tab** key to move from field to field, and type in the required information to then add compensation data for governing board members. All fields are required.
3. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Web Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
4. The Other benefits column refers to awards, rewards, loans, or other benefits made in lieu of or

in addition to monetary compensation or regular fringe benefits.

### **Add/Edit Section 3 Compensation of the Highest Paid Employees**

1. Click the **Section 3** tab and then click the **Add a line** button to insert a blank line.
2. Click each field or press the **Tab** key to move from field to field, and type in the required information to then add compensation data for the highest paid employees under Position Title Codes 601, 602 and 603 and all employees whose annualized salary and contracted payment amounts is in excess of \$125,000 per year. All fields are required.
3. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Web Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#)
4. If an individual is reported under more than one position title on [CFR-4](#), check the box in the Position Title Code field (column 2) for multiple positions.
5. The Other benefits column refers to awards, rewards, loans, or other benefits made in lieu of or in addition to monetary compensation or regular fringe benefits.

### **Add/Edit Section 4 Compensation of the Five Highest Paid Independent Contractors**

1. Click the **Section 4 tab** and then click the **Add a line** button to insert a blank line.
2. Click each field or press the **Tab** key to move from field to field, and type in the required information to then add compensation data for the five highest paid independent contractors (individual or firm) that received payments in excess of \$50,000.
3. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Web Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

### **Delete Data**

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a DMH-1 Program Fiscal Summary

Use DMH-1 to report the aggregate expenses, revenues, and units of service by program type for all the individual sites operated by the service provider. Complete a separate schedule for each State Agency and/or shared program. The DMH-1 schedule must be completed using accrual accounting.

- [Add/Edit DMH-1 Information](#)
- [Transfer Data from DMH-1 to DMH-2](#)
- [Selecting a Shared Program](#)
- [Delete DMH-1 Information](#)

### Notes:

1. On a Full CFR, when data is saved on the CFR-1 for a program, that program data is also saved on a DMH-1. In this case the fields of the DMH-1 Schedule will be greyed out and are non-enterable.
  - I. Lines 6-14 (Expenses) and Line 15-25 (Revenue) amounts are the program type totals for all program/sites carried forward from CFR-1.
  - II. Lines 32-36 (GAAP Adjustments to Revenue) and Lines 37-44 (Non-GAAP Adjustments to Revenue) amounts are the program type totals for all program/sites aggregated from Schedule CFR-1, except for agencies filing an abbreviated CFR.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit DMH-1 Information

To add/edit DMH-1 information for a Full CFR, it must be done on the CFR-1 screen. To add/edit information for an Abbreviated CFR or Article 28 Abbreviated CFR:

1. Select an agency from the **State Agency** drop-down list. If the list has only one agency, it is selected automatically, and the cursor moves to the Program field.

2. Select a program from the **Program** drop-down list. When selected a Program, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field. If there are more than one site associated with the program, a site will need to be selected
3. Click the **Program Units of Service and Expenses** tab to add/edit units of service and program expenses, the **Program Revenues** tab to add/edit revenue amounts, or the **Program Adjustments to Revenues** tab to add/edit adjustment amounts.
4. Click the **Value** field of the item to add/edit and type in an amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

### Transfer Data from DMH-1 to DMH-2

1. Click the **Transfer to DMH-2** button to copy data from the DMH-1 schedule to the DMH-2 schedule. Once selected, the “DMH-1 to DMH-2 Transfer - All programs” screen displays.
2. Select an agency from the **State Agency** drop-down list. It defaults to the State Agency selected on the DMH-1. If the list only has one agency, it is selected automatically, and the cursor moves to the next enterable field.
3. Select a **Method of Allocation**: Percentage or Units of Service; it defaults to Percentage.
4. For Program 0890, Local Governmental Unit (LGU) Administration, percentage is required; LGU Administration costs are allocated to the individual state agencies using system-defined percentages.
5. Type in a **Percentage** or **Units of Service**; the name of the field matches the Method of Allocation selected. The Units of Service must equal the number entered for the State Agency on the DMH-1, Lines 3-5. The Percentage must equal 100%.
6. Use the checkbox to select individual programs or the select all box to select all programs. The program must have data saved on the DMH-1 for the selected State Agency and must exist in the selected county.
7. To add another county, click the **Add** button and repeat steps 3 – 5.
8. To delete a county, select a county from among those added and click the **Trash** icon.
9. Click the **Transfer Programs** button. The system checks the data and displays a Messenger box. If there are no errors, click the **Close** button; the system copies relevant data from the DMH-1 schedule to the DMH-2 schedule, and closes the transfer box. If there are errors in the entered data, fix the errors and repeat this step.

### Selecting a Shared Program






1. If a shared program is split among counties when transferring data from the DMH-1 to the DMH-2, rounding off of dollars can cause a slight difference in the total amounts on the DMH-1 versus the DMH-2. For example, a total of \$2,227 on the DMH-1 might add up to \$2,228 on the DMH-2. The data on DMH-2 can be adjusted so that the total amount matches the total amount on the DMH-1.
2. For a shared program with pre-defined splits, data will get transferred to DMH-2, even if the percentage for an agency is 0%
3. To transfer data to multiple counties for both 0890 and non-0890 programs' the allocated percentage must equal 100; the allocated units of service must equal the total units of service listed on the DMH-1 for the state agency.
4. For more information on how LGU Administration costs are allocated among state agencies, see "Appendix K – LGU Administration Allocation and Percentage Splits" in the Consolidated Fiscal Reporting and Claiming Manual.

### **Delete DMH-1 Information**

1. To delete DMH-1 information for a Full CFR, it must be done on the CFR-1 screen. To delete individual data, on an Abbreviated CFR, or Article 28 Abbreviated CFR, click the Value field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing CFRS Web Line Details

Certain lines and fields in CFRS Web require additional detail beyond what is listed in the line or field description. This detail is entered using a CFRS Web line details dropdown worksheet. A line that requires the use of dropdown worksheet is identifiable by the yellow bullet list icon  to the right of the line or field. Click on the yellow bullet list icon to expand the Dropdown Worksheet. To minimize the dropdown worksheet, click on the upward facing arrow icon  found at the bottom of the dropdown worksheet. Another way to minimize the dropdown worksheet is to click on the yellow upward facing arrow icon  found at top part of the dropdown worksheet.

### Add/Enter Data in a CFRS Web Line Details Dropdown Worksheet

The CFRS Web line details dropdown worksheet for certain lines contain predefined line descriptions that are optional. Predefined line descriptions cannot be modified or deleted. Predefined line descriptions have a default value of zero. To enter a value other than zero for a Predefined line description, click in the Value field and either backspace to remove the current entry or highlight the figure in the Value field and press the “Delete” key, then enter the desired value.

If there are no predefined line details, or the predefined line details are not relevant, click the yellow “Add a line” button at the bottom of the CFRS Web line details dropdown worksheet. Enter a custom description in the Description column, then enter a value in the Value column.

### Edit/Delete Data for a Predefined Description in a CFRS Web Line Details Dropdown Worksheet

The CFRS Web line details dropdown worksheet for certain lines contain predefined line descriptions that are optional. Predefined line descriptions cannot be modified or deleted. Predefined line descriptions have a default value of zero. To change an entry in the Value field, click in the Value field and either backspace to remove the current entry or highlight the figure in the Value field and press the “Delete” key, then enter the desired value. Enter zero to return to the default value.


### Edit/Delete Data for a Custom Description in a CFRS Web Line Details Dropdown Worksheet

To change an entry in the Description or Value field for a custom description, click in the field and either backspace to remove the current entry or highlight the figure in the field and press the “Delete” key, then enter the revised information.

To remove a custom description and the related value, click on the trash can icon to the right of the line.

### Special Instructions When Utilizing Data Transfer from Schedule DMH-1 to Schedule DMH-2

When data is transferred from Schedule DMH-1 to Schedule DMH-2 using the yellow “DMH-1 to DMH-2 Transfer” button at the bottom left of the DMH-1, only the line totals transfer from DMH-1 to DMH-2. Some lines on the DMH-2 require additional detail beyond what is listed in the line or field description.

This detail is entered using a CFRS Web line details dropdown worksheet. A line that requires the use of the dropdown worksheet is identifiable by the yellow bullet list icon  to the right of the line. DMH-2 line details must be reentered each time the transfer is completed for a particular Program Code/Program Code Index/County combination.


## Completing a DMH-2 Aid to Localities/Direct Contract Summary

Use the DMH-2 screen to report expenses, revenue, adjustments to revenue, and deficit funding by state agency, county, and program.

- [Add/Edit General Information, Expenses and Revenues](#)
- [Include OPWDD Rate-set Programs Not in Budget](#)
- [Change Reporting County for a Program](#)
- [Add/Edit Expense Variance](#)
- [Delete Fiscal Information](#)

### Notes:

1. On the DMH-2, the agency administration allocation for each program is calculated by adding lines 5 through 8 to get operating costs. The operating costs multiplied by ratio value factor equals agency administration allocation for each program.
2. The Contract Number on Line 2 must match the Contract Number on the [DMH-3](#), Line 15.
3. Prior to 15/16 CFR, OMH programs may only use predefined lines on schedule DMH-2, Line 17 (Medicaid). Beginning with the 15/16 CFR, line 17 became 17a and 17b.
4. Net Deficit Funding revenue on Line 28 does not include non-funded or voluntary contributions. Also, Line 28 will be carried forward to Net Deficit Funding adjustment on Line 38.
5. On Line 37, the exempt LTSE income is calculated at 40 % of Line 26.
6. For an OASAS CFR, Service Provider Share (Voluntary Contributions) on Line 46 is for review only and cannot be changed.
7. When a CFR includes the DMH-2 schedule, the claims contact information is required on the CFR-i schedule (this requirement will not prevent assignment of a DCN). For more information, see Completing a [CFR-i](#).
8. After a DMH-2 schedule has been saved and a [DMH-3](#) schedule does not yet exist for the same Agency/County/Program, these values plus the Contract Type and Number are carried forward to the DMH-3 screen.
9. Errors must be fixed before the system saves the data. Once saved, the data, will be forwarded to other lines or schedules.

10. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
11. For more detailed CFR reporting information, please refer to the appropriate reporting period of the Consolidated Fiscal Reporting and Claiming Manual. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

## Add/Edit General Information, Expenses and Revenues

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a county from the **County** drop-down list. By default, the list of counties is sorted alphabetically.
  - I. If the sort-by-data indicator was selected, the county or counties with existing data display first, unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field or, define an additional program by selecting the **Define a DMH Only Program** button. For more information, see [Defining a DMH Only Program](#).
4. Click the **Expenses, Revenues, Adjustments to Revenues, Deficit Funding or Expense Variance** tab to add/edit data. Click and drag the scroll bar to move up and down the section.
  - For Expenses, select one of the options for contract type: **Direct Contract** (Contract directly with a State Agency [OASAS, OMH, OPWDD]) or **Local Contract** (Contract through an approval letter with a county). The Contract Type selected must match the Contract Type on the [DMH-3](#).
5. Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

## Include OPWDD Rate-set Programs Not in Budget

Use the following steps to account for OPWDD rate-set programs not included in the Budget.

1. Estimate the operating costs associated with the rate-set programs.
2. On the [Agency Administration Worksheet](#), add the estimate to Line 6 (Other Programs Subtotal).

Or check the "Override the automatic calculation ..." at the top of the Agency Administration Worksheet then go to the DMH-2 and adjust the amount to be allocated on Line 11 (Agency Administration).

## Change Reporting County for a Program

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
2. Select a county from the **County** drop-down list; by default, the list of counties is sorted alphabetically.
  - I. If the sort-by-data indicator was selected the county or counties with existing data display first unless no data exists on the schedule.
4. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically.
5. Click the **Change County** button. The Change County box displays.
6. Select a new reporting county from the drop-down list and click the **Update County** button.

## Add/Edit Expense Variance

Only the explanation of Difference column can be updated on the Expense Variance Screen.

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Optionally, select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Click on any row that requires update in the Explanation of Difference column and explain the reason for difference between DMH-1 and DMH-2

## Delete Fiscal Information

Use the **Delete** button to remove all DMH-2 data for a selected state agency, county, and program.

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
2. Select a county from the **County** drop-down list. By default, the list of counties is sorted alphabetically.
  - I. If the sort-by-data indicator was selected, the county or counties with existing data display first, unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically.

4. To delete all the data for, click the **Delete** button. A confirmation box displays.
5. Click the **OK** button. The system deletes the DMH-2 data for the selected state agency, county, and program.

To delete individual data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing Expense Variance

Use the Expense Variance tab to maintain data on expense variance screen.

- [Add/Edit Expense Variance](#)
- [Delete Expense Variance Information](#)

### Add/Edit Expense Variance

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. **EXPENSES** –This column holds the line descriptions. Read Only.
4. **DMH-1 Line #** - Line number on DMH-1 for the line description on EXPENSES column. Read Only.
5. **DMH-1** – Data reported on DMH-1 for the line description in the EXPENSES column. Read Only.
6. **DMH-2 Line #** - Line number on DMH-2 for the line description on EXPENSES column. Read Only.
7. **DMH-2** – Data reported on DMH-2 for the line description in the EXPENSES column. Read Only.
8. **Variance** – Data from the Difference between DMH-1 and DMH-2 columns. Read Only.
9. **Explanation of Difference** – Click any row on this column for direct data entry to describe the reason for any differences in reported expenses and adjustments between Schedules DMH-1 and DMH-2.

### Delete Expense Variance Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.



## Defining a DMH Only Program

CFRS Web requires a unique site code for each program in most instances. There are two exceptions to this requirement:

- When there is a second occurrence of a program and that second occurrence is not on the CFR core schedules but only on schedules [DMH-2](#), [DMH-3](#) and/or [CBR-4](#).
- When there is a need to separate program expenses and revenue at the same site into two or more columns because a contract involving a state aid letter, a county contract or a direct contract separates the program expenses and revenue into two or more columns.

In these cases, at least one occurrence of a program that is not linked to a specific site will need to be added.

### Define a DMH Only Program


1. Follow the directions for selecting a **State Agency**, **County** and **Program** on the schedule DMH-2 or CBR-4.
2. Click the **Define a DMH Only Program** button. The Define DMH Only Program box displays at the bottom of the screen.
3. Select a program from the drop-down list.
4. Type in a two-digit index number in the **Enter the Index** field. The program code index entered must be distinct from all index numbers on the CFR or CBR for the selected program.
5. Click **Save Program** button to Add the additional DMH Only program, Click the **Close** button to exit from the Define a DMH Only Program box without adding a program.
6. Click up arrow on the **Define a DMH Only Program** button to close. The new program becomes the default selection on the **Program** drop-down list.
7. Continue with the directions for adding data to a program on schedules [DMH-2](#), [DMH-3](#), or [CBR-4](#).

# Completing a DMH-3 Aid to Localities and Direct Contracts Program Funding Source Summary

Use the DMH-3 screen to maintain summary data on expenses, revenue and persons served by funding source for a selected agency, county, and program. For more information, select one of the following topics:

- [Add/Edit Summary Fiscal Data and Statistics](#)
- [Change Funding Source](#)
- [Change Reporting County for a Program](#)
- [Delete Funding Source Data](#)

## Notes:

1. After a DMH-2 schedule has been saved and a DMH-3 schedule does not yet exist for the same Agency/County/Program, these values plus the Contract Type and Number are carried over from the DMH-2 screen.
2. On Line 15, enter either a State contract number for a direct contract or a local contract number for a local contract. Also, the contract number on Line 15 must match the contract number on Line 2 of the [DMH-2](#).
3. Click the **Statistics** tab to add the number of persons served, which is the number of unique persons served by all funding sources on the program.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
5. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Web Line Details box displays; for directions on using this box, see [Completing CFRS Web Line Details](#).
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

## Add/Edit Summary Fiscal Data and Statistics

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.

2. Select a county from the **County** drop-down list. By default, the list of counties are sorted alphabetically.
  - I. If the sort-by-data indicator was selected, the county, or counties with existing data display first, unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the Funding Source drop-down list.
4. To add summary fiscal data, select a funding source from the **Funding Source** drop-down list. To select a funding source with previously entered data, click the \* button and click one of the funding sources with an asterisk.
5. After a Funding Source is selected, select one of two options for contract type: **Direct Contract** (Contract directly with a State Agency [OASAS, OMH, OPWDD]) or **Local Contract** (Contract through approval letter with a county). The Contract Type selected must match the Contract Type selected on the DMH-2.
6. Click the **Value** field of the next item to add and type in an amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.
7. For OPWDD only – For line 8, prior to 2015 Calendar, select methodology from the dropdown.
8. Click the **Statistics** tab to add the number of persons served, which is the number of unique persons served by all funding sources on the program.

### **Change Funding Source**

1. To change the funding source, select a state agency, county, program, and funding source. Click the **Change Funding Source** button.
2. Select a new Funding Source from the drop-down list and click the **Update Funding Source** button.

### **Change Reporting County for a Program**

1. To change the county, select a state agency, county, program, and funding source. Click the **Change County** button.
2. Select a new county from the drop-down list and click the **Update County** button.

### **Delete Funding Source Data**

To delete all DMH-3 data for a selected state agency, county, program, and funding source, select a state agency, county, program, and funding source code:

1. Click the **Delete** button. A confirmation box displays.
2. Click the **Yes** button. The system deletes the DMH-3 data for the selected funding source.

To delete an individual entry, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CBR-i

Use CBR-i to complete agency identification and certification data, including Contact, Director and Claims Contact data, for budget purposes. For more information, select one of the following topics:

- [Add/Edit CBR-i Information](#)
- [Delete CBR-i Information](#)

### Notes:

1. If this submission includes a DMH-2 schedule, claims contact information is required, including an Email Address. If any Claims Contact fields are missing, a DCN will not be assigned.
2. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.

### Add/Edit CBR-i Information

1. Click and drag the scroll bar to move up and down the item descriptions.
2. Click the **Value** field of the item to add and type in information. Press the **Tab** key to move from field to field.
3. There are four sections of information to be completed. Input the first name, last name, telephone number, title, and email address for the Contact Person, the Chief Executive Officer, and the President/Chair of the Board of Directors, as required. The Courtesy Title fields are available from the drop-down and include several choices. Courtesy Title fields are not required.
4. To complete the Claims Contact section, a requirement of completing a CBR-4, select the “**Copy Contact**” button which will populate the section with the contact information. Alternatively, type in different contact information in the Claims fields.

### Delete CBR-i Information

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a CBR-4

Use the CBR-4 screen to complete budgeted, full-time equivalent positions for provider agency employees. For more information, select one of the following topics:

- [Add/Edit a Position](#)
- [Change Reporting County for a Program](#)
- [Define a DMH Only Program](#)

### Notes:

1. This screen has two tabs: use one for reporting program/site and LGU administration and the other for agency administration. Program/site and LGU administration amounts are carried over to schedule DMH-2, line 5.
2. Position title codes in the 700 series can only be used with the program codes 0890, 0870, or 0860.
3. Combine multiple employees with the same position code/title and the same standard workweek and enter the information on one line.
4. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
5. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.

### Add/Edit a Position

1. Click the **Program/Site – Program Admin/LGU Admin** tab to add positions for a program/site, or the **Agency Admin** tab to add positions for a provider agency. If Program/Site tab is selected, continue with step 2; if Agency Admin tab is selected, skip to step 5.
2. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the County field.
3. Select a county from the **County** drop-down list.
4. By default, the list of counties is sorted numerically. Click the **\*** button to move counties with existing data to the top of the list. Click the **\*** button again to return to the default setting. Select a program from the **Program** drop-down list. If the list has only one item, it is selected.
5. Click the **“Add a line”** button to add a position. The system adds a row with the position. To edit a field, highlight the field and make the change.

6. Select a title from the **Position** drop-down list.
7. Select a **Standard Workweek** from the options displayed. There is no default setting. Select from the predefined entries or manually enter a number which must be equal to or greater than 35 but not more than 45. The number can have one decimal place; for example, to enter thirty-six and a half hours, type 36.5 in Other.
8. Click the **Hours Paid** field and type in the number of hours as a whole number.
9. Click the **Amounts Paid** field and type in a whole dollar amount.
10. To add/edit another position, repeat steps 5 – 9. All critical errors must be fixed before data can be saved.

### **Change Reporting County for a Program**

1. Select the **Program/Site – Program Admin/LGU Admin** tab.
2. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
3. Select a county from the County drop-down list.
4. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically.
5. Click the **Change County** button at the bottom left to open the Change County box. Select a new reporting county from the drop-down list. Click the **Update County** button to enable the change. The updated county will display at the top of the screen. If the decision is not to change the county, click the **Close** instead of **Update County** button.

### **Define a DMH Only Program**

1. This feature allows to create additional column(s) on the DMH-2. For more information, see [Defining a DMH Only Program](#).

### **Delete a Position**

1. Select the trash icon to delete the row.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a DMH-2 (Budget)


Use the DMH-2 (Budget) screen to report expenses, revenue, adjustments to revenue, and deficit funding by state agency, county, and program.

- [Add/Edit General Information, Expenses and Revenues](#)
- [Include OPWDD Rate-set Programs Not in Budget](#)
- [Change Reporting County for a Program](#)
- [Delete Fiscal Information](#)

### Notes:

1. For a CBR, personal services carry forward from the [CBR-4](#) screen and are reviewed only on the DMH-2 screen.
2. On the DMH-2, the agency administration allocation for each program is calculated by adding lines 5 through 8 to get operating costs. The operating costs multiplied by ratio value factor equals agency administration allocation for each program.
3. The Contract Number on Line 2 must match the Contract Number on the [DMH-3](#), Line 15.
4. Prior to 15/16 CFR, OMH programs may only use predefined lines on schedule DMH-2, Line 17 (Medicaid). Beginning with the 15/16 CFR, line 17 became 17a and 17b.
5. Net Deficit Funding revenue on Line 28 does not include non-funded or voluntary contributions. Also, Line 28 will be carried forward to Net Deficit Funding adjustment on Line 38.
6. On Line 37, the exempt LTSE income is calculated at 40 % of Line 26.
7. For an OASAS CBR, Service Provider Share (Voluntary Contributions) on Line 46 is for review only and cannot be changed.
8. When a CBR includes the DMH-2 schedule, the claims contact information is required on the CBR-i schedule (this requirement will not prevent assignment of a DCN). For more information, see help file for [CBR-i](#).
9. After a DMH-2 schedule has been saved and a [DMH-3](#) schedule does not yet exist for the same Agency/County/Program, these values plus the Contract Type and Number are carried forward to the DMH-3 screen.
10. DMH Only Programs can be edited or deleted from the Program Site Definition page. New DMH Only Programs can be added on the DMH-2 or CBR-4 page.



11. Errors must be fixed before the system saves the data. Once saved, the data, will be forwarded to other lines or schedules.
12. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

## Add/Edit General Information, Expenses and Revenues

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a county from the **County** drop-down list. By default, the list of counties is sorted alphabetically.
  - II. If the sort-by-data indicator was selected, the county or counties with existing data display first, unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field or, define an additional program by selecting the **Define a DMH Only Program** button. For more information, see [Defining a DMH Only Program](#).
4. Click the **Expenses, Revenues, Adjustments to Revenues, Deficit Funding or Expense Variance** tab to add/edit data. Click and drag the scroll bar to move up and down the section.
  - For Expenses, select one of the options for contract type: **Direct Contract** (Contract directly with a State Agency [OASAS, OMH, OPWDD]) or **Local Contract** (Contract through an approval letter with a county). The Contract Type selected must match the Contract Type on the [DMH-3](#).
5. Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

## Include OPWDD Rate-set Programs Not in Budget

Use the following steps to account for OPWDD rate-set programs not included in the Budget.

1. Estimate the operating costs associated with the rate-set programs.
2. On the [Agency Admin Worksheet](#), add the estimate to Line 6 (Other Programs Subtotal).

Or check the "Override the automatic calculation ..." at the top of the Agency Administration Worksheet then go to the DMH-2 and adjust the amount to be allocated on Line 11 (Agency Administration).

## Change Reporting County for a Program

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
2. Select a county from the **County** drop-down list. By default, the list of counties is sorted alphabetically.
  - II. If the sort-by-data indicator was selected the county or counties with existing data display first unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically.
4. Click the **Change County** button. The Change County box displays.
5. Select a new reporting county from the drop-down list and click the **Update County** button.

## Delete Fiscal Information

Use the **Delete** button to remove all DMH-2 data for a selected state agency, county, and program.

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
2. Select a county from the **County** drop-down list; by default, the list of counties is sorted alphabetically.
  - II. If the sort-by-data indicator was selected, the county or counties with existing data display first, unless no data exists on the schedule.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically.
4. To delete all the data for, click the **Delete** button. A confirmation box displays.
5. Click the **OK** button. The system deletes the DMH-2 data for the selected state agency, county, and program.

To delete individual data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Defining a DMH Only Program (Budget)

CFRS Web requires a unique site code for each program in most instances. There are two exceptions to this requirement:

- When there is a second occurrence of a program and that second occurrence is not on the CFR core schedules but only on schedules [DMH-2](#), [DMH-3](#) and/or [CBR-4](#).
- When there is a need to separate program expenses and revenue at the same site into two or more columns because a contract involving a state aid letter, a county contract or a direct contract separates the program expenses and revenue into two or more columns.

In these cases, at least one occurrence of a program that is not linked to a specific site will need to be added.

### Define a DMH Only Program

1. Follow the directions for selecting a **State Agency**, **County** and **Program** on the schedule DMH-2 or CBR-4.
2. Click the **Define a DMH Only Program** button. The Define DMH Only Program box displays at the bottom of the screen.
3. Select a program from the drop-down list.
4. Type in a two-digit index number in the **Enter the Index** field. The program code index entered must be distinct from all index numbers on the CFR or CBR for the selected program.
5. Click **Save Program** button to Add the additional DMH Only program, Click the **Close** button to exit from the Define a DMH Only Program box without adding a program.
6. Click up arrow on the **Define a DMH Only Program** button to close. The new program becomes the default selection on the **Program** drop-down list.
7. Continue with the directions for adding data to a program on schedules [DMH-2](#), [DMH-3](#), or [CBR-4](#).

## Completing an Agency Administration Worksheet (Budget)

Use the Agency Administration Worksheet screen to enter agency administration values used to compute administrative costs not directly related to a specific program/site.

For a CBR, enter values on Lines 6, 6b, and 8, and/or override the automatic calculation, which unlocks DMH-2, Line 11. Lines 6b is no longer valid for Calendar Year 2023 and beyond.

### Notes:

1. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.

### Add/Edit an Agency Administration Value

Click the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all information has been added/edited. Click and drag the scroll bar to move up and down the section.

### Override the Automatic Calculation of Agency Administration

When override of the automatic calculation on the Agency Administration Worksheet is enabled, then certain lines on the Agency Administration Worksheet are locked, and certain lines on other schedules are unlocked. To override the automatic calculation on the Agency Administration Worksheet, click the checkbox on the upper left of screen.

If the override automatic calculation is enabled, then Line 6 (Other Programs Subtotal) and Line 8 (Net Agency Administration) becomes locked; and Line 11 (Agency Administration) on the DMH-2 becomes unlocked.

Go to the Menu icon at the upper left and click on DMH-2. Enter the values for agency administrative expenses on the schedule. For more information, [see Completing a DMH-2 \(Budget\)](#).

### Include OPWDD Rate-set Programs Not in Budget

OPWDD does not provide for the inclusion of certain program types on its provider budgets. In order to use the Agency Administration Worksheet for a budget of OPWDD programs and have the allocated amounts match the values calculated on the CFR for the reporting period, follow the steps below. To account for OPWDD rate-set programs not included in the Budget:

1. Enter the data for the programs to be budgeted on schedules [CBR-4](#) and [DMH-2](#).

2. Estimate the operating costs associated with the rate-set programs.
3. On the Agency Administration Worksheet, enter the estimate on Line 6 (Other Programs Subtotal).

OR

Click the “Override the automatic calculation of agency administration” checkbox at the top of the Agency Administration Worksheet; then go to schedule [DMH-2](#) and adjust the amount to be allocated on Line 11 (Agency Administration) based on the offline calculations.

### **Delete an Agency Administration Value**

To delete data, click the **Value** field of the item to delete and press the **End** key; then press the **Backspace** key to delete the data one character at a time. Double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a DMH-3 (Budget)

Use the DMH-3 (Budget) screen to maintain summary data on expenses, revenue and persons served by funding source for a selected agency, county, and program. For more information, select one of the following topics:

- [Add/Edit Summary Fiscal Data and Statistics](#)
- [Change Funding Source](#)
- [Change Reporting County for a Program](#)
- [Delete Funding Source Data](#)

### Notes:

1. After a DMH-2 schedule has been saved and a DMH-3 schedule does not yet exist for the same Agency/County/Program, these values plus the Contract Type and Number are carried over from the DMH-2 screen.
2. On Line 15, enter either a State contract number for a direct contract or a local contract number for a local contract. Also, the contract number on Line 15 must match the contract number on Line 2 of the [DMH-2](#).
3. Click the **Statistics** tab to add the number of persons served, which is the number of unique persons served by all funding sources on the program.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
5. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS Web Line Details box displays; for directions on using this box, see [Completing CFRS Web Line Details](#).

### Add/Edit Summary Fiscal Data and Statistics

1. Select an agency from the **State Agency** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the County field.
2. Select a county from the **County** drop-down list. By default, the list of counties are sorted alphabetically.
  - II. If the sort-by-data indicator was selected, the county or counties with existing data display first, unless no data exists on the schedule.

9. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the Funding Source drop-down list.
10. To add summary fiscal data, select a funding source from the **Funding Source** drop-down list. To select a funding source with previously entered data, click the \* button and click one of the funding sources with an asterisk.
11. After a Funding Source is selected, select one of two options for contract type: **Direct Contract** (Contract directly with a State Agency [OASAS, OMH, OPWDD]) or **Local Contract** (Contract through approval letter with a county). The Contract Type selected must match the Contract Type selected on the DMH-2.
12. Click the **Value** field of the next item to add and type in an amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data all the needed information has been added/edited.
13. For OPWDD only – For line 8, prior to 2015 Calendar, select methodology from the dropdown.
14. Click the **Statistics** tab to add the number of persons served, which is the number of unique persons served by all funding sources on the program.

### **Change Funding Source**

1. To change the funding source, select a state agency, county, program, and funding source. Click the **Change Funding Source** button.
2. Select a new Funding Source from the drop-down list and click the **Update Funding Source** button.

### **Change Reporting County for a Program**

1. To change the county, select a state agency, county, program, and funding source. Click the **Change County** button.
2. Select a new county from the drop-down list and click the **Update County** button.

### **Delete Funding Source Data**

To delete all DMH-3 data for a selected state agency, county, program, and funding source, select a state agency, county, program, and funding source code:

1. Click the **Delete** button. A confirmation box displays.
2. Click the **Yes** button. The system deletes the DMH-3 data for the selected funding source.

To delete an individual entry, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**




## Completing a COVID-19 Informational Schedule

Use the **COVID-19** screen to report increases in program administration and program/site expenses and revenues in the reporting period, on a program/site specific basis, that are specifically related to COVID-19. The information reported on this schedule should be the increase in expenses and revenues as determined by the provider to be related to the COVID-19 pandemic.

- [Add/Edit General Information Data](#)
- [Add/Edit Program-Site Data](#)
- [Add/Edit Personal Services Data](#)
- [Delete General Information, Program-Site Data or Personal Services Data](#)

### Notes:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)
3. This screen has three tabs: General Information, Program/Site Data and Personal Services.
4. Beginning with 2020/2021 reporting period, Standard Workweek and Hours Paid is no longer required on COVID-19 schedule.
5. If the  button displays to the right of a Value field, click the button, to insert the date.
6. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.


### Add/Edit General Information Data

1. From the drop down box, select answer to question 1a. If the answer is “Yes”, then proceed to question 1b. If the answer to question 1a is “No”, advance to question 3.
2. Select the next field or press the **Tab** key to move from field to field. Continue until all applicable questions are answered.
3. If this section is finished, use the scroll bar on the right to advance to the next section.

### Add/Edit Program-Site Data

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is

selected automatically, and the cursor moves to the first enterable field.

2. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Optionally (required for OPWDD), select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
4. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field. Site selection is not required for OPWDD.
5. Select the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information is entered.
6. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
7. To add/edit another Program-Site data, repeat steps 2 - 5.
8. If this section is finished, use the scroll bar on the right to advance to the next section.

### Add/Edit Personal Services Data

1. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
2. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
3. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
4. Click the **Add a line** button to add a position. The system adds a blank row to the list of positions. To edit a field, then, highlight the field to edit and make the change.
5. Select a title from the **Position** drop-down list.
6. Select a **Standard Workweek** from the options displayed; Select Other to type in a number, which must be greater than 35 but not more than 45. The number can have one decimal place; for example, to enter thirty six and a half hours, type 36.5 in Other. Beginning with 2020/2021 reporting period, **Standard Workweek** and **Hours Paid** is no longer required on COVID-19 schedule.

7. Click the **Hours Paid** field and type in the number of hours as a whole number.
8. Click the **Amount Paid** field and type in a whole dollar amount.
9. To add/edit another position, repeat steps 4 - 8.

### **Delete General Information, Program-Site Data or Personal Services Data**

To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key. To delete an entire row of data such as a position title code, select the trash icon located to the right of the row.

**To select another schedule, select “Next Schedule” or from the menu bar choose the desired schedule.**

## Completing an OMH-1 Units of Service by Program/Site

Use the OMH-1 screen to maintain data on units of service, including visits and hours of service, for a selected program and site.

For more information, select one of the following topics:

- [Add/Edit Units of Service](#)
- [Delete a Value](#)

### Notes:

1. Greyed out fields are non-enterable and may contain data originating from other lines.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Units of Service

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a site from the **Site** drop-down list. If Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. The program code of the selected site determines the enterable line(s). Depending on the program code selected, user must enter a value for either **Total Visits** and **Service Hours**, or **Total Visits** only. For programs that use service hours, the Service Hours field is required. For **Total Visits** only, the system uses the weighted factors to calculate and display the **Weighted Visits**.
4. Click the **Value** field of the item to add/edit and type in data in a whole number. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

### Delete a Value

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an OMH-2 Medicaid Units of Service by Program/Site

Use the OMH-2 screen to maintain Medicaid data on units of service, including total visits and service hours, for a selected site and program. For more information, select one of the following topics:

- [Add/Edit Medicaid Units of Service](#)
- [Delete a Value](#)

### Notes:

1. Greyed out fields are non-enterable and may contain data originating from other lines.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Medicaid Units of Service

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a site from the **Site** drop-down list. If Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. The program code of the selected site determines the enterable line(s). Depending on the program code selected, a value must be entered for either **Total Visits** and **Service Hours**, or **Total Visits** only. For programs that use service hours, the **Service Hours** field is required. For **Total Visits** only, the system uses the weighted factors to calculate and display the **Weighted Visits**.
4. Click the **Value** field of the item to add/edit and type in data as whole numbers. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until the needed the needed information has been added/edited.
5. Totals for each line must be less than or equal to the corresponding line on schedule OMH-1.

### Delete a Value

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an OMH-3 Client Information

Use the OMH-3 screen to maintain client information for a selected program and site. For more information, select one of the following topics:

- [Add/Edit Client Information](#)
- [Delete a Value](#)

### Notes:

1. Greyed out fields are non-enterable and may contain data originating from other lines.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit Client Information

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Click the **Value** field of the item to add/edit and type in data in a whole number. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

### Delete a Value

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**



## Completing an OMH-4 Units of Service by Payor by Program/Site

Use the OMH-4 screen to maintain information on units of service and associated revenues by payor for OMH Clinic Treatment (program code 2100) programs. The data is entered at the program/site level. For more information, select one of the following topics:

- [Add/Edit Units of Service and Revenues by Payor](#)
- [Delete a Value](#)

### Notes:

1. Greyed out fields are non-enterable and may contain data originating from other lines.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit Units of Service and Revenues by Payor

1. Select a site from the **Site** drop-down list; if the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. In the Total Visits column, enter the number of services for which the selected payor or payor combination was the primary source of reimbursement.
3. In the Revenue Earned by Payor column, enter the revenue associated with the units of service delivered in the Total Visits column, when applicable.
4. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding/editing data until all the needed information has been added/edited.

### Delete a Value

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an OMH Property Worksheet

Use the OMH Property Worksheet screen to maintain community residence property costs. For more information, select one of the following topics:

- [Add/Edit Property Costs](#)
- [Delete an OMH Property Worksheet](#)

### Add/Edit Property Costs

1. Select a program from the **Program** drop-down list. If a list has only one item, the item is automatically selected,
2. Select a **Site** from the drop-down list. If a list has only one item, the item is automatically selected,
3. Type an apartment number in the **Apartment Number** field or select an existing Apartment Number. The lower portion of the schedule will become available for data entry.
4. Click the **Value** field for a line and either enter data or select from the dropdown list, per line instructions .
5. To delete data, click the **Value** field of the item you need to delete and press the Enter key; then press the **Backspace** key to delete the data one character at a time. You can also double click the data to highlight it and press the **Delete** key.
6. Press **Enter** or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until you have added all the needed information.

### Header Section

#### Program:

There is no restriction as to program type for reporting periods prior to Fiscal Year July 1, 2023 to June 30, 2024 and Calendar Year January 1, 2024 to December 31, 2024. Non-residential programs, such as Advocacy, are available for selection.

Beginning with the Fiscal Year July 1, 2023 to June 30, 2024 and Calendar Year January 1, 2024 to December 31, 2024 reporting periods, the program selection is restricted to the following program types/codes:

- Community Residence Children & Youth, program code 7050

- Community Residence, Single Room Occupancy, program code 8050
- Treatment/Apartment, program code 7070
- Treatment/Congregate, program code 6070
- Crisis Respite Beds, program code 1600
- Crisis Residence, program code 0910
- Intensive Crisis Residence, program code 5020
- Residential Crisis Support, program code 5030
- Support/Apartment, program code 7080
- Support/Congregate, program code 6080
- Supportive Housing, program code 6060
- Supported Single Room Occupancy, program code 5070

**Site:** After making a selection under Program, all sites defined with that program code will be available for selection.

**Apartment:** To add or edit data, enter an apartment number. The lower portion of the schedule will become available for data entry.

## Item Description

1. **Psychiatric Center:** Select Psychiatric Center catchment area within which the site is located from the dropdown list. The available options, beginning with the July 1, 2023 to June 30, 2024 and January 1, 2024 to December 31, 2024 reporting periods, are:
  - OMH – 00
  - Greater Binghamton Health Center – 01
  - Kingsboro Psychiatric Center– 02
  - Buffalo Psychiatric Center– 03
  - Creedmoor Psychiatric Center – 05
  - Manhattan Psychiatric Center – 10

- Pilgrim Psychiatric Center – 13
- New York Psychiatric Institute – 14
- Rochester Psychiatric Center – 15
- St. Lawrence Psychiatric Center – 17
- Hutchings Psychiatric Center - 18
- Rockland Psychiatric Center – 21
- Capital District Psychiatric Center – CDPC – 24
- Sagamore Children’s Psychiatric Center – 25
- Rockland Children’s Psychiatric Center – 26
- New York City Children’s Center, Bronx Campus– 28
- Elmira Psychiatric Center – 35
- South Beach Psychiatric Center – 36
- Western New York Children’s Psychiatric Center – 37
- Central New York Psychiatric Center – 43
- Other – 99
- New York City Children’s Center, Brooklyn Campus– 50
- Mohawk Valley Psychiatric Center – 51
- New York City Children’s Center, Children’s Queens Campus– 52

2. **Bed Type:** Beginning with the July 1, 2023 to June 30, 2024 and January 1, 2024 to December 31, 2024 reporting periods, the program type and code selected in the Header section will automatically populate this line for all programs except Treatment/Congregate (program code 6070) and Treatment/Apartment (program code 7070).

For Treatment/Congregate (program code 6070) select from the dropdown list:

- MI/DD – Mentally Ill/ Developmentally Disabled (Treatment/Congregate – program code 6070)

- SPV – Supervised (Treatment/Congregate – program code 6070)

For Treatment/Apartment (program code 7070), select from the dropdown list:

- INT – Intensive Supportive (Treatment/Apartment – program code 7070)
- SPT – Supportive (Treatment/Apartment – program code 7070)

3. **Number of beds:** Enter a number.

4. **Lessor:** Select from the dropdown list:

- 01 – LSD/Private- Leased Privately: No other specified conditions or restrictions.
- 02 – LSD/Rent Stbld - Leased Rent Stabilized (NYC, Nassau, Rockland Westchester)
- 03 – LSD/Rent Cntl – Leased Rent Controlled: includes non-stabilized DHCR sites.
- 04 – LSD/HUD % SSI – Leased HUD subsidized public housing. Public housing rent equals a percentage of SSI.
- 05 – LSD/HUD % SCH - Leased HUD subsidized public housing. Rent set by allowable rent schedule.
- 06 – LSD/CR W HUD - Leased CR with not-for-profit holding company with HUD involvement, HUD 202.
- 07 – LSD/ CR No HUD - Leased CR not-for-profit holding company without involvement.08 – LSD/State Owned – State Owned. No rental payment.
- 09 – LSD/Prvdr W Mort Provider Owned. Mortgage payment.
- 10 – LSD/Prvdr No Mort Provider Owned. No mortgage payment.
- 11 – Other

5. **Lease Type:** Select from the dropdown list. The available options are:

- 01 – Annual
- 02 – Month to Month

- 03 – LT/Stbl Inc - Long Term – More than one year: Stable annual increase in rent.
- 04 – LT/Var Inc - Long Term – More than one year: Variable annual increase in rent.
- 05 – LT/No Inc – Long Term – No increase in rent.
- 06 – Fixd Rt Mort – Fixed Rate Mortgage
- 07 – Var Rt Mor – Variable Rate Mortgage
- 08 – Other

6. **Lease Term:** Enter a number.

7. **No. Months Site Operational:** Enter the number of months the site will be operational during the budget period.

8. **Monthly Rent:** Enter the monthly rent or mortgage amount for this site.

9a: **Rent or Mortgage:** Enter the total annual rent or mortgage amount for the site for the budget period.

9b: **Bond Recoupment:** Enter the total annual bond recoupment, if applicable.

9. **Total Rent or Mortgage:** No data entry. The figure here is the calculated total of lines 9a and 9b. (For calendar year 2012, enter the sum of the total annual rent or mortgage and the total annual bond recoupment directly on Line 9.)

10. **Total Utilities:** Enter a figure for utility costs not included in rent or mortgage. Utilities that can be included on this line are electric, natural gas, liquid propane, heating oil, water, and sewer. Providers will not be permitted to budget increased costs on the basis of prospective or anticipated utility rate increases.

11. **Total Maintenance & Repairs:** Enter a figure for maintenance and repairs that do not require large expenditures of time and money. The per diem calculation for maintenance and repairs should be reported on this line. .

12. **Total Capital Reserve:** Enter a figure for the annual capital reserve increase to be deposited into the Capital Reserve Account.

13. **Total Insurance:** If property insurance is not included in mortgage or rent, the property insurance can be reported on this line. Only property insurance can be included on this line.

14. **Total Taxes:** Enter a figure for taxes or payment in lieu of taxes, if applicable.

15. **Total Other:** The figure on this line is calculated from figure(s) entered in a drop-down box. Description and Detail Value are required in the Line Details box for each item. There are no predefined entries.

16. **Total Security/Deposits:** Enter amount for security/utility deposits.

17. **Total 41.38 Expenses:** The calculated total of lines 9 – 16.

### **Delete data for a selected Program, Site and Apartment on the OMH Property Worksheet**

Use the **Delete** button to remove all OMH Property Worksheet data for a selected site and program.

1. Select a program from the **Program** drop-down list. If a list has only one item, the item is automatically selected.
2. Select a site from the **Site** drop-down list; if a list has only one item, the item is automatically selected, and the cursor moves to the first enterable field.
3. Select **Apartment Number** from the list and press the **Tab** key.
4. Click the **Delete** button at the bottom of the screen. A pop-up confirmation box will display, with the message "Are you sure that you want to Delete the schedule data for the selected Program, Site and Apartment Number. If you proceed, the action cannot be undone."
5. Click the **OK** button to continue. The system will delete the OMH Property Worksheet data for the selected Program, Site and Apartment Number.
6. Click the Cancel button to stop the delete process.



## Completing an OPWDD-1 ICF/IID Schedule of Services

Use the OPWDD-1 screen to maintain data on services and supplies provided within an ICF/DD program operated by an OPWDD-funded service provider. For more information, select one of the following topics:

- [Add /Edit Services & Supplies](#)
- [Delete Services & Supplies](#)

### Notes:

1. To check off a medical supply item listed on [OPWDD-2](#), first select available medical supplies on OPWDD-1.
2. Click the next field or press the Tab key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add /Edit Services & Supplies

1. Select a program from the **Program** drop-down list and a site from the **Site** drop-down list. The only valid program selections are 0090 and 1090. If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field. An operating certificate will also be required to be entered or chosen from the drop-down list.
2. Click the **Col. 1**, **Col. 2** or **Col. 3** check box for an item and the system places a check mark in the box. Only one checkmark is allowed to be selected. If Col. 2 or Col. 3 is selected, an amount must be entered in the corresponding **Col. 4** field.

### Delete Services & Supplies

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an OPWDD-2 ICF/IID Medical Supplies


Use the OPWDD-2 screen to maintain a list of medical supplies provided within an ICF/DD program operated by an OPWDD-funded service provider. For more information, select one of the following topics:

- [Add/Edit Medical Supplies](#)
- [Delete Medical Supplies](#)

### Notes:

1. To check off a medical supply item listed on OPWDD-2, first select available medical supplies on [OPWDD-1](#).
2. Click the next field or press the Tab key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Medical Supplies

1. Select a program from the Program drop-down list and a site from the Site drop-down list. The only valid program/site selections are those with saved data on the OPWDD-1 screen. If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field
2. The only valid program/site selections are those with saved data on the OPWDD-1 screen. If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. To select an item, click the check box for that item; the system displays a check mark. Continue adding data until all the needed information has been added/edited.
4. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

### Delete Medical Supplies

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight

it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing an OPWDD-3 HUD Revenues and Expenses

Use the OPWDD-3 screen to maintain HUD revenue and expenses for a selected program and site operated by an OPWDD-funded service provider. For more information, select one of the following topics:


- [Add/Edit HUD Revenue or Expenses](#)
- [Delete HUD Revenue or Expenses](#)

### Notes:

1. OPWDD-3 is no longer used for years 2014 and forward.
2. For HUD Section 8/811 subsidy, estimate project gross income based on number of units x unit rent per month at 100% occupancy.
3. Click the next field or press the Tab key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.
4. Greyed out fields are non-enterable.
5. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
6. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit HUD Revenue or Expenses

1. Select a program from the **Program** drop-down list and a site from the **Site** drop-down list. The only valid program/site selections are those with HUD revenue on Line 84 of the [CFR-1](#). If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Click the **HUD Revenues** tab to add income or click the **HUD Expenses** tab to add costs.
3. For HUD Expenses, type a line number in the **CFR Line #** field for HUD Expenses. This number corresponds to the line number on the [CFR-1](#) where the expense has been included.
4. Click the **Value** field of the item to add and type in an amount.
5. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.

6. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

### **Delete HUD Revenue or Expenses**

To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing the OPWDD-4 Fringe Benefit Expense and Program Administration Expense Detail

Use the OPWDD-4 screen to maintain fringe benefit and program administration expense details for a selected list of programs and sites that contain ICF/DD, CR, IRA, Day Treatment, HCBS Waiver or NYS OPTS services as reported on the [CFR-1](#) and personal expenses directly associated with program administration staff on the [CFR-4](#). For more information, select one of the following topics:

- [Add/Edit an Expense](#)
- [Delete Expenses](#)

### Notes:

1. OPWDD-4 is no longer used for years 2014 and forward.
2. Personal Services on Line 11 of the OPWDD-4 are brought forward from the [CFR-4](#) only for positions that are directly associate with the program administration staff.
3. For selected OPWDD programs, the fringe benefits reported on [CFR-1](#), Line 20, must be detailed on the OPWDD-4. Please refer to Section 31 of the *Consolidated Fiscal Reporting and Claiming Manual* for more information about the detailing of fringe benefits and for a listing of programs required to be reported on OPWDD-4.
4. The total on Line 26 must equal the portion of [CFR-1](#), Line 67, that is directly associated with program administration.
5. Click the next field or press the Tab key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edit.
6. If the  button displays to the right of a Value field, click the button, or double click the field. The CFR WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
7. Greyed out fields contain data originating from other lines or schedules and are non-enterable.
8. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
9. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit an Expense

1. Select a program from the **Program** drop-down list and a site from the **Site** drop-down list. If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Click the **Fringe Benefits** tab to add fringe benefit expenses or click the **Program Administration** tab to add program expenses.
3. Click the **Value** field of the item to add and type in an amount. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information has been added/edited.

### **Delete Expenses**

2. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and chose the desired schedule.**

## Completing an OPWDD-5 Capital Schedule


Use the OPWDD-5 screen to maintain data on property reimbursement and the relating expenses that have been reported on Schedule CFR-1 for specific programs operated by an OPWDD- funded service provider. For more information, select one of the following topics:

- [Add/Edit Property Reimbursement and the Relating Expenses](#)
- [Delete Property Reimbursement and the Relating Expenses](#)

### Notes:

1. An OPWDD-5 must be completed for each of the above listed programs and program sites included in the CFR-1. If property funding was not provided for a program or site, enter a zero on Column 1 Line 1 and Column 2 Line 1. If a property payment is not listed on an expense line in Column 1, then that expense line in Column 2 should be blank.
2. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information is added.
3. Greyed out fields are non-enterable.
4. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
5. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit Property Reimbursement and the Relating Expenses

1. Select a program from the **Program** drop-down list and a site from the **Site** drop-down list. The only valid program selections are Day Treatment (Program Codes 0200 and 0202), HCBS Group Day Habilitation Service (Program Codes 0204 and 0205), HCBS Prevocational Service (Program Code 0227) and ICF/DD (Program Codes 0090 and 1090). If a list has only one item, it is selected automatically, and the cursor moves to the first enterable field. An operating certificate will also be required to be entered or chosen from the drop-down list.
2. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).

### Delete Property Reimbursement and the Relating Expenses

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight



it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a SED-1 Program and Enrollment Data

Use the SED-1 screen to maintain program and enrollment data for provider agencies that require tuition rates from the New York State Education Department for school age and preschool programs. For more information, select one of the following topics:

- [Add/Edit Program & Enrollment Data](#)
- [Delete Program & Enrollment Data](#)

### Notes:

1. Greyed out fields are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/Edit Program & Enrollment Data

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Click the **Summer** or **School Year** field of the item to add or edit and type in or edit an enrollment number.
3. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding or editing data until all the needed information has been added/edited.

### Delete Program & Enrollment Data

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a SED-4 Related Service Capacity, Need and Productivity

Use the SED-4 screen to maintain capacity, need and productivity data for related services. For more information, select one of the following topics:

- [Add/ Edit Related Services](#)
- [Delete Related Services](#)

### Notes:

1. Greyed out fields contain data originating from other lines and are non-enterable.
2. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data will be forwarded to other lines or schedules.
3. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/).

### Add/ Edit Related Services

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Click the field of the item to add or edit and type in or edit a number. Column 4d is read-only because it is calculated automatically.
3. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding or editing data until all the needed information has been added or edited.

### Delete Related Services

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.


**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Completing a COVID-19S Informational Schedule (SED Only)

Use the **COVID-19S** screen to report net change in program administration and program/site expenses and revenues in the reporting period, on a program/site specific basis, that are specifically related to COVID-19. The information reported on this schedule should be the net change in expenses and revenues as determined by the provider to be related to the COVID-19 pandemic.

- [Add/Edit General Information Data](#)
- [Add/Edit Program-Site Data](#)
- [Add/Edit Personal Services Data](#)
- [Add/Edit Contracted Personal Services Data](#)
- [Delete General Information, Program-Site Data, Personal Services and Contracted Personal Services Data](#)


### Notes:

1. Greyed out field contain data originating from other lines or schedules and are non-enterable.
2. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)
3. This screen has four tabs: General Information, Program/Site Data, Personal Services and Contracted Personal Services Data.
4. When completing the Personal Services and Contracted Personal Services sections, combine employees with the same position code/title and enter the information on one line.
5. If the  button displays to the right of a Value field, click the button, to insert the date.
6. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.

### Add/Edit General Information Data

1. From the drop down box, select the answer to question 1a. If the answer is “Yes”, then proceed to question 1b. If the answer to question 1a is “**No**”, advance to question 3.
2. Select the next field or press the **Tab** key to move from field to field. Continue until all applicable questions have been answered.
3. If this section is finished, use the scroll bar on the right to advance to the next section.

## Add/Edit Program-Site Data

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
2. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Select the **Value** field of the item to add/edit and type in data as whole dollars. Click the next field or press the **Tab** key to move from field to field; the system automatically adjusts the totals. Continue adding data until all the needed information is entered.
4. If the  button displays to the right of a Value field, click the button, or double click the field. The CFRS WEB Line Details box displays; for directions on using this box, see [Completing CFRS WEB Line Details](#).
5. To add/edit another Program-Site data, repeat steps 1 - 4.
6. If this section is finished, use the scroll bar on the right to advance to the next section.

## Add/Edit Personal Services Data

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
2. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
3. Click the **Add a line** button to add a position. The system adds a blank row to the list of positions. To edit a field, then, highlight the field to edit and make the change.
4. Select a title from the **Position** drop-down list.
5. Select a **Standard Workweek** from the options displayed. Select Other to type in a number, which must be greater than 35 but not more than 45. The number can have one decimal place; for example, to enter thirty six and a half hours, type 36.5 in Other.
6. Click the **Hours Paid** field and type in the number of hours as a whole number.
7. Click the **Amount Paid** field and type in a whole dollar amount.
8. To add/edit another position, repeat steps 3 - 7.
9. If this section is finished, use the scroll bar on the right to advance to the next section.

## Add/Edit Contracted Personal Services Data

1. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
2. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the next enterable field.
3. Click the **Add a line** button to add a position. The system adds a blank row to the list of positions. To edit a field, then, highlight the field to edit and make the change.
4. Select a title from the **Position** drop-down list.
5. Click the **Hours Paid** field and type in the number of hours as a whole number.
6. Click the **Amount Paid** field and type in a whole dollar amount.
7. To add/edit another position, repeat steps 3 - 6.

## Delete General Information, Program-Site Data, Personal Services and Contracted Personal Services Data

To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key. To delete an entire row of data such as a position title code, select the trash icon located to the right of the row.

**To select another schedule, select “Next Schedule” or from the menu bar choose the desired schedule.**

## Completing a SUPP-1 – Upper Payment Limit Data

Use the SUPP-1 screen to report data for a selected program/site. This data will be used in the Upper Payment Limit calculation. For more information, select one of the following topics:

- [Add/Edit General Information, Expenses and Revenues](#)
- [Delete Expenses and Revenues](#)

### Notes:

1. No input is required for rows 3 and 5, or the Adjustments column as these are calculated fields.
2. Greyed out field contain data originating from other lines or schedules and are non-enterable.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit General Information, Expenses and Revenues

1. User must answer the question; Is your Provider Agency a hospital or Federally Qualified Health Center? Click the drop-down box arrow to select “Yes” or “No” from the drop-down list. If “Yes” is selected, then it’s not required to complete this schedule. If “No” is selected, then this schedule must be completed, and user should proceed to step 2.
2. Select an agency from the **State Agency** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
3. Select a program from the **Program** drop-down list. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
4. Select a site from the **Site** drop-down list. If a Program is selected, the Site list only includes sites associated with that program. If the list has only one item, it is selected automatically, and the cursor moves to the first enterable field.
5. For the designated **Source of Payments**, enter whole numbers only in the appropriate fields for columns Total Visits , Gross Revenue & Net Patient Revenue.

### Delete Expenses and Revenues

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight

it and press the **Delete** key.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**



## Reconciling a CFR

Use the Reconciliation screen to reconcile the data reported on the CFR schedules with the data reported on the financial statement. For more information, select one of the following topics:

- [Add/Edit Expenses and Revenues](#)
- [Delete Expenses and Revenues](#)

### Notes:

1. Total agency expenses carry over from the CFR-2, column 1, lines 8 and 9; total agency revenues carry over from the CFR-2, column 1, line 12.
2. Greyed out field contain data originating from other lines or schedules and are non-enterable.
3. Errors must be fixed on a line before the system saves the data on that line. Once saved, the data, will be forwarded to other lines or schedules.
4. For more detailed CFR reporting information, please refer to the appropriate reporting period of the *Consolidated Fiscal Reporting and Claiming Manual*. The CFR Manual can be accessed from [http://www.oms.nysed.gov/rsu/Manuals\\_Forms/](http://www.oms.nysed.gov/rsu/Manuals_Forms/)

### Add/Edit Expenses and Revenues


1. Click the **Reconciliation of Expenses and Losses** tab or **Reconciliation of Revenues and Gains** tab. Any existing information displays.
2. To add/edit click the **Value** field for total agency expenses or revenues from financial statements and type in an amount.
3. Click the **Value** field for Additions or Subtractions and click the button displayed to the right of the Value field, or double click the **Value** field. The CFR WEB Line Details box displays; for more information, see [Completing CFRS WEB Line Details](#).

### Delete Expenses and Revenues

1. To delete data, click the **Value** field of the item to be deleted and press the **End** key; then press the **Backspace** key to delete the data one character at a time or double click the data to highlight it and press the **Delete** key.

**To select another schedule, go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Deleting a Program/Site

1. Click on Menu and select Program Site Definition.
2. Program Site(s) will be listed.
3. Select the Program Site to delete and click the trash can  icon.
4. For DMH Only Programs click on the DMH Only Programs tab. Select the Site to delete and click the trash can icon.
5. A confirmation message displays “Are you sure you wish to delete the selected site [site name]? If you proceed, the action cannot be undone.”
6. Click cancel to not delete the Program Site, otherwise click **OK**.
7. The Program Site will no longer be present in the list.
8. Repeat steps 3-6 for all Programs that need to be deleted.

## Formatting a Text File

Using a specially formatted text file, you can import 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, COVID-19 expenses & revenue, COVID-19 employee personal services, COVID-19S expenses & revenue, COVID-19S employee personal services, COVID-19S contractor personal services, DMH-2 program summary, DMH-3 funding source summary, OPWDD-4 fringe benefits & program administration, and worksheet details into CFRS Web.

Before you import the file, you must create it as a fixed length, fixed field text file. When you format the data, you must order and position the data elements correctly or the import will fail. When the formatted text file is ready for import, go to the CFRS Web Import Data from Text File screen; for more information, see [Importing a Text File](#).

### The Site Key

Each formatted text file has a Site Key. The Site Key for a program-site is entered on the Program-Site Definition screen. This Site Key is a single code that uniquely identifies a program-site within a submission. A provider created and assigned Site Key must already exist in the CFRS Web Program Site Definition screen associated with a valid program-site or the import fails.

The Site Key must also be formatted in the same way in the CFRS Web Program Site Definition screen and the text file. For example, if the site key is 080000 in CFRS Web, it cannot be 80000 in the text file (with the leading zero dropped off).

To add a site key to a program-site, see [Defining a Program-Site](#).

### Types of Text Files

You can import data in thirteen types of text files (below), each of which has a unique format, as described in the topics below. If the data is already in a spreadsheet, you must first save the data to a text file, and then review and edit the format in the text file. For more information, select one of the topics below.

- [Save a Spreadsheet File as a .prn File](#)
- [Format an Expenses and Revenue Text File](#)
- [Format a CFR-4 Employee Personal Services Text File](#)
- [Format a CFR-4A Contractor Personal Services Text File](#)
- [Format a COVID-19 Expenses and Revenues Text File](#)
- [Format a COVID-19 Employee Personal Services Text File](#)

- [Format a COVID-19S Expenses and Revenues Text File](#)
- [Format a COVID-19S Employee Personal Services Text File](#)
- [Format a CBR-4 Personal Services Budget Text File](#)
- [Format a DMH-3 Funding Source Summary Text File](#)
- [Format an OPWDD-4 Fringe Benefits & Program Administration Text File](#)
- [Format a Worksheet Detail Text File](#)

**Note:** As long as a data element falls within its assigned position in a column, it does not have to be right or left justified. For example, an Amount of "8613" uses only 4 of the available 10 positions. You can precede it with 6 blank spaces, or you can precede and follow it with 3 blank spaces each, etc., as long as the total number of positions add up to 10.

**Note:** The imported file cannot contain blank lines. If you delete an entry, also delete the blank line. For information on the import of the text file, see [Importing a Text File](#).

### Save a Spreadsheet File as a .prn File

While Microsoft Excel was used to create these directions; in a general way, they apply to any spreadsheet program.

1. To verify and correct a column width, right click on a column letter. A pop-up menu displays.
2. Click the "**Column Width...**" option. The Column Width box displays.
3. If the column width matches the data element specifications for the kind of text file you are creating, click the **Cancel** button. If not, enter the correct column width and click the **OK** button. Repeat steps 1-3 for each column.

**Note:** As long as a data element falls within its assigned position in a column, it does not have to be right or left justified.

4. Before exporting the data to a text file, save it as an Excel file by clicking the **File** menu and selecting the **Save** option. This step prevents the time-consuming process of restoring the Excel file should the import fail for any reason.
5. To export the file, click the **File** menu and select the "**Save As**" option.
6. Select the "**Browse**" option. The "**Save as**" box displays.
7. From the "**Save as type**" drop-down list, select **Formatted Text (Space delimited) (\*.prn)** and select "**Save**" button.

**Note:** The .prn extension is preferred because CFRS Web looks for it by default; but it can have other extensions, such as .txt.

8. In the File name field, type in a filename. You can, but do not have to, type the .prn extension; if the extension is missing, the software adds it automatically.
9. From the **Save as** box, navigate to the location where you wish to save the file.
10. Click the **Save** button.

**Note:** Because the Standard Workweek column has a decimal point, define the column as a numeric, with a width of five and one decimal place.

### Format an Expenses and Revenue Text File

User can import expenses and revenues that correspond to line items on the CFR-1. User can have multiple entries that use the same site key and cost code. For each entry, CFRS Web adds together the costs and displays the total amount on the appropriate CFR-1 line item. For an example of a properly formatted expenses and revenue text file, see [Expenses & Revenue Example.prn](#).

Data Elements for an Expenses and Revenue Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Cost Code	Character (text)	5	7 – 11
Amount	Numeric	10	12 – 21

**Note:** If you import expense and revenue data, CFRS Web deletes all previous expense and revenue data on the CFR-1 and CFR-2 and CFR-3 for programs that have site keys in the import file.

**Note:** For expense or revenue data that will go on the CFR-2, enter "OTHER" as the site key. For expense data that will go on the CFR-3, enter "AGADM" as the site key.

### Format a CFR-4 Employee Personal Services Text File

User can import employee personal service costs that correspond to positions on the CFR-4. User can have multiple entries that use the same site key, position code, and standard workweek. For each position code, site key and standard workweek combination, CFRS Web adds together the hours paid and amount paid and displays the total for each of these entries on the CFR-4 screen/Agency Admin tab. For an example of a properly formatted employee personal services text file, see [CFR-4 Employee Personal Services Example.prn](#).

<b>Data Elements for CFR-4 Employee Personal Services Text File</b>			
<b>Data Element</b>	<b>Data Type</b>	<b>Width</b>	<b>Positions</b>
Site Key	Character (text)	6	1 – 6
Position Code	Character (text)	3	7 – 9
Std. Workweek	Numeric	5, 1 decimal place	10 – 14
Hours Paid	Numeric	7	15 – 21
Amount	Numeric	10	22 – 31

**Note:** CFRS Web checks for valid position codes on the CFR-4; if a position code is invalid, the import fails.

**Note:** Because the Std. Workweek column has a decimal point, define the column as a numeric, with a width of five and one decimal place.

### **Format a CFR-4A Contractor Personal Services Text File**

User can import contractor personal service costs that corresponds to positions on the CFR-4A. User can have multiple entries that can use the same site key and position code. For each position, CFRS Web adds together the hours paid and amount paid and displays the total for each of these entries on the CFR-4A screen. For an example of a properly formatted contractor personal services text file, see [CFR-4A Contractor Personal Service Example.prn](#).

<b>Data Elements for CFR-4A Contractor Personal Services Text File</b>			
<b>Data Element</b>	<b>Data Type</b>	<b>Width</b>	<b>Positions</b>
Site Key	Character (text)	6	1 – 6
Position Code	Character (text)	3	7 – 9
Hours Paid	Numeric	7	10 – 16
Amount	Numeric	10	17 – 26

**Note:** CFRS Web checks for valid position codes on the CFR-4A; if a position code is invalid, the import fails.

### **Format a COVID-19 Expenses and Revenues Text File**

User can import expenses and revenues that correspond to line items on the COVID-19 Expenses and Revenue tab. User can have multiple entries that use the same site key and cost code. For each entry, CFRS Web adds together the costs and displays the total amount on the appropriate COVID-19 line item. For an example of a properly formatted expenses and revenue text file, see [COVID-19 Expenses & Revenue Example.prn](#).

Data Elements for a COVID-19 Expenses and Revenue Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Cost Code	Character (text)	5	7 – 11
Amount	Numeric	10	12 – 21

**Note:** For OPWDD, system will aggregate the site level data to program level.

### Format a COVID-19 Employee Personal Services Text File

User can import employee personal service costs that correspond to positions on the COVID-19 Employee Personal Services Tab. User can have multiple entries that use the same site key, position code, and standard workweek. For each position code, site key and standard workweek combination, CFRS Web adds together the hours paid and amount paid and displays the total for each of these entries on the COVID-19 Employee Personal Services Tab/Agency Admin tab. For an example of a properly formatted employee personal services text file, see [COVID-19 Employee Personal Services Example.prn](#)

Data Elements for COVID-19 Employee Personal Services Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Position Code	Character (text)	3	7 – 9
Std. Workweek	Numeric	5, 1 decimal place	10 – 14
Hours Paid	Numeric	7	15 – 21
Amount	Numeric	10	22 – 31

**Note:** For OPWDD, system will aggregate the site level data to program level.

### Format a COVID-19S Expenses and Revenues Text File

User can import expenses and revenue that correspond to line items on the COVID-19S Expenses and Revenue tab. User can have multiple entries that use the same site key and cost code. For each entry, CFRS Web adds together the costs and displays the total amount on the appropriate COVID-19S line item. For an example of a properly formatted expenses and revenue text file, see [COVID-19S Expenses & Revenue Example.prn](#).

Data Elements for a COVID-19S Expenses and Revenue Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Cost Code	Character (text)	5	7 – 11
Amount	Numeric	10	12 – 21

### Format a COVID-19S Employee Personal Services Text File

User can import employee personal service costs that correspond to positions on the COVID-19S Employee Personal Services Tab. User can have multiple entries that use the same site key, position code, and standard workweek. For each position code, site key and standard workweek combination, CFRS Web adds together the hours paid and amount paid and displays the total for each of these entries on the COVID-19S Employee Personal Services Tab/Agency Admin tab. For an example of a properly formatted employee personal services text file, see [COVID-19S Employee Personal Services Example.prn](#).

Data Elements for COVID-19S Employee Personal Services Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Position Code	Character (text)	3	7 – 9
Std. Workweek	Numeric	5, 1 decimal place	10 – 14
Hours Paid	Numeric	7	15 – 21
Amount	Numeric	10	22 – 31

### Format a COVID-19S Contractor Personal Services Text File

User can import contractor personal service costs that corresponds to positions on the COVID-19S Contractor Personal Services tab. User can have multiple entries that can use the same site key and position code. For each position, CFRS Web adds together the hours paid and amount paid, and displays the total for each of these entries on the COVID-19S Contractor Personal Services tab. For an example



of a properly formatted contractor personal services text file, see [COVID-19S Contractor Personal Service Example.prn](#).

Data Elements for COVID-19S Employee Personal Services Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Position Code	Character (text)	3	7 – 9
Hours Paid	Numeric	7	10 – 16
Amount	Numeric	10	17 – 26

**Note:** CFRS Web checks for valid position codes on the COVID-19S Contractor Personal Services tab; if a position code is invalid, the import fails.

### Format a CBR-4 Personal Services Budget Text File

User can import personal service costs that correspond to positions on the CBR-4. There can be multiple entries that use the same site key, county, position code, and standard hours. For each position code of a site key and standard hours combination, CFRS Web adds together the hours paid and amount paid and displays the total for each of these entries on the CBR-4 screen/Agency Admin tab. For an example of a properly formatted personal services budget text file, see [CBR-4 Personal Services Budget Example.prn](#).

Data Elements for CBR-4 Personal Services Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
County Code	Numeric	2	7 – 8
Position Code	Character (text)	3	9 – 11
Std. Hours	Numeric	5, with 1 decimal place	12 – 16
Hours	Numeric	7	17 – 23
Amount	Numeric	10	24 – 33

**Note:** CFRS Web checks for valid position codes on the CBR-4; if a position code is invalid, the import fails.

**Note:** Because the Std. Hours column has a decimal point, define the column as a numeric, with a width of five, and one decimal place.

### Format a DMH-2 Program Summary Text File

User can import program summary data that correspond to data on the DMH-2. User can have multiple entries that use the same site key, county, cost code, amount/contract # and contract type, except for Cost Code 00200. For Cost Code 00200, the file should have one line entry for each unique site key. For an example of a properly formatted program summary text file, see [DMH-2 Program Summary Example.prn](#).

Data Elements for DMH-2 Program Summary Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
County	Numeric	2	7 – 8
Cost Code	Character (text)	5	9 – 13
Amount/Contract #	Character (text)	10	14 – 23
Contract Type	Character (text)	5	24 – 28

**Note:** For Cost Code 00200 (Line 2, "State Contract Number/LGU Contract Number"), the Amount/Contract # position must be used for the contract number, and Contract Type position must contain "State" or "Local." Only one entry should be entered for each unique site key.

**Note:** For all cost codes, except Cost Code 00200, the Amount/Contract # must be an amount (numbers only).

**Note:** For Accounting Method (Line 1), enter "ACCMD" in the Cost Code position and "Cash," "Accrual," or "Modified" in the Amount/Contract # position. None of these entries are case sensitive.

### Format a DMH-3 Funding Source Summary Text File

User can import funding source summary data that correspond to DMH-3 data. User can have multiple entries that use the same site key, county code, cost code, amount/contract # and contract type, except for Cost Code 00201. For Cost Code 00201, the file should have one line entry for each unique site key. For an example of a properly formatted funding source summary text file, see [DMH-3 Funding Source Summary Example.prn](#).

Data Elements for DMH-3: Funding Source Summary Text File
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Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
County Code	Numeric	2	7 – 8
Funding Source Code	Numeric	3	9 – 11
Funding Source Index	Character (text)	1	12
Cost Code	Character (text)	5	13 – 17
Amount/Contract #	Character (text)	10	18 – 27
Contract Type	Character (text)	5	28 – 32

**Note:** For Cost Code 00201 (Line 15, "Contract Number" on the Funding Source Summary tab), the Amount/Contract # position must be used for the contract number, and Contract Type position must contain "State" or "Local." Only one entry should be entered for each unique site key.

**Note:** For all cost codes, except Cost Codes 00201 and 00200, the Amount/Contract # must be an amount (numbers only) and the Contract Type must be blank.

### Format an OPWDD-4 Fringe Benefits & Program Administration Text File

User can import fringe benefits and program administration expenses that correspond to line items on the OPWDD-4. User can have multiple entries that use the same site key and cost code line item. For each entry, CFRS Web adds together the costs and displays the total amount on the appropriate OPWDD-4 line. For an example of a properly formatted fringe benefits & program administration text file, see [OPWDD-4 Fringe Benefits & Program Administration Example.prn](#)

Data Elements for OPWDD-4 Fringe Benefits and Program Administration Text File			
Data Element	Data Type	Width	Positions
Site Key	Character (text)	6	1 – 6
Cost Code Line Number	Character (text)	2	7 – 8
Amount	Numeric	10	9 – 18

**Note:** CFRS Web checks for a valid line number on the OPWDD-4 schedule; if the line number is invalid, the import fails. Please note that OPWDD - 3 and OPWDD - 4 are no longer used for 2014 and forward.

### Format a Worksheet Detail Text File

User can create and import worksheet details for any of the screens that use CFRS Web Line Details, including the CFR-1, CFR-3, DMH-1, DMH-2, SED-1, OPWDD-1 and OPWDD-4. The first data element is a reference type. To successfully import a worksheet detail, user must use one of the existing reference types in the "Ref Type" column of the Excel file "[Worksheet Data Elements.xls](#)." Use the worksheet description in the "Detail Description" column to help you select the correct reference type. For an example of a properly formatted worksheet detail text file, see [Worksheet Detail Example.prn](#)

Data Elements for Worksheet Detail Text File			
Data Element	Data Type	Width	Positions
Reference Type	Character (text)	4	1 – 4
Site Key	Character (text)	6	5 – 10
Schedule	Character (text)	8	11 – 18
County Code	Character (text)	2	19 – 20
Line Number	Numeric	4	21 – 24
Amount	Numeric	10	25 – 34
Description (for custom entries only)	Character (text)	60	35 – 94

**Note:** User can create a custom entry if the needed reference type and description do not exist. The following are valid custom entries: A01 for the CFR-3/Agency Administration; C01 for the CFR-1; D05 for the DMH-1, DMH-2; and S01 for any of the supplementals. User can use the custom entries for C01, D05 and S01 with any valid state agency and any required line in the applicable schedule. For all custom entries, user is required to provide a worksheet description in the "Detail Description" column; for all other entries, leave the description blank.

**Note:** The worksheet detail import file is more complicated to create than other data import text files; but, if there are hundreds of worksheet details, creating this text file can save time.

**Note:** To import worksheet details and apply them to the appropriate schedule, there must be program-site data in the schedule. The easiest way to add the data is to import expense/revenue details first; then import the worksheet details.

**Note:** OPWDD - 3 and OPWDD - 4 were eliminated, starting with the Calendar Year 2014 CFR.

**Note:** For CFR-1 line 66 and CFR-3 line 41, the description must include the CFR line number in the following format: **Line [xx] Description** - Where xx is the CFR line number. The brackets must be included, followed by a space, and the actual description.

## Importing a Text File

Use the CFRS Import Data from Text File screen to import the following data:

- Schedule CFR-1 Expense & Revenue,
- Schedule CFR-2, Other Programs Expense & Revenue,
- Schedule CFR-3 Expense,
- Schedule CFR-4 Personal Services For Employees,
- Schedule CFR-4A Personal Services For Contractors,
- Schedule CBR-4 Personal Services For Employees,
- Schedule COVID-19 Expense & Revenue,
- Schedule COVID-19 Employee Personal Services,
- Schedule COVID-19S Expense & Revenue,
- Schedule COVID-19S Employee Personal Services,
- Schedule COVID-19S Contractor Personal Services,
- Schedule DMH-2 Program Summary,
- Schedule DMH-3 Funding Source Summary,
- Schedule OPWDD-4 Fringe Benefits & Program Administration,
- Schedule OPWDD-3 For Reporting Periods Prior to Calendar Year 2014,
- Schedule OPWDD-4 For Reporting Periods Prior to Calendar Year 2014,
- Worksheet Details for lines with drop-down list data.

Data must be in the form of a fixed length, fixed field text file; for information on the format of the text file, see [Formatting a Text File](#). If the text file is updated after it has been imported into CFRS Web, user can re-import it.

The site key field on the Program Site Definition screen must be completed for user to import data from a text file for that program/site. The site key is a user-assigned code that uniquely identifies a program-site within a submission. If the site key is missing, the data import will fail. To add a site key to a program-site, see [Defining a Program-Site](#).

## Import a Text File

1. Select a type of file to import from the drop-down list.

The following file types are available for a Full CFR submission:

- Expense/Revenue
- Personal Service [Employee]
- Personal Service [Contractor]
- Claim Program Summary [DMH-2]
- Claim Funding Source Summary [DMH-3]
- Worksheet Detail
- COVID-19 Expense/Revenue
- COVID-19 Personal Service [Employee]

The following file types are available for Abbreviated, Mini-Abbreviated and Article 28 Abbreviated CFR submissions:

- Personal Service [Employee]
- Claim Program Summary [DMH-2]
- Claim Funding Source Summary [DMH-3]
- Worksheet Detail

The following file types are available for Abbreviated CFR submission:

- COVID-19 Expense/Revenue
- COVID-19 Personal Service [Employee]

The following file types are available for a Budget submission:

- Claim Personal Service [CBR-4]
- Claim Program Summary [DMH-2]
- Claim Funding Source Summary [DMH-3]

- Worksheet Detail
2. Click the “Browse” button to locate the file. Click on the file. Click Open.  
  
**Note:** If the file type is not visible, then change the default file type from “Text Document (\*.txt)” to “All files(\*.\*)”.
  3. Click the “**Clear**” button to remove a file.
  4. If the file contains a header row, check the **First row is header row** box. This selection prevents CFRS Web from importing the header row.  
  
**Note:** The import file cannot contain a blank row. If you delete a row of text, you must delete the blank line as well. For more information on the format of the text file, see [Formatting a Text File](#).
  4. Click the “**Import**” button.
  5. To determine if the import was successful, refer to Import History at the bottom of the screen.
  6. If no errors exist, the message, "Success" will display in the Import Status and Status Message fields when the import process is complete.
  7. If errors exist, the import will fail, and the message, "Failure" will display in the Import Status field. “Click here” will appear in the “Error Messages” field. Click to read the list of Error Messages. Scroll down and click “OK” when you have finished reading the list.
  8. Common Data Import errors include:
    - Incorrect file type (other than text file).
    - The column width for one or more columns within the file was incorrectly formatted. See [Formatting a Text File](#).
    - Site Key is missing for a program/site in the Program Site Definition section of CFRS Web, or the Site Key in the file differs from the Site Key in CFRS Web.
    - A cost code exists in the imported file that is not defined in CFRS Web.
  9. All errors must be fixed before you can successfully import the file.

## Exporting to CSV

Comma Separated Values (CSV) file is a commonly used file extension compatible with Microsoft spreadsheets. Use the Export to CSV option in the Utilities menu to create a data file in .csv format.

**Note:** Submission must be selected before the Export to CSV function is available.

1. Select the Menu and select the Utilities drop down.
2. Click on Export to CSV.
3. Click the checkbox for each schedule to be exported.
4. Click the Export button on the bottom.
5. When the export is complete, the file can be opened from the pop-up or from the downloads folder of the web browser, depending on which browser is being used.
6. To save as an Excel file, click the **File** menu and select the **Save As...** option
7. From the **Save as type** drop-down list, select **Excel Workbook (\*.xlsx)**.

**Note:** The file created by the export function cannot be imported back into CFRS Web in the .csv format. For help on importing data from a prior CFR to a new reporting period in CFRS Web, see [Creating a New CFR/CBR](#).



## Final Validation and Assign the DCN

After completing all the required schedules to a CFR/CBR, validate the entire CFR/CBR. The CFR/CBR must pass all validation tests before a DCN is assigned and before it can be uploaded to the required state agency or agencies.

1. From the Menu, go to Utilities, and then select the Final Validation and Assign DCN option.
2. Click the **Final Validations & Assign DCN** button. The system checks the data.
  - a. If there are no errors, a message will appear stating “The submission has successfully passed final validations, and a DCN has been assigned”.
  - b. If there are errors, a status of "FAILURE" or “WARNING” is assigned to each failed item. Failures must be fixed before a CFR/CBR can be successfully validated and a DCN assigned.

Note: Warnings are not required to be fixed in order to pass validations.

3. To assist in the correction of the errors, click the **Print** button, or use the **Copy to Clipboard** button to save the failed validations. Then paste the messages in Word or another program that accepts data from the clipboard.
4. To fix a failure click on an error message and the source of the error will open or use the **\_Menu** to navigate to the source of the error. After fixing the error, click on the **Back to Final Validation** button to return to the list of errors.
5. Click the **Final Validations & Assign DCN** button. The system runs the checks again. Follow steps 2 to 4 until all failures are fixed.
6. After the CFR/CBR has successfully passed final validations, and a DCN has been assigned, either review the CFR/CBR, or from the Menu, under Utilities select the Submit button to submit this CFR/CBR to the State Agency. The option to Submit is available for Submitter role only.



## Changing or Deleting a Funding Source

Use the Change/Delete Funding Source screen or DMH-3 schedule to manage funding sources that need to be changed, either by assigning a different funding source or by deleting a funding source. If no entries display for the selected CFR/CBR, then no funding sources need attention.

- [Change a Funding Source](#)
- [Delete a Funding Source](#)

### Change a Funding Source

Utilities Function:


1. From the **Menu**, select **Utilities**, then select **Change/Delete Funding Source**. All Programs will appear with each Funding Source.
2. Find the program and funding source that needs to be changed. Click on the pencil icon  or the row.
3. The section expands to show available options.
4. Select the new funding source from the drop-down list. Once selected click on **Update**.
5. Click on the row or the pencil icon  to collapse the section.

Within the DMH-3:

1. On the **Funding Source Summary** tab, Select the State Agency, County, Program and Funding Source. If a change in funding source or county is needed, at the bottom of the page, click on the action needed.
2. Click on Change Funding Source and choose the new funding source from the drop-down list. Click on **Update Funding Source**. The change funding source box will collapse.

### Delete a Funding Source

Utilities Function:

1. From the Menu, select **Utilities**, then select **Change/Delete Funding Source**. All Programs will appear with each Funding Source.
2. Find the program and funding source that needs to be deleted. Click on the trash can icon  next to it.

3. A confirmation message asks if the user wants to delete all data associated with the funding source. Click **OK** to delete or cancel.

Within the DMH-3:

1. On the **Funding Source Summary** tab, Select the State Agency, County, Program and Funding Source.
2. At the bottom of the page, click **Delete Funding Source**.
3. A confirmation message asks if the user wants to delete all data associated with the funding source. Click **OK** to delete or cancel.

**To select another schedule, click on the “Next Schedule” button at the bottom right of the screen, or go to Menu icon at the upper left of the screen and choose the desired schedule.**

## Submitting a CFR/CBR

A CFR/CBR is ready for submission after it has passed all validation tests and has been assigned a DCN. The option to Submit is available for Submitter role only. There will be two options to submit a CFR/CBR:

### Option 1:

1. From the home page, go to Work in Progress CFRs/CBRs
2. Select a CFR/CBR with a DCN assigned
3. Select “**Submit Submission**” button
4. Click on the yellow “**Submit Submission**” button
5. Message stating “Submission has been successfully submitted on XX/XX/XXXX” will appear after submission process has been completed.

### Option 2:

1. From the home page, go to Work in Progress CFRs/CBRs
2. Select a CFR/CBR with a DCN assigned
3. Select “**View Submission**” button
4. Go to Menu at the upper left of CFRS Web
5. Select Utilities
6. Select Submit option
7. Click on the yellow “**Submit Submission**” button
8. Message stating “**Submission has been successfully submitted on XX/XX/XXXX**” will appear after submission process has been completed.

### Verify the CFR/CBR is submitted


1. From the home page, go to Review or Revise CFRs/CBRs
2. Select the appropriate reporting period from the Submission Dashboard
3. Verify the DCN, Submission Type, State Agencies, and Submitted date is listed.

## Document Upload

Once a CFR/CBR is submitted, supporting documents such as Financial Statements, Certifications or Parent Agency Admin Allocation can be submitted.

1. From the Menu, select the Home option.
2. Click the **Review or Revise CFRs/CBRs** button in the lower left quadrant.
3. Click on the dropdown below the Document Type header to filter by document type-**CFR Only**, **Budget Only**, or both the **CFR and Budget**. Also, the search box can be used to search for a specific DCN#.
4. After choosing the Document Type, the reporting period can be chosen. Click on the arrow next to the reporting period to open a list of available DCN #s.
5. Select the row with the desired DCN# which opens the Submission Details screen.
6. To upload supporting documents, select the type of document from the list provided. The financial statements require the input of the financial statements end date. The options include:

- **Consolidated Financial Statements (CFS)**
- **Stand Alone Financial Statements (SFS)**
- **Single Audit**

Note: If the  button displays to the right of a Value field, click the button, to insert the date.

- **Certification Page**
  - **CFR-i**
  - **CFR-ii/iiA or Compliance review**
  - **CFR-iii**
- **Supplemental Attestation Schedule (CFR-iv)**
- **Parent Agency Admin Allocation**

7. Click on the **Browse** button to select the file to be uploaded.
8. Click on the **Upload** button to complete the process.

9. A confirmation message will appear below the Upload button stating that the process was successful.
10. The document will now be available to view under the **Uploaded Documents** section of the screen.

## Submission Status

All CFRs/CBRs in CFRS Web will have one of the following system-assigned status:

**Submitted:** All CFRs/CBRs submitted to the NYS agencies will be located in the Submission Dashboard. All submitted CFRs/CBRs will have a Document Control Number (DCN) assigned prior to submission to the NYS agencies. NYS agency staff can view CFRs/CBRs with a status of Submitted.

**DCN Assigned but Not Yet Submitted:** CFR/CBR with Status of DCN Assigned but Not Yet Submitted, located in the Work In Progress section of the CFRS Web, can be submitted to the NYS agencies. Select the Submit option from the Utilities Menu. If user elects to edit the CFR/CBR with Status of DCN Assigned but Not Yet Submitted prior to submission, the DCN will be removed. At the conclusion of the editing process, CFR will have to be validated once again. Once DCN is assigned, the CFR/CBR can be submitted to the NYS agencies by selecting the Submit option from the Utilities Menu. A CFR/CBR with a status of DCN Assigned but Not Yet Submitted is not available to the NYS agencies.

**Work in Progress:** A CFR/CBR with status of Work in Progress is either a revision of a CFR/CBR submitted or a newly created CFR/CBR. The CFR/CBR with status of Work in Progress may contain information that was carried forward from a prior submission. A CFR/CBR with status of Work in Progress does not have a DCN assigned and is not available to the NYS agencies.

## **Add/Remove State Agencies**

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.



## Printing Schedules & Reports

Use the Print Schedules option to print the schedules of a CFR/CBR or to print various reports. For more information, select one of the following topics:

- [Schedules and Reports to Print](#)
- [View/Print Additional Reports](#)
- [Advanced Print Options](#)

### Notes:

1. As of 1/1/2012, if the submission type is "Full", the Type of ownership is "Not-for-Profit" or "Proprietary" and the submission Reporting Period is equal to the Certified Financial Statement Reporting Period found on the Provider Agency screen, schedule CFR-ii is available to print. If CFR submission Reporting Period is not equal to the Certified Financial Statement Reporting Period, then CFR-iiia is available to print.
2. For best results when printing to 8.5x11 paper, first print to PDF; then adjust the paper size.

### Schedules and Reports to Print

1. From the Menu, select Utilities, and then the Print Schedules option. The Print Schedules screen opens.
2. To print individual schedules and reports, click the check box in front of each schedule or report you want to print.
3. To print all schedules, click the Select All button.
4. From the bottom of the screen select "Print Selected"
5. To clear all selections, click the Remove All button.


### View/Print Additional Reports

There are five reports that can be run:

1. **Expense Total** – A summary reporting of the General Information and Expense categories of the current submission CFR-1 data, individually listed by program/site and sorted by state agency.
2. **Expense Total by Program Type** - A reporting of the data from the Expense Total report where similar Program Types are grouped.

3. **Revenue Total** – A summary reporting of certain Revenue categories from the current submission CFR-1 data, individually listed by program/site, and sorted by state agency.
4. **Revenue Total by Program Type** - A reporting of the data from the Revenue Total report where similar Program Types are grouped.
5. **Inventory** - Select the Inventory report to see the General Information for all schedules for the current submission. The data in the report will be sorted by schedule, and within a schedule by state agency and program.

### Advanced Print Options

1. To filter the schedules or reports by agency or county, click the  icon adjacent to **Advanced Print Options**.

**Agency:** To select a single or multiple state agencies click the check box next to each agency name and all relevant schedules will be available for viewing/printing for the selected agencies.

**County:** To limit viewing/printing of a report by county, click the county box drop-down arrow and select an available county. By specifying the county, the reports that contain county-specific data will display only the information from that county. Schedules that are not county-specific will always print, regardless of the county selected.