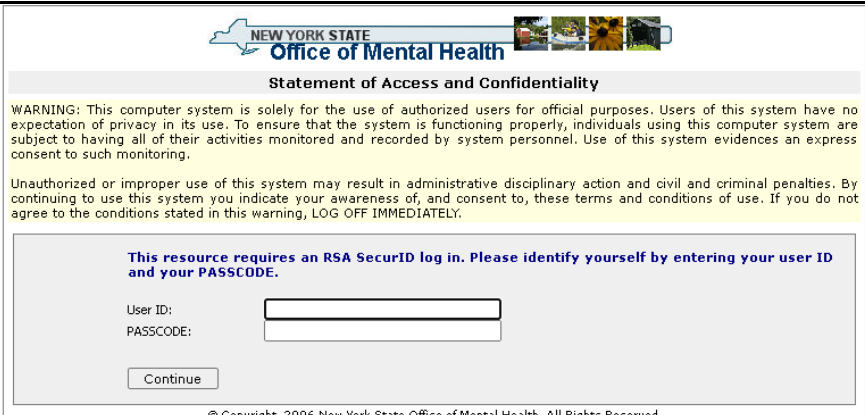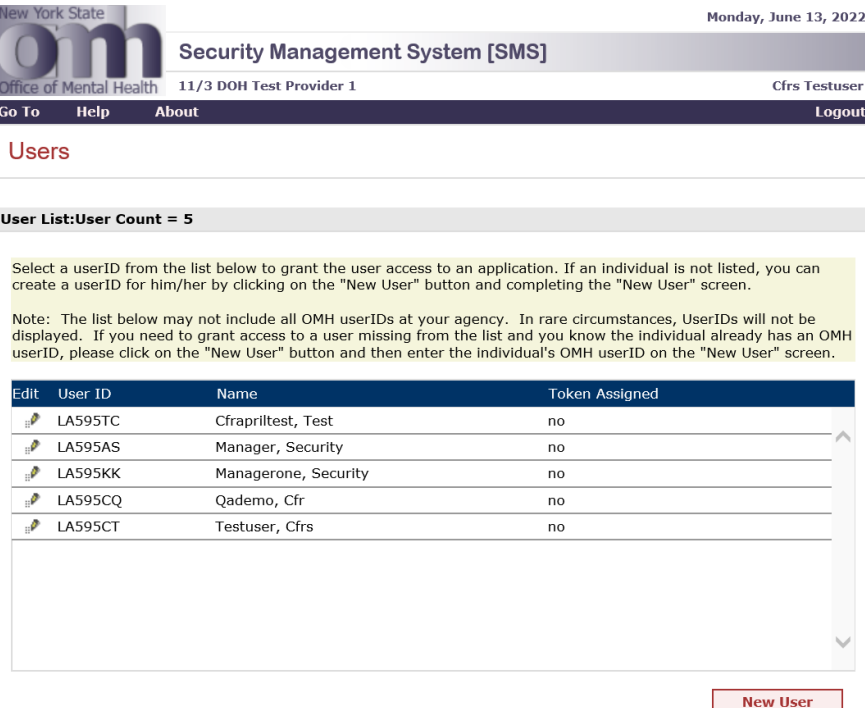Referenced below are the SMS Information:

- After the self-registration and setting up token is complete, Security Manager will receive email containing following information:

  - URL to SMS application.

  - User ID for SMS application.

- The Security Manager will use SMS application to assign roles in CFRS Web.

Please see the steps below for SMS:

Navigate to https://sms.omh.ny.gov The Security Manager must enter User ID and RSA generated Passcode, then click **Continue** button.	**NEW YORK STATE** **Office of Mental Health** **Statement of Access and Confidentiality** WARNING: This computer system is solely for the use of authorized users for official purposes. Users of this system have no expectation of privacy in its use. To ensure that the system is functioning properly, individuals using this computer system are subject to having all of their activities monitored and recorded by system personnel. Use of this system evidences an express consent to such monitoring. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of, and consent to, these terms and conditions of use. If you do not agree to the conditions stated in this warning, LOG OFF IMMEDIATELY. This resource requires an RSA SecurID log in. Please identify yourself by entering your user ID and your PASSCODE. User ID: [_____] PASSCODE: [_____] [Continue] © Copyright. 2006 New York State Office of Mental Health. All Rights Reserved.
SMS application will display Home page. The Security Manager can create new user by selecting **New User** button. ***Special instruction:** If the user being created needs access to multiple agencies, for example the user is a 'CPA/Fiscal' user, then ask the user if there is an existing user ID with a different Agency(Primary Agency). If there is an existing user ID, then send an email request to CFR@omh.ny.gov to add this user to your agency by providing the following information:* - *Name of the user* - *User ID for primary agency* - *Your agency code* - *CFR Role to be assigned*	New York State **oms** Office of Mental Health **Security Management System [SMS]** Monday, June 13, 2022 11/3 DOH Test Provider 1 — Cfrs Testuser Go To Help About Logout **Users** **User List:User Count = 5** Select a userID from the list below to grant the user access to an application. If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen. Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen. <table><tr><th>Edit</th><th>User ID</th><th>Name</th><th>Token Assigned</th></tr><tr><td>✎</td><td>LA595TC</td><td>Cfrapriltest, Test</td><td>no</td></tr><tr><td>✎</td><td>LA595AS</td><td>Manager, Security</td><td>no</td></tr><tr><td>✎</td><td>LA595KK</td><td>Managerone, Security</td><td>no</td></tr><tr><td>✎</td><td>LA595CQ</td><td>Qademo, Cfr</td><td>no</td></tr><tr><td>✎</td><td>LA595CT</td><td>Testuser, Cfrs</td><td>no</td></tr></table> [New User]

To add a new user, Security Manager must fill in the required information and select role(Group name) on the "New User" page click **Create User** button. A User id will be automatically assigned for the new user. User will receive emails containing User id and password.

- *CFR Provider Agency Reviewer: Read-only access to all the provider agency's submitted documents and work in progress. Access to Provider reports function.*
- *CFR Provider Agency Preparer: In addition to the same access as Reviewer, can enter data for all submission types, can perform full calculations, can validate submission, and assign Document Control Number.*
- *CFR Provider Agency Submitter: In addition to the same access as Preparer, can submit CFRs and CBRs, can upload supporting documents.*

New User

User Information:

If the user has an existing OMH User ID, please enter it in the User ID box. If the user does not have an OMH User ID, please leave the User ID box blank. SMS will auto generate a new User ID.

User ID:

Name:
* First Name: M.I.:   * Last Name:

Date of Birth: Gender:

Title:

* Email:

* Work Phone #:   Ext.:

* Agency:

Token Type Needed: ☐ Software Token ☐ Hardware Token

Assurance Level 2:   No

[Create User]   [Users]

Consolidated Fiscal Reporting System [CFRS]

Authentication: Password or Token
Groups: Group Name

☐ CFR Provider Agency Preparer
☐ CFR Provider Agency Reviewer
☐ CFR Provider Agency Submitter

To assign CFR role to an existing user (user already has access to another OMH application), from the 'Users' page, click on the pencil icon as highlighted in the screenshot.

Note: CFRS Web users with roles of Reviewer, Preparer, Submitter do not need a token. These users access the application with username and password.

New York State
OMH
Office of Mental Health
Security Management System [SMS]
11/3 DOH Test Provider 1

Monday, June 13, 2022

Cfrs Testuser

Go To   Help   About   Logout

Users

User List:User Count = 4

Select a userID from the list below to grant the user access to an application. If an individual is not listed, you can create a userID for him/her by clicking on the "New User" button and completing the "New User" screen.

Note: The list below may not include all OMH userIDs at your agency. In rare circumstances, UserIDs will not be displayed. If you need to grant access to a user missing from the list and you know the individual already has an OMH userID, please click on the "New User" button and then enter the individual's OMH userID on the "New User" screen.

Edit	User ID	Name	Token Assigned
🖉	LA595CQ	Qademo, Cfr	no
🖉	LA595CT	Testuser, Cfrs	no
🖉	LA595KK	Three, User	no
🖉	LA595AS	Two, User	no

[New User]

Click on the **Reset Password** button, then select CFR Role, then click on the **Update** button.

Mandatory fields are indicated by asterisk (*).

Note: Password reset is required to ensure that passwords are same across all OMH applications.

Edit User

User Information:

User ID:	L8633TD3

	* First Name:	M.I.:	* Last Name:
Name:	Testsmssr		Dec

Date of Birth:	03/22/1980	Gender:	Male
Title:	Test		
* Email:	testsmssr@dec.com		
* Work Phone #:	(215) 444-5588	Ext.:	
* Agency:	Apropos Housing Opportunities and Management		
Token Type Needed:	☐ Software Token ☐ Hardware Token		
NY Gov ID:	L8633TD3		
Assurance Level 2:	Yes		
Last Updated By:	**Syed Haider on 07/27/2021 05:21:25 PM**		

[New User] [Update] [Deactivate] [Reset Password] [Users]

[Sync User]

Consolidated Fiscal Reporting System [CFRS]

Authentication:	Password or Token
Groups:	Group Name

☑ CFR Provider Agency Preparer
☐ CFR Provider Agency Reviewer
☐ CFR Provider Agency Submitter