

July 1, 2022 to June 30, 2023 CFR Training Q & A

Q#	CFR Question	Answer
1	Where should OASAS non-reimbursable costs such as depreciation and interest be reported?	All state agencies require non-allowable expenses, such as those detailed in Appendix X of the CFR Manual, to be adjusted out of the Core Schedules (CFR-1 thru DMH-1). Additionally, OASAS requires non-reimbursable expenses including depreciation and interest to be adjusted out of the Claim Schedules (DMH-2 & DMH-3). These expenses should be recorded on the appropriate lines of the DMH-2 and adjusted out of the DMH-2 accordingly: line 9 for Equipment, line 10 for Property or line 12 for Other. See Section 21.0, page 21.3 of the CFR Manual for additional guidance.
2	Can certification pages be uploaded directly from Google Docs, or do they need to be saved as PDFs first?	Certification pages must be saved in PDF format before they can be uploaded through the "Submission Dashboard" in CFRS Web.
3	Is the Workforce Stabilization Initiative strictly for OPWDD providers?	The Workforce Stabilization Initiative is strictly for OPWDD providers. Guidance for reporting is available in Section 8.0, page 8.26 of the CFR Manual.
4	What are the parameters for determining whether an asset needs to be depreciated or expensed?	Appendix O of the CFR Manual states that assets having a unit cost of \$5,000 or more and a useful life of 2 years or more must be depreciated. Conversely, items with a unit cost less than \$5,000 or a useful life of less than 2 years may be expensed.

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5	If the Security Manager assigned user roles last year, do they have to do it again this year?	Once roles for CFRS Web have been assigned, they do not need to be assigned again each year. The security manager(s) for your agency are authorized to change, add, or remove user roles for CFRS Web in SMS.
6	Can we import data from spreadsheets instead of entering it directly into CFRS Web?	CFRS Import Data can be used to import data for certain schedules. The Import Data from Text File option can be found in the Utilities menu of CFRS Web. Instructions on how to import data can be found on page 117 of the CFRS Web User Guide .
7	Is the new Informational Only section of the CFR-4 reporting optional?	<p>Beginning with the CY 2022 CFR, an informational section was added to collect the following data which is required to be completed by all state agencies. If there is no data to report, zero's will be acceptable input.</p> <ol style="list-style-type: none"> 1) Overtime Hours Included in Total Hours Paid which is a total of the hours paid to employees at a premium rate. 2) Overtime Amount Included in Total Amount Paid which is the total overtime amount paid to employees at a premium rate. 3) Average Hourly Rate which is calculated by dividing the total amount paid by the total hours paid. 4) Annualized Salary calculated by dividing the total amount paid by the FTE's. <p>Notes:</p> <ul style="list-style-type: none"> • This Informational Section is not included in the Auditor's Certification process. • The completion of the new Informational Only columns of the CFR-4 are not required to obtain a DCN.

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8	How do we know which OCFS programs need to be reported on the CFR?	Office of Children and Family Services (OCFS) providers that operate a program listed in Appendix II (Section 68.0) must report these services on the CFR.
9	How should Prior Year Revenue Rate adjustments be recorded in the CFR?	<p>SED and OPWDD: Prior period rate adjustments are reported by SED and OPWDD providers on line 86 of the CFR-1. All other prior period adjustments are not reported on the CFR and should be reported as reconciling items on the Reconciliation, where applicable.</p> <p>OMH and OASAS: Prior period adjustments are not reported on the CFR and should be reported as reconciling items on the Reconciliation, where applicable.</p>
10	If a retro-year adjustment for an employee pension is recorded, how should this be reported?	A retro-year adjustment for an employee pension should be reported as a reconciling item on the Reconciliation, if it is not related to the current year expenses.

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11	Are staff recognition expenses, specifically awards for longevity services, allowable for OPWDD CFR reporting?	For OPWDD providers, staff recognition expenses would be allowable if the expenditures were reasonable.
12	In the process of revising a CFR, will the original assigned DCN be overridden?	When a CFR is revised, you must complete the Final Validation to assign a new DCN. If a new DCN is assigned, the original DCN will still be available for review.
13	Where can we get more information regarding OPWDD rates for 1/1/23 and 4/1/23?	All questions regarding OPWDD rates should be directed to the Department of Health's Rate Setting Unit at mhrs@health.ny.gov .

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14	What are the steps to the Final Validation/Assign DCN# in CFRS Web?	<p>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.</p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> 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 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. <p>Please refer to the CFRS Web User Guide for additional information.</p>
15	Are there plans to add the DMH-3 as a schedule which can be Exported to CSV, similar to the DMH-2?	Currently, there are no plans to enable the exporting of the DMH-3 schedule to a CSV file.