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Office for People With Developmental Disabilities

CFR Update

May 11, 2023

CFRS Web - Overview

The Consolidated Fiscal Reporting System (CFRS) moved to a web-based application in September 2022.

- Users have been completing and viewing Consolidated Fiscal Reports (CFRs) and Consolidated Budget Reports (CBRs) within the CFRS Web application.

- Documents, including financial statements and signed certification pages, are now uploaded within the application.

- Previously submitted CFRs and CBRs will be available in the application, beginning with submissions for the Calendar Year 2012 submissions and Fiscal Year July 1, 2012 to June 30, 2013 reporting periods.

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CFRS Web - Roles

The Security Manager will grant each user a system role. There are three different roles within the CFRS Web application:

- Reviewer: Review all documents within application, including those not yet submitted to the CFRS state agencies.

- Preparer: Review all documents within application, including those not yet submitted to the CFRS state agencies. Revise documents. Create and complete new documents.

- Submitter: Review all documents within application, including those not yet submitted to the CFRS state agencies. Revise documents. Create and complete new documents. Submit documents to the CFRS state agencies.

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CFRS Web

Complicated process of onboarding

- User access rights should be routinely monitored.

- OPWDD recommends:

  - Having more than one security manager

  - Each user checking access every 6-months.

  - Security manager – checking token/SMS login

  - Keeping track of passwords/user id/pin for token

  - Knowing who to contact when problems occur

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CFRS Web Issues

- Who to contact with concerns:
  - Best option – contact CFR@OPWDD.NY.GOV for immediate response. The CFR unit can:
    - Help work through your current issue
    - Setup an ITS tickets for system issues on your behalf
    - Find out which NYS unit needs to get involved with the issue

  - Other Options include:
    - Call 1-800-HELPNYS (1-800-435-7697) Option 2
    - Email healthhelp@its.ny.gov
    - NYS Helpdesk at https://chat.its.ny.gov.

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Common CFRS Web Access Issues

- Resetting a user password – User should reach out to their company's security manager (SM). The SM can reset via SMS.

- Printing CFR issue – Check pop-up blocker on your internet browser.

- Use of a token – only needed by Security Managers to access OMH's Security Management System (SMS)

- Resetting pin for token – Visit mytoken.ny.gov and login to reset.

- Changing/Adding Security Managers – Contact the CFR unit and they will email the executive director with instructions. The executive director is the only person that can choose a new SM.

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CFRS Web Issues

When contacting OPWDD with system issues, provide the following information to help reduce time:

- Provider Code

- Reporting Period of issue

- Submission Type

- Screenshots of all the affected screens

- Submission ID from the address bar

- Was data carried forward? – If so, what reporting period and DCN?

- Was data imported from text files? (ITS may require the whole file to dissect)

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CFRS Web – CFR-4

New informational only columns have been added to the input screen on CFR-4:

- Overtime Hours Included in Total Hours Paid
- Overtime Amount Included in Total Amount Paid
- Average Hourly Rate (auto-calculated)
- Annualized Salary (auto-calculated)

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CFRS Web

Export data to CSV ❓

To export data to CSV, select one or more schedules from the list.

☐ CFR-1
☐ CFR-1 Line Detail Boxes
☐ CFR-2
☐ CFR-2A
☐ CFR-3
☐ CFR-3 Line Detail Boxes
☐ CFR-4 Admin
☐ CFR-4 Program/Site
☐ CFR-4A
☐ CFR-6 Section 3
☐ COVID-19 Expense Revenue
☐ COVID-19 General
☐ COVID-19 Line Detail Boxes
☐ COVID-19 Personal Service
☐ DMH-1
☐ DMH-1 Line Detail Boxes
☐ DMH-2
☐ DMH-2 Expense Variance
☐ DMH-2 Line Detail Boxes

- New function allows export to CSV/Excel

- Helpful in comparing CFR to prior years

- Can be found in the Menu function → Utilities

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CFR Certification

- New Language in Manual – Page 2.14

  A new certified CFR-i and CFR-ii/CFR-iiA (if required with original CFR submission) is required. Only CPA certified CFRs will be utilized for calculation of OPWDD reimbursement levels, or any other initiative that utilizes the CFR for calculation of funding or reimbursement. Providers may submit revised CFRs and/or Certification Schedules in CFRS Web that have not been certified in compliance with other agencies' requirements. However, OPWDD's CFR unit will not accept them without certification.

- Changes to the regulations are in process.

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To/From Transportation Allocation

- Frequent errors related to CFR-1, Line 68b have led to additional Audit Guidelines to ensure accuracy.
- The following will be effective for the July 1, 2022 – June 30, 2023:
    - OPWDD only - CFR-1, line 68b. Verify that expenses are allocated appropriately from programs 0670 and/or 0880 that are associated with the provision of to and from Day Treatment, HCBS Day Habilitation or HCBS Prevocational (site and community-based) transportation services to the program/site. Compare the amounts per site to similar amounts for prior years. Test amounts by site to client prepared allocation documentation.
- CFR-ii and CFRiia certifications will be updated to include certification of CFR-1, Line 68b

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Initiatives Impacting OPWDD

- Workforce Stabilization Initiative – Phase 1
  - Specific to 200 title codes
  - Potential CFR Periods – 2021 CY, 2021/2022 FY, 2022 CY, and 2022/2023 FY
- Workforce Stabilization Initiative – Phase 2
  - Specific to 100/300 title codes
  - Potential CFR Periods – 2022/2023 FY, 2023 CY, 2023/2024 FY
- Health Care and Mental Hygiene Worker Bonus
  - Specific to Eligible Worker Titles defined in law
  - Potential CFR Periods – dependent upon vesting periods.

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Workforce Stabilization Initiatives

It is important to correctly fill out these informational lines:

- Revenue - Phase I and Phase II on Schedule CFR-1 Line 94 - labeled "ARPA/Mirrored ARPA Funding (Workforce Stabilization - Phase I (Title Series 200)" and "ARPA/Mirrored ARPA Funding (Workforce Stabilization - Phase II (Title Series 100 and 300)", respectively.

- The related personal service and fringe benefit expenses are reported in CFR-4 and CFR-1, as usual.

- Personal service costs associated with the Initiatives for Phase I and Phase II that are reported on CFR-1, Line 16 and contracted services reported on CFR-1, line 35 **must also be reported** on CFR-1, Line 68f and Line 68h, respectively.

- The fringe benefit costs associated with the initiative for Phase I and Phase II that are reported on CFR-1, Line 18 **must also be reported** on CFR-1, Line 68g and 68i, respectively.

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Health Care and Mental Hygiene Worker Bonus (HWB)

<u>Full and Abbreviated CFRs</u>

On the audited financial statements

- If the HWB is accounted as a balance sheet transaction, then report it on the CFR on the applicable line(s) of Schedule CFR-2A and do not report the HWB on any other Core, Claiming and/or Supplemental schedule.

- If the HWB is accounted for as revenue and expenses, then report it on the CFR on the applicable line(s) of Schedule CFR-2A and as reconciling items on the Reconciliation Worksheet (where applicable) and do not report the HWB on any other Core, Claiming and/or Supplemental schedule.

Guidance on HWB reporting was sent out on March 20, 2023. If you need a copy please contact CFR@OPWDD.NY.GOV.

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Questions