

NEW YORK STATE OFFICE OF ALCOHOLISM AND SUBSTANCE ABUSE SERVICES
REPORTING REQUIREMENTS FOR OASAS REPORTING ENTITIES
(SERVICE PROVIDERS AND LOCAL GOVERNMENT ENTITIES, AS APPROPRIATE)

REPORTING DOCUMENTS	REPORTING ENTITY	SUBMIT TO	DUE DATE
Gambling Patient Data System Gambling Treatment Admission Report (PAS-44G) Gambling Treatment Discharge Report (PAS-45G) Monthly Gambling Service Delivery Report (PAS-48G)	All Gambling Disorders Treatment Programs	Direct web-based Gambling Data and Monthly Service Delivery System client data entry or File Transfer	PAS-44G and 45G must be submitted electronically any time during the report month, but no later than by the 5 th day of the month following the report month. PAS-48G is due by the 10 th day of the month following the report month.
Corrective Action Plans for: Recertification Reviews (including facility inspections) Interim Regulatory Compliance Reviews Limited Scope Reviews Other Site Reviews	All Certified Service Providers	Bureau of Quality Assurance and Performance Improvement (cc: LGU, Field Office)	10 days from issuance of report or as otherwise specified
Field Office Site Visits	All Certified Service Providers	Field Office	30 days from date of transmittal
Fiscal Reviews and Fiscal Audits	Funded Service Providers	Fiscal Audit and Review Unit (FARU) emailed to: OASAS.sm.FARU@oasas.ny.gov	30 days from the issuance of the FARU draft report unless otherwise specified in the transmittal letter.
Federal Grant Sub-Recipient Single Audit Report *	Funded Service Providers	Fiscal Audit and Review Unit (FARU) via email to: OASAS.sm.FARU@oasas.ny.gov	9 months from end of provider's last fiscal year.

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Annual Consolidated Fiscal Report (CFR) Package: CFR Financial Statements Certification Schedules OASAS Form PAS-124 – Additional Attestations	All funded service providers <p style="text-align: center;">AND</p> All non-funded service providers operating OASAS certified programs receiving Medicaid except non-funded Article 28 hospitals that do not have an OMH, OPWDD and/or SED CFR submission requirement.	The CFR and, if applicable, financial statements are submitted electronically through the designated CFRS upload web portal. Signed CFR–i and, where applicable CFR-ii/CFR-iiA and CFR-iii schedules are submitted by email to CFRS@oasas.ny.gov. Signed OASAS form PAS-124 submitted by email to CFRS@oasas.ny.gov	June 1 for service providers reporting on the January 1- December 31 cycle. December 1 for service providers reporting on the July1 – June 30 cycle. Certification pages and final claim submissions from the New York City Department of Health and Mental Hygiene for allocated providers are due by June 30 th following the close of the prior fiscal year.
Final State Aid Claim Package (CFR Schedules CFR-i, CFR-iii, DMH-2.1 & DMH- 2.2)	All funded providers	Allocated service providers submit to the final State Aid Claim Package to their LGU for approval, which then submits a signed copy via email to APSTaid@oasas.ny.gov. Direct Contract service providers submit the signed Final State Aid Claim Package via email directly to APStAid@oasas.ny.gov.	June 1 for service providers reporting on the January 1 – December 31 cycle. December 1 for service providers reporting on the July 1 – June 30 cycle. Certification pages and final claim submissions from the New York City Department of Health and Mental Hygiene for allocated providers are due by June 30 th following the close of the prior fiscal year.
State Aid Authorization (SAFA)	Local Government Units (LGU)	SAFA must be signed by the LGU and returned to the OASAS Division of Fiscal Administration.	Within 30 days of the date of any SAFA sent to the LGU, the LGU must return a copy of the signed SAFA as acceptance of the funding amount and acceptance of the terms and conditions of the agreement.

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IPMES/Work scopes Program Action Reports Deficiency Response Reports	All Treatment Service Providers “flagged” or deficient on any index on IPMES must submit an explanation and corrective action via Program Action Report (PAR) or Deficiency Response Report (DRR) using the WPR on-line system.	Electronically submitted by the provider to the LGU using the web-based Worksopes/PAR (WPR) system.	PARs/DRRs are due to LGU within 14 days from receipt of IPMES Reports; the LGU has an additional 14 days to review, approve and submit to OASAS.
Program Profile and Services Inventory (PAS-7) (PPSI)	All Chemical Dependence and Pathological Gambling Treatment Providers	Web-Based completion within OASAS Applications	Providers are required to update their PPSI annually using the on-line Provider Directory System. Reminder notification is sent to all treatment providers in early April, with a June 30 th suggested due date. New providers are required to enter their initial PPSI within 45 days after receiving notification that their new program is registered.
Local Services Plan	Providers Local Governmental Units	Web-based submission to the Bureau of State and Local Planning through the Online County Planning System (CPS).	Provider submissions are due 30 days from the issuance of the OASAS Local Services Plan Guidelines LGU submissions are due 90 days from the issuance of the OASAS Local Services Plan Guidelines.
Prevention monthly activity data – online in the Web Infrastructure for Technology (New York) Services (WITNYS)	Funded Prevention Service Providers	Data Collection Module in WITNYS	Monthly data is due in WITNYS by the 15 th day of the following month or by the next business day following the 15 th if the 15 th is a non-business day. Annually, all data for the prior Workplan cycle (which ends June 30 th) is due in WITNYS by Sept. 1 st .

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Prospective Budget: Consolidated Budget Report (CBR)	All funded providers	All funded providers must submit budgets electronically through the CFRS website. Allocated service providers must submit a copy to the LGU for approval, which will then be submitted to the Field Office.	Approximately 90 days from date of the “budget call letter.” Actual submission date will be specified in the letter.
Report of Death	All service providers	The Justice Center for the Protection of People with Special Needs	Inpatient or residential: Immediately upon discovery of the death of any current patient or any patient within 30 days of discharge. Outpatient: Immediately upon discovery of death of any patient if death occurs while the patient is engaged in program-related activities. Submit via the Justice Center Hotline (855-373-2124) or by using Justice Center approved forms found at: https://www.oasas.ny.gov/jc/vpcr/index.cfm
Prevention annual workplan – online in the Web Infrastructure for Technology (New York) Services (WITNYS).	Allocated Prevention Service Providers and Direct Contract Agencies	LGU, which then submits to FO (Allocated Prevention Providers) directly to FO (Direct Contract Agencies)	April 1 st to LGU May 1 st to FO, from LGU April 1 st to FO, from Direct Contract Agencies
Impaired Driver System (IDS)- online reporting system	All service providers approved to provide Impaired Driver Clinical Services (to include private practitioners licensed by the New York State Education Department).	Submit electronically through web based Impaired Driver System	Within 3 business days of the following occurrences: screening, assessment/assessment completion, treatment start and discharge dates.

* In compliance with the Federal Single State Audit Act of 1984 and the Single Audit Act Amendments of 1996, applicable to federal block grant recipients.

NOTE: Funded Service Providers: Receive funds from OASAS (as Direct Contract Agencies or Allocated Service Providers) for the delivery of services. Allocated Service Providers: Receive OASAS funding through Local Governmental Units (LGUs). Direct Contract Agencies: Receive OASAS funding through contracts with OASAS.