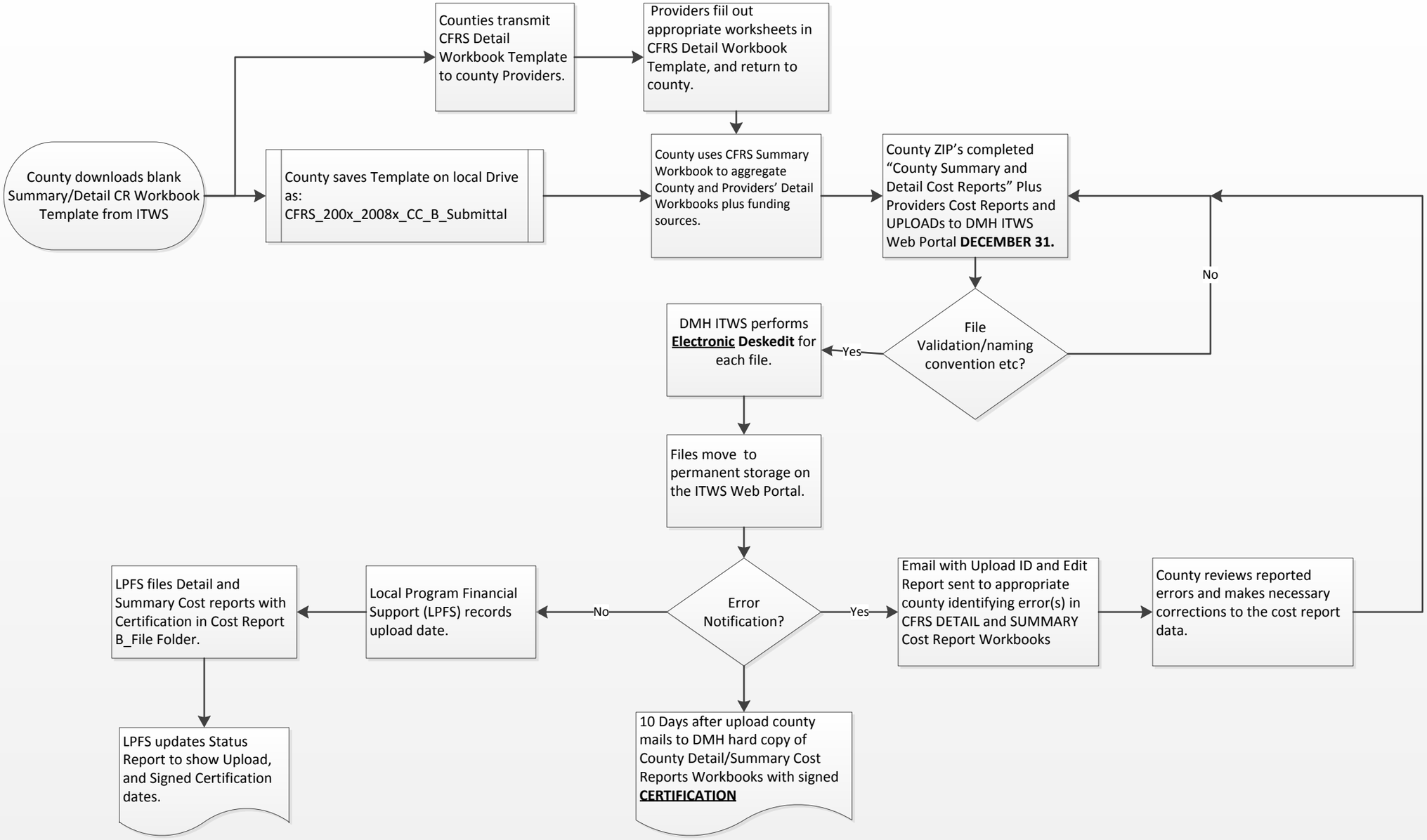DMH COST AND FINANCIAL REPORTING SYSTEM (CFRS)-INITIAL SUBMISSION PROCESS