



## **Community Behavioral Health: Provider Notification Provider Personnel Roster Template January 16, 2018**

CBH Compliance has released the 2018 Provider Personnel Roster Template. The key elements of the 2017 Roster remain so content can be transferred to the new version without the loss of fidelity. **Please complete the roster and submit to CBH by February 28, 2018. Failure to submit the complete roster by the due date may result in an Event of Default of your CBH Provider Agreement.**

Rosters must be completed entirely. Incomplete rosters will not be accepted. Based on the areas that were missing or incomplete in 2017, causing rosters to be rejected, CBH reminds providers:

- The CBH provider number **must be listed for each individual** reflected on the roster (this five- or six-digit provider number can be found on the Schedule A for each program).
- Clearance dates must be listed.
- Hours worked (the projected average weekly hours an individual is expected to work) must be provided.
- Supervisors and directors must be listed on their own line, even if they do not see members directly.
- The US educational equivalency service used for foreign educated individuals must be included.
- License numbers must be listed exactly as they appear on the license (i.e. MD999999E, PC999999).

The roster can be found [here](#) on the CBH Compliance page of the DBHIDS website. The completed roster should be submitted by email to [cbh.compliancecontact@phila.gov](mailto:cbh.compliancecontact@phila.gov). Any questions should also be directed to this email address.