



**CITY OF PHILADELPHIA**  
*Department of Behavioral Health and Intellectual disAbility Services*  
*Promoting Recovery, Resilience & Self Determination*

**Jill Bowen, Ph.D.**  
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Deputy Commissioner

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Deputy Commissioner

**Sosunmolu Shoyinka, M.D.**  
Chief Medical Officer

**MEMORANDUM**

**7/18/2023**

**TO:** Fiscal Directors of All Agencies Supported by the Philadelphia Department of Behavioral Health and Intellectual disAbility Services

**FROM:** Amanda N. David, MSW, LSW *Amanda N. David, MSW, LSW*  
Director of Behavioral Health/Chief Program Officer

**SUBJECT:** FISCAL YEAR 2023 DEPARTMENT OF BEHAVIORAL HEALTH AND INTELLECTUAL disABILITY SERVICES FOURTH QUARTER INVOICE REPORTING REQUIREMENTS

Attached are the instructions for preparing the FY 2023 Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) fourth quarter invoice submission, which includes the following services: MH, CBH, IDS, Early Intervention, and SCA.

The instructions and forms for preparing the FY 2023 Intellectual disAbility Services and Early Intervention Services fourth quarter invoice submission will be sent to providers in a separate transmission.

The MH instructions include MH and CBH (Administration PAC #0182 and Reinvestment PACs #0184) programs.

For Mental Health Services, service data reported to Health Claims must be accurate and complete since it is used by DBHIDS for financial and unit of service reporting to DPW. Providers must ensure that all FY 2023 service data is reported in the required 837/CCRI formats by August 24, 2023.

SCA – Cost Reimbursement units must be reported to BHSI no later than August 7, 2023.

Requests for additional financial detail will be addressed on an “Ad Hoc” basis should the need arise. Providers must maintain records in accordance with the DPW account structure, Title 4300 regulations and DDAP regulations.

Unless requested by our office, do not submit a revised DBHIDS fourth quarter invoice. Any adjustments to the final invoice must be included on the Program Activity Invoice Summary that is included in the annual audit report that must be submitted to DBHIDS by October 31, 2023.

For all DBHIDS county-funded programs (MH, SCA, IDS, EIP): The CFDA #s included in the FY 2023 independent CPA audit report must reconcile to schedule of CFDA #s sent to your agency by DBHIDS.

**Deadline for submission of fourth quarter invoice to DBHIDS is:**

**MH due Monday, August 15, 2023**

**SCA due Monday, August 8, 2023**

In the MH, SCA, IDS, AND EIP fourth quarter invoice submissions, please include the following quarterly forms:

QUARTERLY PROGRAM OUTCOME REPORT  
(MH Only) CBH REINVESTMENT REPORTS  
(MH AND SCA) ANNUAL COMMUNITY  
SERVICES REPORT

**Extensions to the deadline will only be approved under extraordinary circumstances. Providers not submitting their fourth quarter invoice by the deadline or approved extension date may jeopardize any invoiced retained revenue allowance and may be denied consideration for reimbursement of expenses invoiced in excess of the approved allocation. Extensions to the BHSI deadline will not be approved.**

If we are unable to comply with DPW reporting deadlines, they may withhold quarterly payments to the City. Consequently, the City will not be in a position to advance cash to providers.

**Providers must make every effort to adhere to the deadlines above.**

If you have any questions or need any assistance, please contact your Provider & Program Management (PPM) Analyst by email.

cc:

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