

**CITY OF PHILADELPHIA
DEPARTMENT OF BEHAVIORAL HEALTH AND
INTELLECTUAL DISABILITY SERVICES
INTELLECTUAL disABILITY SERVICES (IDS)
and EARLY INTERVENTION (EI) SERVICES
BUDGET INSTRUCTIONS
FISCAL YEAR 2025**

Items Pertaining to Intellectual disAbility (IDS) and Early Intervention (EI) Services

1. The annual budget process includes all agencies that provide training, service/support coordination, administration, and fee-funded programs. **Please note that PAC codes have been amended for FY'25, so please be sure to use the correct codes when submitting the budget.**
2. **Informational Forms:** Chapter 17-1300 Philadelphia 21st Century Minimum Wage and Benefits Standard, and Chapter 17-1900 Philadelphia Equal Benefits Ordinance are required to be submitted by **all** providers.
3. **DBHIDS Provider Diversity & Inclusion Data Collection Form:**
All Providers are required to complete the form in the link below to provide the requested information no later than the Budget Due Date. Contracts cannot be finalized without this information.
<https://app.smartsheet.com/b/form/dffe0d3ec138438ab51517b5d2501aaa>
4. **Providers that render only fee-for-service programs are only required to submit the two informational forms and complete the DBHIDS Provider Diversity & Inclusion Data Collection form.** No budget forms are required for providers that are funded 100% through the fee-for-service mechanism. These providers are required to complete the DBH/IDS/EI Fiscal Submission Form along with the two informational forms and submit them to our office per the General Budget Instructions.
5. The **DBH/IDS/EI budget form process** is limited to training, service/support coordination, and administrative program activities. Budgets should be prepared on the DBH/IDS/EI budget forms as follows:
 - a. DBH/IDS/EI Fiscal Submission Form
 - b. Budget Certification Form
 - c. Summary of Program Activities
 - d. Expenditure Summary
 - e. Chapter 17-1300 Philadelphia 21st Century Minimum Wage and Benefits Standard
 - f. Chapter 17-1900 Philadelphia Equal Benefits Ordinance

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6. Intellectual disAbility Services and Early Intervention **Authorization and **Payment** Mechanisms:**

Intellectual disAbility Services: The authorization mechanism for these services is the HCSIS system and the payment mechanism is through the PROMISe system:

- i. Waiver fee payments for services rendered will come directly from the Department of Human Services, Office of Developmental Programs.
- ii. Base fee payments for services rendered will come through the City of Philadelphia payment mechanism, based on the PROMISe download of approved bills.
- iii. If your agency is unable to bill successfully due to a unique situation, please contact Robin Mack at robin.mack@phila.gov
- iv. Contract work statements will not be issued to agencies that only render fee-funded services. Agencies' authorization for services is based on the HCSIS authorization system.

b. **Early Intervention:** The authorization for these services is in the PELICAN system and the payment mechanism is through the PROMISe system:

- i. Early Intervention ITF Waiver and Medical Assistance fees for service reimbursement will come directly from the Department of Human Services, Early Intervention.
- ii. Base fee for service reimbursement will come through either the City of Philadelphia payment mechanism or in the case of Resource Fund Providers, through PHMC, based on the PROMISe download of approved bills.
- iii. If your agency is unable to bill successfully, due to unique circumstances please contact your Early Intervention program analysts.
- iv. Contract work statements will not be issued to agencies that only render fee-funded services. Agencies authorization for services is based on the PELICAN authorization system.

7. If additional budget information is needed, it will be requested on an ad-hoc basis.