Marquita C. Williams, Ph.D.
Interim Commissioner

Tierra M. Pritchett, Ed.D. CHC
Deputy Commissioner

Amanda N. David, MSW, LSW
Interim Deputy Commissioner

CITY OF PHILADELPHIA

Department of Behavioral Health and Intellectual disAbility Services
Promoting Recovery, Resilience & Self Determination

M E M O R A N D U M

7/15/25

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

FROM: Gina M. Harley, ABD, MBA
Chief Program Officer

SUBJECT: FISCAL YEAR 2025 DEPARTMENT OF BEHAVIORAL HEALTH AND INTELLECTUAL disABILITY SERVICES FOURTH QUARTER INVOICE REPORTING REQUIREMENTS

Attached are the instructions for preparing the FY 2025 Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) fourth quarter invoice submission, which includes the following services: Mental Health (MH), Intellectual disability Services (IDS), Early Intervention (EI), and Single County Authority (SCA).

The instructions and forms for preparing the FY 2025 Intellectual disAbility Services and Early Intervention Services fourth quarter invoice submission will be sent to providers in a separate transmission.

The Mental Health instructions include MH, Administration PAC #0182, and Reinvestment PACs #0184.

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 the Department of Public Welfare (DPW). Providers must ensure that all FY 2025 service data is reported in the required 837/CCRI formats by **August 29, 2025**.

SCA – Cost Reimbursement units must be reported to BHSI no later than **July 15, 2025,** per the letter from the SCA. All other SCA invoices must be submitted by **August 15th.**

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 in the Program Activity Invoice Summary that is included in the annual audit report that must be submitted to DBHIDS by **October 31, 2025.**

For all DBHIDS county-funded programs (MH, SCA, IDS, EI): The CFDA #s included in the FY 2025 independent CPA audit report must reconcile to schedule of CFDA #s sent to your agency by DBHIDS.

Deadline submissions of fourth quarter invoices are:

MH due Friday, August 29, 2025
SCA due Friday, August 15, 2025

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

Quarterly Reinvestment Report
Quarterly Progress Report (MH Only)

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 more than the approved allocation. <u>Extensions to the BHSI deadline will not be approved.</u>

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:
Tierra Pritchett, Ed.D.
Amanda David
Raimundo Rosado
Aquil H. Walker
Kimberly Lara
Todd Nickelsberg