Community Behavioral Health: Provider Notification
Provider Personnel Roster Template
January 8, 2019

CBH Compliance has released the 2019 Provider Personnel Roster Template. The key elements of the 2018 Roster remain so content can be transferred to the new version without the loss of fidelity.

The completed roster must be submitted to CBH by February 15, 2019. 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 complete and accurate. Incomplete rosters will not be accepted. The completed rosters are used to compile an aggregate Network roster, so fidelity to the original format must be maintained. Based on the areas that were missing or incomplete in 2018, 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).
- Psychiatrists/Physicians (including Residents), Nurse Practitioners (CRNP), and Physician Assistants (PA) must be listed on the appropriate tab. Board certification information must be included.
- Hours worked (the projected average weekly hours an individual is expected to work) must be provided for all staff and psychiatrists/physicians. This must be expressed in a real number; "avg.", "varies" or symbols cannot be used.
- Supervisors and directors must be listed on their own line, even if they do not see members directly. It is expected that the Supervisor column will reflect *Clinical* Supervisors.
- 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 on the [Provider Manual page of the CBH website](#) under Provider Personnel. The completed roster should be submitted by email to cbh.compliancecontact@phila.gov. Any questions should also be directed to this email address.