



## **Community Behavioral Health: Provider Notification Staff Roster Template Update March 3, 2016**

CBH Compliance is introducing an updated staff roster template. The new template has additional fields for tracking information on education and licensure, as well as aligning job titles to CBH standards. The completed roster will also serve as the tool used during staff file audits, and allow providers to better prepare for our visits.

In an effort to determine the breadth of network provider resources, and to plan more efficiently for audits, the CBH Compliance Department requests that all network providers submit a current staff roster using the updated template, which can be found on the CBH Compliance page of the [DBHIDS website](#). Please submit the completed roster in the current format to CBH by March 25, 2016. The roster should be submitted by email to [cbh.compliancecontact@phila.gov](mailto:cbh.compliancecontact@phila.gov). Any questions regarding the roster should be directed to Mark Miller at [mark.d.miller@phila.gov](mailto:mark.d.miller@phila.gov) or Tracey Robinson at [tracey.robinson@phila.gov](mailto:tracey.robinson@phila.gov).