



Community Behavioral Health: Provider Notification Staff Roster Template Update December 28, 2016

CBH Compliance has released the 2017 personnel roster template. While there have been changes to the 2017 version, key elements of the 2016 roster remain, so that content can be transferred to the new version without the loss of fidelity. The new roster incorporates the following revisions:

- Newly labeled tabs: Previously the tabs reflected only Employed and Contracted status. These have been expanded to include the following three categories for clarity: W2 (employed), 1099 (contracted/FFS/per Diem), and Temp (from temp agency).
- A new column has been added for CBH Provider Number, the use of which affiliates the staff person with a specific CBH contracted program. This number can be found on the Schedule A.
- The Program column has been changed to Level of Care.
- Other changes include expanded drop-downs and clearer language in existing fields and in the instructions.

The roster can be found on the CBH Compliance page of the [DBHIDS](#) website. Please complete the roster and submit to CBH by January 31, 2017. It is essential that the roster is completed entirely and submitted to CBH on time. Failure to submit the completed roster by the due date may result in an Event of Default. The completed roster should be submitted by email to cbh.compliancecontact@phila.gov. Any questions should be directed to Mark Miller at mark.d.miller@phila.gov or Amy Cruz at amy.cruz@phila.gov.