



Community Behavioral Health: Provider Notice Provider Personnel Roster Template February 18, 2020

CBH Compliance has released the 2020 Provider Personnel Roster Template. The 2020 roster follows the same format as the 2019 roster, so content can be transferred to the new version without the loss of fidelity.

The completed roster must be submitted to CBH by March 27, 2020. Failure to submit the completed 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 entered into our roster database, so fidelity to the original format must be maintained. Based on the areas that were missing or incomplete in 2019, causing rosters to be rejected, CBH reminds providers:

- The CBH provider number must be listed for each individual reflected on the roster (this five-digit or six-digit provider number can be found on the Schedule A for each program).
- Psychiatrists/Physicians (including Residents), Nurse Practitioners, and Physician Assistants must be listed on the appropriate tab. The NPI 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.
- License numbers must be listed exactly as they appear on the license (i.e. MD999999E, PC999999).
- Drop-downs, worksheet names, or any formatting should not be overwritten.
- Leave any non-applicable areas blank.

The roster [can be found here](#); please note that the link found in Section 7.4. of the CBH Provider Manual is out-of-date at the time of the publication of this Notice. The completed roster should be submitted by email to cbh.compliancecontact@phila.gov.

Please direct any questions about this Notice to cbh.compliancecontact@phila.gov.