

2021 Provider Personnel Rosters

Community Behavioral Health (CBH) Compliance has released the 2021 Provider Personnel Roster Template. The completed roster must be submitted to CBH by **February 26, 2021**. Failure to submit the completed roster by the due date may result in an Event of Default of your CBH Provider Agreement.

The 2021 roster follows a similar format to the 2020 roster but includes the following changes:

- There is now a separate tab for a total count of licensed professionals. CBH assesses the capabilities of practitioners and providers within its network on an ongoing basis to maintain a provider network that is representative of member needs. This is a required tab, and rosters will not be accepted without it. Only actual numbers will be permitted.
- The IBHS positions in Column D of the Staff tabs have been updated to reflect the most recent positions.
- The CPR column is now optional. It remains in the roster for provider use. While optional, it should not be overwritten but left blank if not in use.

Rosters must be complete and accurate. Incomplete rosters will not be accepted. The completed rosters are entered into the CBH roster database, so fidelity to the original format must be maintained. Based on the areas that were missing or incomplete in 2020, causing rosters to be rejected, CBH reminds providers:

- The CBH provider number must be listed on each line, for each individual 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 and license numbers must be included for these practitioners.
- Hours worked (the projected average weekly hours an individual is expected to work) along with caseload, must be provided for all staff and psychiatrists/physicians. These must be expressed in real numbers—symbols, letters, or data ranges (e.g. prn, 30-35) cannot be used.

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- Drop-downs, worksheet names, or any formatting must not be overwritten.
- Leave any non-applicable areas blank.

[The roster can be found here.](#) 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.