

## 2022 CBH Personnel Roster Template

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CBH Compliance has released the 2022 Provider Personnel Roster Template. **Providers must submit completed rosters to CBH by Friday, February 18, 2022.** 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, and incomplete rosters will not be accepted. Completed rosters are entered into our roster database, so fidelity to the original format must be maintained. In light of 2021 rosters being rejected due to areas that were incomplete or missing, CBH reminds providers:

- ➔ The CBH Provider Number must be listed for 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.
- ➔ The license count page must be complete.
- ➔ Hours worked (the projected average weekly hours an individual is expected to work) along with caseload must be provided for all staff, physicians, and Certified Registered Nurse Practitioners (CRNPs).
  - » This information must be expressed in real numbers. Symbols, letters, and data ranges (e.g., “prn”, “30-35”) cannot be used.

**The 2022 roster template can be found here.** Please submit your completed roster by email to [cbh.compliancecontact@phila.gov](mailto:cbh.compliancecontact@phila.gov).

Please direct any questions about this Notice to [cbh.compliancecontact@phila.gov](mailto:cbh.compliancecontact@phila.gov)