

## 2024 CBH Personnel Roster Template

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CBH Compliance has released the 2024 Provider Personnel Roster Template. The completed roster must be submitted to CBH by February 29, 2024. Failure to submit the completed roster by the due date may adversely affect your credentialing status or result in an Event of Default of your CBH Provider Agreement.

CBH utilizes provider staffing rosters to monitor staffing trends against Commonwealth regulations. Some of the areas reviewed include psychiatric time, as well as supervision and caseload ratios. Rosters are also used to monitor network adequacy. Rosters must be complete and accurate. Fidelity to the original template format must be followed.

This year CBH Compliance will offer remote meeting sessions throughout February where CBH Compliance staff will be available to assist providers with their rosters. To request a schedule and invitation please contact the email address below. Additionally, there is an instructions tab in the Excel file.

Based 2023 roster content, CBH reminds providers that the following areas fields are mandatory but often incorrect or missing:

- ➔ The CBH provider number must be listed for each staff person on the roster (the five-digit or six-digit provider number for each program can be found on Schedule A).
- ➔ Hours (the projected average weekly hours an individual is expected to work)
- ➔ Caseload
- ➔ Date of hire
- ➔ Clearance dates
- ➔ License count
- ➔ License numbers (for all licensed staff)
- ➔ NPI (for all physicians and CRNPs)
- ➔ The above fields must be expressed in real numbers, not in letters or data ranges (e.g. “prn”, “30-35”).

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The 2024 roster template can be found [here](#). The completed roster should be submitted by email to [CBH.CredentialingContact@phila.gov](mailto:CBH.CredentialingContact@phila.gov). *Please note this is a new email address.*

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