

Changes to the IBHS Submission Process

This bulletin summarizes changes to the submission process for Intensive Behavioral Health Services (IBHS) aimed at reducing administrative burden and improving efficiency in the service approval process. These changes take effect on **January 11, 2026**.

Submission Deadlines

IBHS and IBHS-ABA service requests must be received by 2 p.m. in order to be reviewed the following business day. This time change, from 4 p.m., allows for additional triage of requests.

Submission Naming Conventions

CBH is implementing an updated expectation regarding the naming convention for all submitted packets for Medical Necessity Criteria (MNC) review of services. This update is intended to ensure consistency, accuracy, and efficiency in the review process.

Effective **January 11, 2026**, all providers must adhere to the following file naming convention when submitting packets:

- ➔ **ProviderName.IBHSType.TypeOfRequest.Child'sInitials.MM.DD.YYYY**

IBHS Type

- ➔ Regionalized
- ➔ ABA
- ➔ Both Regionalized and ABA
- ➔ CTSS
- ➔ FFT
- ➔ MST

Type of Request

- ➔ IAT – Initial Assessment and Treatment

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- ➔ Initial – Initial Services Following the Initial Assess and Treat
- ➔ Continued – Continuation of Services
- ➔ Discharge – Discontinued Services
- ➔ LOC – Level of Care Change Only
- ➔ RTI-Response to Insufficient
- ➔ Grievance-Additional Information when a Grievance has been filed

NOTE: If the requesting service is outside the above categories, identify the service being requested (e.g. PRTF).

Examples

- ➔ **XYZ.CTSS.Initial.JW.11.20.2025**
- ➔ **AgencyX.ABA.IAT.KC.11.21.2025**
- ➔ If Provider ABC is submitting an IBHS Regionalized continuation packet for child John Doe on September 24, 2025, the naming convention would be **ABC.Regionalized.Continued.JD.09.24.2025**

Providers are responsible for ensuring all submissions follow the above format at the time of submission. We appreciate your cooperation in implementing this updated process to streamline service reviews.

If you have any questions about this bulletin, please contact Kristen Vescio at Kristen.Vescio@phila.gov.