

2026 CBH Personnel Roster Template

CBH Compliance has released the [2026 Provider Personnel Roster Template](#). The completed roster must be submitted to CBH by **February 28, 2026**. Failure to submit the completed roster by the deadline may adversely affect your credentialing status or result in the 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 supervision and caseload ratios. Rosters are also used to monitor network adequacy.

Based upon 2025 roster content, CBH reminds providers that the following fields are mandatory but often incorrect or missing:

- ➡ **CBH Provider ID #:** 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 the Schedule A.)
- ➡ **# of Hours per Week:** Must be in numerical values
- ➡ **Caseload:** Must be in numerical values
- ➡ **License # (if licensed):** For **all** licensed staff
- ➡ **NPI #:** For all physicians, PAs, and CRNPs
- ➡ **License Count sheet/tab:** Must be completed

Please Note: The original Microsoft Excel workbook formatting should not be altered.

The completed [2026 Provider Personnel Roster Template](#) should be submitted to CBH.CredentialingContact@phila.gov.

Please direct any questions about this notice to CBH.CredentialingContact@phila.gov.