

## Regionalized IBHS Reconciliation Request Process 2025

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This notice is to inform Regionalized Intensive Behavioral Health Services (IBHS) providers of the process to request reconciliation payments in 2025.

Any Regionalized IBHS provider planning to request reconciliation payments in 2025 must submit their Regionalized IBHS budgets for the 2025 calendar year to [CBH.VBP@phila.gov](mailto:CBH.VBP@phila.gov) by November 15, 2024. Please reach out to CBH VBP to receive the correct budget template for submitting budgets and expense reports. **Please note that if you were awarded a new or transferred Regionalized IBHS cluster in 2024, a separate template file must be submitted for each cluster.**

As a reminder, any Regionalized IBHS provider requesting reconciliation in 2025 must have their CY2025 Regionalized IBHS budget approved by CBH before any reconciliation payments are processed. Reconciliation will be available for services provided January 1, 2025, through June 30, 2025. The reconciliation process will be discontinued after June 30, 2025.

Regionalized IBHS Providers with paid claims<sup>1</sup> of at least 60% of actual or budgeted expenses may request reconciliation up to 75% of actual expenses (actual costs cannot exceed approved budget). A provider with paid claims below 60% or more than 75% of approved budgets will not qualify for reconciliation for that calendar month. Payments will be processed upon request by the provider. Providers should contact CBH VBP if there are any significant changes to their CY2025 budget after approval.

Providers requesting reconciliation are required to complete the [Regionalized IBHS Reconciliation Request Form 2025](#) for each month they are requesting reconciliation. An expense report for the reconciled month must be included in the provider's request.

Additionally, providers must have submitted the most recent monthly [IBHS: Timely Access Data Collection Survey](#), as detailed in [Provider Notice: IBHS Timely Access Data Collection](#), and the quarterly [Provider Staff Vacancies Survey](#), as outlined in [Provider Bulletin 23-11: Provider Staff Vacancies Survey](#).

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<sup>1</sup> Claims are subject to Compliance review.

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Below is the timetable for the reconciliation request process:

<i>Month of Service</i>	<i>Eligible for Reconciliation Request</i>	<i>Deadline to Submit Reconciliation Request</i>
January 2025	May 1, 2025	October 31, 2025
February 2025	June 1, 2025	November 30, 2025
March 2025	July 1, 2025	December 31, 2025
April 2025	August 1, 2025	January 31, 2026
May 2025	September 1, 2025	February 28, 2026
June 2025	October 1, 2025	March 31, 2026

Should you have any questions, please contact [CBH.VBP@phila.gov](mailto:CBH.VBP@phila.gov).