

2025 CBH Personnel Roster Template

CBH Compliance has released the [2025 Provider Personnel Roster Template](#). The completed roster must be submitted to CBH by **February 28, 2025**. Failure to submit the completed roster by the deadline may adversely affect your credentialing status or result in an event of default of your CBH Provider Agreement.

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CBH utilizes provider staffing rosters in order 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. Rosters must be complete and accurate. Fidelity to the original template format must be followed.

Based 2024 roster content, CBH reminds providers that the following areas fields are mandatory but often incorrect or missing:

- All current residents providing services to CBH members must be listed on the physician tab.
- All master's and doctoral level interns should be listed on the intern tab.
- 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 the Schedule A).
- Hours (the projected average weekly hours an individual is expected to work)
- Caseload
- License count
- License numbers (for all licensed staff)

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- ➔ NPI (for all physicians and CRNPs)

The completed **2025 Provider Personnel Roster Template** should be submitted by email to **CBH.CredentialingContact@phila.gov**.

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