

2023 CBH Personnel Roster Template

Community Behavioral Health (CBH) Compliance has released the 2023 Provider Personnel Roster Template. **The completed roster must be submitted to CBH by two weeks from February 2, 2023.** Failure to submit the completed roster by the due date may result in an Event of Default of your CBH Provider Agreement.

Rosters must be complete and accurate. Incomplete rosters will not be accepted. The completed rosters are entered into our roster database, so fidelity to the original format must be maintained. Based on the areas that were missing or incomplete in 2022, causing rosters to be rejected, CBH reminds providers:

- The CBH provider number must be listed for each line for each individual on the roster (this five-digit or six-digit provider number can be found on the Schedule A for each program).
- The license count page must be complete.
- Hours worked (the projected average weekly hours an individual is expected to work) along with caseload must be provided for all staff, physicians and Certified Registered Nurse Practitioners (CRNPs). These must be expressed in real numbers, not in letters or data ranges (e.g. “prn”, “30-35”).

The 2023 roster template [can be found here](#). The completed roster should be submitted by email to cbh.compliancecontact@phila.gov.

Please direct any questions about this Notice to cbh.compliancecontact@phila.gov