



CABINET FOR HEALTH
AND FAMILY SERVICES

CMHC Department Periodic Reports Process

Department for Behavioral Health, Developmental and Intellectual Disabilities

FY 2027

Department Periodic Reports

Department Periodic Reports (DPR) are required throughout the fiscal year from the Commonwealth of Kentucky's 14 Community Mental Health Centers (CMHCs) to report how allocated funds/services disclosed at Plan and Budget have been utilized.

The reports consist of DBHDID forms that are submitted through the Central Login web-based application.

Current DPR information documents and forms can be accessed from the [DPR Information](#) page of the DBHDID website.

DPR Master List

Each regional CMHC has specific reporting requirements.

The Master List identifies the CMHC's required reports (forms) for the fiscal year. It is a detailed listing of each form due by division, the due dates, the date a form was submitted, and the date the form was approved.

The two versions of the Master List are the following:

Department Periodic Reports, Master List

Department Periodic Reports, Master List with Due Dates

DPR Master List Instructions

PLEASE NOTE: Since Central Login has recently been upgraded, the URL has changed. [Central Login Portal](#) is the new link to the Log In screen.

STEP 1: Log in to Central Login using your assigned username and password. Once logged in, the **Home** screen will list the user's **Roles**.

STEP 2: Scroll to the section labeled **DSRC** and select the **REPORTS and UPLOAD** role for your region.

DPR Master List Instructions (part 2)

STEP 3: Scroll to the center of the screen to find the **View Reports** section.

Under **Reports** select **View Files**.

Once selected, scroll to find the 2027 versions of the DPR Master List Reports.

View Reports
Select a report from the dropdowns below.

BLOCK GRANTS AND OTHER PERFORMANCE INDICATORS	CMHC CONTRACT COMPLIANCE REPORTS	CSU/BPRS REPORTS
View 46 Files	View 16 Files	View 3 Files

REPORTS (highlighted with a green circle)

REPORTS (ALL REGIONS)	
View 80 Files	View 11 Files

DPR Master List Instructions (part 3)

STEP 4: Once the 2027 report is selected, the report will be generated in the software program, *SSRS Reports*. The report can now be saved and/or printed.

When the report is generated, the screen will appear as shown.

Document Map

- DPR_Master_List_byDivReg
- AFM
- BH
- ID
- SA

Department Reports for Administration & Financial Mgmt. for Region

Report ID: DPR_Master_List_byDivReg_ Description: Department Periodic Reports, Master List

Region	Program	Service	Form									
01	Administration and Financial Management	Fiscal	012-Financial Statement									
Send Form / Report to:		Larry Hacker	Email: larryr.hacker@ky.gov									
	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Due:	2025-08-31	2025-09-30	2025-10-31	2025-11-30	2025-12-31	2026-01-31	2026-02-28	2026-03-31	2026-04-30	2026-05-31	2026-06-30	2026-07-31
Received:	2025-08-25	2025-10-28	2025-10-21	2025-11-21	2025-12-30	2026-01-19	2026-02-26	2026-03-31	2026-04-17	2026-05-27	2026-06-22	
Approved:	2025-10-28	2025-10-29	2025-10-29	2025-12-17	2026-01-07	2026-02-12	2026-03-05	2026-04-08	2026-05-06	2026-06-23	2026-06-23	
01	Administration and Financial Management	Fiscal	013-A-133 Audit Report									
Send Form / Report to:		Larry Hacker	Email: larryr.hacker@ky.gov									
	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Due:					2025-12-31							
Received:												
Approved:												

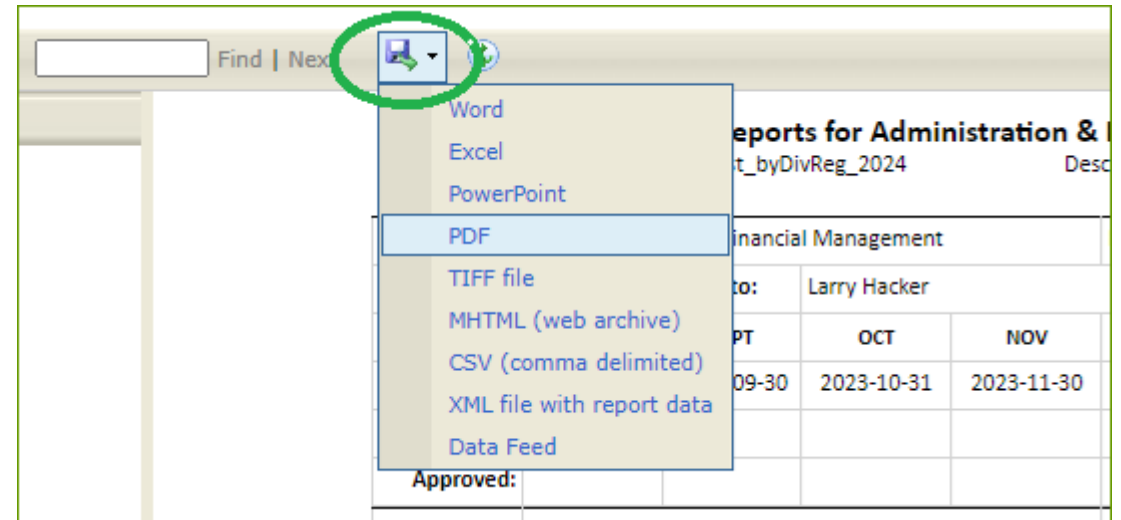
DPR Master List Instructions (part 4)

STEP 4 (cont.): Select the **EXPORT** Dropdown Menu at the top of the page.

Select the preferred file format.

The report will download and can be saved and/or printed.

NOTE: The staff member listed as the recipient on the report is the contact person for questions related to the associated form number.



DPR Forms Library

- By utilizing the DPR Master List, the required forms can be downloaded by selecting [Forms Library DPR](#) from the [Department Periodic Reports](#) page of the DBHDID website.
- Depending on the internet browser used, the file will download automatically or there will be a prompt to download.
- **Please be sure to download the version of the form from the [DPR Forms Library](#) page, as it will be the most recent version.** Changes could have been made to forms since the Plan and Budget process.
- If you find functionality issues with a form, please contact Tracey Mulder at Tracey.Mulder@ky.gov.

DPR Submission Process

PLEASE NOTE: Since Central Login has recently been upgraded, the URL has changed. [Central Login Portal](#) is the new link to the Log In screen.

STEP 1: Log in to Central Login using your assigned username and password. Once logged in, the **Home** screen will list the user's **Roles**.

STEP 2: Scroll to the section labeled **DPRBP** and select the **DPR Submission** role for your region.

The **Department Periodic Reports File Submission** page will now be open.

DPR Submission Process (cont.)

- Select the **DIVISION** for which the DPR form is assigned.
- Select the **FORM** number.
- Select the **DUE DATE**.
- Note: for forms 101 and 102, the **Service** must also be selected.
- Choose the **File** to be uploaded.
- Select the **Submit** button.
- To return to the Home page, select **Access Page** from the top left menu.

The screenshot shows a web form titled "Department Periodic Reports File Submission". At the top, there are navigation links: "Change Role", "Access Page", "Upload File", and "Technical Support". The main heading is "Upload File". Below this, instructions state: "Please select division, form, program, service, browse to the file you are going to submit and click Submit." A note follows: "When a form is selected, a dropdown list with due date information will appear for most of the forms with multiple due dates. There is no dropdown list if a form only has one due date, such as 013, 014, 015, 016, 175." The form includes the following fields: "User: Tracey Mulder", "Region:" (with a dropdown menu), "Select Division:" (dropdown menu showing "Behavioral Health Services"), "Select Form:" (dropdown menu showing "101-Project Budget and Financial Report"), "Select Service:" (dropdown menu showing "Select"), and "Select a due date:" (dropdown menu). Below these is a "Browse file to submit:" section with a "Choose File" button and a "No file chosen" status. At the bottom right is a "Submit" button with the text "Please click only once" next to it.

Revised DPR Submissions

- If a revision is necessary to a DPR form that has already been submitted, the revised document can also be uploaded through Central Login.
- The system attaches the submission date to the name of the file.
- If a revised submission is performed on the same date as the original, the new submission will overwrite the original (because its file name will be the same).
- If a revised submission is performed on a date following the original submission date, there is no overwrite of the original and both files are saved (because the files have different file names).

Thank you

If you need assistance with the DPR process or the functionality of a form, please contact Tracey Mulder.

Tracey.Mulder@ky.gov

Phone: 502-782-0153

Department for Behavioral Health, Developmental and Intellectual Disabilities