The DPR Process for

Community Mental Health Centers

FY 2026

TEAM
KENTUCKY®

CABINET FOR HEALTH
AND FAMILY SERVICES

**DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITES**

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 and forms can be accessed from the DPR Information page at http://dbhdid.ky.gov/cmhc/dpr.

DPR Master List

- Each regional CMHC has specific reporting requirements.

- The Master List identifies the CMHC's required reports (forms) for the fiscal year. There are two versions of the Master List.

  - *Department Periodic Reports, Master List*
    - This version is a more detailed listing of all forms that are due for the region, listed by DBHDID division, and includes the following: due date, the date the form was submitted, and the date the form was approved by the assigned DBHDID staff member.

  - *Department Periodic Reports, Master List with Due Dates*
    - This listing contains the due date(s) for each form and the DBHDID staff member assigned as the approver of the form.

DPR Master List (cont.)

Directions: DPR Master List

STEP 1 Access Central Login at https://login.dbhdid.ky.gov/Secure/Login.aspx using the assigned username and chosen password.

Once logged in, the Central Access menu (Access Page) will appear with the user's assigned Role(s).

STEP 2

Select **Reports and Upload – Region (#)**.

STEP 3

- Select the preferred Master List from the **Reports** drop-down menu.

- The report will generate automatically and open in the software program, *SSRS Reports*.

- The report can now be saved and/or printed for reference.

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

STEP 4

- 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.

The staff member listed as the recipient is the contact person for questions related to the form.

Department Periodic Reports, 2025 Master List

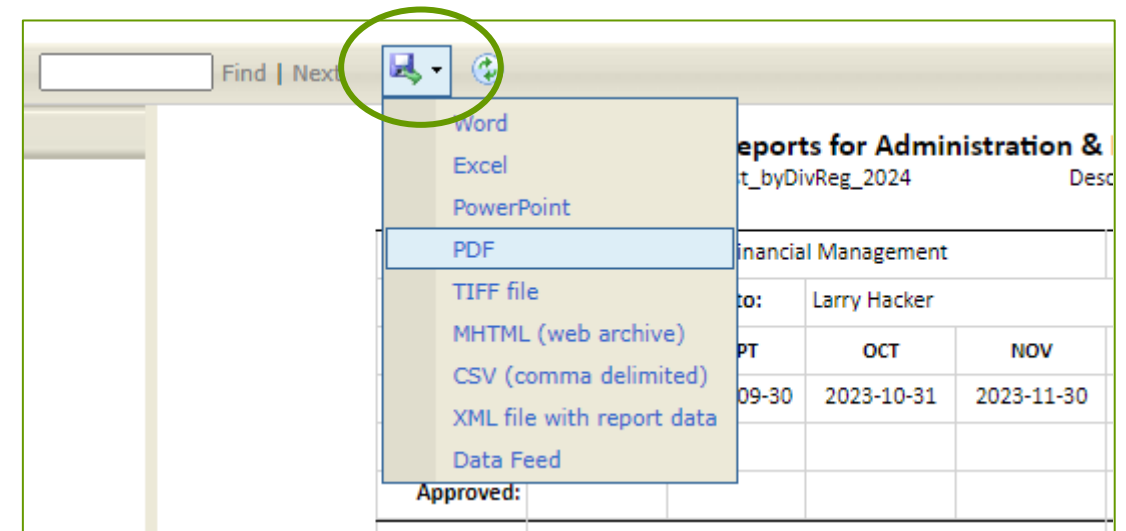**Department Reports for Administration & Financial Mgmt.**
Report ID: DPR_Master_List_byDivReg_2025   Description: Department Periodic Reports, 2025 Master List   9/23/2024 8:12:07 PM

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:	2024-08-31	2024-09-30	2024-10-31	2024-11-30	2024-12-31	2025-01-31	2025-02-28	2025-03-31	2025-04-30	2025-05-31	2025-06-30	2025-07-31
Received:		2024-09-20										
Approved:												

Department Periodic Reports, 2025 Master List with Due Dates

Department Periodic Reports for Administration & Financial Mgmt
Report ID: DPR_Master_List_withDueDates_2025   Description: Department Periodic Reports, 2025 Master List with Due Dates   9/23/2024 8:17:04 PM

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:	8/31/2024	9/30/2024	10/31/2024	11/30/2024	12/31/2024	1/31/2025	2/28/2025	3/31/2025	4/30/2025	5/31/2025	6/30/2025	7/31/2025

Forms Library

- By utilizing the DPR Master List, the required forms for the region can be downloaded.

- All FY 2025 forms in the Forms Library under the General Information section of the DPR Information page at http://dbhdid.ky.gov/cmhc/dpr.

- Depending on the internet browser used, the file will download automatically or there will be a prompt to download.

- If you find functionality issues with a form, please contact Tracey Mulder at Tracey.Mulder@ky.gov.

General Information

Department Periodic Reports Processing Instructions

CMHC Data Implementation Guide (includes Data Dictionary)

General Information – FY 2025

Fidelity Measurement Tools

Forms Library

Outcome Information System Requirements

Performance Indicator Implementation Guide

Sliding Fee Scale

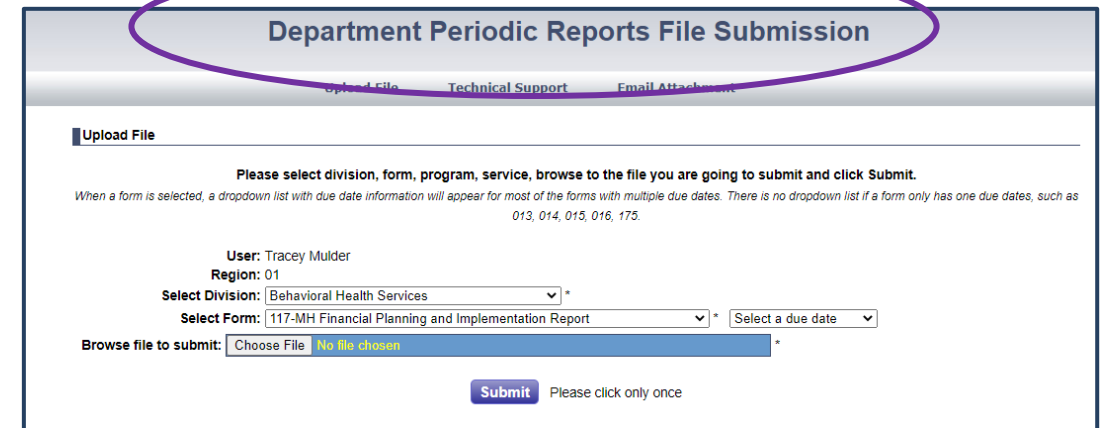Vision, Mission and Values Statement

FY 2025 Forms

- Each form includes a Reporting Information section at the top.
  - Include the information of the person who completed the report as the submitter.

- Be sure to download the version of the form from the DPR Forms Library, as it contains the most recent version of the FY 2025 forms.
  - Forms *117-MH Financial Planning and Implementation Report* and *160-Substance Use Financial Planning and Implementation Report* have been revised since Plan and Budget and there may be others as well.

- All Excel forms now include an Instructions worksheet/tab. If the form has a corresponding instructions document, it is embedded on this worksheet for referral.

- For directions on how to freeze the column headings of Forms 117 and 160, see their corresponding Instructions, Forms 117A and 160A.

DPR Submission Process

Completed DPR forms must be submitted to DBHDID for approval through the Central Login application.

Directions: DPR Submission

- Log into the Central Login application.

- Once logged in, select DPR Submission – Region #.

- The Department Periodic Reports File Submission page will now be open.
  - Verify the title of the page before uploading. This should <u>not</u> be the <u>DBHDID Annual Plan and Budget Submission</u> page.

DPR Submission Process (cont.)

- Select the **Division** for which the DPR form is assigned.

- Select the **Form** to be submitted from the drop-down list.

- <u>Note:</u> For **Forms 101** and **102**, the **Service** must also be selected.

- Choose the **File** to be uploaded.

- Press the **Submit** button.

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)*.

DBHDID Contact Information

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

Tracey.Mulder@ky.gov

Desk Phone: 502-782-0153

Thank you!