



The DPR Process for Community Mental Health Centers

FY 2026



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

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 DBHID 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://dbhid.ky.gov/cmhc/dpr>.

DPR Master List

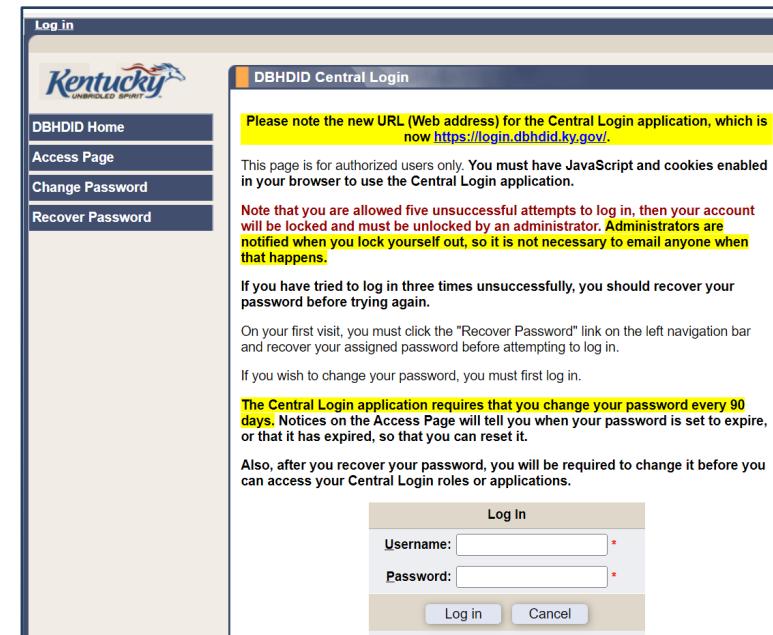
- Each regional CMHC has specific reporting requirements.
- The Master List identifies the CMHC's required reports (forms) for the fiscal year. There are two versions of the Master List.
 - *Department Periodic Reports, Master List*
 - This version is a more detailed listing of all forms that are due for the region, listed by DBHID division, and includes the following: due date, the date the form was submitted, and the date the form was approved by the assigned DBHID staff member.
 - *Department Periodic Reports, Master List with Due Dates*
 - This listing contains the due date(s) for each form and the DBHID 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)**.



Please note the new URL (Web address) for the Central Login application, which is now <https://login.dbhdid.ky.gov/>.

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. Administrators are notified when you lock yourself out, so it is not necessary to email anyone when that happens.

If you have tried to log in three times unsuccessfully, you should recover your password before trying again.

On your first visit, you must click the "Recover Password" link on the left navigation bar and recover your assigned password before attempting to log in.

If you wish to change your password, you must first log in.

The Central Login application requires that you change your password every 90 days. Notices on the Access Page will tell you when your password is set to expire, or that it has expired, so that you can reset it.

Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

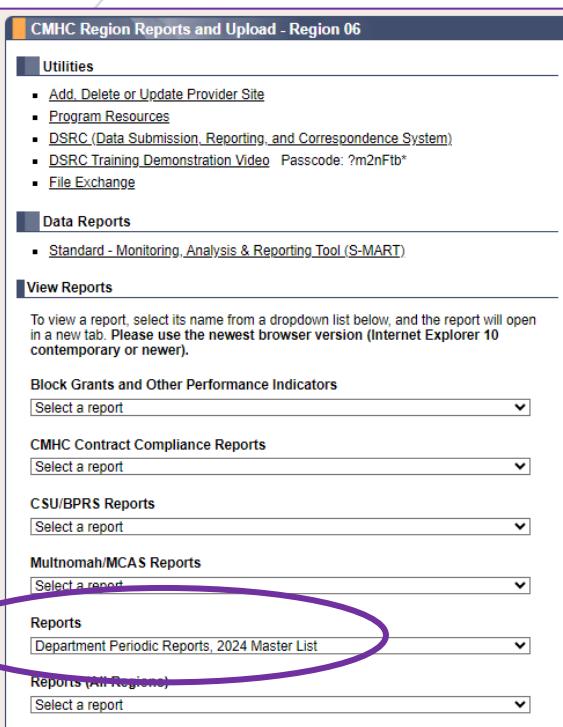
Username: *

Password: *

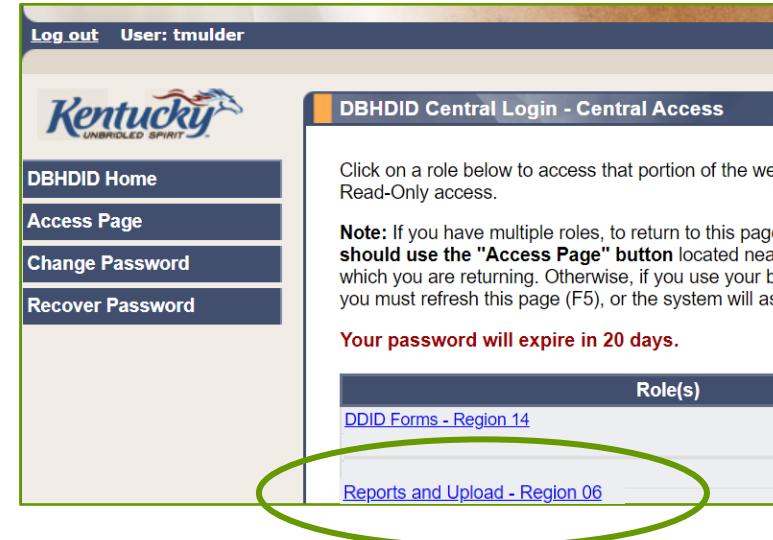
Log In Cancel

STEP 2

Select Reports and Upload – Region (#).



The screenshot shows the 'CMHC Region Reports and Upload - Region 06' interface. It includes a sidebar with 'Utilities' (Add/Delete or Update Provider Site, Program Resources, DSRC, DSRC Training, File Exchange), 'Data Reports' (Standard - Monitoring, Analysis & Reporting Tool (S-MART)), and 'View Reports'. The 'View Reports' section contains dropdown menus for 'Block Grants and Other Performance Indicators', 'CMHC Contract Compliance Reports', 'CSU/BPRS Reports', 'Multnomah/MCAS Reports', and 'Reports'. The 'Reports' dropdown is circled in purple and contains options: 'Department Periodic Reports, 2024 Master List' and 'Reports (All Regions)'. The 'Reports (All Regions)' option is also circled in purple.

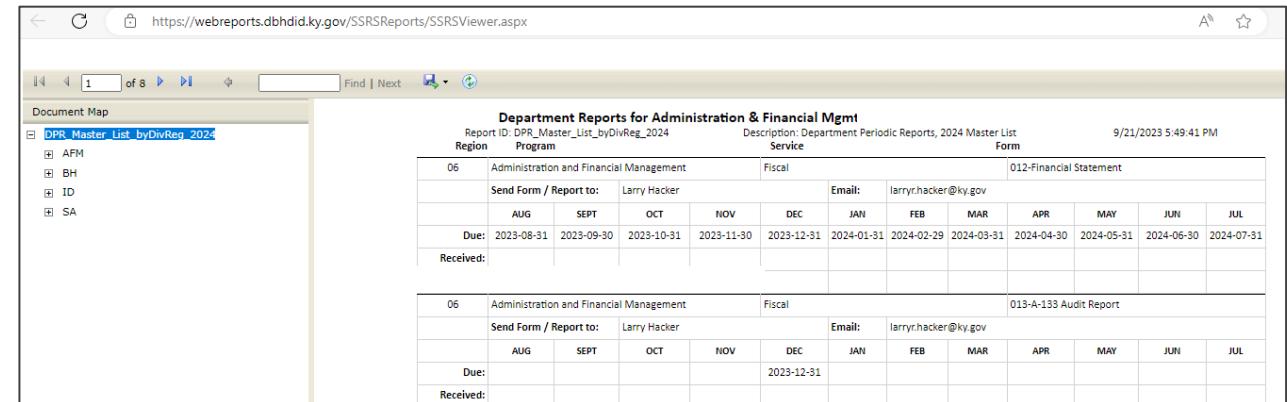


The screenshot shows the 'DBHID Central Login - Central Access' interface. It features a Kentucky state logo and links for 'Log out', 'User: tmulder', 'DBHID Home', 'Access Page', 'Change Password', and 'Recover Password'. A note states: 'Click on a role below to access that portion of the web. Read-Only access.' A note also says: 'Note: If you have multiple roles, to return to this page should use the "Access Page" button located near which you are returning. Otherwise, if you use your browser you must refresh this page (F5), or the system will ask you to log in again.' A red note at the bottom right says: 'Your password will expire in 20 days.' A table titled 'Role(s)' lists 'DDID Forms - Region 14' and 'Reports and Upload - Region 06', with the 'Reports and Upload - Region 06' link circled in green.

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.

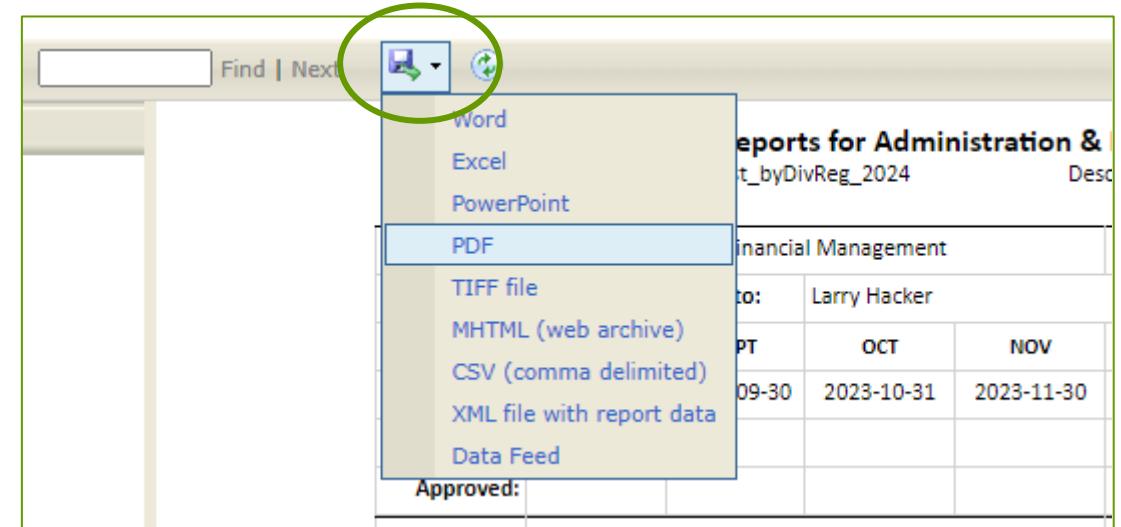
When the report is generated, the screen will appear as shown.



The screenshot shows a web browser window with the URL <https://webreports.dbhdid.ky.gov/SSRSReports/SSRSViewer.aspx>. The page displays a report titled "Department Reports for Administration & Financial Mgmt" with Report ID: DPR_Master_List_byDivReg_2024. The report is for the "06 Administration and Financial Management" program, fiscal year, and service. It includes sections for "Send Form / Report to" (Larry Hacker, email: larryhacker@ky.gov), "Due" dates (2023-08-31, 2023-09-30, 2023-10-31, 2023-11-30, 2024-01-31, 2024-02-29, 2024-03-31, 2024-04-30, 2024-05-31, 2024-06-30, 2024-07-31), and "Received" dates. There are two tables listed: "012-Financial Statement" and "013-A-133 Audit Report".

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 screenshot shows the same report page with the "EXPORT" dropdown menu open. The "PDF" option is highlighted and selected. Other options in the menu include Word, Excel, PowerPoint, TIFF file, MHTML (web archive), CSV (comma delimited), XML file with report data, and Data Feed. The "Approved:" field at the bottom is also visible.

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. | | | | | | | | | | | | | |
|---|---|------------|------------|------------|------------|------------|------------|----------------------|------------|------------|-------------------------|------------|--|
| 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 | | | | | | | | | | | | | |
|---|---|-----------|------------|------------|------------|-----------|-----------|----------------------|-----------|-----------|-------------------------|-----------|--|
| 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

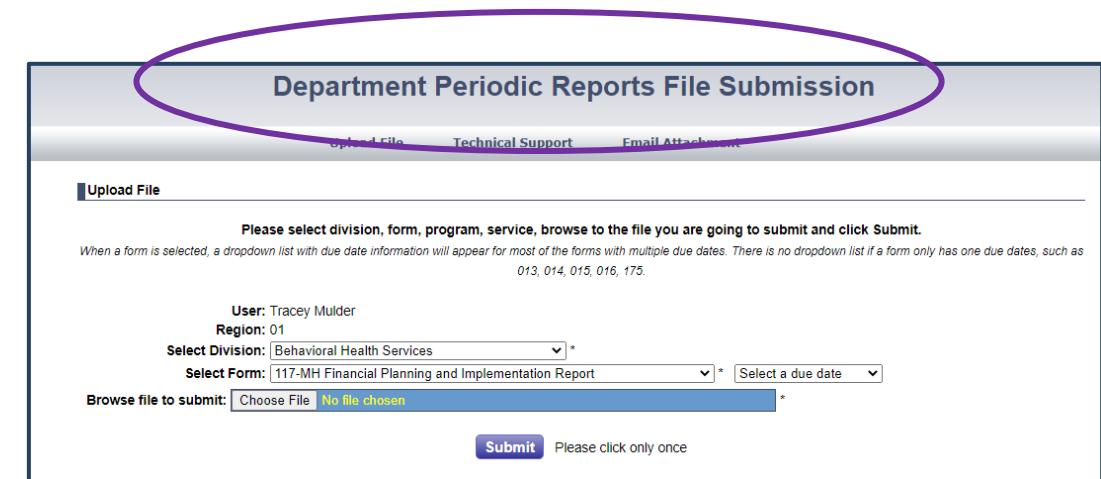
- Each form includes a [Reporting Information](#) section at the top.
 - Include the information of the person who [completed](#) the report as the [submitter](#).
- Be sure to download the version of the form from the [DPR Forms Library](#), as it contains the [most recent version](#) of the FY 2025 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 DBHID 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 not be the DBHID Annual Plan and Budget Submission page.



The screenshot shows a web-based application for DPR submission. At the top, a purple oval highlights the title "Department Periodic Reports File Submission". Below the title, there are tabs for "Upload File", "Technical Support", and "Email Attachments". The main form area has a "User" field set to "Tracey Mulder" and a "Region" field set to "01". It includes dropdown menus for "Select Division" (set to "Behavioral Health Services") and "Select Form" (set to "117-MH Financial Planning and Implementation Report"). A "Select a due date" dropdown is also present. A "Browse file to submit" button is shown with the message "Choose File No file chosen". At the bottom right is a "Submit" button with the instruction "Please click only once".

DPR Submission Process (cont.)

Access Page Upload File Technical Support

Upload File

Please select division, form, program, service, browse to the file you are going to submit and click Submit.

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 dates, such as 013, 014, 015, 016, 175.

User: Tracey Mulder
Region: 01

Select Division: Substance Abuse *

Select Form: 101-Project Budget and Financial Report * Q1

Select Service: Youth Treatment Coordinator *

Browse file to submit: Choose File No file chosen *

Submit Please click only once

- Select the **Division** for which the DPR form is assigned.
- Select the **Form** to be submitted from the drop-down list.
- Note: 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!