

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 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)**.

Log in

Kentucky
UNBROKEN SPIRIT

DBHID Home
Access Page
Change Password
Recover Password

DBHID Central Login

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

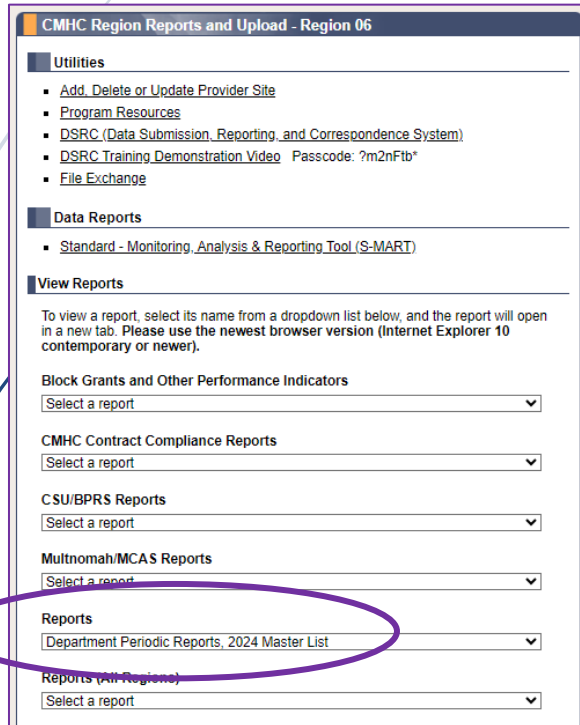
Username:

Password:

Log in Cancel

STEP 2

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



CMHC Region Reports and Upload - Region 06

Utilities

- [Add, Delete or Update Provider Site](#)
- [Program Resources](#)
- [DSRC \(Data Submission, Reporting, and Correspondence System\)](#)
- [DSRC Training Demonstration Video](#) Passcode: ?m2nFtb*
- [File Exchange](#)

Data Reports

- [Standard - Monitoring, Analysis & Reporting Tool \(S-MART\)](#)

View Reports

To view a report, select its name from a dropdown list below, and the report will open in a new tab. Please use the newest browser version (Internet Explorer 10 contemporary or newer).

Block Grants and Other Performance Indicators
Select a report ▼

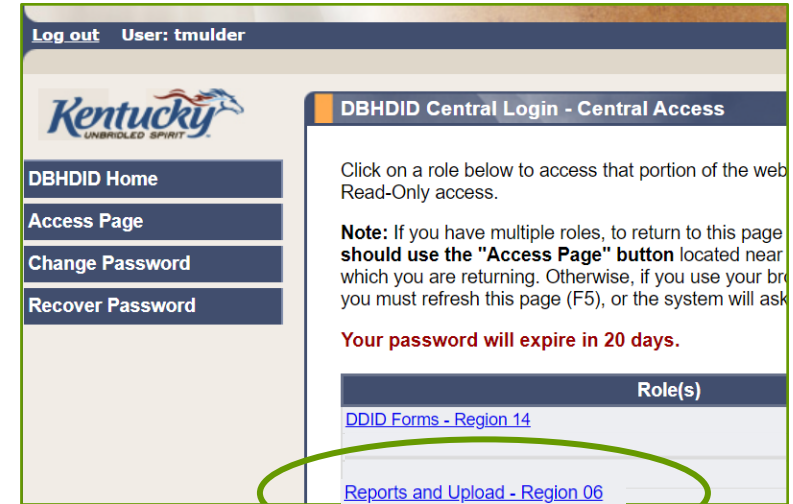
CMHC Contract Compliance Reports
Select a report ▼

CSU/BPRS Reports
Select a report ▼

Multnomah/MCAS Reports
Select a report ▼

Reports
Department Periodic Reports, 2024 Master List ▼

Reports (All Regions)
Select a report ▼



Log out User: tmulder

Kentucky
UNBROKEN SPIRIT

DBHDID Home

Access Page

Change Password

Recover Password

Click on a role below to access that portion of the web Read-Only access.

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

Your password will expire in 20 days.

Role(s)

[DDID Forms - Region 14](#)

[Reports and Upload - Region 06](#)

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.

Document Map

- DPB_Master_List_byDivReg_2024
 - AFM
 - BH
 - ID
 - SA

Department Reports for Administration & Financial Mgmt

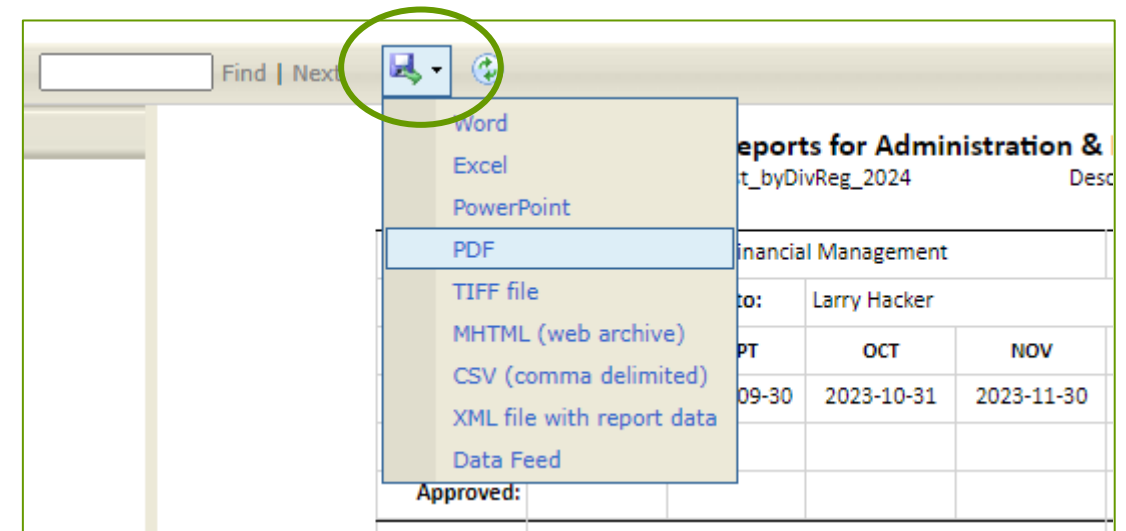
Report ID: DPR_Master_List_byDivReg_2024 Description: Department Periodic Reports, 2024 Master List Form 9/21/2023 5:49:41 PM

Region	Program	Service	Form
06	Administration and Financial Management	Fiscal	012-Financial Statement
Send Form / Report to: Larry Hacker Email: larry.hacker@ky.gov			
	AUG	SEPT	OCT
Due:	2023-08-31	2023-09-30	2023-10-31
Received:			

Region	Program	Service	Form
06	Administration and Financial Management	Fiscal	013-A-133 Audit Report
Send Form / Report to: Larry Hacker Email: larry.hacker@ky.gov			
	AUG	SEPT	OCT
Due:			2023-12-31
Received:			

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

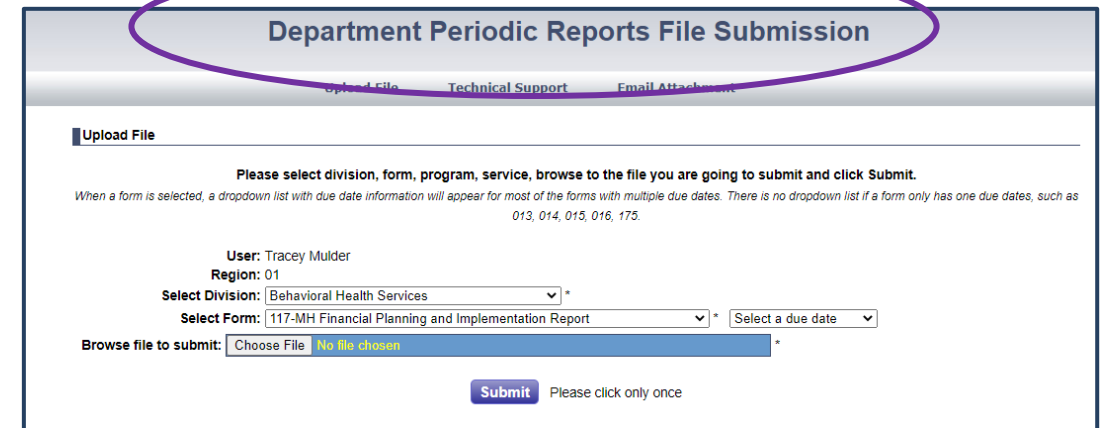
- Each form includes a [Reporting Information](#) section at the top.
 - Include the information of the person who [completed](#) the report as the [submitter](#).
- Be sure to download the version of the form from the [DPR Forms Library](#), as it contains the **most recent version** of the FY 2025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



The screenshot shows a web application interface for submitting DPR forms. The title bar at the top is labeled "Department Periodic Reports File Submission" and is circled in purple. Below the title bar, there are three tabs: "Upload File", "Technical Support", and "Email Attachment". The "Upload File" tab is selected. The main content area has a heading "Upload File" and a subheading "Please select division, form, program, service, browse to the file you are going to submit and click Submit." Below this, there is a note: "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." The form fields include: "User: Tracey Mulder", "Region: 01", "Select Division: Behavioral Health Services", "Select Form: 117-MH Financial Planning and Implementation Report", and "Select a due date". Below these fields is a "Browse file to submit:" section with a "Choose File" button and a "No file chosen" label. A "Submit" button is located at the bottom right of the form area.

DPR Submission Process (cont.)

The screenshot shows a web form titled "Upload File" with a header bar containing "Access Page", "Upload File", and "Technical Support". The form content includes instructions to select division, form, program, service, and browse a file. It displays user information (Tracey Mulder, Region: 01) and four dropdown menus: "Select Division" (Substance Abuse), "Select Form" (101-Project Budget and Financial Report), "Select Service" (Youth Treatment Coordinator), and a date dropdown (Q1). A file upload section shows "Browse file to submit:" with a "Choose File" button and "No file chosen" text. A "Submit" button is at the bottom right with the text "Please click only once". Annotations include a green oval around "Substance Abuse", a blue star and oval around "101-Project Budget and Financial Report", a blue oval around "Youth Treatment Coordinator", a red oval around the "Choose File" button, and a purple oval around the "Submit" button.

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!