

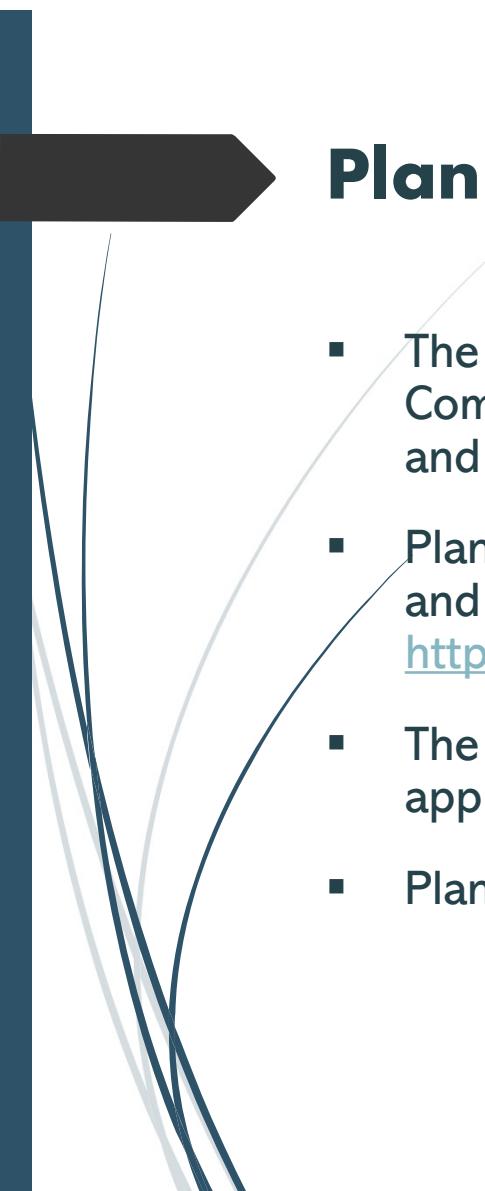


The Plan and Budget Process for Community Mental Health Centers

FY 2026



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



Plan and Budget

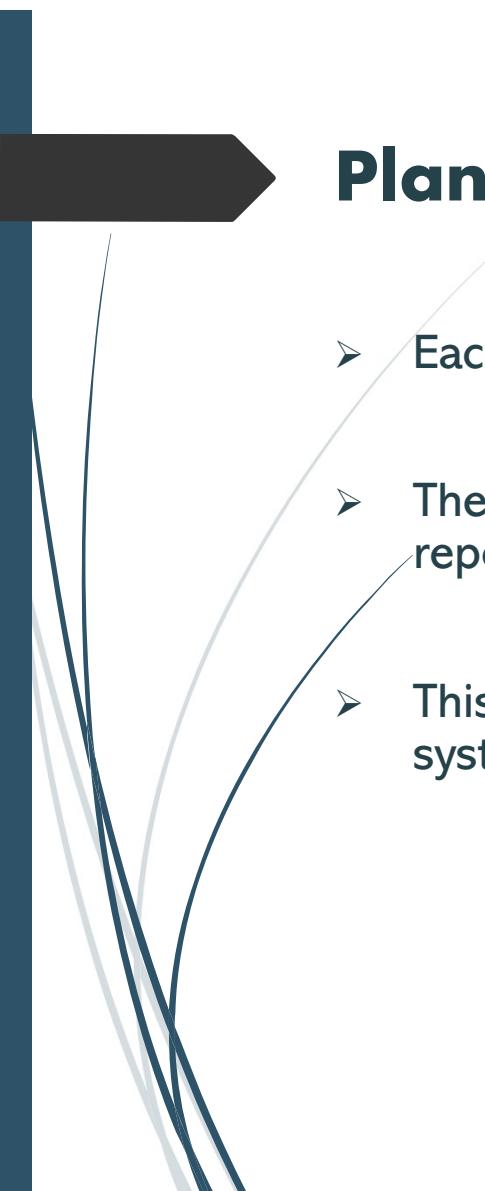
- The Plan and Budget (P&B) process is the time allotted for regional Community Mental Health Centers (CMHCs) to disclose services rendered, and to budget and plan for the utilization of allocated funds.
- Plan and Budget information and current forms can be accessed on the Plan and Budget Information page at <http://dbhdid.ky.gov/cmhc/plan-and-budget>.
- The Plan and Budget report submission process uses a web-based application through the DBHDID Central Login system.
- Plan and Budget report submissions for FY 2026 are due May 23, 2025.

Plan and Budget Information– FY 2026

All Plan and Budget information for FY 2026 can be accessed from the Plan and Budget Information page of the DBHID website.

<https://dbhid.ky.gov/cmhc/plan-and-budget>

The screenshot shows the Kentucky Cabinet for Health and Family Services website. The main navigation bar includes links for CHFS Home, Departments/Agencies, and Community Mental Health Centers. The 'Community Mental Health Centers' section is highlighted. It features a sub-navigation menu with 'Plan and Budget Information – FY 2023' as the active item, followed by 'General Information', 'Instructions and Objectives', and 'Contact Information'. The 'General Information' section contains links to various DBHID Data Implementation Guides, a Crisis Lines by County page, and a Suicide Prevention Hotline. The 'Instructions and Objectives' section links to Emergency Services Instructions and Objectives and the DDID Crisis Service Manual. The 'Contact Information' section provides the department's address, phone number, fax number, and operating hours. The 'Related Links' sidebar includes links to the Calendar of Events, Provider Directory, Center Locations, Contact Info by County, Contract Reference Documents, Data Reports, Data Set Information, Department Periodic Reports, Quality Management and Outcomes Team, and KRS Chapter 210.



Plan and Budget Reports Listing

- Each regional CMHC has specific reporting requirements.
- The *Plan and Budget Reports Listing* identifies the CMHC's required reports (forms) for the Plan and Budget reporting period.
- This listing can be generated through the DBHID Central Login system.

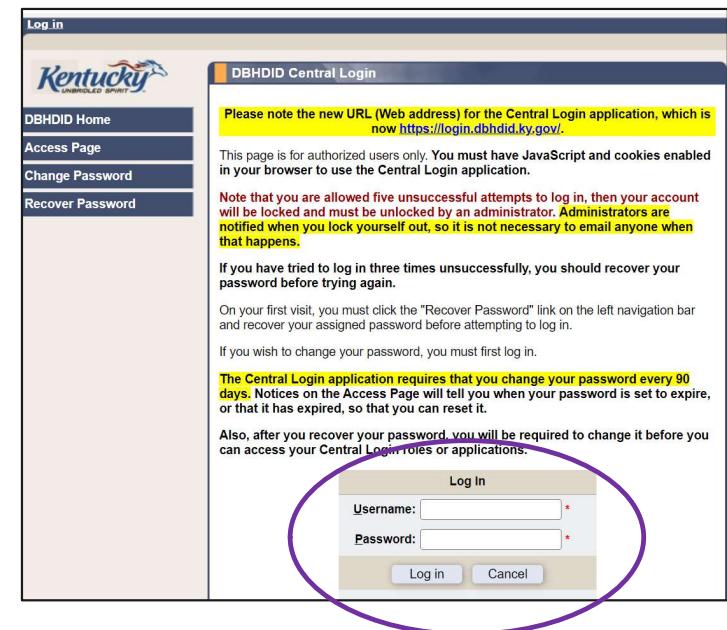
Plan and Budget Reports Listing (cont.)

Directions

STEP 1

Access the DBHDID Central Login system at <https://login.dbhdid.ky.gov/Secure/Login.aspx> using the assigned **username** and chosen **password**.

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



Log in

DBHDID 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 (#).

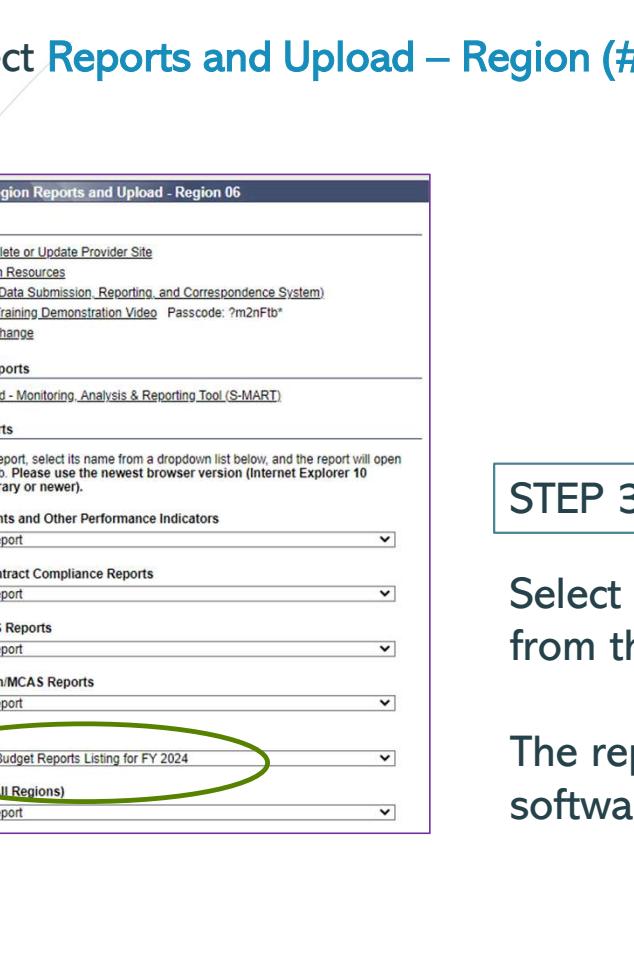


CMHC Region Reports and Upload - Region 06

- 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 or 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**
 - Plan and Budget Reports Listing for FY 2024** (This item is circled in green)
 - Reports (All Regions)
Select a report



DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

Log out User: tmulder

Kentucky
UNBRIDLED SPIRIT

DBHDID Central Login - Central Access

Click on a role below to access that portion of the website. Note that "(RO) Read-Only access."

Note: If you have multiple roles, to return to this page and access another should use the "Access Page" button located near the top right of the page which you are returning. Otherwise, if you use your browser's Back button you must refresh this page (F5), or the system will ask you to log in again.

Your password will expire in 20 days.

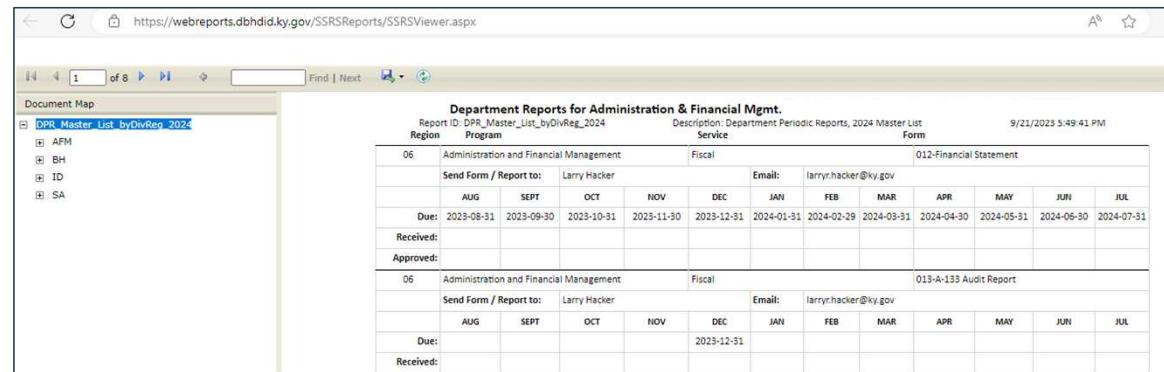
Role(s)
DDID Forms - Region 14
Plan and Budget Upload - Region 06
Reports and Upload - Region 06

STEP 3

Select **Plan and Budget Reports Listing** for FY 2026 from the **Reports** drop-down menu.

The report will be generated and open in the software program, ***SSRS Reports***.

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



Document Map

DPR_Master_List_byDivReg_2024

- AFM
- BH
- ID
- SA

Department Reports for Administration & Financial Mgmt.

Report ID: DPR_Master_List_byDivReg_2024

Region: Program

Description: Department Periodic Reports, 2024 Master List

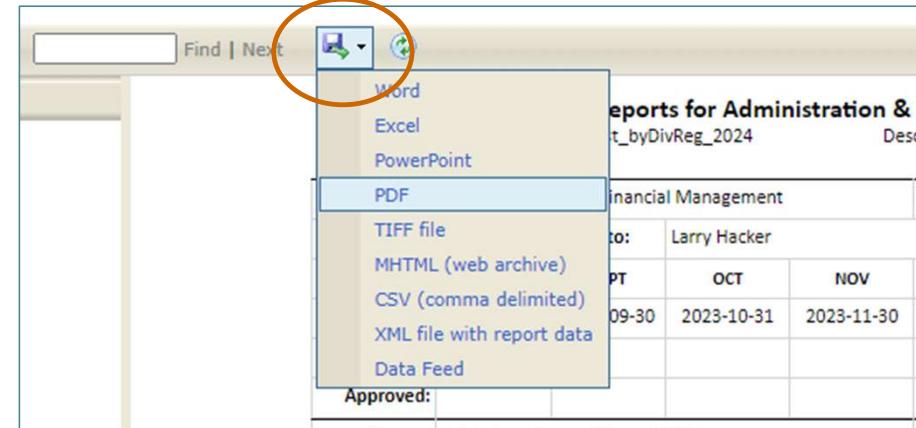
Service: Form

9/21/2023 5:49:41 PM

06	Administration and Financial Management												Fiscal												012-Financial Statement													
Region	Program	Send Form / Report to: Larry Hacker											Email: larry.hacker@ky.gov																									
		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL																									
Due:	06	2023-08-31	2023-09-30	2023-10-31	2023-11-30	2023-12-31	2024-01-31	2024-02-29	2024-03-31	2024-04-30	2024-05-31	2024-06-30	2024-07-31	Received:	Approved:																							
Received:	Approved:	06	Administration and Financial Management												Fiscal												013-A-133 Audit Report											
Approved:	Received:	06	Send Form / Report to: Larry Hacker											Email: larry.hacker@ky.gov																								
Approved:	Received:		AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL																								
Approved:	Received:														2023-12-31																							

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.



Find | Next

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

CSV (comma delimited)

XML file with report data

Data Feed

Approved:

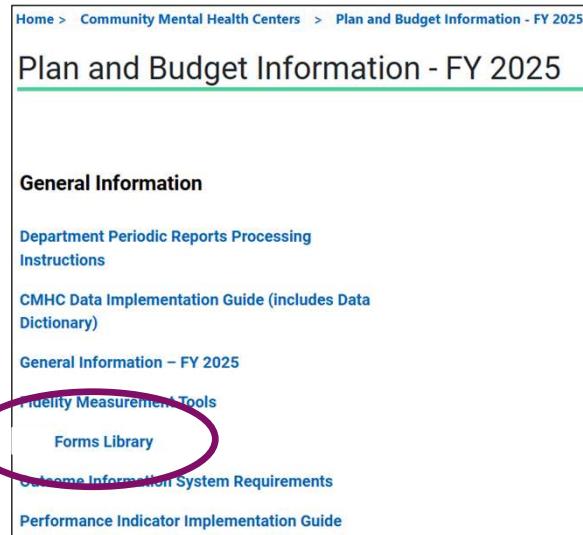


The **staff member** listed as the recipient is the contact person for questions related to the form.

Plan and Budget Reports Listing, FY 2024			
Rpt ID: DPR_PB_List_2024		Date: 4/11/2024 3:21:26 PM	
Div.	Program:	Service:	Form:
AFM	Administration and Financial Management	Fiscal	103-Regional Summary Budget
AFM	Administration and Financial Management	Medications Management	175-Medications Management
BH	Mental Health Services	Adult Mental Health Services	115-Adult System of Care Application
BH	Mental Health Services	Child Mental Health Services	114-Early Childhood Mental Health Narrative
BH	Mental Health Services	Child Mental Health Services	118-Children and Transition Age Youth System of Care Application
BH	Mental Health Services	Emergency Services	132-Crisis Services Application
BH	Mental Health Services	High Fidelity Wraparound	141-IMPACT High Fidelity Wraparound and Flex Funds for TCM

Forms Library

- By utilizing the *Plan and Budget Reports Listing*, the required forms for your region can be downloaded.
- All FY 2026 forms are found by selecting Forms Library under the General Information section of the Plan and Budget Information page.

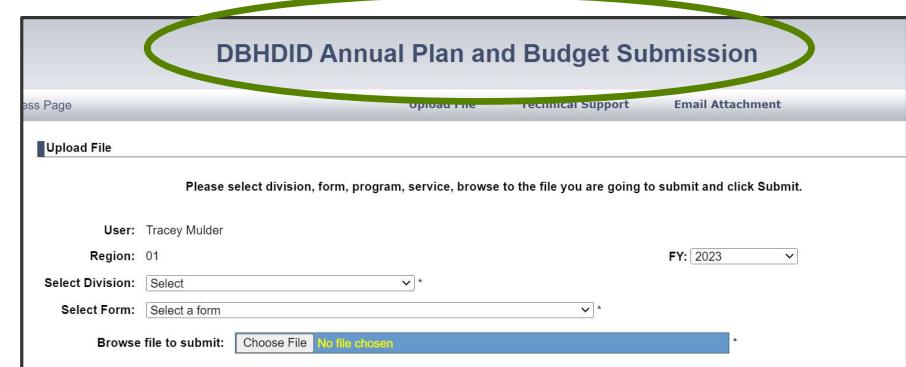


Plan and Budget Submission Process

Completed Plan and Budget forms must be submitted through the DBHID Central Login system for approval.

Directions

- Access the Central Login application at <https://dbhid.ky.gov/Login/Secure/Login.aspx>.
- Once logged in, select Plan and Budget Upload – Region #.
- The **DBHID Annual Plan and Budget Submission** page will now be open.
- Verify that you are on this screen and not the Department Periodic Reports File Submission page before uploading.



The screenshot shows a web page titled "DBHID Annual Plan and Budget Submission". The page has a header with links for "Logout Page", "Upload File", "Technical Support", and "Email Attachment". Below the header is a section titled "Upload File" with the instruction "Please select division, form, program, service, browse to the file you are going to submit and click Submit.". It includes fields for "User" (Tracey Mulder), "Region" (01), "FY" (2023), "Select Division" (a dropdown menu), "Select Form" (a dropdown menu), and a "Browse file to submit" button with a "Choose File" link and a "No file chosen" message.

Plan and Budget Submission Process (cont.)

- Select the **Division** for which the P & B form is assigned.
- The **FY** should default to **2026**.
- Select the **Form** to be submitted.
- Note: For Forms **101** and **102**, the **Service** must also be selected.
- Choose the **File** to be uploaded.
- Press the **Submit** button.

DBHDD Annual Plan and Budget Submission

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.

User: Tracey Mulder

Region: 01

Select Division: Behavioral Health Services

Select Form: 101-Project Budget and Financial Report

Select Service: Transition Age Youth

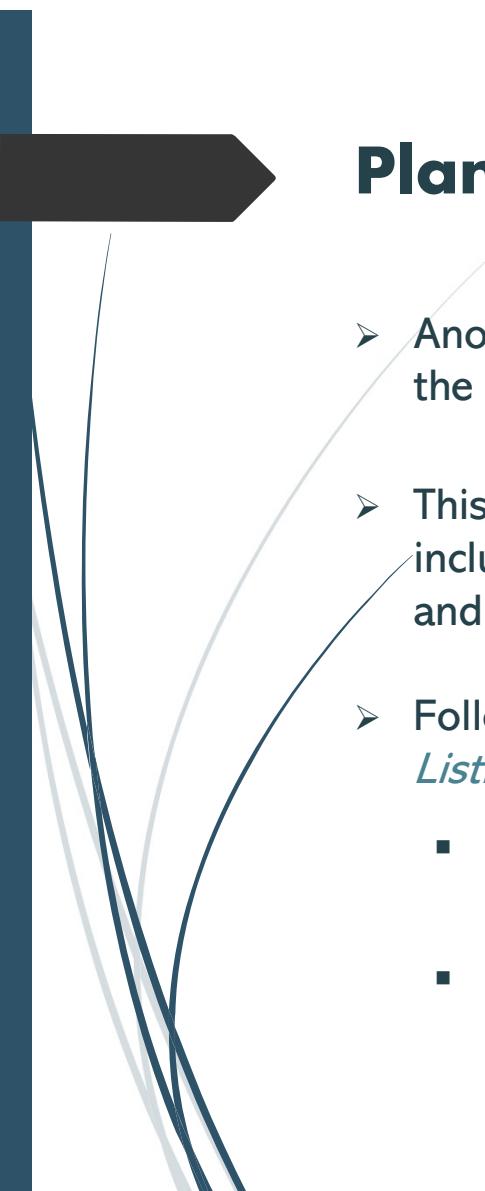
Browse file to submit: Choose File No file chosen

Submit Please click only once



Revised Plan and Budget Submissions

- ▶ If revisions are necessary to a P & B form that has already been submitted, the revised document can 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 names*).



Plan and Budget Reports Due

- Another useful report to utilize during the Plan and Budget process is the *Plan and Budget Reports Due* listing.
- This report provides a more detailed listing of the forms that are due, including the due date, the date(s) of the submission(s) for that form, and the approval date.
- Follow the steps previously provided for the *Plan and Budget Reports Listing*.
 - All steps are the same except select *Plan and Budget Reports Due for FY 2026* instead of *Plan and Budget Reports Listing*.
 - The steps are the same to save and/or print the report.



DBHID Contact Information

- ▶ If you need additional assistance with the Plan and Budget process, please contact Tracey Mulder.
- ▶ Tracey.Mulder@ky.gov
- ▶ Desk Phone: (502) 782-0153

Thank you!