

The Plan and Budget Process for Community Mental Health Centers



FY 2027

TEAM
KENTUCKY[®]

CABINET FOR HEALTH
AND FAMILY SERVICES

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 <https://www.chfs.ky.gov/agencies/dbhdid/Pages/plan-and-budget.aspx>.

PLEASE NOTE: THE URL HAS BEEN UPDATED SINCE FY 2026.

- 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 2027 are due May 25, 2026.



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 DBHDID 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

Kentucky
UNBROKEN SPIRIT

DBHDID Home

Access Page

Change Password

Recover Password

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 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

Reports (All Regions)
Select a report

DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

Log out User: tmulder

Kentucky
UNBRIDLED SPIRIT

DBHDID Home
Access Page
Change Password
Recover Password

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 2027 from the **Reports** drop-down menu.

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

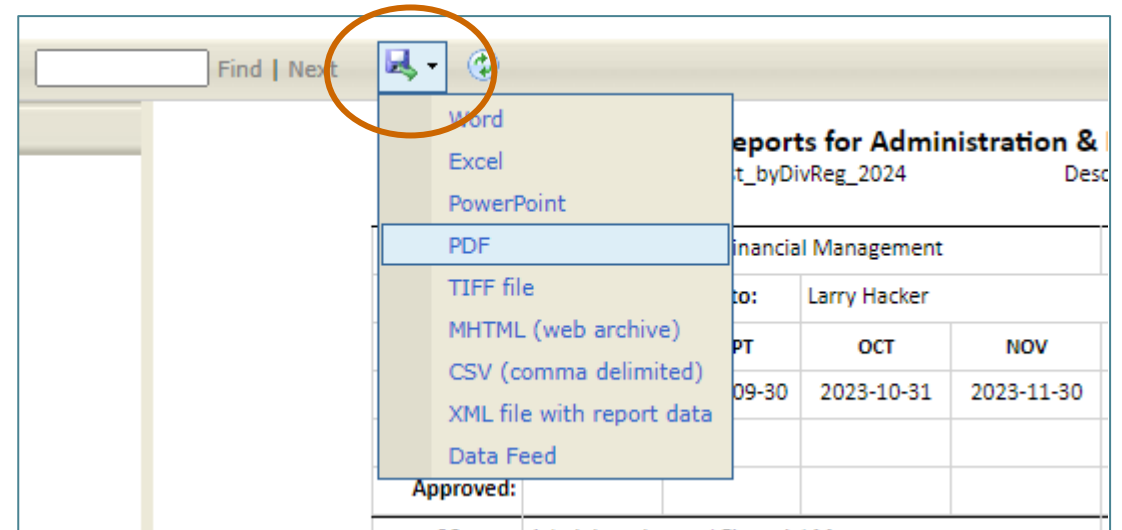
The report can now be saved and/or printed for reference.

The screenshot shows a web browser window with the URL <https://webreports.dbhddid.ky.gov/SSRSReports/SSRSViewer.aspx>. The page title is "Department Reports for Administration & Financial Mgmt.". The report ID is "DPR_Master_List_byDivReg_2024" and the description is "Department Periodic Reports, 2024 Master List Form". The date is 9/21/2023 5:49:41 PM. The report is organized into a table with columns for Region, Program, Service, and Form. The first row shows "06 Administration and Financial Management Fiscal 012-Financial Statement". Below this, there is a "Send Form / Report to:" field with "Larry Hacker" and an "Email:" field with "larryr.hacker@ky.gov". There are also "Due:" and "Received:" fields. The table has columns for months from AUG to JUL. The second row shows "06 Administration and Financial Management Fiscal 013-A-133 Audit Report".

Region	Program	Service	Form
06	Administration and Financial Management	Fiscal	012-Financial Statement
Send Form / Report to: Larry Hacker			
Email: larryr.hacker@ky.gov			
Due: 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:			
06	Administration and Financial Management	Fiscal	013-A-133 Audit Report
Send Form / Report to: Larry Hacker			
Email: larryr.hacker@ky.gov			
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.

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:	Send_to_Name:
AFM Administration and Financial Management	Fiscal	103-Regional Summary Budget	Tracey Mulder
AFM Administration and Financial Management	Medications Management	175-Medications Management	Katie Johnson
BH Mental Health Services	Adult Mental Health Services	115-Adult System of Care Application	Jason Bagley
BH Mental Health Services	Child Mental Health Services	114-Early Childhood Mental Health Narrative	Brittany Barber
BH Mental Health Services	Child Mental Health Services	118-Children and Transition Age Youth System of Care Application	Beth Jordan
BH Mental Health Services	Emergency Services	132-Crisis Services Application	Christie Penn
BH Mental Health Services	High Fidelity Wraparound	141-IMPACT High Fidelity Wraparound and Flex Funds for TCM	Diane Gruen-Kidd



Forms Library

- By utilizing the *Plan and Budget Reports Listing*, the required forms for your region can be downloaded.
- All FY 2027 forms are found by selecting Forms Library – Plan and Budget under the General Information section of the Plan and Budget Information page.
- Direct link to the Forms Library Page:

<https://www.chfs.ky.gov/agencies/dbhdid/Pages/pb-forms.aspx>

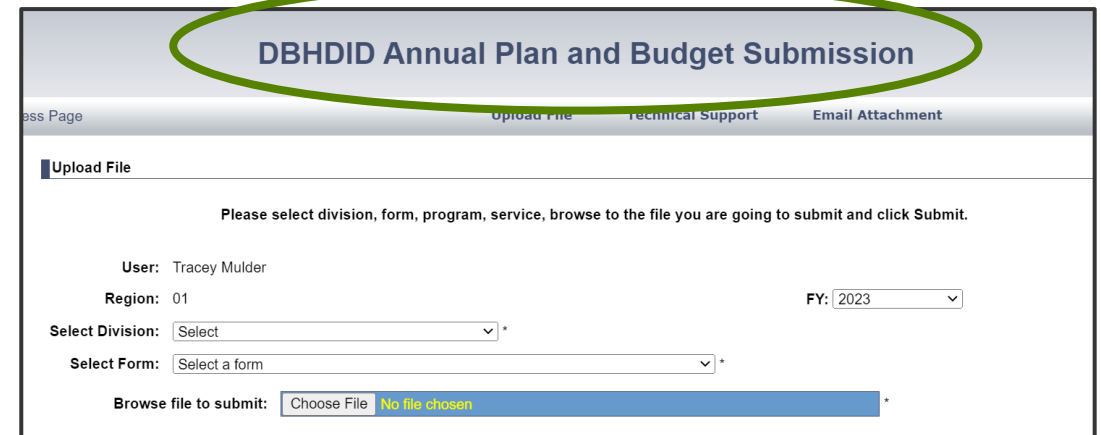
PLEASE NOTE: THE URL HAS BEEN UPDATED SINCE FY 2026.

Plan and Budget Submission Process

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

Directions

- Access the Central Login application at <https://dbhdid.ky.gov/Login/Secure/Login.aspx>.
- Once logged in, select **Plan and Budget Upload – Region #**.
- The **DBHDID 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 displays the 'DBHDID Annual Plan and Budget Submission' web application. The title bar at the top is circled in green. Below the title bar, there are navigation links: 'Home Page', 'Upload File', 'Technical Support', and 'Email Attachment'. The main content area is titled 'Upload File' and contains the following text: 'Please select division, form, program, service, browse to the file you are going to submit and click Submit.' Below this text, the user information is displayed: 'User: Tracey Mulder', 'Region: 01', and 'FY: 2023'. There are two dropdown menus: 'Select Division: Select' and 'Select Form: Select a form'. At the bottom, there is a 'Browse file to submit:' section with a 'Choose File' button and a 'No file chosen' indicator.

Plan and Budget Submission Process (cont.)

- Select the **Division** for which the P & B form is assigned.
- The **FY** should default to **2027**.
- 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.

DBHID 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

FY: 2024

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 2027*](#) instead of *Plan and Budget Reports Listing*.
 - The steps are the same to save and/or print the report.



DBHDID 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!