

The DPR Process for

Community Mental Health Centers

FY 2024



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

Department Periodic Reports

- Department Periodic Reports (DPR) are required throughout the fiscal year from our 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.aspx>.

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 will appear with the user's assigned Role(s).

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

Department Periodic Reports, 2024 Master List

Reports (All Regions)

Select a report

Log out User: tmulder

Kentucky
UNBRIELED SPIRIT

DBHDID Central Login - Central Access

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.

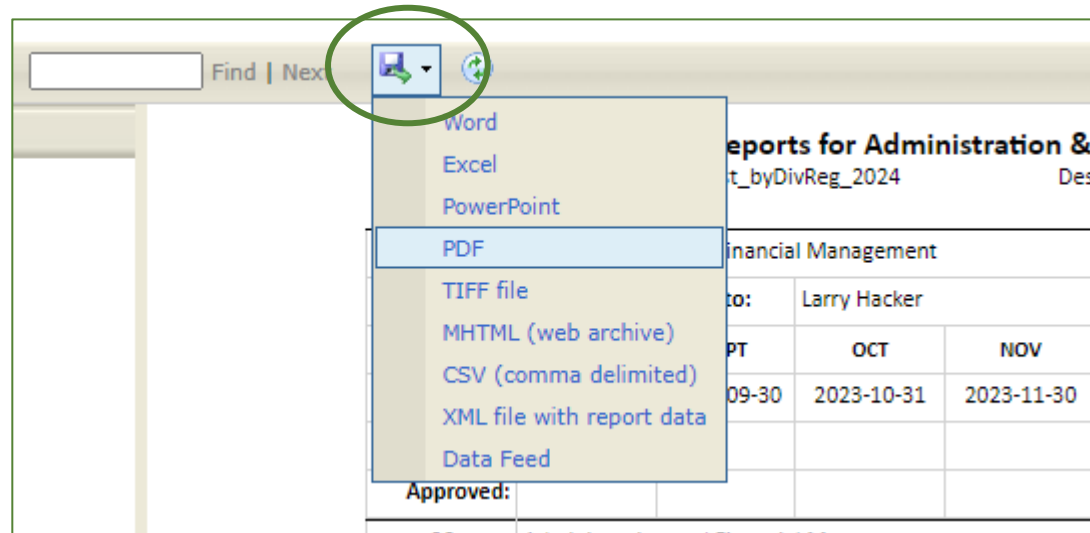
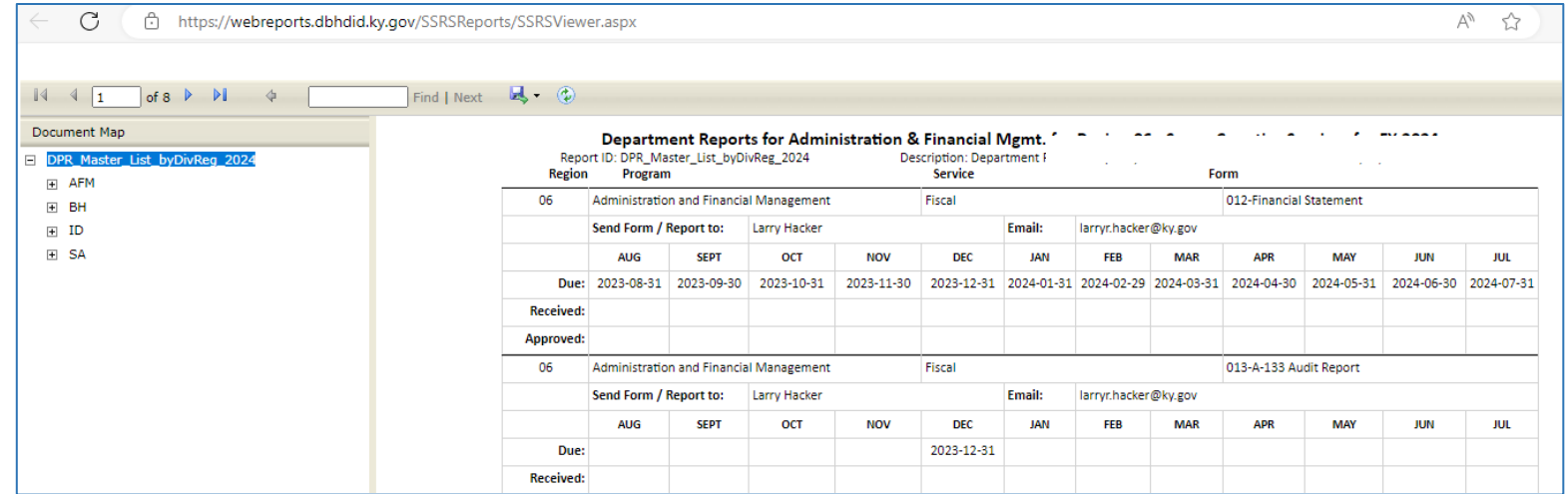
Role(s)

[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 use of SSR Reports is new to FY 2024. The screen will look a little different than in the past.
- The report can now be saved and/or printed for reference.



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.

Department Periodic Reports, 2024 Master List

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

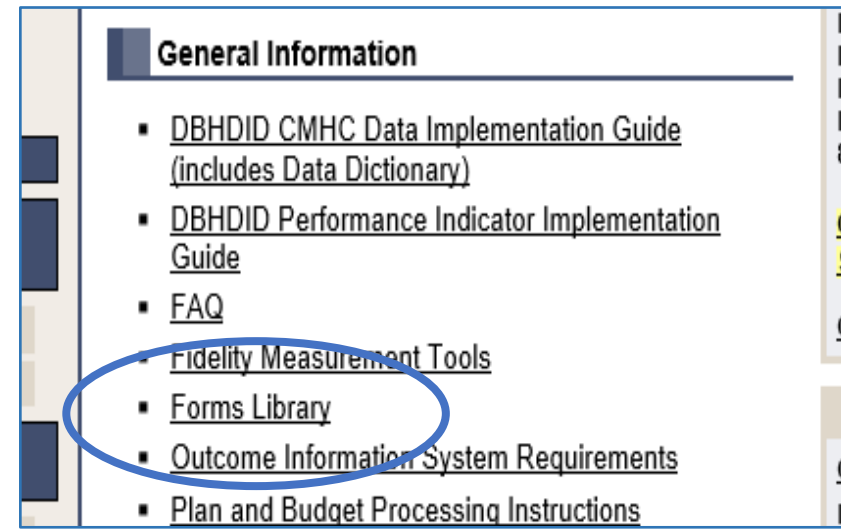
Department Reports for Behavioral Health Services													
Report ID: DPR_Master_List_byDivReg_2024				Description: Department Periodic Reports, 2024 Master List						9/21/2023 5:49:41 PM			
Region	Program	Service						Form					
06	Mental Health Services	Mental Health Services						113D-Crisis Services Planning and Implementation Report					
Send Form / Report to:		Christie Penn				Email:		christie.penn@ky.gov					
	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Due:						2024-01-31						2024-07-31	
Received:													
Approved:													

Department Periodic Reports, 2024 Master List with Due Dates

Department Periodic Reports for Behavioral Health Services													
Report ID: DPR_Master_List_withDueDates_2024				Description: Department Periodic Reports, 2024 Master List with Due Dates						9/21/2023 6:23:59 PM			
Region	Program	Service						Form					
06	Mental Health Services	Mental Health Services						113D-Crisis Services Planning and Implementation Report					
Send Form / Report to:		Christie Penn				Email:		christie.penn@ky.gov					
	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Due:						1/31/2024						7/31/2024	
06	Mental Health Services	Deaf and Hard of Hearing Services						113E-Deaf and Hard of Hearing Services					
Send Form / Report to:		Michelle Niehaus				Email:		michelle.niehaus@ky.gov					

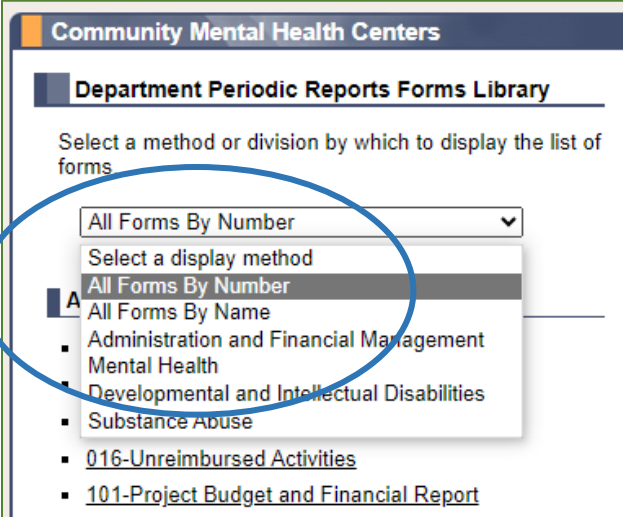
Forms Library

- By utilizing the DPR Master List, the required forms for the region can be downloaded.
- All FY 2024 forms are found by selecting [Forms Library](#) under the [General Information](#) section of the [Department Periodic Reports Information](#) page of the DBHDID website at <http://dbhdid.ky.gov/cmhc/dpr.aspx>.



Forms Library (cont.)

- The [Forms Library](#) defaults to display all forms in order by number. The display method can be changed to an alphabetized list by name, or it can be specified by division.
- All forms are either a Microsoft Word or Microsoft Excel file, except *113H-iHope Project Report Form*, which is a PDF.
- Depending on the internet browser used, once a form is chosen from the list, the file will download automatically, or there will be a prompt to download.
- All required information should be fillable. If you find that a required field is not, please contact Tracey Mulder at Tracey.Mulder@ky.gov.



Community Mental Health Centers

Department Periodic Reports Forms Library

Select a method or division by which to display the list of forms

All Forms By Number ▼

Select a display method

All Forms By Number


All Forms By Name

- Administration and Financial Management
- Mental Health
- Developmental and Intellectual Disabilities
- Substance Abuse

- [016-Unreimbursed Activities](#)
- [101-Project Budget and Financial Report](#)

FY 2024 Forms

- DPR forms have been updated for 2024 to include a new header. The form number and state fiscal year (SFY) are still located in the top right corner.
- The new layout includes a Reporting Information section at the top of the form.
 - Please include the information of the person who completed the report as the submitter, should the approver of the form have any questions.
- Note: The [DPR Forms Library](#) contains the most recent version of the FY 2024 forms. Please be sure to download this version, as updates could have been made since the Plan and Budget reporting period.

 CABINET FOR HEALTH AND FAMILY SERVICES DEPARTMENT FOR BEHAVIORAL HEALTH, DEVELOPMENTAL AND INTELLECTUAL DISABILITIES Project Budget and Financial Report		SFY 2024 FORM 101	
Reporting Information			
Region:	Select from drop-down list	Reporting Period:	Select from drop-down list
Project/Service:	Select from drop-down list	Program:	<input type="checkbox"/> MH <input type="checkbox"/> DID <input type="checkbox"/> SA <input type="checkbox"/> AFM
		Submission Date:	
Submitter Name:		Submitter Title:	
Submitter Email:		Phone Number:	

FY 2024 Forms (cont.)

- Funding codes have been updated, which changed due to the reorganization of the Division of Behavioral Health within DBHDID last year.
- 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.

DBHDID
Form 131 - IMPACT Region-Wide RIAC Funds
Instructions

Budget and Expense Report
Form 131 consists of two worksheets/tabs. The *Budget and Expense Report* is completed as a planning and as an implementation report **semi-annually by January 31st and July 31st**.

To Complete the Reporting Information
Select the **Region** from the dropdown list.
Select the **Reporting Period** from the dropdown list.
Enter date the report is uploaded to Central Login in the designated **Submission Date** cell.
Complete the **Submitter Name, Title, Email address, and Phone Number** in the designated cells.

Year-End Expenditures Report
The *Year-End Expenditures Report* is completed as an addendum to the *Budget and Expense Report*.
The Reporting Information section will autofill from the same fields on the *Budget and Expense Report*. All autofill, and all calculations completed.
The Funding Source will need to be completed for each line item.

Form 131A-IMPACT Region-Wide RIAC Funds Instructions is a detailed guide with an explanation of Form 131A-IMPACT Region-Wide RIAC Funds. [Access these instructions.](#)

131A-IMPACT
Region-Wide RIAC Funds

Instructions | Budget and Expense Report | Year-End Expenditures | +

FY 2024 Forms (cont.)

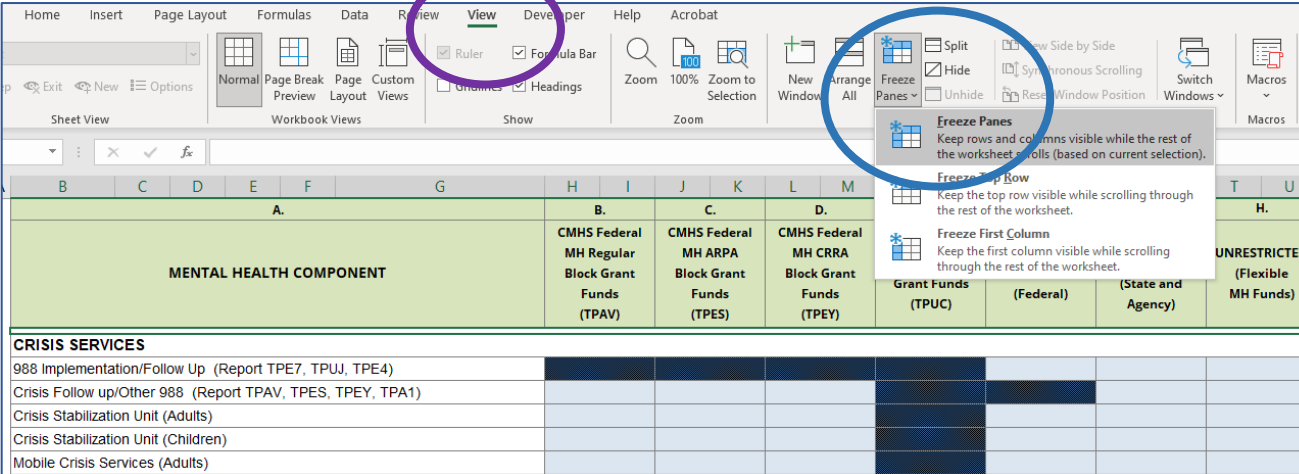
The two main financial forms, *117-MH Financial Planning and Implementation Report* and *160-Substance Use/Misuse Financial Planning and Implementation Report* have undergone the most changes.

- ❖ Please review Form *117A-MH Financial Planning and Implementation Report Instructions* for details specific to Form 117 prior to completion.
- ❖ Please review Form *160A-Substance Use/Misuse Financial Planning and Implementation Report Instructions* for details specific to Form 160 prior to completion.
- ❖ A feature new to **Forms 117** and **160** for FY 2024 is the ability to freeze the cell directly below the funding column headings, to allow the headings to stay visible on the screen while completing the report.

FY 2024 Forms (cont.)

Directions: Freeze line 19 on Forms 117 and 160

- After completing the Submitter's **Phone Number**, tab to the next cell (line 19 on both forms).
- Before freezing, scroll the page up so that the headings are visible at the top of the screen.
- Select **View** from the toolbar.
- Select the **Freeze Panes** menu from the ribbon, then select **Freeze Panes** from the list.



The screenshot shows the Microsoft Excel interface. The 'View' ribbon is active, and the 'Freeze Panes' menu is open. The 'Freeze Panes' option is highlighted. The worksheet below shows a table with columns A through U and rows 1 through 19. The table is titled 'MENTAL HEALTH COMPONENT' and 'CRISIS SERVICES'. The 'Freeze Panes' menu is open, showing options: 'Freeze Panes', 'Freeze Top Row', and 'Freeze First Column'. The 'Freeze Panes' option is selected.

A.	B.	C.	D.	H.
MENTAL HEALTH COMPONENT	CMHS Federal MH Regular Block Grant Funds (TPAV)	CMHS Federal MH ARPA Block Grant Funds (TPES)	CMHS Federal MH CRRA Block Grant Funds (TPEY)	UNRESTRICTED (Flexible MH Funds)
CRISIS SERVICES				
988 Implementation/Follow Up (Report TPE7, TPUJ, TPE4)				
Crisis Follow up/Other 988 (Report TPAV, TPES, TPEY, TPA1)				
Crisis Stabilization Unit (Adults)				
Crisis Stabilization Unit (Children)				
Mobile Crisis Services (Adults)				

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 Period 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.

Department Periodic Reports File Submission

Upload File Technical Support Email Attachment

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: Behavioral Health Services *

Select Form: 117-MH Financial Planning and Implementation Report * Select a due date

Browse file to submit: Choose File | No file chosen *

Submit Please click only once

DPR Submission Process (cont.)

- Select the **Division** for which the P & B form is assigned.
- The **FY** should default to **2024**.
- 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.

The screenshot shows a web form titled "Upload File" with a navigation bar at the top containing "Access Page", "Upload File", and "Technical Support". The main heading is "Upload File" and the instruction reads: "Please select division, form, program, service, browse to the file you are going to submit and click Submit." The form includes the following fields and elements:

- User: Tracey Mulder
- Region: 01
- FY: 2024 (circled in blue)
- Select Division: Behavioral Health Services (circled in red)
- Select Form: 101 Project Budget and Financial Report (circled in yellow)
- Select Service: Transition Age Youth (circled in green)
- Browse file to submit: Choose File No file chosen (circled in orange)
- Submit button (circled in purple) with the text "Please click only once" next to it.

A green arrow points from the text "the Service must also be selected" in the list to the "Select Service" dropdown menu.

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!