



Comprehensive School and Community Treatment

Children's Mental Health Bureau, DPHHS

Guide on How to Enroll in CSCT

Last Update: November 7, 2022

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The CSCT Provider Enrollment Process

Please note, for CSCT, the Public School District is the Medicaid Provider of Record.
CSCT Services are provided by a mental health center contracted by the school district.

Please be sure your school district has completed the following:

1. National Provider Identifier (NPI)

Does your school district have an NPI? If no, you will need to create an NPI account and register on CMS's NPES website.

- For instructions and access to training materials, to go to Page 2 in this guide (or click here [NPI \(National Provider Identifier\) Number](#))

2. Enroll in Montana Medicaid

Is your school district enrolled in Montana Medicaid to provide CSCT as Provider Type 45 (SCHOOL) and Specialty Code 41 (CSCT)?

- If not, go to [Page 2](#) for instructions or go directly to the MPATH Provider Services Portal: [MPATH Provider Services Portal](#).

3. MPATH Provider Services Portal

Have you signed up on the MPATH Provider Services Portal to manage your CSCT enrollment units, review remittance advices, and other services?

- For instructions and access to training materials, to go to Page 2 in this guide (or click here: [Optum MPATH Provider Services Portal](#)).

4. Mental Health Center Contract

Has your school district contracted with a licensed mental health center endorsed to provide CSCT services? Be sure to upload your signed contract in the MPATH Provider Services Portal.

5. Change in CSCT Provider

If you are new to CSCT or you are changing your contracted mental health center, you will need to update your CSCT team enrollment units (EUs) in the MPATH Provider Services Portal.

- Go to Page 2 in this guide or click [Optum MPATH Provider Services Portal](#).

6. MOU

Have you signed and returned the **CSCT IGT OPI-DPHHS-School District MOU** to the OPI or Children's Mental Health Bureau?

- Click here for a downloadable version of the [MOU](#) or email questions to the OPI at OPI.CSCT@mt.gov

7. Questions? Need assistance?

Go to Page 2 to access [Contact Information](#)

If you need assistance navigating the Portal, contact Provider Relations.

Provider Relations

MTPRHelpdesk@conduent.com

(800) 624-3958

[Resources](#)

8. Resources

Go to Page 3 in this guide to access links to CSCT-related resources: [Resources](#)

Enrollment

NPI (National Provider Identifier) Number

Individuals or organizations apply for NPIs through the CMS **National Plan and Provider Enumeration System** website: [NPPES \(hhs.gov\)](https://nppes.hhs.gov)

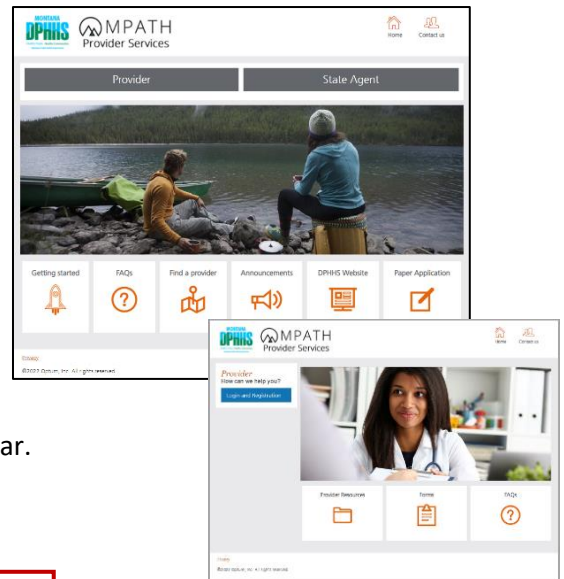
To view the PDF guide on how to apply for an NPI, click here: [How to apply for an NPI online \(hhs.gov\)](#)

The Taxonomy Code for CSCT is **251300000X**. Please add this taxonomy to the NPPES file.

Optum MPATH Provider Services Portal

Montana Healthcare Programs is excited to introduce the new MPATH Provider Services Portal.

1. To access the Portal, click the link [MPATH Provider Services Portal](#).
2. Click on the gray bar titled **Provider** on the left.
3. Click the blue **Login and Registration** button on the left side.
4. If you are a **new Portal user**, select **Create Optum GovID** on the right side under **Additional options** and create an Optum GovID (username) by completing the online form.
Important: Your GovID is **not** your NPI.
5. If you are an **existing Portal user**, select the **SIGN IN** link in the gray bar.



<p>Sign In With Your Optum GovID</p> <p>Optum GovID or email address <input type="text"/></p> <p>Password <input type="password"/></p> <p>SIGN IN</p> <p>Forgot Optum GovID Forgot Password</p> <p><small>Warning! This system contains U.S. Government information. By using this information system, you are consenting to system monitoring for law enforcement and other purposes. Unauthorized or improper use of, or access to, this computer system may subject you to state and federal criminal prosecution and penalties as well as civil penalties. At any time, the government may intercept, search, and seize any communication or data transiting or stored on this information system.</small></p> <p><small>If you'd like assistance, contact MTPRHelpdesk@conduent.com</small></p>	<p>Additional options:</p> <ul style="list-style-type: none">Create Optum GovIDManage your Optum GovIDWhat is Optum GovID?	<p>New User: Create Optum GovID</p> <p>Existing User: Sign In</p>
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After successful registration on the Portal, providers can update information, submit claims, create claim templates, view remittance advices, and manage Portal users. No more faxing or emailing Team updates!

To Access the Enrollment Support Information, User Guides, Training Materials, and Videos:

- Go to the Medicaid Provider Webpage: <https://medicaidprovider.mt.gov/>
- Click **Provider Enrollment**, in the green side bar to the left.
- Click **Enrollment Training Materials and User Guides** at the bottom of the page.

Contact Information

If you need assistance navigating the Portal, contact Provider Relations.

Provider Relations
MTPRHelpdesk@conduent.com
(800) 624-3958

Resources

DPHHS Children's Mental Health Bureau Resources

Children's Mental Health Bureau Website

[Children's Mental Health \(mt.gov\)](#)

Children's Mental Health Medicaid Services Provider Manual

[Manuals and Guides \(mt.gov\)](#)

CSCT Webpage

[Comprehensive School and Community Treatment \(mt.gov\)](#)

Montana Healthcare Programs Provider Information

<https://medicaidprovider.mt.gov/>

Questions about CSCT claims and program requirements, contact CMHB CSCT Medicaid Program Officer

Christine White

406-444-5916

chwhite@mt.gov

Office of Public Instruction CSCT Resources

OPI CSCT Medicaid Website: [Medicaid, Medicare Services & CHIP \(mt.gov\)](#)

MOU: To download, click here: [https://opi.mt.gov/Portals/182/Superintendent-Docs-Images/CSCT%20District%20Meetings/OPI-DPHHSMOU\(2\).pdf?ver=2022-01-27-160556-867](https://opi.mt.gov/Portals/182/Superintendent-Docs-Images/CSCT%20District%20Meetings/OPI-DPHHSMOU(2).pdf?ver=2022-01-27-160556-867)

CSCT Access.gov: <https://mt.accessgov.com/opimt>

Required state share documents will no longer be emailed to the CSCT Districts, but accessed through the Access.Gov site. Providers will need to have their NPI number to log on. The site offers the option for payments online or through general mail.

- Access.gov Manual: <https://opi.mt.gov/Portals/182/Superintendent-Docs-Images/CSCT%20District%20Meetings/CSCT%20Access.Gov%20Manual.pdf>
- Access.gov Website Training: https://youtu.be/yDZYmSe_2yE

Questions about CSCT IGT non-federal state match, email OPI.CSCT@mt.gov

Please note, in order for CSCT claims to be release both the signed MOU needs to be on file and the state match needs to be met.

IGT Process Explained

The IGT Report sent by the OPI at the beginning of the month is for IGT suspended claims only. For example, for the May State Match Report the totals represent all suspended claims for the period of 04/20/22 – 05/24/22. It does not include totals for those claims that have been previously paid nor does it include the total for adjusted or denied claims. The IGT claims appear on the remittance advice as “Pending Claims” with remark code 133 (see example below). Once the Department receives notification that the non-federal state match has been paid, the pending claims will be released and paid. Once paid, they will be on the remittance as paid claims. Please note, the month in which claims are pending is based on when a clean claim is received, not on the date of service. Providers have 365 days to submit a clean claim to Medicaid.

RECIPIENT ID	NAME	SERVICE FROM	DATES TO	UNIT OF SVC	PROCEDURE REVENUE NDC	TOTAL CHARGES	ALLOWED PAY	CO-PAY	REASON & REMARK CODES
CLAIMS PENDING:									
MISCELLANEOUS CLAIM		12022021	12022021	1.000	H0036	96.00	0.00		133
ICN 2220050025	PATIENT NUMBER:	-CL-00002-1							
TEAM NUMBER 01									

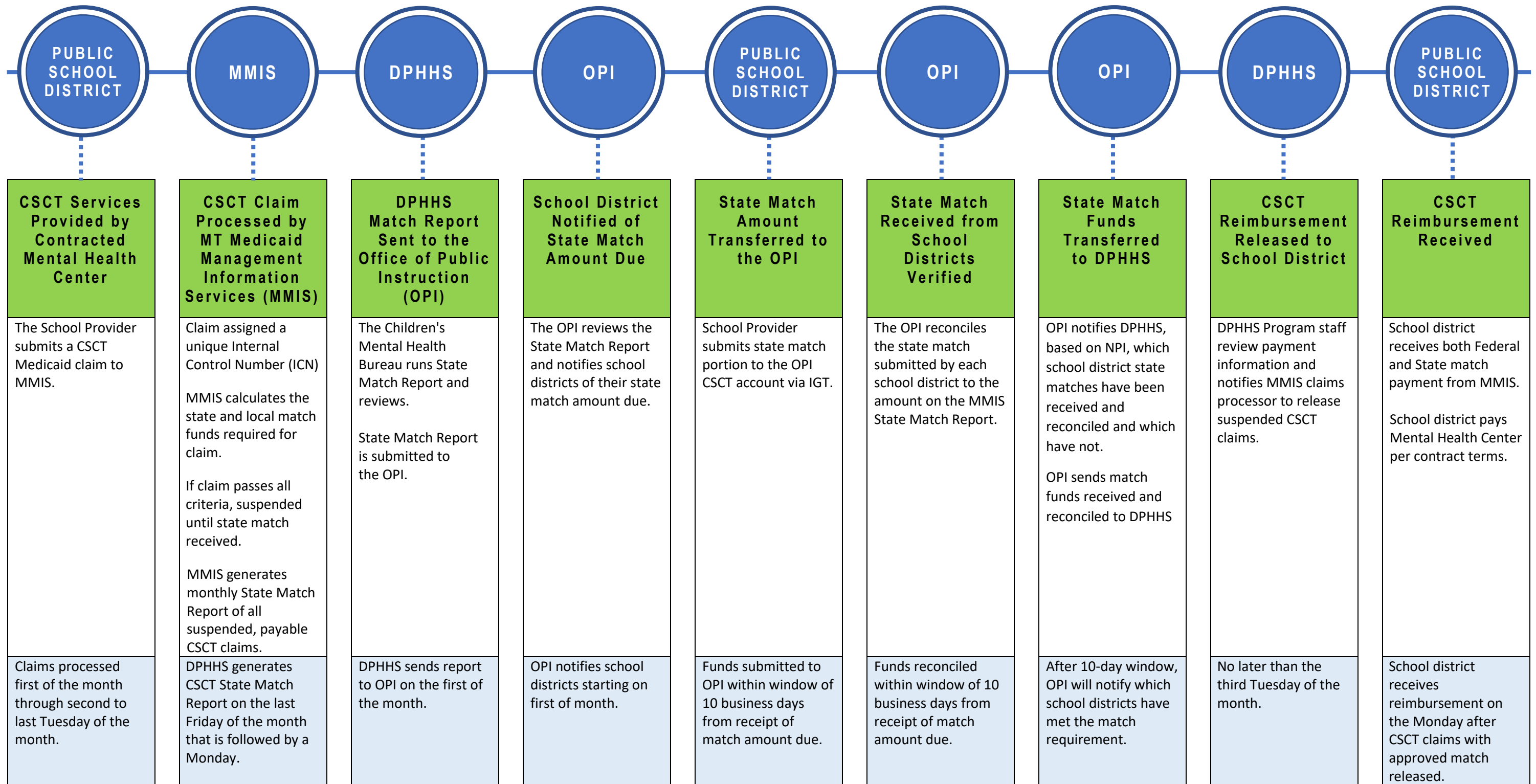
Remittance advices can be accessed online through the MPATH Provider Services portal. See Page 2 of this guide to learn more.

In order to better understand the CSCT Intergovernmental Transfer process please refer to the following documents

- CSCT IGT Overview: Outlines the major steps of the process
- CSCT Flowchart: Provides a more detailed look at the IGT process
- CSCT Monthly IGT Timeline: Provides specific dates for each step, including when the state match is due to the OPI in order for claims to be released.

CSCT | COMPREHENSIVE SCHOOL AND COMMUNITY TREATMENT

Montana Medicaid School-Based Intergovernmental Transfer Process

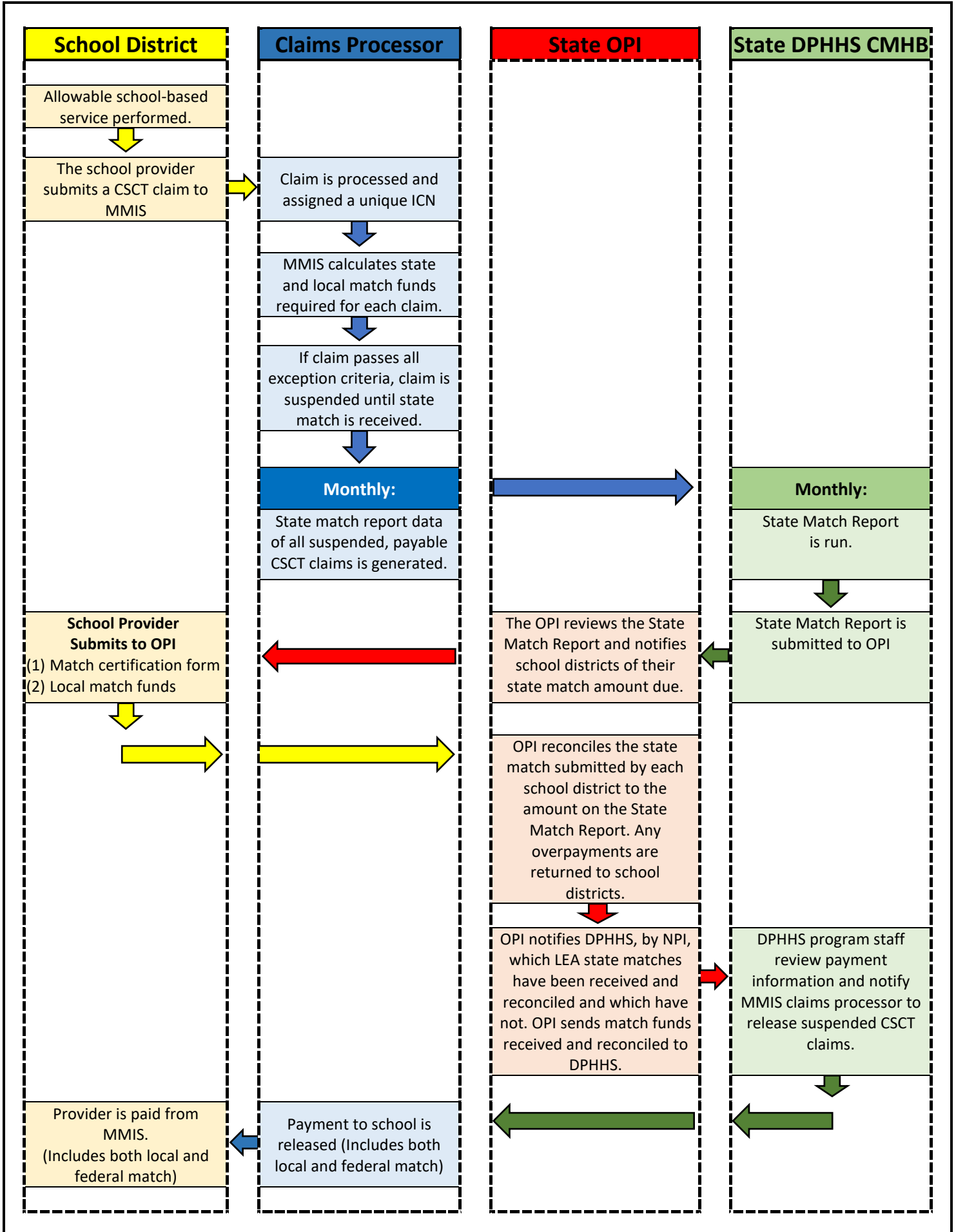


Questions?

DPHHS, Children's Mental Health Bureau, CSCT Program Officer - Christine White: 406.444.5916 or chwhite@mt.gov | Montana Office of Public Instruction, Chief Financial Officer - Jay Phillips: 406.444.4523 or jphillips3@mt.gov



Montana Medicaid Comprehensive School and Community Treatment (CSCT) Intergovernmental Transfer Process Medicaid Leveraging for Public Education Entities



School District Calendar

CSCT Monthly IGT Timeline for State Fiscal Year 2023

To make the CSCT IGT process easier, please refer to the SFY 2023 calendar below to determine when claims should pay based on when they are submitted. Dates are adjusted for holidays and weekends.
Please note the month in which claims are pending is based on when a clean claim is received, not on the date of service.

For questions on this process, please contact

DPHHS, Children’s Mental Health Bureau, CSCT Medicaid Program Officer | Christine White: 406.444.5916 or chwhite@mt.gov
Montana Office of Public Instruction, OPI Chief Financial Officer | Jay Phillips: 406.444.4523 or jphillips3@mt.gov

	Task	Claims Submitted in July 2022	Claims Submitted in August 2022	Claims Submitted in September 2022	Claims Submitted in October 2022	Claims Submitted in November 2022	Claims Submitted in December 2022	Claims Submitted in January 2023	Claims Submitted in February 2023	Claims Submitted in March 2023	Claims Submitted in April 2023	Claims Submitted in May 2023	Claims Submitted in June 2023
School District/ Mental Health Center	Public school districts submit claims to MMIS	Wed June 22 through Tue July 19	Wed July 20 through Tue Aug 23	Wed Aug 24 through Tue Sep 20	Wed Sep 21 through Tue Oct 25	Wed Oct 26 through Tue Nov 22	Wed Nov 23 through Tue Dec 20	Wed Dec 21 through Tue Jan 24	Wed Jan 25 through Tue Feb 21	Wed Feb 22 through Tue Mar 21	Wed Mar 22 through Tue Apr 18	Wed Apr 19 through Tue May 23	Wed May 24 through Tue June 20
MMIS	Claims set to pay, suspend in MMIS	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period	Throughout reporting period
DPHHS CMHB	CMHB communicates match amounts owed to OPI via monthly report.	Mon Aug 1	Thu Sep 1	Fri Sept 30 [ADJUSTED FOR WEEKEND]	Tues Nov 1	Thu Dec 1	Fri Dec 30 [ADJUSTED FOR WEEKEND]	Wed Feb 1	Wed Mar 1	Fri Mar 31 [ADJUSTED FOR WEEKEND]	Mon May 1	Thu June 1	Fri June 30 [ADJUSTED FOR WEEKEND]
OPI	OPI notifies public school districts what their CSCT state match amount is and when it is due.	Mon Aug 1	Thu Sep 1	Fri Sept 30	Tues Nov 1	Thu Dec 1	Fri Dec 30	Wed Feb 1	Wed Mar 1	Fri Mar 31	Mon May 1	Thu June 1	Fri June 30
Public School Districts and OPI	Within 10-business day window: ▪ Public school districts send match amount to the OPI ▪ OPI reconciles payments to state match report	<u>10-Day Window:</u> Mon Aug 1 to Fri Aug 12	<u>10-Day Window:</u> Thu Sep 1 to Thu Sep 15	<u>10-Day Window:</u> Fri Sep 30 to Fri Oct 14	<u>10-Day Window:</u> Tues Nov 1 to Tue Nov 15	<u>10-Day Window:</u> Thu Dec 1 to Wed Dec 14	<u>10-Day Window:</u> Fri Dec 30 to Fri Jan 13	<u>10-Day Window:</u> Wed Feb 1 to Tues Feb 14	<u>10-Day Window:</u> Wed Mar 1 to Tues Mar 14	<u>10-Day Window:</u> Fri Mar 31 to Thu April 13	<u>10-Day Window:</u> Mon May 1 to Fri May 12	<u>10-Day Window:</u> Thu June 1 to Wed June 14	<u>10-Day Window:</u> Fri June 30 To Fri July 14
OPI	OPI sends funds to DPHHS and notifies them which public school district state matches have been received and reconciled and which have not.	Fri Aug 12	Thu Sep 15	Fri Oct 14	Tue Nov 15	Wed Dec 14	Fri Jan 13	Tues Feb 14	Tues Mar 14	Thu April 13	Fri May 12	Wed June 14	Fri July 14
DPHHS CMHB	CMHB notifies Conduent which claims, by ICN, to release. ▪ This will occur no later than the third Tuesday of the month.	Tue Aug 16	Tue Sep 20	Tue Oct 18	Tue Nov 15 [ONE DAY TURNAROUND]	Tue Dec 20	Tue Jan 17	Tue Feb 14 [ONE DAY TURNAROUND]	Tue Mar 14 [ONE DAY TURNAROUND]	Tue Apr 18	Tue May 16	Tue June 20	Tue July 18
MMIS	MMIS claims process	Wed Aug 17	Wed Sep 21	Wed Oct 19	Wed Nov 16	Wed Dec 21	Wed Jan 18	Wed Feb 15	Wed Mar 15	Wed Apr 19	Wed May 17	Wed June 21	Wed July 19
MMIS	Claims pay to public school districts.	Mon Aug 22	Mon Sep 26	Mon Oct 24	Mon Nov 21	Mon Dec 26	Mon Jan 23	Mon Feb 20	Mon Mar 20	Mon Apr 24	Mon May 22	Mon June 26	Mon July 24