



**Children's Mental Health Bureau  
Comprehensive School and Community Treatment**

# **How to Enroll in CSCT School Guidance**

*Last Updated: July 23, 2024*

## **Contents**

The CSCT Provider Enrollment Process	<a href="#">Page 1</a>
How to Apply for an NPI Number	<a href="#">Page 2</a>
Optum MPATH Provider Services Portal: How to Enroll	<a href="#">Page 2</a>
CMHB, MOU, and IGT Resources	<a href="#">Page 3</a>
The IGT Process Explained	<a href="#">Page 4</a>
• Overview	<a href="#">Page 5</a>
• Flowchart	<a href="#">Page 6</a>
• Monthly IGT Timeline	<a href="#">Page 7</a>

## 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 not, you will need to create an NPI account and register on CMS's NPPES 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 DPHHS-School District MOU** to the Children's Mental Health Bureau?

- Click here for a downloadable version of the [MOU](#) or email questions to Christine White, CSCT Medicaid Program Officer, at [chwhite@mt.gov](mailto:chwhite@mt.gov)

### 7. Questions? Need assistance?

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

### 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)

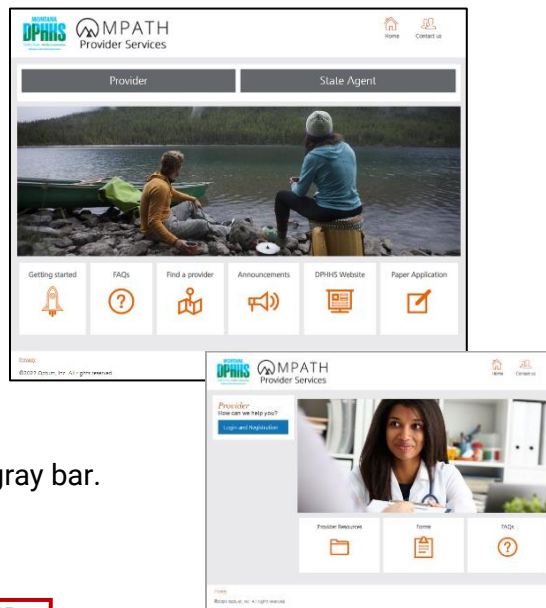
To view the PDF guide on how to apply for an NPI, click here: [How to apply for an NPI online \(hhs.gov\)](#)

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

## Optum MPATH Provider Services Portal

Montana Healthcare Programs utilizes the 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.



Sign In With Your Optum GovID

Optum GovID or email address

Password

**SIGN IN**

Additional options:  
[Create Optum GovID](#)  
[Manage your Optum GovID](#)  
[What is Optum GovID?](#)

**New User: Create Optum GovID**

**Existing User: Sign In**

[Forgot Optum GovID](#) | [Forgot Password](#)

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 transmitting or stored on this information system.

If you'd like assistance, contact [MTPRHelpdesk@conduent.com](mailto:MTPRHelpdesk@conduent.com)

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](mailto:MTPRHelpdesk@conduent.com)  
(800) 624-3958

# Resources

## DPHHS Children's Mental Health Bureau Resources

### Children's Mental Health Bureau Website

[Children's Mental Health \(mt.gov\)](https://www.mt.gov/childrens-mental-health)

### Children's Mental Health Medicaid Services Provider Manual

[Manuals and Guides \(mt.gov\)](https://www.mt.gov/childrens-mental-health-manuals)

### CSCT Webpage

[Comprehensive School and Community Treatment \(mt.gov\)](https://www.mt.gov/csct)

### 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

## CSCT IGT MOU and IGT

**MOU:** To download, click here: [State of Montana Intergovernmental Agreement for the Transfer of Monies to the State \(mt.gov\)](https://www.mt.gov/state-of-montana-intergovernmental-agreement)

### CSCT IGT AccessGov/Engagement Builder Website

[CSCT Provider IGT Certification Form and Match Statement: DPHHS \(accessgov.com\)](https://www.accessgov.com/csct-igt-certification)

Required state share statement and certification forms can be accessed through the AccessGov/Engagement Builder site. Providers will need to have their NPI number to log on.

School districts will be able to:

- Download state match statement
- Download certification form
- Upload PDF of signed certification form

### Payment Options

School districts have several payment options:

- Mail in a paper check
- Online via electronic check ([Montana Online Payment Portal \(mt.gov\)](https://www.mt.gov/online-payment-portal))
- Online via credit/debit card ([Montana Online Payment Portal \(mt.gov\)](https://www.mt.gov/online-payment-portal))

**AccessGov/Engagement Builder User Manual:** [CSCT IGT School District AccessGov User Manual \(mt.gov\)](https://www.mt.gov/csct-igt-school-district-accessgov-user-manual)

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

## IGT Process Explained

The IGT State Match Statement sent to school districts by DPHHS at the beginning of the month is for IGT suspended claims only. For example, for the July State Match Report the totals represent all suspended claims for the period of 06/19/24 – 07/23/24. 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 the non-federal state match, 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.

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

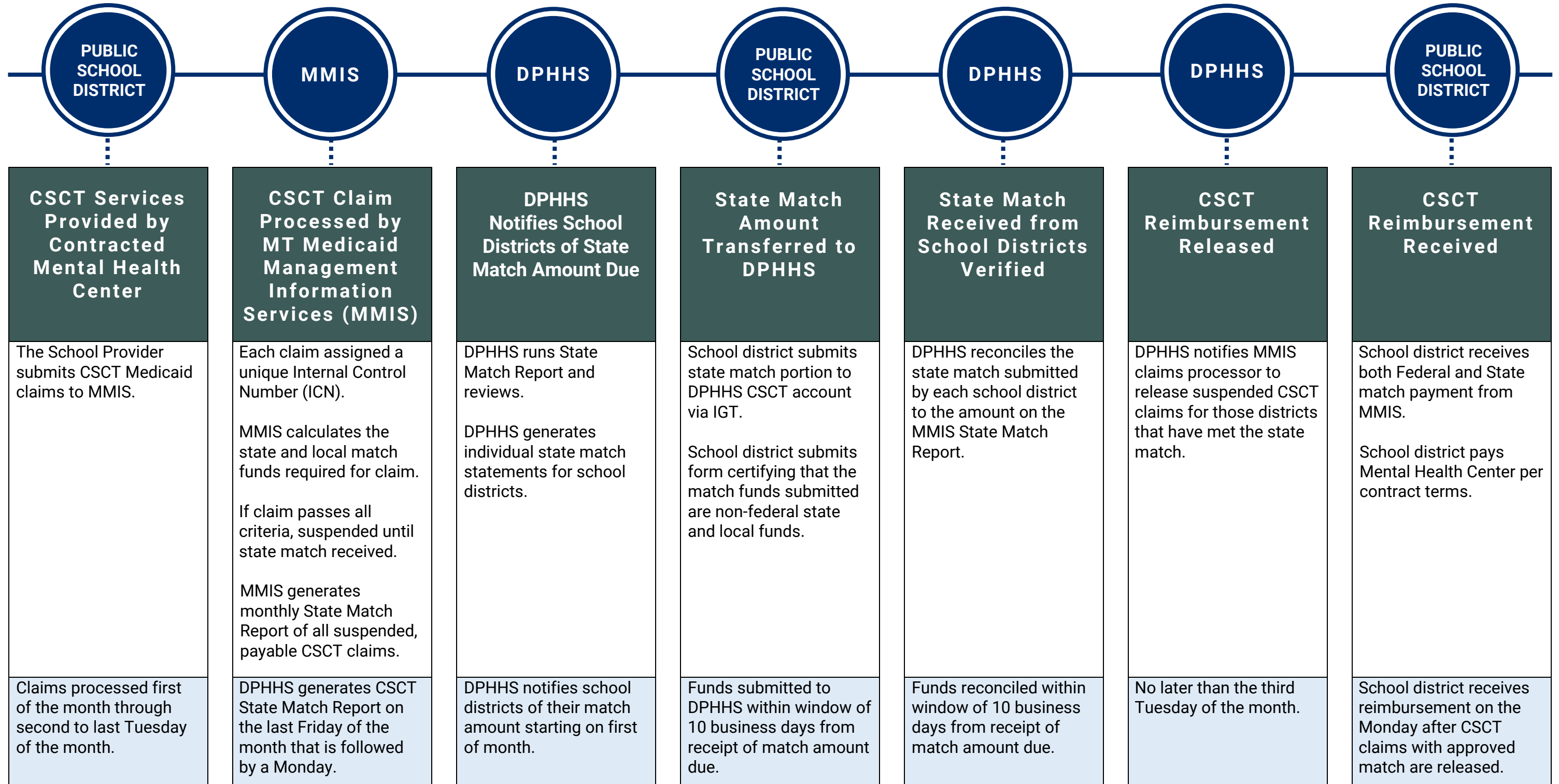
Remittance advices can be accessed online through the MPATH Provider Services portal. See Page 2 of this guide to learn more.

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 DPHHS in order for claims to be released.

# CSCT | COMPREHENSIVE SCHOOL AND COMMUNITY TREATMENT

## Montana Medicaid School-Based Intergovernmental Transfer Process



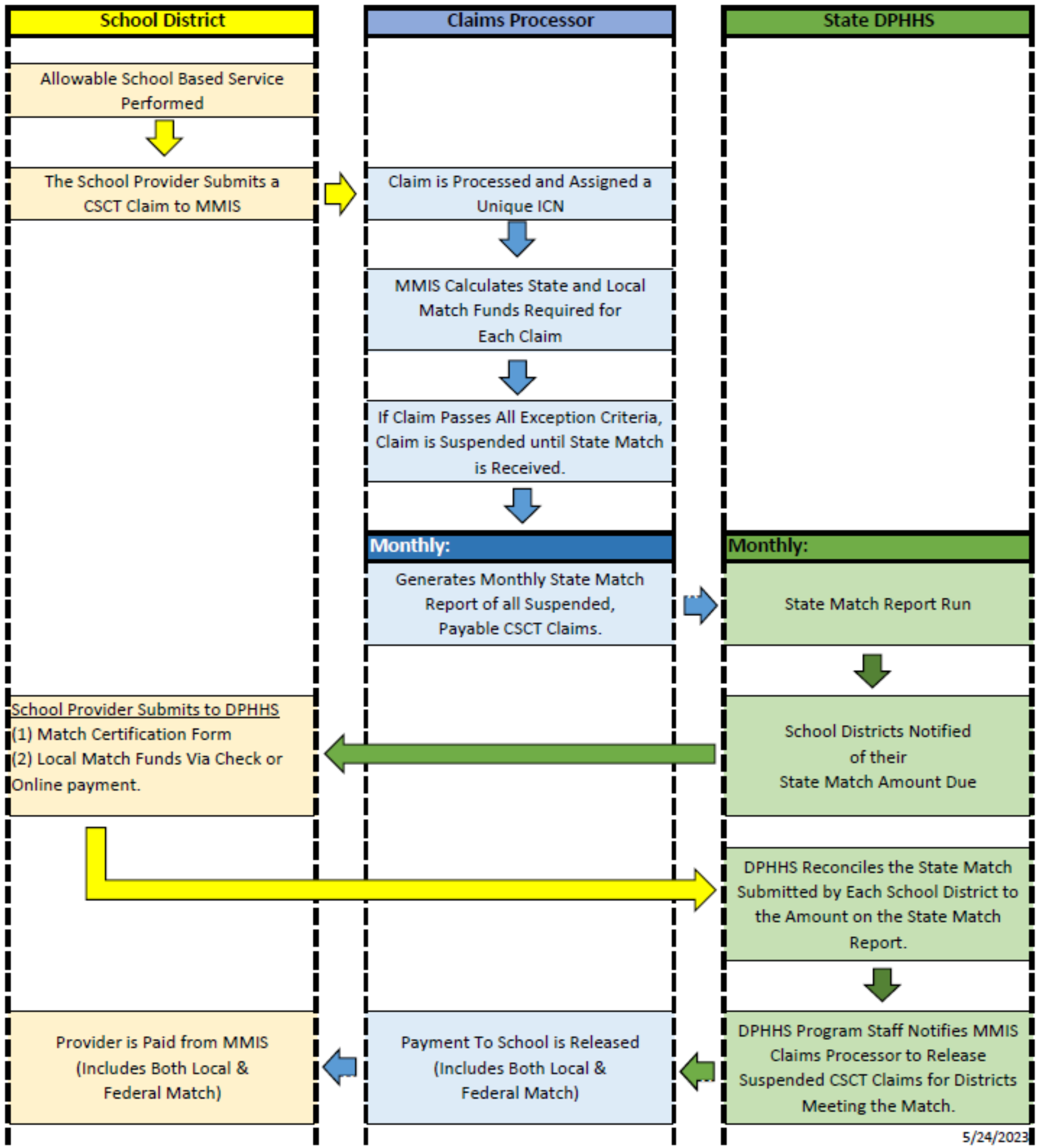
### Questions?

DPHHS, Children's Mental Health Bureau, CSCT Program Officer | Christine White 406.444.5916 / [chwhite@mt.gov](mailto:chwhite@mt.gov)

7/8/2024

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

**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 2025

Please refer to the SFY 2025 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 (CMHB), CSCT Medicaid Program Officer | Christine White [406.444.5916/chwhite@mt.gov](mailto:406.444.5916/chwhite@mt.gov)

Behavioral Health & Developmental Disabilities Division (BHDD), Fiscal Operations Bureau Chief | Natacha Bird [406.444.3969/Natacha.Bird@mt.gov](mailto:406.444.3969/Natacha.Bird@mt.gov)

	Task	Claims Submitted in July 2024	Claims Submitted in August 2024	Claims Submitted in September 2024	Claims Submitted in October 2024	Claims Submitted in November 2024	Claims Submitted in December 2024	Claims Submitted in January 2025	Claims Submitted in February 2025	Claims Submitted in March 2025	Claims Submitted in April 2025	Claims Submitted in May 2025	Claims Submitted in June 2025
School District/ Mental Health Center	Public school districts submit claims to MMIS	Wed June 19 through Tue July 23	Wed July 24 through Tue Aug 20	Wed Aug 21 through Tue Sept 24	Wed Sept 25 through Tue Oct 22	Wed Oct 23 through Tue Nov 19	Wed Nov 20 through Tue Dec 24	Wed Dec 25 through Tue Jan 21	Wed Jan 22 through Tue Feb 18	Wed Feb 19 through Tue Mar 25	Wed Mar 26 through Tue Apr 22	Wed Apr 23 through Tue May 20	Wed May 21 through Tue June 24
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 BHDD Fiscal	DPHHS BHDD Fiscal notifies public school districts what their CSCT state match amount is and when it is due.	Thu Aug 1	Fri Aug 30 [ADJUSTED FOR WEEKEND]	Tue Oct 1	Fri Nov 1	Fri Nov 29 [ADJUSTED FOR WEEKEND]	Tue Dec 31 [ADJUSTED FOR HOLIDAY]	Fri Jan 31 [ADJUSTED FOR WEEKEND]	Fri Feb 28 [ADJUSTED FOR WEEKEND]	Tue Apr 1	Thu May 1	Fri May 30 [ADJUSTED FOR WEEKEND]	Tue July 1
Public School Districts and DPHHS BHDD Fiscal	Within 10-business day window, public school districts send to DPHHS BHDD Fiscal: ▪ State match ▪ Signed certification form	<u>10-Day Window:</u> Thu Aug 1 to Wed Aug 14	<u>10-Day Window:</u> Fri Aug 30 to Fri Sep 13	<u>10-Day Window:</u> Tue Oct 1 to Tue Oct 15	<u>10-Day Window:</u> Fri Nov 1 to Fri Nov 15	<u>10-Day Window:</u> Fri Nov 29 to Thu Dec 12	<u>10-Day Window:</u> Tue Dec 31 to Tue Jan 14	<u>10-Day Window:</u> Fri Jan 31 to Thu Feb 13	<u>10-Day Window:</u> Fri Feb 28 to Thu Mar 13	<u>10-Day Window:</u> Tue Apr 1 to Mon Apr 14	<u>10-Day Window:</u> Thu May 1 to Wed May 14	<u>10-Day Window:</u> Fri May 30 to Thu June 12	<u>10-Day Window:</u> Tue July 1 to Tue July 15
DPHHS BHDD Fiscal	▪ DPHHS BHDD Fiscal reconciles payments to state match report. ▪ DPHHS BHDD Fiscal notifies DPHHS CMHB Program which public school district state matches have been received and reconciled and which have not.	Wed Aug 14 to Tue Aug 20	Fri Sep 13 to Tue Sep 17	Tue Oct 15 to Tue Oct 22	Fri Nov 15 to Tue Nov 19	Thu Dec 12 to Tue Dec 1	Tue Jan 14 to Tue Jan 21	Thu Feb 13 to Tue Feb 18	Thu Mar 13 to Tue Mar 18	Mon Apr 14 to Tue Apr 22	Wed May 14 to Tue May 20	Thu June 12 to Tue June 17	Tue July 15 to Tue July 22
DPHHS CMHB Program	DPHHS CMHB notifies Conduent which claims, by ICN, to release.	Tue Aug 20	Tue Sep 17	Tue Oct 22	Tue Nov 19	Tue Dec 17	Tue Jan 21	Tue Feb 18	Tue Mar 18	Tue Apr 22	Tue May 20	Tue June 17	Tue July 22
MMIS	Claims in MMIS process	Wed Aug 21	Wed Sep 18	Wed Oct 23	Wed Nov 20	Wed Dec 18	Wed Jan 22	Wed Feb 19	Wed Mar 19	Wed Apr 23	Wed May 21	Wed June 18	Wed July 23
MMIS	Claims pay to public school districts.	Mon Aug 26	Mon Sep 23	Mon Oct 28	Mon Nov 25	Mon Dec 23	Mon Jan 27	Mon Feb 24	Mon Mar 24	Mon Apr 28	Mon May 26	Mon June 23	Mon July 28