# Comprehensive School and Community Treatment CSCT Intergovernmental Transfer (ITG) Montana DPHHS Children's Mental Health Bureau November 2024



#### **Welcome and Introductions**

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CSCT Medicaid Program Officer

Children's Mental Health Bureau

Behavioral Health and Developmental Disabilities Division



#### **CSCT ITG Presentation Overview**

- Quick Overview of Children's Mental Health Bureau & the CSCT Program
- CSCT IGT Statement and Timeline
- CSCT IGT Process
- Remittance Advice
- FAQs, Resources, and Contacts
- Questions



## Quick Overview of CMHB and CSCT



#### Who is the Children's Mental Health Bureau

- The Children's Mental Health Bureau (CMHB) is responsible for designing, developing, managing, and evaluating mental health services for youth enrolled in Healthy Montana Kids *Plus* (Medicaid)
- The population served is youth with serious emotional disturbance (SED) diagnosis(es).
- Resource to Providers



#### What is CSCT?

- Comprehensive School and Community Treatment is a mental health center service provided by a public school district. CSCT services are provided by treatment teams of one licensed or supervised in-training practitioner and up to two behavioral aides.
- Once admitted into the program, a youth may receive services at the school, the home, or in the community. Services are focused on improving the youth's functional level by facilitating the development of skills related to exhibiting appropriate behaviors in the school and community settings.
- Comprehensive School and Community Treatment includes:
  - Individual, group and family therapy
  - Behavioral and life skills training



## CSCT IGT Statement and Timeline



#### **CSCT Intergovernmental Transfer (IGT)**

Starting October 1, 2021, CSCT uses an IGT funding methodology. CMS (Medicaid) requires providers pay a **non-federal state hard match** (state and local funds) before the federal portion can be released. Since the school district is the Medicaid provider of record for CSCT, the school district submits the state match so that claims can be released. The mental health center contracted to provide CSCT services bills on behalf of the school district using the district NPI. Claims that clear review by the Medicaid claims processing system (MMIS) are put in suspend/pending status until the monthly match is made.

The CMHB generates a monthly suspended claims report. From this report, we create match statements for each school district showing the state match amount due. The school district then submits to DPHHS the match payment and the signed certification form stating the funds are non-federal. If the match has been paid in full, DPHHS releases the claims that are pending. School districts are reimbursed once a month (see timeline). This reimbursement includes **both** the state match and the federal portion.



#### **CSCT Intergovernmental Transfer (IGT)**

#### **CSCT IGT Statement Email**

By the first of the month all school districts with claims on the IGT report will receive an email with the following information:

- Spreadsheet with detailed ICN claim information for match payment
- Due date for the state match payment and certification form
- Links to AccessGov and Online Payment Portal
- Where to mail checks
- Who to contact if you have questions
- Important reminders including trainings, FMAP updates, new links, etc.



#### **AccessGov and Payment of State Match**

#### **AccessGov/Engagement Builder Website**

DPHHS utilizes the AccessGov/Engagement Builder platform.

#### School districts are able to:

- Download state match statement(s)
- Download certification form(s)
- Upload PDF of signed certification form
- Select payment method



#### **CSCT IGT Timeline**

The IGT timeline, approved by CMS, outlines when school districts

can access statements, when payments are due, and when reimbursements will be sent.

School districts have

10 business days to submit their non-federal state match payment and their signed certification form in order for claims to be released.

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### **CSCT IGT Process**



#### **CSCT Intergovernmental Transfer (IGT)**

#### **AccessGov Two-Step Process**



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CSCT Provider IGT Certification Form and Match Statement

**Step 1.) CSCT Certification Form and Match Statement** View and download CSCT IGT state match statement and certification form to be signed by authorized representative.

Step 2.) CSCT Certification Form Submission Upload PDF of signed certification form and select payment method.

Home

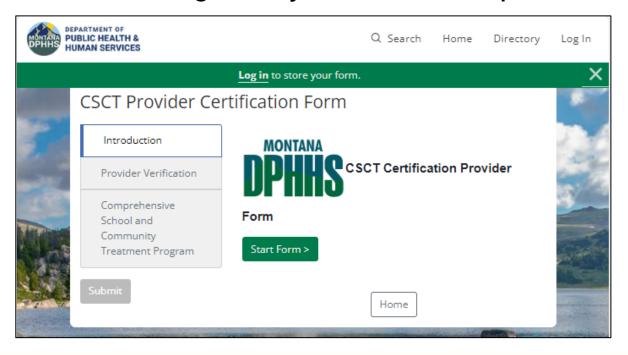


Be sure to bookmark this link: CSCT Provider IGT Certification Form and Match Statement: DPHHS (accessgov.com)



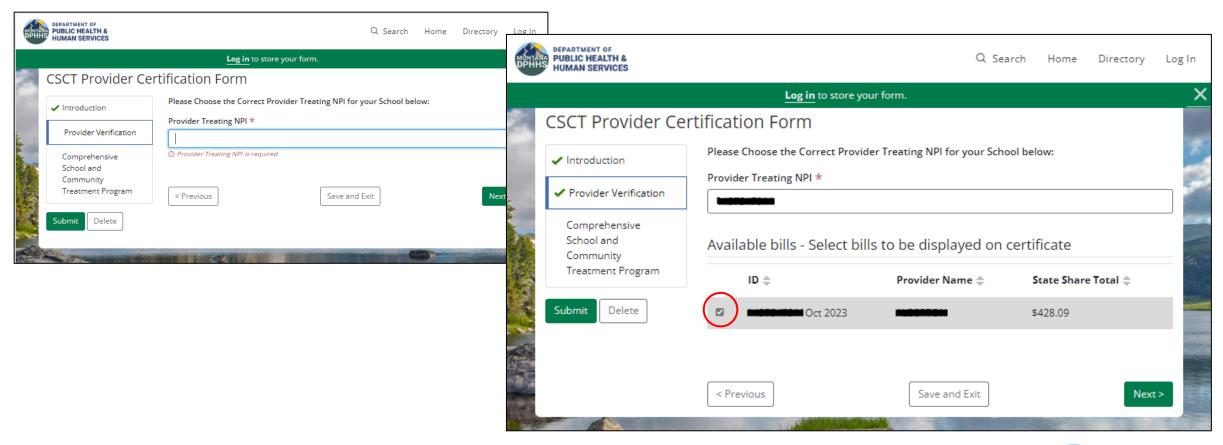
## **CSCT Intergovernmental Transfer (IGT) Step 1 Access Statement and Form**

In AccessGov, go to Step 1 to view and download CSCT IGT state match statement and certification form to be signed by authorized representative.



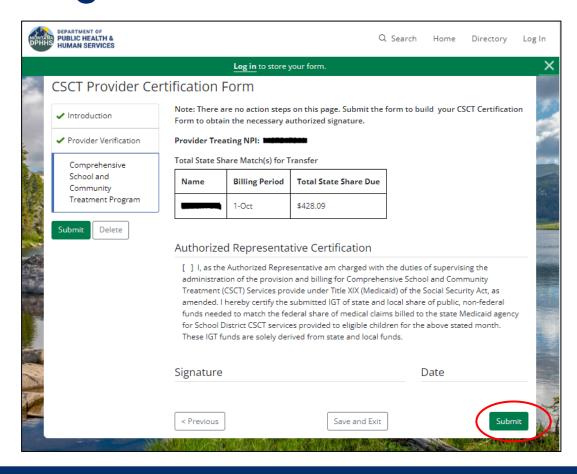


## **CSCT Intergovernmental Transfer (IGT) Step 1 Access Statement and Form,** *continued*





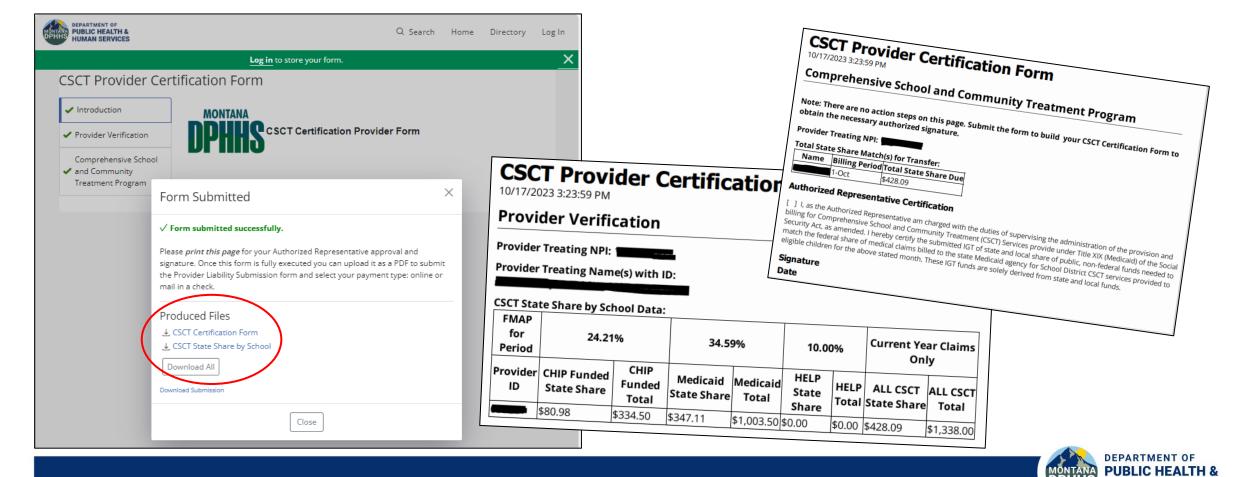
## **CSCT Intergovernmental Transfer (IGT) Step 1 Downloading Forms**





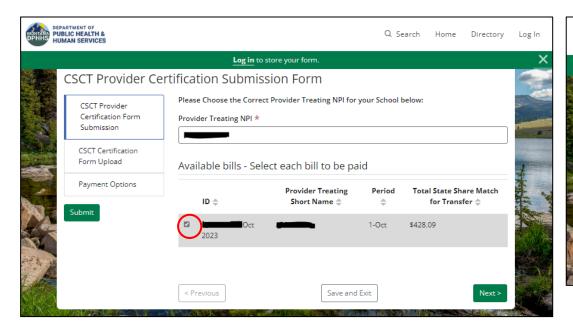
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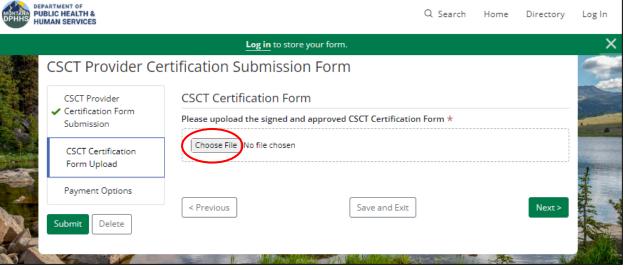
#### Step 1 Downloading Forms, continued



## **CSCT Intergovernmental Transfer (IGT) Step 2 Uploading Signed Certification Form**

Go back to AccessGov and select Step 2 to upload a PDF of your signed certification form and select your payment method.



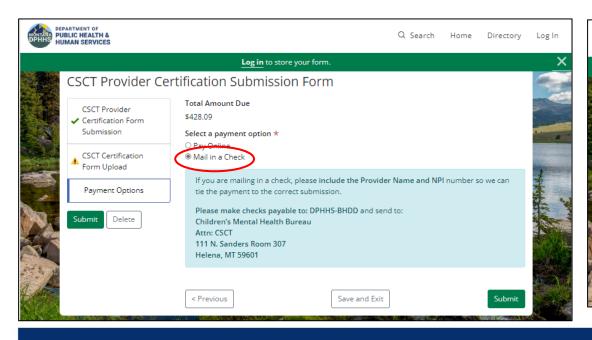


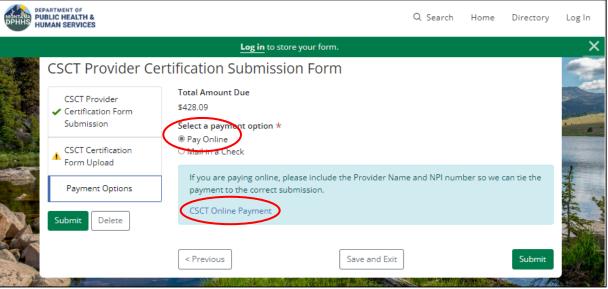


## **CSCT Intergovernmental Transfer (IGT) Step 2 Selecting a Payment Option**

After uploading, school districts have several payment options:

- Mail in a paper check
- Online via electronic check or credit/debit card







#### **Online Payment Portal**

For school districts choosing to pay the state match online, you will redirected to the Montana Online Payment Portal.

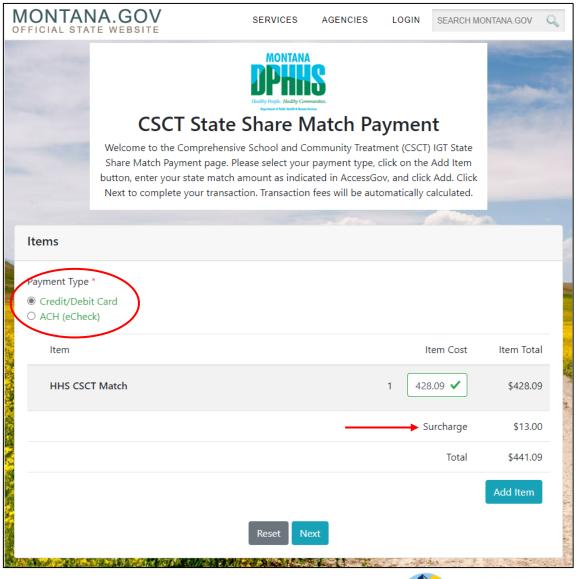
#### **Online Payment process times:**

- Credit/debit card please allow 3-5 business days
- Electronic check please allow 5 business days

Please note there are transaction fees\* associated with this method of payment. The fees are automatically calculated when you choose the method of payment.

- Transaction Fee: 1.5% per transaction
- Maximum Fee Cap: \$20 per transaction
- Credit Card Processing Fee: transaction fee plus 3% of the transaction (approximate depending on card type)

\*Effective February 1, 2025 Fees are subject to change





## Remittance Advice and Reconciliation



#### Remittance Advice/Reconciliation

The Remittance Advice (RA/e!SOR) shows the status of claims. Please use the remittance advice to reconcile claims – not the state match statement received the first of the month. That statement is used to calculate the match amount due.

#### Information on the remittance advice that may be helpful:

- CSCT Procedure Codes: H0036 or H2027
- Claim Status: Paid, Pending (Suspended), or Denied. Suspended CSCT claims that are "pending" with
  remark code 133 are claims that will be released once the IGT state match has been met. The month in
  which claims are pending is based on when a clean claim is received, not on the date of service.
- Service Dates
- Amount Billed
- Amount Allowed by Medicaid
- ICN
- Team Number
- Student Name and Medicaid Number: \*\* This is PHI so always send remits via secure file transfer.\*\*

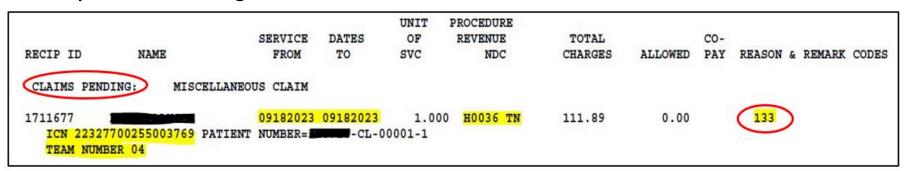


#### Remittance Advice/Reconciliation Examples

#### Example of Paid Claim

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#### Example of Pending Claim with Remark Code 133



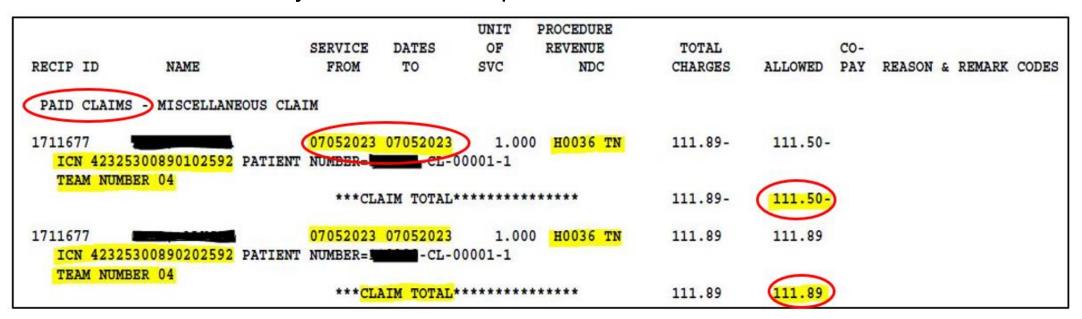


#### Remittance Advice/Reconciliation Examples

continued

Example of Mass Adjusted Claim with ICN that starts with a "4".

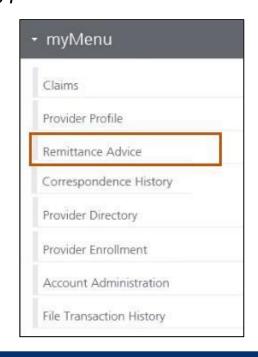
• For claims that are adjusted, there are two lines on the remittance. The original payment is taken back and then the adjusted amount is paid.

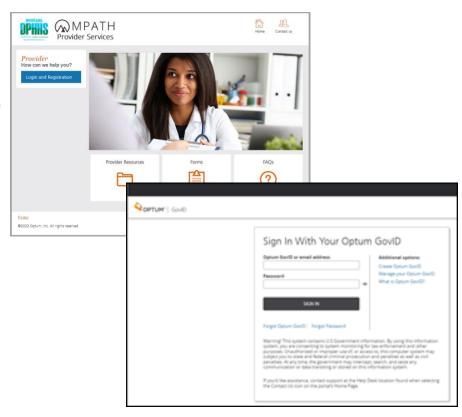




## Remittance Advice/Reconciliation Accessing your Remittance Advice

- 1. Log onto the **Optum MPATH Provider Services Portal**Home | OMMS Provider Portal (optum.com)
  (The legacy MATH portal is being phased out. Please use the MPATH portal)
- 2. Under **myMenu**, select **Remittance Advice**



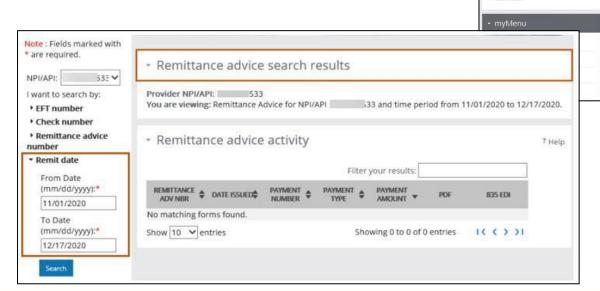




#### Remittance Advice/Reconciliation

#### Accessing your Remittance Advice, continued

- 3. The Remittance Advice search portlet will display with four search options: EFT number, check number, remittance advice number, and remit date.
- 4. Click on the search parameter from the options listed in the portlet. Enter required data under the option chosen. Click **Search**. Remittance advice details will display. You have the option to view or download a PDF.





MPATH

Remittance Advice

Remittance advice search results

To view remittance advice use the remittance advice search ports

To view remittance advice, use the remittance advice search portly

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\* Remit date

#### **MPATH Provider Service Portal User Guide**

#### To access the User Guides:

- Go to the Medicaid Provider Webpage: <a href="https://medicaidprovider.mt.gov/">https://medicaidprovider.mt.gov/</a>
- Select Provider Enrollment, in the green side bar to the left.
- Select Enrollment Training Materials and User Guides at the bottom of the page.
- Select training Presentations/January 2022 MPATH Provider Services
   Module Presentation (User Guides and Training Videos are also available in this section)



## FAQs, Resources, and Contacts



#### **FAQs**

#### Q: What happens if I miss the deadline?

A: If you miss the deadline to submit your match payment and/or certification form, claims will rollover to the next month until the match is met. There is no penalty for letting claims roll over but be aware claims may then be subject to changes in the FMAP or rate increases that affect the calculation of the state match. If that occurs you will receive a certification form that reflects that adjustment.

 The next potential FMAP change will occur October 1, 2024, at the start of the next Federal Fiscal Year. Check the reminders in your monthly statement email for more information.

#### Q: In Step 1, I entered my NPI, saw what bills were available but when I clicked on "Next" no certification form or statement was available.

A: If you receive a "No bills were selected to display on certificate" message, click on the "Previous" button to return to page showing statements that are available to view and download. Then select the square radio button to the left of the statement(s) you wish to access. Then go to "Next" again and it should display.

#### **FAQs**

#### continued

#### Q: We no longer have CSCT services, why do I still get a statement?

A: Your district will receive a statement even if you are no longer providing CSCT services if there are pending claims on the report. There are several reasons this may occur. If no match payment has been submitted or the payment is received after the due date the claims will roll over. Also, providers have 365 days to submit claims to Medicaid so the mental health center may be wrapping up billing.



#### **CSCT Resources**

#### Children's Mental Health Bureau (CMHB) CSCT Webpage

The <u>Comprehensive School and Community Treatment (mt.gov)</u> webpage provides CSCT-related resources, timelines, and other documents.

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

Manuals and Guides (mt.gov)

#### **Administrative Rules of Montana to reference**

ARM 37.87.1803 Reimbursement

**DPHHS AccessGov** (access monthly IGT statements and certification forms): <u>DPHHS (accessgov.com)</u>.

Online Payment Portal (electronic check or credit/debit card ):

Montana Online Payment Portal (mt.gov)



#### **Who to Contact with Questions**

#### **DPHHS CMHB**

#### **CSCT Program Questions**

Christine White CSCT Medicaid Program Officer 406-444-5916 <a href="mailto:chwhite@mt.gov">chwhite@mt.gov</a>

Liz LeLacheuer

Medicaid Program Supervisor

406-444-7652

elelacheur@mt.gov

#### Office of Public Instruction (OPI) School Finance Questions

(i.e., revenue codes, expenditure codes, fund accounts)

OPISchoolFinance@mt.gov

#### **IGT Questions (statements, payments, certification forms):**

Email: <u>HHSCSCT@mt.gov</u>



#### **Acronyms**

Acronym	Definition	Acronym	Definition
ARM	Administrative Rule of Montana	MMIS	Medicaid Management Information System
BHDD	Behavioral Health and Developmental Disabilities Division	MOU	Memorandum of Understanding
CMS	Centers for Medicare & Medicaid	MTSS	Multi-Tiered Systems of Support
CSCT	Comprehensive School and Community Treatment	NPI	National Provider Identifier
CHIP	Children's Health Insurance Plan	OPA	Office of Public Assistance
СМНВ	Children's Mental Health Bureau	OPI	Office of Public Instruction
DPHHS	Department of Public Health and Human Services	PID	Provider ID
FFY	Federal Fiscal Year (Oct 1-Sept 30)	RA	Remittance Advice
FMAP	Federal Medical Assistance Percentage	SED	Serious Emotional Disturbance
HELP	Medicaid Expansion/Health & Economic Livelihood Partnership	SFY	State Fiscal Year (July 1-June30)
НМК	Healthy Montana Kids (see CHIP)	TPL	Third Party Liability Insurance
HMK Plus	Montana Medicaid/Healthy Montana Kids Plus		
ICN	Individual Control Number (assigned to each claim)		
IGT	Intergovernmental Transfer		



### Questions?

