



# Comprehensive School and Community Treatment

## Children's Mental Health Bureau, DPHHS

### Comprehensive School and Community Treatment Changing CSCT Contractors Guidance

The Children's Mental Health Bureau (CMHB) requires public school districts to submit a CSCT Contractor/Team Change form when the school changes the mental health center contracted for CSCT services. Montana Healthcare Programs considers the School to be the Medicaid provider of these services and the information on record must be that of the school.

To change a contractor for an existing Montana Medicaid file, complete a CSCT Contractor/Team Change form for each CSCT Team and attach the signed CSCT Contract for each new Team. Provider Relations will use the information on the change request to create a new team file. Existing school information will be copied into the new file (e.g., Tax ID and banking data). New team number(s) will be assigned using the date on the new contract and terminate the old team number(s). Provider Relations will contact the school with any questions. The school district contact will receive the new information to verify before final approval.

Please review the checklist below to facilitate a quicker enrollment process. To reduce possible delays, consider submitting all documents listed below along with the CSCT Contractor/Team Change form. If you have submitted all required documents with the necessary sections completed, you should expect the entire process to take about a month: 15 days for the approval process and two weeks for the welcome letter to arrive after approval. Please note any issues or missing documents will add additional time to the enrollment process.

#### Required Documents

- [CSCT Contractor/Team Change Form](#)
- Copy of signed new contract

#### Optional Documentation to Avoid Possible Delays

- EFT form
- W-9 form
- Ownership update disclosure form (If there has been a change in ownership from the original team, schools will also need to submit this form.)

#### Reminders

- Have you submitted a separate form for each team you wish to enroll?
- Have you included any changes in banking information from the previous PID?
- Has the form been signed?
- Under Section 1, "current" refers to the contractor whose contract is ending.
- Gap in CSCT Services: If the previous contractor is no longer providing services and the contract no longer in effect, a new application with new supplemental documents will need to be submitted for each team.
- New/additional teams or changes to tax ID - the school will need to submit a new enrollment application.

#### How to submit your documents to the Conduent Enrollment Team

*Mail or fax forms to:*

Provider Relations Enrollment  
PO Box 4936  
Helena, MT 59604  
Fax (406) 442-4402

#### **Team Enrollment Questions?**

Provider Relations Enrollment  
[MTEnrollment@conduent.com](mailto:MTEnrollment@conduent.com)  
(800) 624-3958 / (406) 442-1837 Helena

#### **CSCT Program Questions?**

CSCT Medicaid Program Officer  
DPHHS Children's Mental Health Bureau  
(406) 444-4545