



January 24, 2022

Dear CSCT Districts:

As you are aware, the bridge funding which was provided by the 67<sup>th</sup> Legislature has been fully exhausted as of December 2021. Starting February 1, 2022, schools who choose to participate in the Comprehensive School and Community Treatment (CSCT) Program will be required to submit the state share of submitted CSCT program claims via the Intergovernmental Transfer (IGT) process. For submitted claims, schools will be required to submit to the Office of Public Instruction (OPI), a CSCT Certification Form, in addition to the state share payment which must be from a non-federal source.

OPI is in the final stages of establishing a web portal, AccessGov. AccessGov will streamline the IGT process by providing access to state share documents and will allow payments to be sent via E-Check or general mail. OPI plans to go live with AccessGov on April 1. In March, OPI will be providing two live trainings. In addition, two scheduled office-hour days will be offered where an OPI team member will be available to answer questions related to the IGT process and AccessGov system functionality. Scheduled times are as follows:

March 9 at 10 am – Live training - [Click here to join the meeting.](#)  
March 16 at 1pm – Live training - [Click here to join the meeting.](#)  
March 22 – 8 am to 4 pm office hours - [Click here to join the meeting.](#)  
March 23 – 8 am to 4 pm office hours - [Click here to join the meeting.](#)

In the interim of finalizing AccessGov, CSCT district contacts will be notified of their state share requirement for submitted claims. Notification will be via email ([OPI.CSCT@mt.gov](mailto:OPI.CSCT@mt.gov)) for February and March. Please review the attached CSCT Email List document to confirm the correct contact is listed for your district. For contact changes please send an email to [OPI.CSCT@mt.gov](mailto:OPI.CSCT@mt.gov) noting the needed change. As noted, CSCT districts will be required to submit the CSCT Certification Form along with a check to OPI. An example CSCT Certification Form is attached. To receive reimbursement, CSCT districts must submit the signed certification form and check payment made payable to the Office of Public Instruction by the date outlined on the attached CSCT Monthly IGT Timeline.

OPI would like to thank you for your continued commitment in serving our children through mental health services. As it is the district's choice to participate in the CSCT Program, OPI reminds districts there are various options for funding district match requirements for the CSCT Program. OPI has provided Accounting Guidance outlining these options which includes allowable uses of ESSER funding that can be used to directly fund CSCT services.

Please feel free to contact me with any questions. I can be reached at (406) 444-4523 or [jphillips3@mt.gov](mailto:jphillips3@mt.gov).

Respectfully,

Jay Phillips  
Chief Financial Officer  
Office of Public Instruction





Dear *School*:

Below is your CSCT Certification Form. Please print the form, have the authorized representative sign and date the form, and remit to OPI with check by *Month, day, year (letter insert)*.

Please make checks payable to MT Office of Public Instruction

Mail to:  
Montana Office of Public Instruction – CSCT Program  
PO Box 202501  
Helena, MT 59620-2501

If you have questions or concerns, please contact Vonnie Evans or Catherine McNeal at 406-444-3693 or at [OPI.CSCT@mt.gov](mailto:OPI.CSCT@mt.gov).

### CSCT Certification Form

Claim Month/Year	Month/Year
Provider Name	School
Provider Treating NPI	XXXXXXXXXX
Total State Share Match for Transfer	\$ x,xxx.xx
Contact information: <i>School Representative</i> <i>School.email@example.gov, xxx-xxx-xxxx</i>	

#### Authorized Representative Certification

As the Authorized Representative, I am charged with the duties of supervising the administration of the provision and billing for Comprehensive School and Community Treatment (CSCT) Services provided under Title XIX (Medicaid) of the Social Security Act, as amended. I hereby certify the submitted IGT of state and local share of public, non-federal funds needed to match the federal share of medical claims billed to the state Medicaid agency for School District CSCT services provided to eligible children for the above stated month.

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## School District Calendar CSCT Monthly IGT Timeline for State Fiscal Year 2022

To make the transition to the CSCT IGT process easier, please refer to the SFY 2022 calendar below to determine when claims should pay based

*For questions on this process, please contact*

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

Task	October 2021 Claims	November 2021 Claims	December 2021 Claims	January 2022 Claims	February 2022 Claims	March 2022 Claims	April 2022 Claims
LEA/ MHC	LEAs submit claims to MMIS Fri Oct 1 through Tue Oct 19	Wed Oct 20 through Tue Nov 23	Wed Nov 24 through Tue Dec 21	Wed Dec 22 through Tue Jan 25	Wed Jan 26 through Tue Feb 22	Wed Feb 23 through Tue Mar 22	Wed Mar 23 through Tue Apr 19
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
DPHHS CMHB	CMHB communicates match amounts owed to OPI via monthly report Mon Nov 1	Wed Dec 1	Thu Dec 30	Tue Feb 1	Tue Mar 1	Fri Apr 1	Mon May 2
OPI	OPI notifies LEAs what their CSCT state match amount is and when it is due. Mon Nov 1	Wed Dec 1	Thu Dec 30	Tue Feb 1	Tue Mar 1	Fri Apr 1	Mon May 2
LEA and OPI	Within 10-business day window: ▪ LEAs send match amount via check to the OPI ▪ OPI reconciles payments with report Mon Nov 1 to Mon Nov 15	10-Day Window: Wed Dec 1 to Wed Dec 15	10-Day Window: Thu Dec 30 to Fri Jan 14	10-Day Window: Tue Feb 1 to Tue Feb 15	10-Day Window: Tue Mar 1 to Tue Mar 15	10-Day Window: Fri Apr 1 to Fri Apr 15	10-Day Window: Mon May 2 to Mon May 16
OPI	OPI sends funds to DPHHS and notifies them which LEA state matches have been received and reconciled and which have not. Mon Nov. 15	Wed Dec 15	Fri Jan 14	Tue Feb 15	Tue Mar 15	Fri Apr 15	Mon May 16
DPHHS CMHB	CMHB notifies Conduent which claims, by ICN, to release. ▪ This will occur no later than the third Tuesday of the month. Tue Nov 16	Tue Dec 21	Tue Jan 18	Tue Feb 15	Tue Mar 15	Tue Apr 19	Tue May 17
MMIS	MMIS claims process Wed Nov 17	Wed Dec 22	Wed Jan 19	Wed Feb 16	Wed Mar 16	Wed Apr 20	Wed May 18
MMIS	Claims pay to LEAs Mon Nov 22	Mon Dec 27	Mon Jan 24	Mon Feb 21	Mon Mar 21	Mon Apr 25	Mon May 23



## CSCT School District Contact List

last updated: 1/21/22

SCHOOL/DISTRICT	NAME	EMAIL	PHONE NUMBER
Alberton School District	Arra Rausch	albrclerk@blackfoot.net	406-722-4413
Anacosta School District #9	Gayle Holm	gholm@anacostaschools.org	406-563-8277 ??
Arlee Joint School District #J & 8	Lornie Morin	lmorin@arleeschools.org	406-726-3216
Arrowhead School District	Cinda Self	cself@arrowheadk8.org	406-333-4359/924-6865
Beaverhead County High School	Ramona Glauz	rglauz@bchsmnt.com	406-683-2361
Belgrade Public Schools	Jay Bates	jbates@belgradeschools.com	406-924-2031
Big Fork School District #38	Lacey Porrovecchio	lporrovecchio@bigfork.k12.mt.us	406-837-7402
Billings School District #2	Jeri Anton	antonj@billingschools.org	406-281-5021
Bitterroot Valley Education Co-Op (BYEC)	Jill Reynolds	revnoldsj@bvec-mt.org	406-777-2494
Bonner School District #14	Carrie Ruff	gruff@bonner.k12.mt.us	406-258-6151
Boulder School District #1 (Not JHS)	Britton Mann	britton_mann@bbs.k12.mt.us	406-225-3316
Box Elder Public School District #13	Alvina Friede	alfriede@boxelder.k12.mt.us	406-352-4195, ext. 5105
Bozeman Public School District #7	Mike Waterman, Deputy Superintendent-Operations RJ Tvedt, Accounting Supervisor	mike.waterman@bsd7.org rj.tvedt@bsd7.org	406-522-xxxx 406-522-6039
Bridger School	Betty Sweet	bsweet@bridgerscouts.org	
Browning Public School District #9	Crystal Tailfeathers	crystal@bps.k12.mt.us	406-338-2715, ext. 4233
Butte School District #1	Kevin Patrick	patrickk@bsd1.org	406-533-2503
Cardwell School District #16-31	Lisa Morgan (interim)	lmorgan@cardwellschool.org	406-287-3321
Cascade Public Schools #2	Karsen Drury	kdrury@cascade.k12.mt.us	406-468-9383
Centerville School	Lynda Kohut	lyndak@centerville.k12.mt.us	406-736-5123
Choteau School District #1	Patty Mellinger	patty.mellinger@choteauschools.net	406-466-5303
Clancy Elementary School District #1	Jennifer Goehring, Clerk	goehring@clancy.k12.mt.us	406-933-5575
Clinton School District #32	Rhonda Decker	rdecker@clintoncougars.com	406-825-3114
Columbia Falls Public Schools #6	Dustin Zuffelato	d_zuffelato@cftmschools.net	406-892-6550, ext. 430
Comrad School District #10	Brent Bandow	brent.bandow@comradschools.org	406-278-5521
Convallis	Nicole Ulibarri, Business Manager/District Clerk	NicoleU@convallis.k12.mt.us	
County of Flathead School District #29/Somers	Breanne Wiest	breanne.wiest@somersdist29.org	406-751-3412??
County of Gallatin School District #27/Monforton School	Kris Ortmeier	kortmeier@monfortonschool.org	406-586-1557
County of Yellowstone	Debi Orelup	gorelup@independent.k12.mt.us	406-259-8109
Darby School District *BVEC	Jill Reynolds (Darby Poe)	ireynolds@bvec-mt.org	406-821-1307
Deer Lodge School District #1	Tara Garrison	tgarrison@deerlodgeschools.org	846-1553, ext. 2520
Desmet School District #20	Frejya Hughes, Business Manager/District Clerk	fhughes@desmetsschool.org	406-549-4994 ext 405
Dillon School District	Dalene Hahnkamp	dlhahnkamp@dillonelem.k12.mt.us	406-683-4311
Dixon School District #9	Charlotte Morigeau	cmorigeau@blackfoot.net	406-246-3566
East Helena School District	Kim Aarstad	kaarstad@ehps.k12.mt.us	406-227-7700
Elder Grove	Julie Copeman	copeman@eldergrove.k12.mt.us	406-530-9040
Ennis Elementary	Ginger Martello	gmartello@ennischools.org	
Eureka School District #13	Omna Escobar	gescobar@teameureka.net	297-5638
Evergreen School District #50	Christopher Campbell	ccampbell@evergreensd50.com	406-751-1111, ext. 1101
Florence Carlton School District *BVEC	Jill Reynolds (Florence Tollenaar)	revnoldsj@bvec-mt.org	406-273-6751
Frenchtown School District #40	Shauna Anderson	sanderso@ftsd.org	406-626-2600
Glasgow School District #A	Kelly Doornek	doornek@mail.glasgow.k12.mt.us	406-406-228-2406
Glendive School District #1	Anne Sadorf	sadorfa@glendiveschools.org	406-377-2555
Great Falls Public Schools	Brian Patrick	brian_patrick@gfps.k12.mt.us	406-268-6051
Hamilton School District *BVEC	Jill Reynolds (Jill Reynolds)	revnoldsj@bvec-mt.org	406-363-2280
Hardin School District #1	Melvin Ware	Melvin.ware@hardin.k12.mt.us	406-665-9308

Harlem Public Schools District #12	Cassie Cornell, Business Manager/Clerk	<a href="mailto:cassiec@harlem-hs.k12.mt.us">cassiec@harlem-hs.k12.mt.us</a>	406-353-2258
Harrison School District #23	Teresa Cornell, Business Manager/Clerk	<a href="mailto:teresac@harlem-hs.k12.mt.us">teresac@harlem-hs.k12.mt.us</a>	406-685-3428
Havre School District #16	Judi Ward	<a href="mailto:jward@harrison.k12.mt.us">jward@harrison.k12.mt.us</a>	406-265-4356, ext. 6711
Helena School District #1	Shanna Flores	<a href="mailto:ffloress@bluepony.k12.com">ffloress@bluepony.k12.com</a>	406-324-2007
Helena Flats School District #15	Janelle Mickelson	<a href="mailto:jmickelson@helena.schools.org">jmickelson@helena.schools.org</a>	406-257-2301
Heligate School District #4	Tonnie Decker	<a href="mailto:tonniedecker@helenaflats.org">tonniedecker@helenaflats.org</a>	Admin Office: 406-728-5626 • Direct: 406-532-4024
Hot Springs School District #14J	Shara Blair, Business Manager/District Clerk	<a href="mailto:sblair@hellgate.k12.mt.us">sblair@hellgate.k12.mt.us</a>	406-741-2964
Huntley Project School District #24	Carmen Jackson	<a href="mailto:jackson@hotsprings.k12.mt.us">jackson@hotsprings.k12.mt.us</a>	406-967-2540
Kallispeil Public Schools	Rita Huck	<a href="mailto:huck@huntley.k12.mt.us">huck@huntley.k12.mt.us</a>	406-751-3412
Kia School District	Gwyn Andersen, Director - Operations & Business Services	<a href="mailto:anderseng@sd5.k12.mt.us">anderseng@sd5.k12.mt.us</a>	406-257-2428
Lame Deer School District #6	Sharon Leach	<a href="mailto:sleach@kiaschool.com">sleach@kiaschool.com</a>	406-477-6305, ext. 1005
Laurel Public Schools	Lillian Bigman	<a href="mailto:lillian.bigman@lamedeer.k12.mt.us">lillian.bigman@lamedeer.k12.mt.us</a>	406-628-8623
Lewis and Clark School District #1	Julie Jones, Business Manager	<a href="mailto:julie_jones@laurer.k12.mt.us">julie_jones@laurer.k12.mt.us</a>	406-535-8777, ext. 116
Libby School District #4	Rebekah Rhodes	<a href="mailto:rrhoades@lewistown.k12.mt.us">rrhoades@lewistown.k12.mt.us</a>	406-293-8813
Livingston School District	Leslie Forster	<a href="mailto:forsterl@libbyschools.org">forsterl@libbyschools.org</a>	406-222-0863
Lone Rock School District *BVEC	Ellen Conley	<a href="mailto:ellen.conley@livingston.k12.mt.us">ellen.conley@livingston.k12.mt.us</a>	406-252-6022
Lockwood School District	Jill Reynolds (Jeannie Morgan)	<a href="mailto:reynoldsj@bvec-mt.org">reynoldsj@bvec-mt.org</a>	406-273-0451
Lolo School District #7	Laurie Noonkester	<a href="mailto:noonkester@lockwoodschool.org">noonkester@lockwoodschool.org</a>	406-654-1871
Malta School District #14A	Robbi Ludemann	<a href="mailto:ludemann@lolo.schools.org">ludemann@lolo.schools.org</a>	406-854-2333
Marion	Jane Knudsen	<a href="mailto:jknudsen@malta.k12.mt.us">jknudsen@malta.k12.mt.us</a>	406-234-3840
Miles City School District #1	Shannon Kvaalen	<a href="mailto:skvaalen@marionschoolmt.com">skvaalen@marionschoolmt.com</a>	406-728-2400, ext. 3031
Missoula County Public Schools	Lenore Brisco	<a href="mailto:lbrisco@miles.k12.mt.us">lbrisco@miles.k12.mt.us</a>	406-442-6779
Montana City School District #27	Dan Parrish	<a href="mailto:dparrish@mcps.k12.mt.us">dparrish@mcps.k12.mt.us</a>	406-633-2350
Montana City School District #10	Diane Smith	<a href="mailto:dsmith@mtcityschool.net">dsmith@mtcityschool.net</a>	406-859-3232, ext. 223
Noxon School District #5	Kathi Kallis	<a href="mailto:noxonclerk@noxonschools.com">noxonclerk@noxonschools.com</a>	406-826-8600
Park City School District #1	Lisa Reynolds, Clerk	<a href="mailto:reynolds@pcsd5.org">reynolds@pcsd5.org</a>	406-883-6355
Phillipsburg School District	Linda Graham	<a href="mailto:grahaml@pburg.k12.mt.us">grahaml@pburg.k12.mt.us</a>	406-436-2658
Plains School District #1	Kelly Pfister	<a href="mailto:kelly.pfister@plainschools.net">kelly.pfister@plainschools.net</a>	406-846-2757
Powder River County District	Pamela Clary	<a href="mailto:pclary@poison.k12.mt.us">pclary@poison.k12.mt.us</a>	406-782-5470
Powell County High School	Dixie Mitchell	<a href="mailto:dixie@broadus.net">dixie@broadus.net</a>	406-446-2117
Ramsay School District #3	Annette Meagher, Business Clerk	<a href="mailto:ameagher@pchs.dl.k12.mt.us">ameagher@pchs.dl.k12.mt.us</a>	406-455-2421
Red Lodge Public Schools	Cassandra Biggers, Business Manager/Clerk	<a href="mailto:bjbiggers@ramsav.k12.mt.us">bjbiggers@ramsav.k12.mt.us</a>	406-395-4474 ES/406-395-4270 MS
Roberts K-12	Tiffany Bray	<a href="mailto:tiffany_bray@redlodge.k12.mt.us">tiffany_bray@redlodge.k12.mt.us</a>	406-676-3390, ext. 3205
Rocky Boy School District 871 and 87L	Jalayne Obert	<a href="mailto:obert@roberts.k12.mt.us">obert@roberts.k12.mt.us</a>	406-323-1507
Roman School District #30	Amanda Lamas, District Clerk	<a href="mailto:amandal@rockybov.k12.mt.us">amandal@rockybov.k12.mt.us</a>	406-677-2265
Roundup	TJ Marmion	<a href="mailto:tjmarmion@ronank12.edu">tjmarmion@ronank12.edu</a>	406-373-5461
Seeley Lake School District #34	Carmen Eiselein	<a href="mailto:carmeneiselein@roundup.k12.mt.us">carmeneiselein@roundup.k12.mt.us</a>	406-842-5302
Shepherd School District	Sally Johnson	<a href="mailto:sjohnson@blackfoot.net">sjohnson@blackfoot.net</a>	406-433-4080
Sheridan School District #5	Janice Ripley	<a href="mailto:j-ripley@shepherd.k12.mt.us">j-ripley@shepherd.k12.mt.us</a>	406-756-4535
Sidney Public Schools District #5	Rebecca Larsen	<a href="mailto:beckyl@sheridan.k12.mt.us">beckyl@sheridan.k12.mt.us</a>	406-745-3811, ext. 266
Smith Valley School District	Nicole Beyer	<a href="mailto:nbeyer@sidney.k12.mt.us">nbeyer@sidney.k12.mt.us</a>	406-649-2427, ext. 201
St. Ignatius School District #28	Laurie Peiffer, Business Manager	<a href="mailto:svsclerk@smithvalleyschool.org">svsclerk@smithvalleyschool.org</a>	406-777-5481
St. Regis School District #1	Adam Hawkaluk	<a href="mailto:ahawkaluk@stignatius.schools.org">ahawkaluk@stignatius.schools.org</a>	406-264-5110
Stevensville School District *BVEC	Tina Hill	<a href="mailto:hill@stregis.k12.mt.us">hill@stregis.k12.mt.us</a>	406-549-9239 Option 6 or ext. 300
Sun River Valley School District #55	Jill Reynolds (Robert Moore)	<a href="mailto:reynoldsj@bvec-mt.org">reynoldsj@bvec-mt.org</a>	406-827-3323
Swan Valley Public School	Belinda Klick	<a href="mailto:bklick@srvs.k12.mt.us">bklick@srvs.k12.mt.us</a>	406-295-4606
Target Range School	Ralph King, Principal	<a href="mailto:king@swanvalleyelementaryschool.com">king@swanvalleyelementaryschool.com</a>	406-684-5656
Thompson Falls School District #2	Jessica Pyette	<a href="mailto:jessica.pyette@target.k12.mt.us">jessica.pyette@target.k12.mt.us</a>	406-965-2231
Three Forks School District	Stacy Milner, Clerk	<a href="mailto:TFClerk@blackfoot.net">TFClerk@blackfoot.net</a>	
Troy School District #1	Lisa Morgan	<a href="mailto:lmorgan@threeforks.k12.mt.us">lmorgan@threeforks.k12.mt.us</a>	
Twin Bridges School District #7	Trinette Todd	<a href="mailto:todd@trov.k12.org">todd@trov.k12.org</a>	
Vaughn School District #74	Tara Rhea, Business Manager	<a href="mailto:trhea@tbschools.org">trhea@tbschools.org</a>	
Victor School District *BVEC	Elizabeth Thibert, Business Manager	<a href="mailto:lthibert@vaughnschool.com">lthibert@vaughnschool.com</a>	
West Valley School District #1	Jill Reynolds (Shelley O'Leary)	<a href="mailto:reynoldsj@bvec-mt.org">reynoldsj@bvec-mt.org</a>	
	Cindy Foley	<a href="mailto:cfoley@westvalleyschool.com">cfoley@westvalleyschool.com</a>	

Whitefish School District	Lucie Shea	<a href="mailto:sheal@whitefishschools.org">sheal@whitefishschools.org</a>	
White Sulphur Springs School District #8	Laci Novark	<a href="mailto:lnovark@whitesulphur.k12.mt.us">lnovark@whitesulphur.k12.mt.us</a>	
Whitehall School District #2	Patti Drake	<a href="mailto:pdrake@whitehallmt.org">pdrake@whitehallmt.org</a>	406-287-3455
Wolf Point School District #45	Cheri' Nygard	<a href="mailto:cnvgard@wolfpoint.k12.mt.us">cnvgard@wolfpoint.k12.mt.us</a>	406-653-2361



## District Options for Match Funding

The purpose of this guidance section is to provide districts with viable options that may be used to meet the match requirement for CSCT programs services that are planned for billing to Medicaid for reimbursement. There are two suggested options for the use of ESSER funds. In addition, there are three options identified in current flexibilities afforded to school district trustees in Montana Code Annotated.

Use of ESSER Funds to pay 100% of the cost of CSCT Services. Use of these funds is not an allowable Match.	Social-Emotional and Student-Wellbeing are appropriate uses of ESSER funds.	
Multi-District Agreements are funds from the district's general fund, budgeted funds that could be used as an allowable Medicaid match.	This section intends to increase the flexibility and efficiency of school districts without an increase in local taxes. Agreements may need to be amended to include uses for CSCT.	MCA 20-3-363
Use of ESSER Funds to supplant where general/non-federal funds are budgeted for the match.	The use of ESSER funds for current non-federal expenses, e.g., staffing, HVAC systems, IT updates, summer enrichment, etc., as it meets the need to prepare, prevent, respond to COVID.	
Gifts, legacies, devises, and administration of endowment funds: Unspecified donations may be placed to any fund/use at the Trustees' discretion. These funds would be considered non-federal funds.	Unless otherwise specified by the donor, devisor, or testator, when a district receives a gift, legacy, or devise, the trustees may deposit the gift, legacy, or the proceeds in any budgeted or non-budgeted fund at the discretion of the trustees and may thereafter transfer any portion of the gift, legacy, devise, or proceeds to any other fund at the discretion of the trustees. Note: For most districts, this is very limited funding.	MCA 20-9-604
Transfer of Funds – Improvement of School Safety & Security – may be a viable option for the match and funds transferred would be non-federal funds.	Programs to support the school and student safety and security, including but not limited to active shooter training, threat assessments, and restorative justice;	MCA 20-9-236 (b)
Use of Tuition Funds – Permissive Levy	For students with an IEP that requires SED services, tuition funds could be used for the match	
Tax credit scholarship program and the innovative educational program identifies that any program, service, instructional methodology, or adaptive equipment used to expand opportunity for a child with a disability as defined in MCA 20-7-401 is allowable.	School districts that have identified CSCT services for children with disabilities may seek tax credit scholarships to pay for the match for Medicaid-eligible students.	HB 279- 2021 Legislative Session