



January 24, 2022

Dear CSCT Districts:

As you are aware, the bridge funding which was provided by the 67th 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 24 – 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) 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 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.

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.

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 on when they are submitted.

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	May 2022 Claims	June 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	Wed Apr 20 through Tue May 24	Wed May 25 through Tue June 21
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
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	Wed June 1	Fri July 1
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	Wed June 1	Fri July 1
LEA and OPI	Within 10-business day window: <ul style="list-style-type: none"> LEAs send match amount via check to the OPI OPI reconciles payments with report 	<u>10-Day Window:</u> Mon Nov 1 to Mon Nov 15	<u>10-Day Window:</u> Wed Dec 1 to Wed Dec 15	<u>10-Day Window:</u> Thu Dec 30 to Fri Jan 14	<u>10-Day Window:</u> Tue Feb 1 to Tue Feb 15	<u>10-Day Window:</u> Tue Mar 1 to Tue Mar 15	<u>10-Day Window:</u> Fri Apr 1 to Fri Apr 15	<u>10-Day Window:</u> Mon May 2 to Mon May 16	<u>10-Day Window:</u> Wed June 1 to Wed June 15	<u>10-Day Window:</u> Fri July 1 to Fri July 15
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	Wed June 15	Fri July 15
DPHHS CMHB	CMHB notifies Conduent which claims, by ICN, to release. <ul style="list-style-type: none"> 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	Tue June 21	Tue July 19
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	Wed June 22	Wed July 20
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	Mon June 27	Mon July 25



CSCT School District Contact List

last updated: 1/21/22

SCHOOL/DISTRICT	NAME	EMAIL	PHONE NUMBER
Alberton School District	Arra Rausch	albclerk@blackfoot.net	406-722-4413
Anaconda School District #9	Gayle Holm	gholm@anacondaschools.org	406-563-8277 ??
Arlee Joint School District #JT & 8	Lonnie 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 Glaus	rglaus@bchsmt.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 (BVEC)	Jill Reynolds	reynoldsj@bvec-mt.org	406-777-2494
Bonner School District #14	Carrie Ruff	cruff@bonner.k12.mt.us	406-258-6151
Boulder School District #1 (Not JHS)	Britton Mann	britton.mann@bgs.k12.mt.us	406-225-3316
Box Elder Public School District #13	Alvina Friede	afriede@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	crystalt@bps.k12.mt.us	406-338-2715, ext. 4233
Butte School District #1	Kevin Patrick	Patrickks@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	jgoehring@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@cfmthschools.net	406-892-6550, ext. 430
Conrad School District #10	Brent Bandow	brent.bandow@conradschools.org	406-278-5521
Corvallis	Nicole Ulibarri, Business Manager/District Clerk	NicoleU@corvallis.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	dorelup@independent.k12.mt.us	406-259-8109
Darby School District *BVEC	Jill Reynolds (Darby Poe)	jreynolds@bvec-mt.org	406-821-1307
Deer Lodge School District #1	Tara Garrison	tgarrison@deerlodgeschools.org	846-1553, ext. 2520
Desmet School District #20	Freyja Hughes, Business Manager/District Clerk	fhughes@desmetschool.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	Onna Escobar	oescobar@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)	reynoldsj@bvec-mt.org	406-273-6751
Frenchtown School District #40	Shauna Anderson	sanderso@ftsd.org	406-626-2600
Glasgow School District 1A	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)	reynoldsj@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 Teresa Cornell, Business Manager/Clerk	cassiec@harlem-hs.k12.mt.us teresac@harlem-hs.k12.mt.us	406-353-2258
Harrison School District #23	Judi Ward	jward@harrison.k12.mt.us	406-685-3428
Havre School District #16	Shanna Flores	floress@blueponyk12.com	406-265-4356, ext. 6711
Helena School District #1	Janelle Mickelson	jmickelson@helenaschools.org	406-324-2007
Helena Flats School District #15	Tonnie Decker	tonniedecker@helenafats.org	406-257-2301
Hellgate School District #4	Shara Blair, Business Manager/District Clerk	sblair@hellgate.k12.mt.us	Admin Office: 406-728-5626 • Direct: 406-532-4024
Hot Springs School District #14J	Carmen Jackson	cjackson@hotsprings.k12.mt.us	406-741-2964
Huntley Project School District #24	Rita Huck	rhuck@huntley.k12.mt.us	406-967-2540
Kalispell Public Schools	Gwyn Andersen, Director - Operations & Business Services	anderseng@sd5.k12.mt.us	406-751-3412
Kila School District	Sharon Leach	sleach@kilaschool.com	406-257-2428
Lame Deer School District #6	Lillian Bigman	lillian.bigman@lamedeer.k12.mt.us	406-477-6305, ext. 1005
Laurel Public Schools	Julie Jones, Business Manager	julie_jones@laurel.k12.mt.us	406-628-8623
Lewistown School District #1	Rebekah Rhodes	rrhoades@lewistown.k12.mt.us	406-535-8777, ext. 116
Libby School District #4	Leslie Forster	forsterl@libbyschools.org	406-293-8813
Livingston School District	Ellen Conley	ellen.conley@livingston.k12.mt.us	406-222-0863
Lone Rock School District *BVEC	Jill Reynolds (Jeannie Morgan)	reynoldsj@bvec-mt.org	
Lockwood School District	Laurie Noonkester	noonkesterl@lockwoodschool.org	406-252-6022
Lolo School District #7	Robbi Ludemann	rludemann@loloschools.org	406-273-0451
Malta School District #14A	Jane Knudsen	jknudsen@malta.k12.mt.us	406-654-1871
Marion	Shannon Kvaalen	skvaalen@marionschoolmt.com	406-854-2333
Miles City School District #1	Lenore Bricco	lbricco@milesk12.mt.us	406-234-3840
Missoula County Public Schools	Dan Parrish	dparrish@mcps.k12.mt.us	406-728-2400, ext. 3031
Montana City School District #27	Diane Smith	dsmith@mtcityschool.net	406-442-6779
Noxon School District #10	Kathi Kallis	noxonclerk@noxonschools.com	406-847-2442
Park City School District #5	Lisa Reynolds, Clerk	lreynolds@pcsd5.org	406-633-2350
Philipsburg School District	Linda Graham	grahaml@pburg.k12.mt.us	406-859-3232, ext. 223
Plains School District #1	Kelly Pfister	kelly.pfister@plainsschools.net	406-826-8600
Polson School District #23	Pamela Clary	pclary@polson.k12.mt.us	406-883-6355
Powder River County District	Dixie Mitchell	dixie@broadus.net	406-436-2658
Powell County High School	Annette Meagher, Business Clerk	ameagher@pchs.k12.mt.us	406-846-2757
Ramsay School District #3	Cassandra Biggers, Business Manager/Clerk	biggersc@ramsay.k12.mt.us	406-782-5470
Red Lodge Public Schools	Tiffany Bray	tiffany_bray@redlodge.k12.mt.us	406-446-2117
Roberts K-12	JaLayne Obert	obert@roberts.k12.mt.us	406-455-2421
Rocky Boy School District 87J and 87L	Amanda Lamas, District Clerk	amandal@rockyboy.k12.mt.us	406-395-4474 ES/406-395-4270 MS
Ronan School District #30	TJ Marmon	tj.marmon@ronank12.edu	406-676-3390, ext. 3205
Roundup	Carmen Eiselein	carmeneiselein@roundup.k12.mt.us	406-323-1507
Seeley Lake School District #34	Sally Johnson	sjohnsonsl@blackfoot.net	406-677-2265
Shepherd School District	Janice Ripley	j-ripley@shepherd.k12.mt.us	406-373-5461
Sheridan School District #5	Rebecca Larsen	beckyl@sheridan.k12.mt.us	406-842-5302
Sidney Public Schools District #5	Nicole Beyer	nbeyer@sidney.k12.mt.us	406-433-4080
Smith Valley School District	Laurie Peiffer, Business Manager	svsclerk@smithvalleyschool.org	406-756-4535
St. Ignatius School District #28	Adam Hawkaluk	ahawkaluk@stignatiusschools.org	406-745-3811, ext. 266
St. Regis School District #1	Tina Hill	hillt@stregis.k12.mt.us	406-649-2427, ext. 201
Stevensville School District *BVEC	Jill Reynolds (Robert Moore)	reynoldsj@bvec-mt.org	406-777-5481
Sun River Valley School District #55	Belinda Klick	bklick@srvs.k12.mt.us	406-264-5110
Swan Valley Public School	Ralph King, Principal	rking@swanvalleyelementaryschool.com	406-754-2320
Target Range School	Jessica Pyette	jessica.pyette@target.k12.mt.us	406-549-9239 Option 6 or ext. 300
Thompson Falls School District #2	Stacy Milner, Clerk	TFclerk@blackfoot.net	406-827-3323
Three Forks School District	Lisa Morgan	lmorgan@threeforks.k12.mt.us	
Troy School District #1	Trinette Todd	ttodd@trovk12.org	406-295-4606
Twin Bridges School District #7	Tara Rhea, Business Manager	trhea@tbschools.org	406-684-5656
Vaughn School District #74	Elizabeth Thibert, Business Manager	lthibert@vaughnschool.com	406-965-2231
Victor School District *BVEC	Jill Reynolds (Shelley O'Leary)	reynoldsj@bvec-mt.org	
West Valley School District #1	Cindy Foley	cfoley@westvalleyschool.com	

Whitefish School District	Lucie Shea	sheal@whitefishschools.org	
White Sulphur Springs School District #8	Laci Novark	lnovark@whitesulphur.k12.mt.us	
Whitehall School District #2	Patti Drake	pdrake@whitehallmt.org	406-287-3455
Wolf Point School District #45	Cheri' Nygard	cnygard@wolfpoint.k12.mt.us	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