



Practice Points

Verify CTS Vendor Status Prior to Authorizing Services

The purpose of this Practice Point is to remind staff of the need to verify the status of Children's Treatment Services (CTS) vendors prior to authorizing the provision of services to clients of the Children's Division (CD). In many cases, this can be accomplished by completing the SEAS Request and Eligibility (CS-67) and SEAS Authorization (CS-67A). However, there may be instances in which staff will need to verify a provider's status in the Production (PROD) System. When it is necessary to use PROD, staff should use the following screens and information:

- ✚ **VNME** – Use the name of the provider or organization to obtain the Department Vendor Number (DVN);
- ✚ **ZCVR** – Use the DVN to look for all contracts held by a specific provider, and select a specific contract type using “X” beside the contract number and pushing the PF3key (contract numbers will start with CDA399 or SDA 399);
- ✚ **ZCNI** – This screen will indicate the status of the provider's contract and the rate for the provider to perform a specific service by specific contract number.

When verifying the status of a corporate or group contract, staff should use the identity of the vendor who holds the contract with the steps outlined above. Staff should use appropriate supervisory channels if they have any question about whether or not a provider has a current contract with CD to perform a specific service prior to authorizing any vendor to perform services for CD clientele.

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