



Practice Points

Verify CTS Vendor Status Prior to Authorizing Services

The purpose of this Practice Point is to remind staff to verify whether Children's Treatment Services (CTS) vendors have an active contract prior to authorizing services to clients of the Children's Division (CD).

Verification of a vendor who has been awarded a specific contract or services within a contract (e.g., CTS Supplemental Services Contract) can be accomplished by using the following screens:

- **Vendor Search** - which will provide a DVN and verify the name of the individual or organization as contracted with CD;
- **Vendor Profile** - utilize this screen to access Children's Division Contract; and,
- **Children's Division Contract** – filter Vendor Contracts and display active contracts with CD, which will indicate the specific services awarded to a vendor under each contract.

Review of multiple active contracts may be necessary to verify that a vendor has been awarded a specific service under a contract (i.e., there are two separate contracts for CTS Mental Health Services and CTS Supplemental Services, each with different service codes).

When verifying the status of a corporate or group contract, use the identity of the vendor who holds the contract following the steps outlined above. If staff have questions about whether or not a provider has a current contract to perform a specific service, those questions should be directed through the appropriate supervisory channel.

The Contract Management Unit (CMU) will, upon request, backdate a CTS contract to the first day of the month in which the CTS vendor's paperwork was received in Central Office. CMU may not backdate to July 1, 2011 for any vendor who failed to submit their request for offer prior to the end of July 2011.

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