

interChange Provider Important Message

Attention: Children’s Mental Health Urgent Crisis Centers

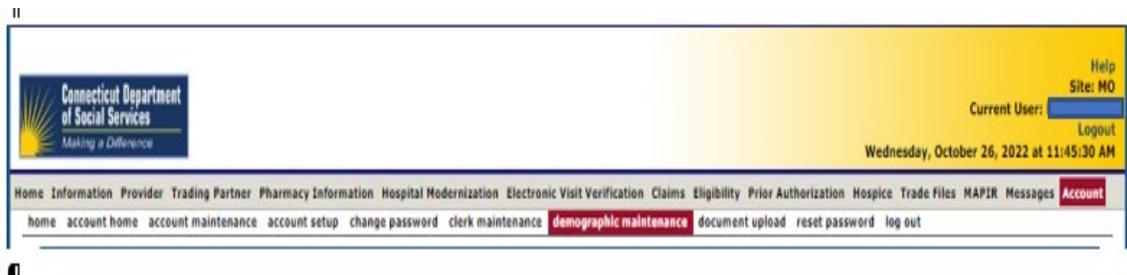
ACTION REQUIRED:

Children’s Mental Health Urgent Crisis Centers Certification Letter Upload Instructions and Billing Reminder

Upon receiving DCF certification, the provider must enter the appropriate certification to the provider’s secure Web Portal at www.ctdssmap.com under the Demographic Maintenance panel and upload their DCF certification to their provider enrollment agreement to the provider’s secure Web Portal Provider Document Upload panel and enter certification effective and end dates **by August 31, 2025**.

[Department of Children and Families \(DCF\) will begin issuing Children’s Mental Health Urgent Crisis Centers their certification letters the week of 8/4/2025.](#)

Providers will need to log into the secure Web portal to complete their upload for each AVRS ID. Once logged in, on the menu bar select: Demographic Maintenance, then click on Provider Certification.



For assistance click on the link to open the certification and document upload guide, which includes an example of the certification letter.

To upload the certification, click the “add” button and then select your appropriate certification(s) from the Certification Type drop-down menu. **NOTE: Please use the appropriate certification type that matches your certification.**

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Connecticut Department of Social Services
Making a Difference

Help
Site: PreMO
Current User: [redacted]
Logout
Wednesday, May 28, 2025 at 12:58:18 PM

Home Information Provider Trading Partner Pharmacy Information Hospital Modernization Telehealth Information Electronic Visit Verification Claims Eligibility Prior Authorization Hospice
Trade Files Messages Account Behavioral Health Attestation

home account home account maintenance account setup change password clerk maintenance demographic maintenance document upload reset password log out

Location Name Address > EFT Account > Service Language > Maintain Organization Members > Provider Certification

Provider Certification [X]

Click here to open the Certification and Document Upload Guide for instructions on how to complete this panel by the service you offer.

- If you are adding a new certification record, click the Add button and then click the Save button for each certification.
- If you are changing a certification, select the row to populate the fields below. Only the End Date can be updated. Once complete, click the Save button.
- Once a record is added or updated, go to the Provider Upload panel to upload documents.

Certification Type Effective Date / End Date

A

add

Certification Type*

Type data below for new record.

Effective Date*

End Date*

save cancel

*** Use the specific effective date of 9/1/2025 and the end dates as stated on your certification letter, then click save when done.

Please contact alexis.mohammed@ct.gov for additional information or if you have any questions on your certification.

For additional billing and reimbursement information refer to provider bulletin 2024-16 “Implementation of Children’s Mental Health Urgent Crisis Centers Services for Children 18 Years Old and Younger”.

If you are unable to sign into your secure Web portal, set up or need to unlock/change your password, or if you have questions about the www.ctdssmap.com Web site or specific claim questions please contact the Provider Assistance Call Center (PAC) at 1-800-842-8440.