DMHAS SABG COVID 19 Supplemental Reimbursement Program (DSCOVERS) - Guidance for Substance Use Disorder Contracted Providers

OVERVIEW

The Division of Mental Health and Addiction Services (DMHAS) is initiating the DSCOVERS program to reimburse community-based, non-profit Substance Use Disorder providers under contract with the Division for eligible expenses related to the COVID-19 pandemic. Expenses incurred between October 15, 2021 and February 1, 2023 will be eligible for this program. Eligible expenses (described below) must be documented ***new*** costs incurred during this time period and not already reimbursed through your DMHAS contract or any other federal relief program.

All claims will require supporting documentation that will be reviewed by DMHAS Fiscal staff prior to payment. Further, all claims will be subject to audit and any payments issued that are ultimately deemed to be improper based on a further review of documentation will be recovered.

ELIGIBLE CATEGORY TYPES

The following expenditures qualify for reimbursement for COVID-related expenses:

1. **Technology to facilitate telehealth, specifically substance use disorder services, for new and existing clients by DMHAS contracted, non-profit providers.**

   Items under this category include:

   - Improved Internet Bandwidth Services
   - Behavioral apps/digital approaches for SUD therapy, recovery, patient reminders, etc.
   - Expanded technology options for callers, e.g., texting
   - Enhanced broadband and cellular technology for provider use (not consumers)
   - Video Conferencing
   - WiFi Connectivity
   - Equipment such as laptops, headphones, webcams, smartphones, etc. for staff

- Other technology to improve access to and coordination of SUD prevention, intervention, treatment and recovery support services consistent with the provisions of HIPAA and 42 CFR, Part 2.
- Other evidence-based software to improve service delivery

2. **Personal Protective Equipment (PPE)**
   a. Face coverings: Surgical Masks, N95s, cotton masks
   b. Face Shields
   c. Gowns
   d. Gloves
   e. Goggles

ELIGIBILITY REQUIREMENTS

Eligible entities are existing non-profit DMHAS contracted providers of SUD services. Both cost reimbursement and Fee for Service providers are eligible. County governments under contract with DMHAS are unfortunately ***not*** eligible for this program.

Eligible expenses must be incurred between October 15, 2021 and February 1, 2023. DMHAS will not reimburse for expenses incurred outside of this window.

DOCUMENTATION REQUIRED TO SUPPORT ELIGIBLE EXPENSES

All purchases/expenditures must provide the following supporting documentation for each reimbursement item:

1. State of New Jersey **Payment Voucher** This document is for compiling information needed for payment. The following fields must be completed by the provider (voucher instructions):
   - Vendor Federal Identification Number
   - Vendor Name and Address
     *Vendors registered with the MMIS should also include their MMIS ID# here, even if it is the same (to avoid lookups)
   - File Transfer Protocol (FTP) location for upload (See below)
   - Signature and Date

   Items #1-3 (On Voucher):
   Enter Quantity and Unit of "1"
   Unit Price: Enter total amount of receipts for each item
   Each payment voucher has space for three acceptable expenses.
   The Total Row will automatically calculate.
   See attached sample for how the Payment Voucher is to be completed.

2. DMHAS expense tracking form (see attached)

3. Documentation (e.g., receipts, invoices, purchase orders) that the qualifying items were purchased and demonstrate payment was made.

4. **PPE** - Agencies will need to submit the above documentation for reimbursement of expenditures incurred between the dates of October 15, 2021 through February 1, 2023. See Submission Process below.

5. **HIPAA Compliant Information Technology - For IT-related costs, provider agencies are *first* required to submit a description of what they intend to purchase, with a justification.** This write-up should be clear in how the request comports with the eligibility categories noted above. DMHAS will review this and then inform the provider agency if the request is approved. If the request is approved, the provider agency will then submit the required documentation (payment vouchers, invoices, purchases orders, etc.) for reimbursement to DMHAS. See Submission Process below.

SUBMISSION PROCESS

All requests for reimbursement (including all required documents noted above) must be submitted through the DMHAS Secure File Transfer Protocol (SFTP) set-up specifically for this initiative via the following web address: https://securexfer.dhs.state.nj.us/login. Each Payment Voucher and all of the aforementioned documentation are to be uploaded as one PDF document to the folder labeled "DMHAS\SABG COVID Reimbursement" at that address.

Provider agency staff will require login credentials approved by DMHAS to submit documents through the SFTP site, using this site to request credentials: https://dmhas.dhs.state.nj.us/events/sabgcrf/register.aspx

Please note that all providers will need to submit new requests as credentials issued for the previous Coronavirus Relief Fund initiative will be deactivated.

Submission Schedule

Date expense incurred	Due date
October 15, 2021 through December 31, 2021	January 31, 2022
January 1, 2022 through March 31, 2022	April 30, 2022
April 1, 2022- June 30, 2022	July 31, 2022
July 1, 2022 – September 30, 2022	October 31, 2022
October 1, 2022 – December 31, 2022	January 31, 2023

January 1, 2023-February 1, 2023	March 1, 2023

Each provider is currently limited to a maximum reimbursement amount of $20,000 for each program reimbursement (i.e., PPE and IT). So a provider may be reimbursed for a maximum overall amount of $20,000 for PPE costs and an additional $20,000 for qualifying IT costs.

The initiative will be closed when all funds are expended or by February 1, 2023, whichever comes first. Submissions for expenses incurred after February 1, 2023 may not be considered for reimbursement at this time. Please ensure that submissions are complete and include the Payment Voucher and ***all*** required supporting documentation.

All questions and inquiries are to be submitted electronically to the following email address: DMHAS-SABG.CovidReimburse@dhs.nj.gov and a DMHAS representative will reply to your inquiry as soon as possible.