



Department of Human Services
Division of Mental Health and Addiction Services

**DMHAS MHBG COVID 19 Reimbursement
Program Guidance for Contracted Providers
of Mental Health Services**

OVERVIEW

The Division of Mental Health and Addiction Services (DMHAS) is initiating the MH-COVID-19 reimbursement program for contracted, community-based, non-profit Mental Health providers for eligible pandemic-related expenses. Expenses incurred between October 15, 2021 and February 1, 2023 will be eligible for this program. Eligible expenses (described below) must be documented as **new** costs incurred during this time period and **not** already reimbursed through DMHAS contracts or any other federal, state or county relief program.

All claims will require supporting documentation to 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. Personal Protective Equipment (PPE):

- a. Face coverings: Surgical Masks, N95s, cotton masks
- b. Face Shields
- c. Gowns
- d. Gloves
- e. Goggles

2. Technology for IT infrastructure for new and existing clients by DMHAS contracted, non-profit providers.

Items under this category include, but may not be limited to:

- Improved Internet Bandwidth Services
- Behavioral applications (apps) and digital approaches for 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
- Wi-Fi Connectivity

- Equipment such as laptops, headphones, webcams, smartphones, etc. for staff
- Other technology to improve access to and coordination of mental health treatment and support services
- Other evidence-based software to improve service delivery

3. Testing Kits and related items:

There are a vast number of rapid test kits already approved by the FDA, called antigen point of care tests, which can be found [here](#).

The testing kits which are acceptable for use within this reimbursement program are designated on the aforementioned link with an Authorization Setting of “W”.

Testing related allowable expenses include:

- test administration and supplies necessary for administration;
- activities/items to maintain healthy environments, and
- educational materials and printing costs of such materials to address consumer hesitancy regarding testing.

ELIGIBILITY REQUIREMENTS

Eligible entities are existing non-profit DMHAS cost-based and Fee for Service contracted providers of mental health services. County governments under contract with DMHAS are unfortunately **not eligible** for this program, with the exception of contracts that provide direct services.

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

2. DMHAS expense tracking form (see attached).
3. Documentation (e.g., receipts, invoices, purchase orders) for eligible purchases that demonstrate payment was made.

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.

SUBMISSION PROCESS

Whether or not your organization participated in the CRF Program last year, you will require new login credentials approved by DMHAS to submit documents through the DMHAS Secure File Transfer Protocol (SFTP) site. Please use this link <https://dmhas.dhs.state.nj.us/events/mhbg/register.aspx> to request unique login credentials for your agency.

All requests for reimbursement (including all required documents noted above) must be submitted through the SFTP site 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 a single PDF document to the folder labeled “MHBG_COVID_Reimburse” at the aforementioned web address.

Submission Schedule

Date expense incurred	Due date
October 15, 2021 through December 31, 2021	February 18, 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 category (i.e., PPE, IT and testing kits). 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 or testing kit costs.

This 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-MHBG.CovidReimburse@dhs.nj.gov and a DMHAS representative will reply to your inquiry as soon as possible.