



**DMHAS SAPT COVID Reimbursement
Program (DSCOVERS) - Guidance for Contracted
Substance Use Disorder Providers**

REVISED due to Funding EXTENSION

OVERVIEW

The Division of Mental Health and Addiction Services (DMHAS) is extending the DSCOVERS program to reimburse community-based, non-profit Substance Use Disorder providers under contract with the DMHAS for eligible expenses. The extension will continue to reimburse eligible expenses through August 31, 2025. Funding for this program is provided by the Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant COVID-19 Supplement No-Cost Extension, the American Rescue Plan Act of 2021 and COVID-19 Mitigation grants from the Substance Abuse and Mental Health Services Administration (SAMHSA).

Expenses incurred between February 2, 2023 and August 31, 2025 will be eligible for this program (see submission schedules on page 4 of this document). 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, state or county 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. Personal Protective Equipment (PPE)**
 - a. Face coverings: Surgical Masks, N95s, cotton masks
 - b. Face Shields
 - c. Gowns
 - d. Gloves
 - e. Goggles

- 2. Technology to facilitate IT infrastructure, specifically substance use disorder services, 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 apps/digital approaches for substance use disorder (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 software to improve service delivery, like evidence-based screening tools and treatment planning products

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](#).

There are 3 types of test kits eligible for reimbursement through the DSCOVERS program. The first are tests administered at your CLIA waived facility and are designated with an Authorization Setting of “W” on the website link provided above. The second and third tests are distributed to consumers directly for home testing prior to entering your facility and are designated with an Authorization Setting of “H” or “M” on the website provided above.

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 contracted SUD providers. Both cost reimbursement and Fee for Service providers are eligible. 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 periods of time outlined in the submission schedule on page 4 of this document. DMHAS will not reimburse for expenses incurred outside of these date parameters.

DOCUMENTATION REQUIRED TO SUPPORT ELIGIBLE EXPENSES

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

1. State of New Jersey **Payment Voucher** (attached). This document is for compiling information needed for payment. The following fields must be completed by the provider:
 - 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 (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 outlined on the submission schedule on page 4 of this document. 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) 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 “DMHAS\SABG COVID Reimbursement” at that address.

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 SFTP site. Please use [this link](#) to request credentials.

Current Submission Schedule through March 1, 2023

Date expense incurred	Due date
January 1, 2023 - February 1, 2023	March 1, 2023

Extended Submission Schedule through 2025

Date expense incurred	Due date
February 2, 2023 - March 31, 2023	April 28, 2023
April 1, 2023 – June 30, 2023	July 31, 2023
July 1, 2023 - September 30, 2023	October 31, 2023
October 1, 2023 – December 31, 2023	January 31, 2024
January 1, 2023 - March 31, 2024	April 30, 2024
April 1, 2024 – June 30, 2024	July 31, 2024
July 1, 2024 – September 30, 2024	October 31, 2024
October 1, 2024 – December 31, 2024	January 31, 2025
January 1, 2025 – March 31, 2025	April 30, 2025
April 1, 2025 – June 30, 2025	July 31, 2025
July 1, 2025 – August 31, 2025 (two months)	September 30, 2025

Each provider will be limited to a maximum reimbursement amount of \$20,000 for each reimbursement category type (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 and/or test kit costs.

The initiative will now close when all funds are expended or August 31, 2025, whichever comes first. Submissions for expenses incurred after August 31, 2025 may not be considered for reimbursement. 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.