DMHAS
Division of Mental Health
and Addiction Services

12/7/2023 QPM Meeting

Unified Services Transaction Form (USTF+)

What is the USTF+?

The web-based application is designed for mental health agencies under contract with the DMHAS to submit admission, termination, transfer information. Entering data into USTF+ is a contractual requirement.

In July of 2023, DMHAS released a new USTF solution called USTF+.

Why is the USTF+ required?

The Substance Abuse and Mental Health Service Agency (SAMHSA) is the largest funder of DMHAS services after CMS(Medicaid) and state appropriations. SAMHSA mental health block grant funding requires information about who is served, services supported and number of individuals served. Information collected helps identify gaps in services and about who is not being served or is underserved in NJ.

How do I access USTF+? And how are login credentials provided?

Here is the USTF+ home page. DMHAS provided each agency with login credentials for a Provider Administrator with the ability to add, edit and delete USTF+ application users.

If your agency provides services requiring data entry into the USTF+ application, agency leadership was notified earlier this year. The following **contracted mental health services** are required to enter data into the system:

1. Affiliated Emergency Services (AES)
2. Designated Screening Services (DSC)/Psychiatric Emergency Screening Services (PESS)
3. Short Term Care Facilities (STCF)
4. County Psychiatric Hospitals
5. Coordinated Specialty Care (CSC)
6. Community Support Services (CSS)
7. Mental Health Residential Programs
8. Integrated Case Management Services (ICMS)

9. Involuntary Outpatient Commitment (IOC)
10. Intensive Outpatient Treatment and Support Service (IOTSS)
11. Partial Care (PC)
12. Partial Hospital (PH)
13. Supported Employment (SE)
14. Supported Education (SEd)
15. Early Intervention Support Services (EISS)
16. Programs for Assistance in the Transition from Homelessness (PATH)
17. Justice Involved Services
18. Crisis Diversion Homes (RFP recently posted)
19. Crisis Homes
20. Peer Crisis Respite
21. Programs in Assertive Community Treatment (PACT)
22. Outpatient (OP)
23. Mobile Crisis Outreach Teams (RFP recently posted)

How can I obtain assistance with data entry issues in USTF+?

The application has a robust ticket management system. The best way to address a question or data entry issue in the application is by submitting a ticket in the application.

This can be done by following these steps:

1. Login
2. From the main menu click on HELP => TICKET MANAGEMENT
3. Click on "Create Ticket"
4. Select Category, enter client id (if applicable), write detail description of the issue, attach screen shot (if applicable) and click on "SAVE". Please provide the consumers name for all "admission in progress" inquires and include a valid client ID for any issue related to a client record.
5. Upon SAVING the ticket an acknowledgement email will be sent to the user email tied to the login.
6. A second email will be sent to the ticket creator after DMHAS updates the ticket.

DMHAS staff are available to support contracted Mental Health Providers required to enter data in the USTF+ application.

If you are a *contracted mental health provider*, and have a general question about the application, please email DMHAS.USTF.PlusSupport@dhs.nj.gov