Division of Mental Health & Addiction Services wellness recovery prevention laying the foundation for healthy communities, together



Welcome to NJMHAPP 2.0

NJ Mental Health Application for Payment Processing

Provider Information Session

Release Date – July 2017

Nitin Garg – Acting Assistant Director

Mahesh Phadke – Project Manager Kiran Janga – Project Architect & Lead Savely Khorosh – OIS Business Analyst



Topics



- NJMHAPP OVERVIEW
- NHMHAPP FLOWCHART
- NJMHAPP FEATURES/MODULES
- NJMHAPP NEW PHASE II FEATURES
- USER ROLES
- Q&A



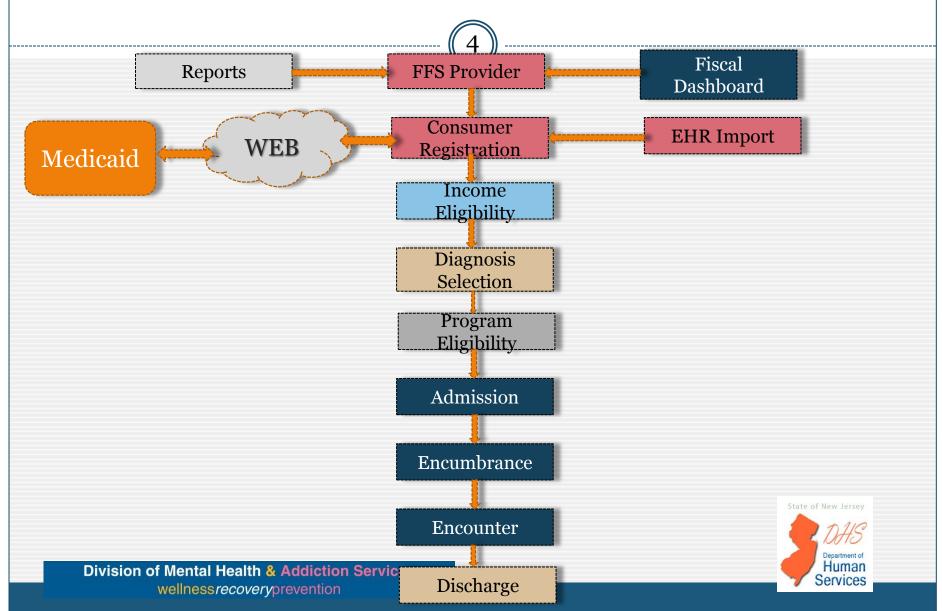
Overview

3

- NJ Mental Health Application for Payment Processing (NJMHAPP) is a web based modular system, which provides ability for Providers that are transitioning to Fee For Service, to submit eligible encounters/claims for all fee for service programs/services to DMHAS.
- NJMHAPP Phase II release adds additional Functionality and Programs/Services to be utilized by the participating Provider Agencies.
- NJMHAPP provides ability to generate an extensive array of parameter driven reports.
- Overview of Provider Agency functionality only.



NJMHAPP Flow Chart





NJMHAPP Modules

- Home/Login Page
- Consumer Search
- Consumer Registration (with Real-time Medicaid eligibility check)
- Income Eligibility
- Diagnosis Selection
- Program Eligibility(* including CSS program qualification)
- Admission (* CSS Admission process added in a separate tab)
- Encumbrance (* CSS Encumbrance added in a separate tab)
- Encounter/Billing (* CSS Encounter/Billing added in a separate tab)
- Discharge
- Payment Via Molina Bi-Weekly
- Ticket Management
- EHR Data Import Via HL-7 Format
- Reports
- User Management Only for provider administrators
- Notes

* New Functionality





- Provider User Login
 - Enables secure login for Provider Users and Administrators.
 - Displays Announcements and Release Notes
 - Provides access to NJMHAPP Documents
 - Provides integrated Forgot Password functionality



Provider User Login Continued



State of New Jersey Department of Human Services Division of Mental Health and Addiction Services NJ Mental Health Application for Payment Processing (NJMHAPP)
Elizabeth Connolly Valerie L. Mielke

sting Commissioner

Acting Commissioner

Department of Human Services

Assistant Commissioner

Division of Mental Health and Addiction Services

Welcome to NJMHAPP 2.0. Business testing starts from 3/28/17 to 4/28/

Login Here

Enter User Name and Password

User Name:
Password:

Login

Forgot Password

Announcements / Release Content Letter

Welcome to the Division of Mental Health and Addictions Services (DMHAS) New Jersey Mental Health Application for Payment Processing (NJMHAPP) Website.

- NJMHAPP allows Agencies contracted with DMHAS for mental health services to submit eligible encounters/billing for all fee for service (FFS) programs for payment processing.
- NJMHAPP does not replace other contractually obligated data requirements by DMHAS such as QCMR and USTF.
- NJMHAPP will only be accessed for services that are NOT covered by Medicaid or other insurance since the state is the payer of last resort:

Please click here for details

Please click here for Release Content Letter

NJMHAPP Documents

NJMHAPP HL7 format

MHFFS Provider Program Manual

IT Help Manual

NJMHAPP Payment Schedule

NJMHAPP Program FAQs

30 Day Residential Bed Hold Extension Request

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Provider User Login function

Displays and requires Terms and Conditions of use consent.

TERMS AND CONDITIONS OF USE

The NJMHAPP web application contains health information, including mental health diagnosis and treatment information, that is protected under federal and state law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), 45 C.F.R. Parts 160 & 164, and N.J.S.A. 30:4-24.3. Only authorized users are allowed to access the NJMHAPP web application; unauthorized access to the NJMHAPP web application is strictly forbidden.

As a NJMHAPP web application user, I understand that my work will involve access to confidential client health information, which is protected by federal and state laws, for the purpose of providing or arranging treatment, payment or other health care operations.

I acknowledge that I am engaged by a covered entity, I further acknowledge my responsibility to protect the privacy of and to guard against inappropriate use or disclosure of client health information by logging in as a user. I will use the NJMHAPP web application only for authorized purposes.



Decline





Provider Landing page/Consumer search

- Displays Discharged and currently Registered Consumers (in Pre-Admitted status) list by default.
- Provides ability to search for Registered, Admitted, and Inactive Consumers by numerous criteria.
- Enables selection of Consumer information for further processing.
- Provides a link to HL7 Consumer data import.





Provider Landing page/Consumer search continued



Password Policy





Consumer Registration

- Provides ability to register Consumer in the system for State Fee for Service funds only.
- Enables a search for existing consumers in various statuses currently in the system.
- Real time Medicaid eligibility verification via web service.
- Collects Consumers TPL (Third Party Liability) status



NJMHAPP 2.0 Features/Modules Consumer Registration



State of New Jersey Department of Human S	ervices		NJ Mental Health A _l Payment Processing	
Welcome - Janga Kiran		mily Service of Atlantic (nvironment : Staging	County	<u>LogOff</u>
Home Consumer * Billing *	Notes □ Admin •	Fiscal dashboard 🗗	HL7 Import Reports Ticket	
Start Intake Registration Inco	me Eligibility			
Consumer Demographic Information	n			
First Name*	Bradley	Last Name*	Kline	
Middle Name	e	Suffix	h	
SSN*	***-**-7812	DOB*	9/26/1972	
Gender*	Male	Ethnicity*	Hispanic or Latino V	
Race*	White	Primary Language*	English	
Consumer Address Information				
Is Consumer Homeless				
Address1	4105 US Highway 1	Address2	Ste 1	
City	Monmouth Junction	State*	NJ	
County*	Burlington	Zip	08852	
Municipality*	Eastampton Twp.			
Does the consumer has Third Pari (For the purposes of the NJMHAPP, the when there is a source of funding oth Medicaid or Charity Care, for example other health insurance.)	nird party liability exists ner than DMHAS funds, a Medicare, Tricare, or	Save Next		
		Password Policy		



Consumer Registration Continued

• Required SUD (Substance Use Disclosure) Consumer consent.

CLIENT LEGAL CONSENT

Has the consumer authorized disclosure of any substance use disorder diagnoses to the Division of Mental Health and Addiction Services through its Mental Health Application by signing the consent form provided by the Division or another consent form that meets the requirements of HIPAA and 42 CFR Part 2?"

Accept

Decline





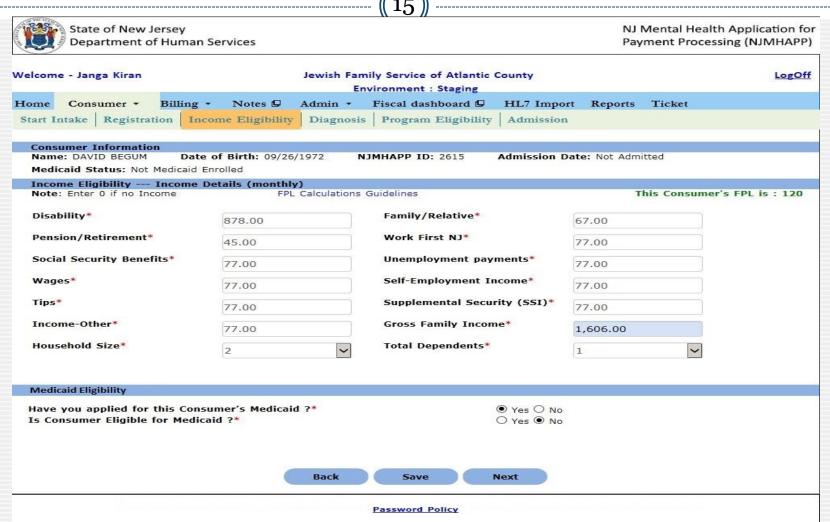
Income Eligibility

- Captures various streams of Consumer income.
- Automatically calculates qualifying percentage of Consumer's FPL (Federal Poverty Level).
- Denotes Presumptive Eligibility section if Consumer's FPL is < 150
- * Provider Users can edit Consumer's income after admission within FPL threshold.



^{*} New Functionality

Income Eligibility





Diagnosis Selection

- Captures MI/SMI diagnosis (ICD10) and GLOF (Global Level of Functioning)
- Captures SUD (Substance Use Diagnosis) if consumer had accepted legal consent during the registration phase.
- * Enables Provider Agency to use Code
 F99 as a primary Diagnosis.
- * Tracks usage of F99 diagnosis.



^{*} New Functionality

Diagnosis Selection



come - Janga Kiran				Family Service of Atla	ntic County	<u>Lo</u>
Home Consumer	Billing	Notes	Environment Admin	: Staging Fiscal Dashboard	HI 7 Impost	Penasta
	1		-	-1	HL7 Import	Reports
art Intake Registration	Income	Eligibility	Diagnosis	Program Eligib	ility	
onsumer Information				1111		
ame: sd sdsd edicaid Status: Not Medicaid E	Date of Birth	1: 07/31/2009	9 МЭМНАР	P ID: 215	Admission Date: Not	:Admitted
	illoned					
iagnosis Information						
			1			
lobal Level Of Functioning GLOF)*	2	~				
GLOF)*	GLOF Help					
elect Primary Diagnosis*	F20.0 - Pa	aranoid schi	zophrenia			
elect Filliary Diagnosis	20.0	aranoia sem	zopin cina			
elect Other Diagnosis	F10.10 - /	Alcohol abus	se, uncomplica	ted		
elect Other Diagnosis						
elect Other Diagnosis						
elect Other Diagnosis						
Save	Cle	ear	Next			
Save	Cle	ear	Next			

Services

Program Eligibility

- Displays the program Eligibility questions for the programs the Agency is providing
- Captures Consumer's eligibility for the programs





Admission

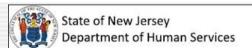
- Displays Provider's real time Fiscal Dashboard with Monthly Limit, Remaining Amount, Net Encumbered Dollars, Encountered/Billed Dollars, and * Adjustments (off-line financial Transactions) to the Provider's Remaining Amount.
- Provides ability to select programs for the Consumer based on Program Eligibility.
- Displays assigned programs and enables edit of Service End Date.
- * Enables Residential Services Providers with ability to add Bed Hold, pre-authorized Bed Hold Extensions etc.
- Provides ability to Admit Consumers.



^{*} New Functionality

NJMHAPP 2.0 Features/Modules Admission





NJ Mental Health Application for Payment Processing (NJMHAPP)

Welcome - Khorosh Savely Community Hope

Environment: Staging

LogOff

Home Consumer ▼ Billing ▼ Notes □ Admin ▼ Fiscal dashboard □ HL7 Import Reports Ticket

Start Intake | Registration | Income Eligibility | Diagnosis | Program Eligibility

Admission

Back Community I	Back Community Hope - Fiscal DashBoard for April								
Monthly Limit	Net Encumbered	Encounter/Billed	Adjusted	Remaining					
\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00					
\$500,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00					

Consumer Information

Name: Smith, Steven Date of Birth: 01/01/1968

NJMHAPP ID: 78

Admission Date: 03/26/2017

Medicaid Status: Not Medicaid Enrolled

Admission CSS

Record SuccessFully added.

Add Service

Servi	ces	for	the	Admi	ssion

	Services for the Administration							
Site Name	Program	Service	Procedure Code	Service Start Date	Service End Date	Unit Per month		<u>Delete</u>
Community Hope1	Partial Hospitalization	Partial Hospital – 60 Min	912	03/26/2017	05/31/2017	12	Edit	Delete

Back

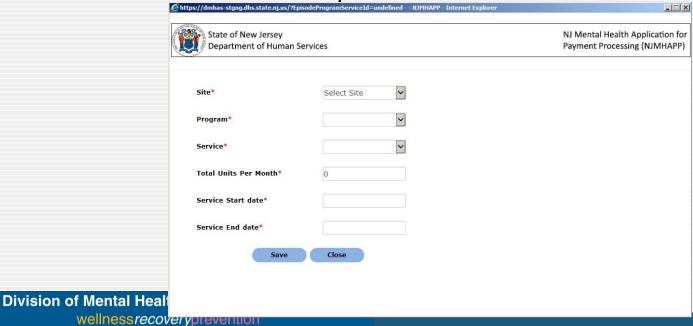
Next

Password Policy



Program/Service Selection

- Enables Provider User to assign Programs/Services to Consumer based on Consumer's Program Eligibility and Agency Program/Service availability by Provider's Site(s).
- Data Validations have been established to prevent duplication of Programs/Services, adherence to regulations based Unit limits, and invalid Service overlaps.





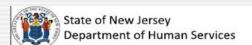
Encumbrance

- Displays Provider real-time Fiscal Dashboard.
- Displays Consumer Encumbrance information for current month.
- Enables editing of Encumbrance units for the current month.



NJMHAPP 2.0 Features/Modules Encumbrance Continued





NJ Mental Health Application for Payment Processing (NJMHAPP)

Welcome - Khorosh Savely Jewish Family Service of Atlantic County LogOff **Environment: Development** Consumer * Billing * Notes 4 Admin * Fiscal dashboard HL7 Import Reports Ticket Home **Current Admissions** Encumbrance Encounter/Billing Discharge Back Jewish Family Service of Atlantic County - Fiscal DashBoard for March **Monthly Limit** Net Encumbered Encounter/Billed Adjusted Remaining Type \$100,000.00 \$92,591.69 Regular \$7,141.14 \$267.17 \$0.00 CSS \$101,500.00 \$2,598.00 \$6,471.00 \$0.00 \$92,431.00

Consumer Information

Name: RegularCSS Test Date of Birth: 06/05/1963 NJMHAPP ID: 79 Admission Date: 03/02/2017

Medicaid Status: Not Medicaid Enrolled

Encumbrance CSS

Encun	nbrance Modu	ıle						
Month	Site Name	<u>Service</u>	Procedure Code	Service Start <u>Date</u>	Service End Date	Unit Per month	Amount	
March	Edison_1	PC Transportation	Z0170	03/02/2017	03/16/2017	19	\$119.70	Edit
March	Jersey_1	Acute Partial Hospitalization	912J	03/08/2017	03/30/2017	20	\$126.00	Edit

Back

Next

Password Policy





Encounter

- Displays Provider real-time Fiscal Dashboard.
- Displays Consumer Encounter Unit information for current and previous months (until the 15th of the current month).
- Provides ability to enter Encounter Units by Service Date for current and previous (date driven) months.



Encounter Continued





State of New Jersey
Department of Human Services

NJ Mental Health Application for Payment Processing (NJMHAPP)

Welcome - Khorosh Savely

Jewish Family Service of Atlantic County

LogOff

Environment: Development

Home Consumer

Billing

Notes □ Admin

Fiscal dashboard □

Current Admissions | Encumbrance | Encounter/Billing | Discharge

HL7 Import Reports Ticke

scal	DashBoard	for	March		

Dack		Jewish raining Service	of Atlantic County - Fiscar	Dasiibuaru iui Marci	
Туре	Monthly Limit	Net Encumbered	Encounter/Billed	Adjusted	Remaining
Regular	\$100,000.00	\$7,141.14	\$267.17	\$0.00	\$92,591.69
CSS	\$101,500.00	\$2,598.00	\$6,471.00	\$0.00	\$92,431.00

Consumer Information

Name: RegularCSS Test Date of Birth: 06/05/1963 NJMHAPP ID: 79 Admission Date: 03/02/2017

Medicaid Status: Not Medicaid Enrolled

Encounter CSS

Enco	Encounter Module										
Month	<u>Service</u>	Procedure Code	Service Start Date	Service End Date	Monthly Units	Encounter Cumulative	Remaining	Encounter	Encounter Void		
March	Acute Partial Hospitalization	912J	03/08/2017	03/30/2017	20	4	16	Click Here	Void		
March	PC Transportation	Z0170	03/02/2017	03/16/2017	19	0	19	Click Here	Void		

Back

Next

Password Policy





Encounter Continued

- Provides ability to enter Service Encounters by date for the current month (past month when within 15 day buffer days).
- Displays monthly units pre-allocated for the Consumer, number of Encounter Cumulative units, Remaining Units of Service for the Consumer for the month, and Estimated Remaining Units based on entered, but not saved units.
- Validates entered Encounters based on business rules and State Guidelines.
- Fiscal dashboard is updated based on the cost of entered encounters multiplied by the number of entered encounters.
- Captures Provider attestation and validation of Consumer's Medicaid eligibility.

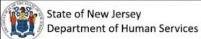




Encounter Continued

https://dmhas-stgng.dhs.state.nj.us/?EncumbranceId=8303 - Encounter - NJMHAPP - Internet Explorer

_ O X



NJ Mental Health Application for Payment Processing (NJMHAPP)

			March 2017			
			B Group Hom	e	-26	
Monthly Un	its E	ncounter Cumulative	e Re	emaining	Estimated	Remaining
14		0		14] 1	L4
Sunday	Monday	Tuesday	Wednesday	Wednesday Thursday		Saturday
			1	2	3	4
			Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0
5	6	7	8	9	10	11
Encountered: 0	Encountered: (Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0
12	13	14	15	16	17	18
Encountered: 0	Encountered: (Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0
19	20	21	22	23	24	25
Encountered: 0	Encountered: (Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0
26	27	28	29	30	31	
Encountered: 0	Encountered: (Encountered: 0	Encountered: 0	Encountered: 0	Encountered: 0	

Please note, once Encounter Data is submitted, it can't be edited.

☐ By checking the box to the left of this text, the NJMHAPP user entering the encounter information is confirming that such encounter data has been entered accurately based on information recorded in the client's progress note on the entered date(s) with respect to the type and duration (number of units) provided to the client.*

Check the box to the left if 1) the service identified in the Encounter/Billing calendar is not a Medicaid covered-service or 2) you have checked the EMEVS and confirmed that the consumer receiving the service was not eligible for Medicaid on the date(s) for which you entered encounter units.*

Save

Close





Fiscal Dashboard (Snapshot and description)

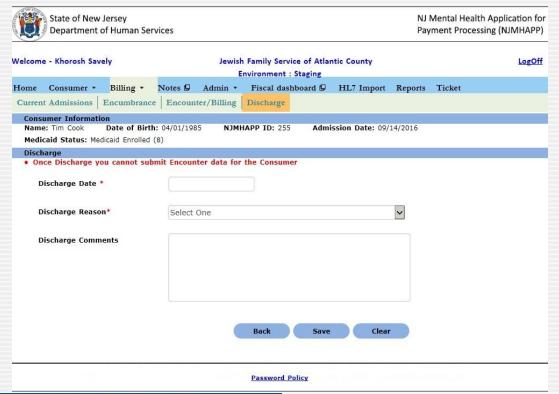
- Avails the following Provider Agency fiscal information:
 - Monthly Limit Budget dollars provided to the agency by the state
 - **Remaining Amount** Budget amount remaining to date after Encumbered services are entered into the system
 - **Net Encumbered** Encumbered services dollar amount
 - **Encounter/Billed** Total amount billed to state in the system for the current month.
 - Adjusted Amount adjusted by DMHAS Fiscal due to offline financial transactions.
- Displayed as part of Admission, Encumbrance, and Encounter/Billing modules .
- Is available as a pop-up window for an on-demand view in any module by selecting Fiscal Dashboard menu option.

Provider	Fiscal DashBoard - Inte	rnet Explorer			
		Jewish Family Service	of Atlantic County - F	iscal DashBoard	for March
Туре	Monthly Limit	Net Encumbered	Encounter/Billed	Adjusted	Remaining
Regular	\$100,000.00	\$7,141.14	\$267.17	\$0.00	\$92,591.69
CSS	\$101,500.00	\$601.00	\$6,471.00	\$0.00	\$94,428.00



NJMHAPP 2.0 Features/Modules Discharge

- Enables Consumer Discharge.
- Requires entry of Discharge reason.
- Provides ability to enter Discharge notes.
- Must bill for all services prior to discharging the Consumer.





Reports

- Currently provides ability to generate the following reports:
 - Aggregate Utilization Rate Report Provider Wide
 - Client Specific Encumbrance & Encounter Report
 - Billing Detail Monthly Report
 - Billing Detail by Billing Cycle Report
 - Client Specific Billing Cycle Report
 - Fiscal Billing Report
 - Service Dates Report
 - Encumbrance Crossing Monthly Limit Report
 - Monthly Medicaid Check Report
 - Block Grant Expenditure Report
 - Provider Fiscal Dashboard Report.
 - CSS Program related reports *



Reports Continued

	e of New Jersey artment of Hum						th Application for ssing (NJMHAPP)	
come - Jan	ga Kiran			Jewish Family Serv	ice of Atlantic Cour	nty	LogOff	
Home	Consumer	Billing	Admin	Fiscal Dashboard	HL7 Import	Reports		
Report*		Sele	ect One Repo	rt	~			
Provide	r	Jew	ish Family Se	ervi				
Site		All 5	Sites	V				
Progran	n	All F	Programs	~				
Service		All S	Services	~				
Start da	nte*							
End dat	e*							State of New Jersey
	Report							Department of Human



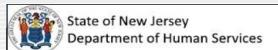
User Management

- Enables Provider Administrators to add new Users and Administrators to their Agency.
- Provides ability to edit existing User(s) and Administrator(s) information.
- Provides ability to delete Provider users.
- Provides ability to reset User passwords.



NJMHAPP 2.0 Features/Modules User Management Continued





NJ Mental Health Application for Payment Processing (NJMHAPP)

Welcome - Janga Kiran Jewish Family Service of Atlantic County

LogOff

Environment: Staging

Home Consumer

Billing

Admin

Fiscal Dashboard

HL7 Import

Reports

User Management

Add User

Manage Users

OGIN NAME	FIRST NAME	LAST NAME	ROLE	EMAIL			
provadmin	Provider	Admin	Provider Administrator	provider.admin@gmail.com	Edit	Reset	Delete
provuser	provider	user	Provider User	provider.user@gmail.com	Edit	Reset	Delete
testuser100	testa	testb	Provider Administrator	testabc@gmail.com	Edit	Reset	Delete
testvel600	tested	testedbyvel	Provider User	testab@gmail.com	Edit	Reset	Delete
testuser	testuser	testuser	Provider User	testuser@gmail.com	Edit	Reset	Delete
provadmin2	admin	providers	Provider User	admin@gmail.com	Edit	Reset	Delete
skhorosh	Savely	Khorosh	Provider Administrator	sk@test.com	Edit	Reset	Delete
testvel554	test	test	Provider User		Edit	Reset	Delete
testvel555	testvelA	testveIB	Provider Administrator		Edit	Reset	Delete
mpjf	mahesh	jf	Provider User		Edit	Reset	Delete



User Management Continued

Human

Services



NJMHAPP 2.0 Features/Modules Notes Module



- Gives Providers ability to enter notes associated with Consumer Admission.
- Notes will be retained in the system and presented within the same Notes module with User ID and timestamp.

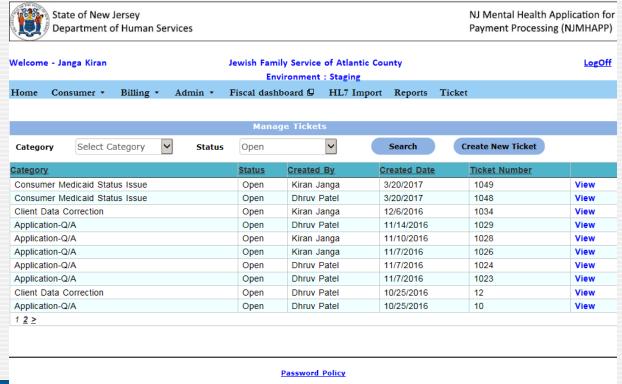


Services

36

Ticket Management module

- Gives Providers the ability to log issues related to Consumer as well as system, Program and Fiscal issues.
- All tickets are reviewed and addressed by DMHAS staff.





HL7 Import Module

- Gives Providers ability to import Consumer Demographic and Address information extracted from their systems in HL7 format in order to streamline the data entry process and minimize data entry errors.
- Provides ability to review and delete specific Consumer/Consumer demographic information from imported set.





NJMHAPP 2.0 Training and Testing



Pilot Provider Agencies' NJMHAPP Training will be conducted at the Central office in Trenton on April 24th and 25th

NJMHAPP will be made available for Pilot User Acceptance Testing (from Provider Agencies' offices) from May 1st through May 23rd.

Additional training for All Providers will be conducted on May 15th trough May 19th at Rutgers Academic Building Computer Lab 15 Seminary Place, Suite 1200, New Brunswick

NJMHAPP will then be made available for Provider-wide Testing/Training from May 24th Through June 30th.

Division of Mental Health & Addiction Services wellness recovery prevention laying the foundation for healthy communities, together



QUESTIONS

Additional questions can be submitted to

FFS.Transition@dhs.state.nj.us

