
DMHAS Transportation Reimbursement and Invoicing Program (TRIP) Guidelines

I. PURPOSE:

This Guideline sets forth the eligibility criteria, standards and procedures to request and receive reimbursement under the DMHAS Transportation Reimbursement and Invoicing Program (TRIP). TRIP is intended and designed to eliminate transportation barriers and facilitate access to substance use disorder Treatment, Prevention and Recovery Support Services (RSS).

II. FUNDING:

- a. TRIP funding is being provided by the Federal Substance Use Prevention, Treatment and Recovery Support (SUPTRS) COVID-19 Supplemental Block grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). Reimbursement is expressly dependent upon the availability of funds appropriated by the State Legislature from federal and/or State revenue or such other funding sources as may be applicable. DMHAS shall not be financially liable for the failure to make any payment resulting from the unavailability of funds. In addition, future funding shall not be anticipated.
- b. TRIP reimbursement is contingent upon compliance with all terms, conditions and criteria contained in this Guideline and required by SUPTRS. All reimbursement is contingent upon DMHAS authorization.
- c. TRIP is **not** available if there is any other available source of funding, including but not limited to any other federal (including but not limited to Medicaid), State or county program, discount, contract, grant, or private donation.
- d. TRIP is limited to qualifying transportation expenses **incurred** between **November 27, 2023 and March 14, 2024**. TRIP will **terminate on March 14, 2024** or when funding is expended, whichever occurs first. Reimbursement is on a first come, first serve basis.
- e. TRIP funding is limited to the actual cost of the direct transportation service necessary to access care, inclusive of gratuities not to exceed fifteen (15%) percent. TRIP funding may **not** be used to purchase or lease a vehicle, hire staff, pay administrative costs, or reimburse any other expense.
- f. TRIP funding is not capped by Eligible Provider Agency or Individual, with the sole exception of a **monthly cap** of no more than **four (4) RSS Community Events per Eligible Individual**. RSS Community Events are defined as activities and/or events hosted by interested persons or community organizations to raise awareness or promote behavioral health while bringing the community together, such as health fairs, behavioral health workshops/seminars/conventions, walks/runs/bike rallies to promote the importance of an active community, and outings/gatherings to support a local recovery center or health coalition.

III. ELIGIBILITY:

- a. Eligible Provider Agency (EPA). TRIP Funding is limited to ***non-profit and/or governmental agencies (such as counties) under cost-based and/or fee-for-service*** contract with DMHAS to provide substance use disorder Prevention, Treatment and/or RSS. Participating EPAs are obligated to:
 - i. contact Eligible Individuals who have a history of not engaging in SUD services to increase access and eliminate barriers;
 - ii. contact non-traditional agencies such as Harm Reduction Centers (HRCs), homeless shelters, Residential Health Care Facilities (RHCFs), boarding homes, recovery houses and/or sober living houses, etc. to increase access and eliminate barriers;
 - iii. contact transportation Vendors to establish relationships and operationalize TRIP; and
 - iv. schedule and arrange for all transportation eligible for TRIP on behalf of the Eligible Individual.
- b. Eligible individual (EI). TRIP is limited to direct transportation for (or on behalf of, as defined below) an individual, provided such transportation is necessary to access DMHAS-contracted SUD Treatment, Prevention and/or RSS.
- c. On behalf of the EI. TRIP is available for the direct transportation of EI's family and supportive persons when such direct transportation is necessary for family or supportive persons to access component services or activities.

IV. REIMBURSEMENT CRITERIA:

- a. TRIP is available only when no other mode of transportation is available.
- b. TRIP is limited to direct transportation necessary to access SUD Prevention, Treatment and/or RSS. Such direct transportation includes, but is not limited to, transportation to/from a clinic, court, employment interview, Board of Social Services, EPA events, Community events (as defined and limited in this Guideline), etc. Treatment includes transportation for medical care, provided such medical transportation is ***not*** eligible for reimbursement from Medicaid (ModivCare).
- c. Direct transportation of family members or supportive persons on behalf of an EI is available for participation in EI's Treatment, Prevention and RSS, visitation at the EI's treatment facility, attendance at Family Program, and attendance at RSS community events (as defined and limited by this Guideline), provided such direct transportation is necessary for family or supportive persons to access component services or activities.
- d. TRIP is not available for transportation to personal activities such as entertainment, shopping or other events that fall outside of subsections IV.b. and IV.c. above.
- e. TRIP is limited geographically within the State of New Jersey. Furthermore, TRIP does not include transportation outside of the EPA's catchment area when closer alternatives are available.
- f. TRIP is limited to subway, rail, bus and/or vehicle transportation services provided only by licensed, insured drivers/operators who own, are employed by, or are an independent contractor of a transportation service authorized to transact business in

the State of New Jersey (“Vendors”). Such transportation services include, but are not limited to, licensed Taxi’s, Uber Health, Uber, LYFT, N.J. Transit, city subways, etc. TRIP reimbursement is **not** available for transportation provided by EPI staff, EI family members, friends, supportive persons or other private individuals (non-vendors).

- g. Monthly bus or monthly rail passes are permissible consistent with the EI’s documented needs.
- h. Direct transportation may be provided individually or in a group setting, provided however, that TRIP reimbursement is limited to the total cost of the direct transportation. EPAs may not duplicate bill a single transportation service of several individuals.
- i. Direct transportation for the same services, and/or for several individuals, must be combined to avoid multiple trips unless clinically contraindicated or precluded by federal or State privacy laws, including but not limited to 42 CFR Part 2 and HIPAA.

V. DOCUMENTATION AND PAYMENT PROCESS

- a. TRIP reimbursement is contingent upon DMHAS receipt and review of **all** of the supporting documentation identified below. DMHAS reserves the right to request additional documentation within its reasonable discretion.
 - i. Completed, signed and dated Payment Voucher (see attached), with the Vendor name, address, federal identification number, and MMIS Identification number (if available).
 - ii. Vendor Invoice evidencing the date, place of pick up and place of drop off;
 - iii. Documentation of EPA’s payment directly to the Vendor;
 - iv. Completed DMHAS Transportation Tracker Excel document (attached); **and**
 - v. Signed EPA attestation (see attached) verifying eligibility and compliance with this Guideline.
- b. Requests for reimbursement shall be submitted **monthly on or before the 15th day of the next following month** (unless otherwise extended by DMHAS) through the DMHAS Secure File Transfer Protocol (SFTP) to: <https://securexfer.dhs.state.nj.us/login> to the **SABG COVID Reimburse** folder. All monthly documentation must be uploaded as a single PDF labeled “TRIP_YOUR AGENCY NAME.” Files not labeled using this naming convention may result in reimbursement delays. EPA’s without SFTP access must request credentials via: <https://dmhas.dhs.state.nj.us/Events/TRIP/Register.aspx>. Login credentials lapse after 6 months of inactivity, so it may be necessary to request updated credentials.
- c. DMHAS retains the authority to evaluate, authorize and/or disapprove all requests for reimbursement in accordance with these Guidelines and SUPTRS requirements. These Guidelines may be updated, as necessary.
- d. All claims are subject to audit and recovery in accordance with the N.J. Department of Human Services Contract Policy and Information Manual and SUPTRS requirements.

Please submit any questions and inquiries electronically to: DMHAS-SABG.CovidReimburse@dhs.nj.gov. DMHAS will respond as soon as possible.