

Dear Treatment Services Provider Applicant:

The Council on Compulsive Gambling of New Jersey, Inc. (CCGNJ) is issuing a Request For Application (RFA) and invites you to apply for participation in its Network of Gambling Treatment Providers. The State of New Jersey, Division of Mental Health and Addiction Services (DMHAS) has contracted with CCGNJ to expand the Network of Gambling Treatment Providers. New Jersey residents who are at least eighteen (18) years of age and are experiencing difficulty related to problem or disordered gambling are eligible for treatment services. Adult family members and/or loved ones of problem or disordered gamblers are also eligible to be served under this initiative. All interested providers must be either: independently licensed clinicians or New Jersey Department of Human Services (DHS) licensed agencies. All clinicians must be in possession of an International Certified Gambling Counselor (ICGC-I or II) certification to treat problem and disordered gamblers or agree to obtain an ICGC within two years of approval to participate in the CCGNJ Network of Gambling Treatment Providers.

Interested and eligible clinicians and agency applicants are required to respond to this RFA by completing, signing, and returning the Network Clinician Application Form, with the accompanying documents (see enclosed Checklist of Required Provider Documents) to be considered for Network participation. This process involves a rolling monthly admission. Applications received between the 1<sup>st</sup> and the 15<sup>th</sup> day of each month will be reviewed and if eligible, notification to the applicant will be provided by the 30<sup>th</sup> of the month. All documents must be submitted to:

Luis Del Orbe, MPA, CSW  
Interim CCGNJ Executive Director  
3635 Quakerbridge Road, Suite 7  
Hamilton, NJ 08619

Applications and accompanying documents will be reviewed for initial eligibility in the CCGNJ Network of Gambling Treatment Providers. The Council on Compulsive Gambling of New Jersey reserves the right to conduct an initial site visit of the facility where services are proposed, at its discretion, to further assess Network eligibility. Determination of Network Provider eligibility is at the final discretion of the Division of Mental Health and Addiction Services representative.

Upon receipt of a completed application and all required accompanying documents, applicants will receive the Professional Service Agreement (PSA). The PSA describes

the terms of the binding Network Agreement and should be reviewed thoroughly by the Service Provider applicant before executing and returning to CCGNJ.

Professional Services Agreements include but are not limited to:

1. Established Procedures for obtaining, extending, and canceling service authorizations, billing and payment, entry of data into NJGEARS and submission of data for evaluation.
2. Professional Services Agreements shall be compliant with DMHAS policies: Payor of Last Resort, financial eligibility to receive services through public funds, authorization and denials appeal policy, Sliding Fee Scale, and Medicaid Enrollment/billing (where applicable);
3. Notification to CCGNJ immediately in the event that any Board action is taken on the provider's license;
4. Provider's hours of availability;
5. Provider's agreement to use standardized forms for assessment, treatment planning, and discharge;

CCGNJ will conduct training sessions (on an as-needed basis) to provide approved applicants orientation to the Network including orientation to the Authorization process (initial and continued care) and entering required data into the New Jersey Gambling Evaluation and Reporting System (NJGEARS). Orientation training will include but not be limited to procedures for claims and billing (including maximum timeframes for submission of claims and payment for billable services). Applicants are required to attend one orientation training prior to issuance of access, via username and password, to NJGEARS.

Mandatory Quarterly Provider Meetings (QPM) will be held to discuss procedures, forms, billing and other related areas. Advanced training in treating Gambling Disorder (2 CEUs per meeting) will be conducted following the business portion of the QPM. Failure to attend mandatory QPM may result in removal from CCGNJ Network of Gambling Treatment Providers.

CCGNJ representative(s) will conduct annual site visits with each provider using a DMHAS-approved monitoring tool(s). Ongoing monitoring will include review of providers' utilization of funding through NJGEARS. Additional site visits may be conducted as needed to follow up on critical issues identified, as well as any plan of

correction (POC). Site visits will include chart reviews of a random sample of service recipients to ensure that clients meet eligibility requirements and that providers comply with established methods of case documentation and data submission requirements for evaluation. Additionally, site visits will include the following: monitoring each provider to assess training needs and utilization of funding; provide support and technical assistance for obtaining authorizations and submitting claims; issue POCs when necessary; provide case consultation when necessary; review progress of clinicians who are pursuing their ICGC; provide marketing strategies for providers to help enhance the number of referrals they may receive.

Clients may enter treatment via referral from various sources (e.g., 1-800-GAMBLER helpline, agency, self-referral, referral by Criminal Justice System), or provider may receive clients via office/agency walk-ins. Presumptive eligibility shall apply to the initial intake/assessment by Network providers. Network providers are responsible for obtaining authorization approval from CCGNJ via NJGEARS immediately after the initial intake (in maximum increments of 8). The maximum time frame for use of each 8-session authorization shall be 12 weeks. Continued treatment shall be based on clinical justification, using established methods via NJGEARS, and availability of funds. Network providers are required to obtain evidence of eligibility for services (age 18 or over, N.J. residency, income requirements). Evidence of program eligibility must be maintained in the clinical record and entered into NJGEARS as appropriate.

An electronic copy of the original application and all supporting documents may be sent by email to: [Leonard@800gambler.org](mailto:Leonard@800gambler.org). It is recommended that applicants retain a copy of all submitted documents. Any questions about the enclosed materials or eligibility for the Network of Gambling Treatment Providers, may be addressed by e-mail or phone with Leonard Brazer 973-216-7453.

Thank you for your interest in participating in CCGNJ's Network of Gambling Treatment Providers, and for your desire to help problem gamblers and their families.

Sincerely,

Luis Del Orbe, MPA, CSW  
Interim Executive Director