

NJ FamilyCare Housing Supports Program: Office Hours

November 26, 2025



Housekeeping

- Please drop your name, organization and role into the chat
- Use the Raise Hand function and we will invite you to come off mute during Q&A

Regional Health Hubs (RHHs) play an important role supporting DMAHS in key initiatives such as the NJ FamilyCare Housing Supports Program.

Camden Coalition will:

- Deliver and curate a training series to support program roll-out
- Serve as a “help line” for providers to field/answer questions and troubleshoot issues through the process
- Liaise between the state, MCOs, and providers to support implementation

All RHHs will:

- Promote the program to recruit a robust network of providers within their regions
- Conduct member/community engagement to inform successful roll-out



Disclaimer

The views, opinions and content expressed herein do not necessarily reflect the official position of the state of NJ's Department of Community Affairs or Division of Medical Assistance and Health Services (DMAHS).

Agenda

Duplicative Services

HMIS Reminder (aka Homeless Database)

Break Out Groups

Programs That Are Duplicative of Housing Supports Program (HSP) Services

Program	Special Program Code(s) (SPC) in eMEVS for the Program	Duplicative of Pre-Tenancy Services	Duplicative of Tenancy Sustaining Services	Duplicative of Move In Services	Duplicative of Residential Modifications & Remediation Services	Note
MLTSS	61, 63, 64	No	No	Yes	Yes	<p>If a member is currently in SPC 60, 62, OR no longer in MLTSS but previously received MLTSS Community Transition Services (which is equivalent to HSP Move-In Supports) under SPC 61, 63, or 64, they are ineligible for HSP Move-In Supports due to the one-time lifetime limit.</p> <p>If a member is actively enrolled in any MLTSS SPV, they are ineligible for HSP Residential Modifications & Remediations. <i>Reminder: These members can still use MLTSS Home Mods benefit if they have remaining funding.</i></p> <p>Members who are no longer enrolled in MLTSS and who did not use their full \$15,000 Home Modifications benefit may use their remaining balance through HSP.</p> <p>General guidance is for providers to consult with the member's MCO housing specialist if assessing duplication for an MLTSS member</p>
MLTSS	60, 62	No	No	No	Yes	

Several other state programs provide some of the same services offered in the HSP. If a Medicaid member is enrolled in one of these programs, they are ineligible for one or possibly more of the HSP services.

These programs are assigned Special Program Codes (SPC) so providers can use REVS/eMEVS to identify if a client is enrolled in a program that makes them ineligible for HSP service(s).

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CSS	19, 20, 21, 23, 24, 25, 26, 39	Yes	Yes	Yes	No	Code 22 is not duplicative
ICMS	Does not have a code	Yes	Yes	Yes	No	Providers should use another method to check duplication (i.e. ask the member or the member's MCO)
DDD Community Care Program	7	No	No	No	Yes - but only for Residential Modifications Services	This program is not duplicative of Residential Remediation Services
DDD Supports Program	46	No	No	No	Yes - but only for Residential Modifications Services	This program is not duplicative of Residential Remediation Services

Other Programs Not Listed:

There are many other programs (PATH, PACT, etc) that a member may be participating in that **may or may not be duplicative**. You should talk with the member to better understand the services they are receiving elsewhere, and assess whether they are providing the same support. If you are unsure, you should discuss this with your point of contact at the MCO. If you have a case to make about why HSP services are not duplicative with another program that the member is enrolled in, you can use the Initial Assessment Tool and Housing Stabilization Plan to articulate your case.

Recall | Steps for NJ HMIS registration and creating a Housing Supports project

Steps	Sub-step	Process owner	Description of responsibilities
1	Register for NJ HMIS (if not already registered)	1A Initiate registration	Provider site administrator
		1B Complete registration requirements	Provider site administrator (contact HMFA if assistance is needed)
<p>Email Candy Brewster (cbrewster@njhmfa.gov) to begin registration (provide agency details in email)</p> <p>Sign documents</p> <ul style="list-style-type: none"> Agency Participation Agreement (APA) Additional documents (e.g., site admin agreement, ethics agreement) <p>Assign and train staff</p> <ul style="list-style-type: none"> Designate a site administrator Create staff log-ins Enroll staff in general HMIS training¹ <p>Pay dues: As defined in APA</p> <p>Fulfill CoC expectations: Inform appropriate CoC of HMIS use</p>			
2	Create a Housing Supports MCO-specific project	2A Request project creation	Provider site administrator
		2B Complete training	HMFA schedules, provider attends
<p>Email Candy Brewster (cbrewster@njhmfa.gov) w/ evidence of one of the following:</p> <ol style="list-style-type: none"> Contract with 1+ MCO Authorization for out-of-network services A Single Case Agreement <p>Complete Housing Supports-specific HMIS training (HMFA will schedule)</p>			
3	Adding a new MCO project	Provider	Repeat step 2A for each new MCO project created (i.e., you will need to create 5 projects if contracted with all NJ MCOs)

1. General user training occurs third Thursday of every other month Source: [NJHMIS Website](#)

Providers who have at least one signed contract will receive a *Provider Welcome Packet*

- Inside the packet is a brief survey.
- If you've submitted the survey already, thank you! If not, you've probably heard from a Camden Coalition staff member, and we will continue to follow up!
- If you recently signed your first contract, you'll be receiving your Welcome Packet in the next wave of outreach which will happen later this month.

Next steps

- Next Office Hours is December 10 from 1 – 2:30 pm
- Bookmark the Housing Supports webpage [here](#).
- Sign up for our Housing Supports Program newsletter [here](#).
- Use our Help Desk Inquiry Form to ask your questions and get timely support [here](#).





Breakout Group 1: Agencies Working to Become HSP Providers

Five things today:

- 1) MCO Introductions
- 2) Survey
- 3) Q & A
- 4) Key info to complete the NJ Medicaid enrollment application
- 5) Steps to Get Started as an HSP Provider

Please take a minute and complete this survey about where you are in the process of becoming an HSP provider:

https://camdencoalition.zoom.us/survey/QYa5Hdw3tXax5JAaCUmWMNRHXAljWLTcSEOv0YU8SGYENJiDc5Q.HmLI4d9y1w5IKuih/view?id=cfYf8bd8RbmilI66n0R_Lg#/sharePreview

For Fiscal Agent Internal Use Only

Provider Name: _____

Doc Type: _____ Provider Type: _____ Provider Specialty: _____

Tax ID: _____ Social Security: _____

Provider Number: _____



State of New Jersey
DEPARTMENT OF HUMAN SERVICES
Division of Medical Assistance and Health Services

PROVIDER APPLICATION

1a. Is this application a transfer of ownership: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide previous owners' seven digit provider # and tax id:		1b. Legal Name of Provider:	
Provider # _____	Tax ID: _____	2. Provider Type	
2A. Type of Business or Facility <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify) _____			
3. Business Name, if Different from Above		4. Employer/Tax ID Number/Social Security Number	
5. Office Telephone Number/Ext. _____	5a. Billing Phone # _____	6. Length of time at Practice address in New Jersey _____	
7. Name, Birth Date, Social Security #s of any administrators, agents and employees in managing positions: (use separate sheet if necessary)			
a) _____			
b) _____			
c) _____			
8. Service Location Address (Do not use PO Box)			
Street _____			
City _____	State _____	County _____	Zip _____

1a. All providers should choose **No** this is not a transfer of ownership

1b. Make sure your **legal** name mirrors what you entered in your NPI application.

2. Provider Type (you will write "Housing Supports Provider")

2a. Most will select "corporation"

3-6. Ideally, providers will consistently use the contact info that mirrors their NPI and NJ business registration address. Enter the length of time you've been at that address.

7. It is a federal requirement to screen health care organizations' key staff against "excluded" lists using SSNs to check for fraud. Enter individuals in executive leadership.

8. Use address consistent with question 7.

What is the Disclosure of Ownership Form?

- This is a form that needs to be filled out for organizations doing work with NJ state Medicaid
- It is about fraud, waste and abuse
 - The individuals/entities you list will be checked against the database maintained by the Office of the Inspector General (OIG) within HHS called the “List of Excluded Individuals/Entities (LEIE)”
- It includes thorough instructions that you should review
- You may have filled it out before, especially if your organization is already billing Medicaid/Medicare
 - make sure you are submitting an up-to-date copy

Getting started

- Figuring out who to list is the most difficult part of completing this form
- A good first step is to determine which individuals you are including within this form
 - If your organization has filled this out before, review
 - Your organization's 990 is a good reference point to get a sense of which individuals you should list
- Think through who you'd include in the following groups, paying close attention to the definitions:
 - Entities with an ownership interest or indirect ownership interest
 - Managing employees
 - Subcontractors
 - Suppliers

Q & A

To stay connected:

- **Join our newsletter:** We regularly share updates and relevant information through our Housing Supports Program newsletter.
- **Register for our training series:** We hold trainings and office hours every other Wednesday from 1-2:30 pm. Sign up for the series and make sure you add the recurring event to your calendar!
- **Bookmark our website:** We host all training recordings, slide decks and tools on our Housing Supports website.
- **Use our Help Desk:** Get your questions answered or set up time for some individual support by filling out an inquiry form.

High level overview and background materials on HSP:

- **Provider Recruitment flyer:** This document gives a high-level overview of the Housing Supports Program, like the requirements needed to be a provider as well as the four major steps a provider must take in order to become a Housing Supports provider. There is also contact information of the four Regional Health Hubs (RHHs) in the state of NJ along with a breakdown of the counties they serve.
- **Kick-off training:** Slides are [here](#) and recording is [here](#). This training goes over provider eligibility and how to become a provider, member eligibility, and the payment structure for the program.

4 Steps to becoming a provider: Materials you need:

#1: NPI training slides [here](#) and recording [here](#)

- This training goes over the steps to securing your NPI number (step 1 of 4 to becoming an HSP provider)

#2: Provider enrollment training slides [here](#)

- This training goes over how to complete the NJ Housing Supports enrollment application to obtain a Medicaid ID# (step 2 of 4 to becoming an HSP provider)

#3: Credentialing training slides [here](#)

- This training goes over the credentialing application and best practices (step 3 of 4 to becoming an HSP provider)

#4: MCO contracting guidance [here](#)

- This resource is a guidance to MCO contracting and compliance (step 4 of 4 to becoming an HSP provider)



Breakout Group 2: HSP Providers

Three things today:

- 1) MCO Introductions
- 2) Survey
- 3) Questions, Answers & Helping Each Other

Please take a minute to complete this quick survey about helping us build the HSP Provider Directory.

<https://camdencoalition.zoom.us/survey/8w5W-pnnhjws5MEH1S6Qstw7xoyYz2OIiImfjOGsjUlfyguM95E.TqL8VjS2hxtBg5-p/view?id=R3Jp4NBbR5mpZiZsiNnglQ#/sharePreview>

Questions, Answers & Helping Each Other

Key Resources at Your Fingertips

- Authorization Timelines (start at slide 70): [Auth-Forms-and-Auth-Scenarios-8.20.25-Training.pdf](#)
- Referral and Authorization for Tenancy Services: [Slide deck](#)
- Referral and Authorization for Move-in and Remodeling Services: [Slide Deck](#)
- Billing training: [Slide deck](#)
- Billing Cheat Sheet: [Billing-Cheat-Sheet---rev-09.10.25.pdf](#)
- Medicaid Billing Guidance: [2025-09-01_Housing_Supports_CMS_1500_Guidance_vS.pdf](#)