

FAQs Division of Mental Health and Addiction Services (DMHAS) Employees

Will DMHAS Staff, DHS central office staff that have been identified as providing support to DMHAS, and Psychiatric Hospital staff be relocated?

Yes. DMHAS and identified DHS central office staff currently working in Trenton will have their work spaces relocated. However, DMHAS staff that currently work within psychiatric hospitals throughout the State will not relocate, as those facilities will continue to operate at their current sites. Additionally, DMHAS regional offices (located in Paterson and Hammonton) and the Intoxicated Driver Program staff will remain in their current locations.

Where will the DMHAS new office be located?

DMHAS staff will move to 5 Commerce Way, Hamilton and 120 Stockton St. Trenton.

When will DMHAS and identified DHS Central Office employees' work spaces be moved?

The physical movement of staff to new locations will be phased in during the months of October and November 2017.

Will my email change?

Yes. Please review the link below to verify your new email address:

http://dhss-qb-97.doh.state.nj.us/dohintranet/hr/documents/email_conversion_list.xlsx

The migration to the new email system began the week of Oct. 23. You will receive a notification about when your individual email is changing.

How can I learn more about using this new email system?

DOH is scheduling webinars to help employees learn more about the O365 platform. Please register for one of the webinars listed below that will provide guidance and answer questions about using Office 365 Email and Calendaring:

Thu, Oct 26, 2017	9:00 AM - 11:00 AM	register
Thu, Oct 26, 2017	2:00 PM - 3:00 PM	register
Fri, Oct 27, 2017	9:00 AM - 11:00 AM	register
Fri, Oct 27, 2017	2:00 PM - 3:00 PM	register
Mon, Oct 30, 2017	9:00 AM - 10:30 AM	register
Mon, Oct 30, 2017	2:00 PM - 3:00 PM	register

Will I be able to access the same drives and applications and SharePoint that I accessed at DHS?

After you relocate, you should be able to access the same drives and applications that you previously had access to at DHS. If you need assistance, contact the standard help desk that you previously accessed.

How will I find out when I am moving?

A series of moves have been planned between Oct. 5, 2017 and Nov. 6. For example, Phase 1 and 2 of the plan involves DMHAS staff moving into 120 South Stockton Street. You will be notified by your supervisor in advance of your move date. Boxes, tape, labels and packing instructions will be provided. Secure shredding bins are also being provided where appropriate.

May I bring my chair, desk, filing cabinet, phone and computer?

All employee chairs, desks, filing cabinets and phones should be left at the employee's current work site. DMHAS or other IT staff will disconnect employee computers, bag and tag (label) all accessory devices such as speakers, mouse and keyboards with the employee's correct new work station office/cube number.

Employees who have chairs or other special equipment that they need to be moved as part of an Americans with Disabilities Act (ADA) accommodation, should [contact Maria Lucolino](#) who will assist in facilitating the move of chairs and equipment.

How will I know where to park?

There is plenty of parking at 5 Commerce Way in Hamilton. For employees relocating to 120 South Stockton Street, parking will be limited until Division of Developmental Disabilities employees are moved out. In the meantime, employees can park in the Perry Street lot which some DMHAS currently use, the Riverview Complex, or at the Department of Health headquarters (Area 3) at the intersection of Broad and South Warren Streets in Trenton. Shuttle buses provided by NJ Transit provide pickup/drop off services at the Perry Street and Riverview Complex and DOH provides its own shuttle service for employees parking in Area 3.

How will I get access to the building where I will be working?

The access card currently in each employees' possession will be reprogrammed before the move. Employees may be required to "swipe" their card on a card reader at 222 South Warren Street to test the programming before they leave for the new building. The location of this card reader will be announced if/when applicable. Once the access card is operational, to gain entry at any time to the 3rd floor of 120 South Stockton Street or 5 Commerce Way, employees will need to "swipe" the card on the reader granting access to the office.

When will I get my new Department of Health ID Badge?

DMHAS and Licensing and Investigation office employees will be provided a "provisional" paper badge with the DOH logo. Field employees will receive a similar badge but with a picture. These badges will be issued through the date of the employee's relocation. Psychiatric hospital staff will be given printed labels to add to their ID cards until new photo ID badges are issued. Please note, all affected employees will be required to return their current DHS identification to DHS Facilities Management Office the date of their departure to the new site.

My office location has changed. How do I update my NJDirect listing to reflect my new address, P.O. Box, and/or phone number?

You can update your physical office address, P.O. Box, and/or phone number within NJDirect by following the directions below.

1. Access the DOH Intranet by typing <http://dhss/dohintranet/> in your browser address field.
2. Click on the NJDirect link at the top right-hand side of your Intranet window.
3. In the NJDirect window that appears, enter your name in the Basic Search field, and click on the magnifying glass on the right to initiate the search.
4. Once your NJDirect V-Card is displayed, click on the Edit button on the top right hand corner of the V-Card.

The Edit button looks like this:



5. If you know your NJDirect password, enter it in the password field and click “Submit.” The icon in the left side of the password field provides the option for you to utilize a Virtual Keyboard to enter your password.
6. If you don’t know your NJDirect password, click on the “Forgot Password” link, and follow the instructions that will appear to have your password emailed to you. Once you have your NJDirect password, follow the instructions in Step 5.
7. You will now be able to edit certain fields in your NJDirect V-Card. To save these changes, click the blue “Save” button at the bottom right corner of the page. You may have to scroll down to see this button. **Please note that if you have recently moved from DMHAS to DOH, fields such as Appointing Authority, Agency, and Unit Scope may not immediately reflect this change.**

How do I learn what the Department of Health does?

You can visit the Department’s website at <http://www.state.nj.us/health/>. In addition, A Department of Health newsletter is being emailed to you on Friday, Oct. 6 with a message from Health Commissioner Cathleen Bennett and feature articles on what services/programs DOH provides and why the Department of Health believes the integration of physical health, mental and substance use disorder services is the right move for the consumers of these services.

Has the name of the Division changed?

No, the Division name has not changed. Integrated Health describes the reorganization and how it will better coordinate physical health, mental health and substance use disorder prevention and treatment to care for the whole person.

How do I access DOH letterhead and new DMHAS letterhead?

Department of Health and new DMHAS letterhead are on the Department's internal webpage (Intranet), which can be reached at <http://dhss/dohintranet/forms/index.aspx>, under the Letterhead tab.

I work in a psychiatric hospital, what changes can I expect?

There are no hospital changes planned other the fact that the DMHAS agency that now falls within DHS will be transferred to the Department of Health.

Will my title transfer with my position?

DHS and DOH have worked with the Civil Service Commission to review the titles that are used by DMHAS staff so that the titles specific to DMHAS and DHS are now common to both departments. Employees will transfer seamlessly to DOH.

Does DOH anticipate hiring any new employees to facilitate the transition? Does DOH anticipate terminating any employees as a result of the transition?

DOH does not anticipate hiring as a result of the transition. DOH similarly does not anticipate any employee terminations or layoffs related activity as a result of the transition.

Is the physical transfer of DMHAS to DOH necessary to integrate mental health and addiction treatment with physical healthcare?

Moving DMHAS to DOH is an essential step toward achieving integration of primary, acute, mental health and addiction care. Combining the expertise of DMHAS and DOH will facilitate the development of streamlined and effective regulations, policies and interventions. This will allow for a more efficient and effective use of state funding and other resources—ensuring that individuals receive more integrated and comprehensive care and potentially reducing health care costs.

I currently reside in Pennsylvania will I lose my job based on this move and the new Residency Law?

No, the New Jersey Residency Law allows employees to transfer from one State agency to another as long as there is not a seven (7) day break in service. Since this transfer will not result in a break in state service, employees who currently live in PA and who were grandfathered under the statute are not affected by the residency law.

I submitted my vacation requests while an employee with DHS. Will DOH honor my requests for time off through the end of calendar year 2017?

Requests to use any leave time (vacation, sick, administrative, compensatory) that were approved in accordance with contractual agreements and in accordance with DHS Human Resources (HR) policies and procedures will remain in place. Employees will continue to submit requests for

time off to their current supervisors for consideration. The exception to this process will be for the DHS central office staff that will be transferring without their current supervisor. Due to the new employee-supervisor relationship and office structure that will result from this transfer, new requests for time off beyond September 30, 2017 will need to be submitted for consideration to the newly assigned supervisor. Newly assigned supervisors will review all requests in accordance with contractual agreements and DOH HR policies.

Will the Department of Human Services Supplemental Code of Ethics, Administrative Order 4:05, Issue Date March 18, 2016, Effective Date March 11, 2016 continue to apply to DMHAS employees and Special State Officers?

Yes. The Department of Human Services Supplemental Code of Ethics will continue to apply to DMHAS but will not apply to the any other Division within the Department of Health. The Department of Health is working with the Acting Executive Director of the State Ethics Commission to request the Commission, at its October 17, 2017 meeting, to formally approve the continuing application of the Department of Human Services Supplemental Ethics Code to DMHAS for 365 days, until October 1, 2018.

Should DMHAS employees and Special State Officers continue to use the Department of Human Services' Ethics Outside Activity Questionnaire form (Revision Date March 2014) and Request for Attendance at Events form (Revision Date February 2011)?

Yes.

Who should DMHAS employees and Special State Officers submit the completed outside employment and/or request to attend an event form to?

Please submit these forms to DMHAS Ethics Liaison Officer, Lynne Alexander, with sufficient lead time to allow for review.

When I am speaking at an event, who needs to review my remarks/presentation?

After approval of attendance has been approved by the Ethics Liaison, an OC-6 form and a copy of the powerpoint/remarks must be submitted to the Department of Health's Office of Communications prior to presentation. The Office of Communications may request an electronic copy of the presentation.

This form can be accessed at <http://dhss.doh.state.nj.us/dohintranet/>

I am on an active promotional list. What will happen to the list?

Lists are being reviewed by the Civil Service Commission and a final determination has not been made.

I am a provisional employee and my promotional examination has not been administered yet. What happens?

The promotional announcement will be announced in your new unit scope within the Department of Health.

I am on an active special re-employment list (SRL). What will happen to the list?

SRLs are statewide and will be used by any department filling a vacancy. If the list you are on is for a title that was specific to the Department of Human Services, it has also been made available for use within the Department of Health.

Who are leading the work groups that are facilitating the transition?

- Human Resources Work Group leads are: Loreta Sepulveda (DOH) and Valerie Bayless (DMHAS)
- Facilities Work Group leads are: Kevin Jennings (DOH) and Jim Rett (DHS)
- Legal and Regulatory Work Group leads are: Joy Lindo (DOH) and Lisa Ciaston (DMHAS)
- Financial Work Group leads are: Eric Anderson (DOH) and Morris Friedman (DMHAS)
- Communications Work Group leads are: Donna Leusner (DOH) and Nicole Brossoie (DHS)
- Information Technology Work Group leads are: Eileen Troutman (DOH), Roger Borischewski (DMHAS) and Nitán Garg (DMHAS)
- Policy Work Group leads are: Anthony Welch (DOH) and Renee Burawski (DMHAS)
- Ethics, Privacy Work Group leads are: Rachel Hammond (DOH) and Lisa Ciaston (DMHAS)
- Equal Employment Opportunity Work Group leads are: Frank Maimone (DOH) and Ed McCabe (DHS)
- Community Partners Work Group leads are: Victoria Brogan (DOH) and Roger Borischewski (DMHAS)
- Licensing Work Group leads are: Alison Gibson (DOH) and Laurie Woodward (DHS)