

**DEPARTMENT OF HUMAN SERVICES  
DIVISION OF MENTAL HEALTH and ADDICTION SERVICES**

**Independent Peer Review**

The Department of Human Services (“DHS”), Division of Mental Health and Addiction Services (“DMHAS”) hereby announces the availability of funds for credentialed substance abuse professionals to provide Independent Peer Review (“IPR”) for quality and appropriateness of treatment services of substance use treatment facilities funded by DMHAS.

**Synopsis:** DMHAS seeks up to three (3) qualified individuals to complete separate IPRs of substance use treatment facilities, to be selected by DMHAS, in the North, South and Central regions of the State. Applicants must have a master’s degree or doctoral degree and be an active Licensed Clinical Alcohol and Drug Counselor (“LCADC”) with at least three (3) years of experience as a clinical supervisor in a clinical supervisory role in the modality of care to be reviewed that will include Long-Term Residential and Short-Term Residential Programs in substance use treatment facilities. Applicants must be willing to travel to assigned facilities for one (1) to three (3) days of peer review of clinical services. At the conclusion of each review, a full report must be submitted to DMHAS within ten (10) business days.

**Amount of Funding Available is a flat fee:** Up to three (3) reviewers will be selected, each qualifying for \$700 per day for one (1) to three (3) days of peer review of clinical services. Funding is available up to \$2,100 per review. The total maximum expense for these professional services contracts for all reviewers will not exceed \$6,300 combined.

**Independent Peer Review Procedures:**

1. DMHAS will select the facilities to be reviewed as part of the Substance Use Prevention, Treatment and Recovery Services Block Grant IPR and inform the facility in writing that the facility has been selected for review.
2. Selected Independent Peer Reviewers will be screened to rule out conflicts of interest prior to being assigned to review a facility. All selected Independent Peer Reviewers will be required to complete conflict of interest forms. Those with conflicts or the appearance of conflicts will be disqualified from participating in this program.
3. Selected Independent Peer Reviewers will be required to complete a DMHAS fiscal package for professional services.

4. DMHAS will assign facilities to Independent Peer Reviewers. Independent Peer Reviewers will not review facilities or programs in which they have administrative oversight.
5. Independent Peer Reviewers will arrange the date and time for review of the facility, within two (2) weeks of assignment.
6. Independent Peer Reviewers will utilize the DMHAS monitoring tool for the IPR.
7. Independent Peer Reviewers will adhere to all Federal and State confidentiality requirements.
8. IPR will include assessment of:
  - admission processes, including intake and assessment;
  - treatment planning and implementation;
  - discharge planning, and;
  - documentation of treatment services, including treatment outcomes.
9. Completed IPR reports will be forwarded to DMHAS within ten (10) business days after the review and prior to September 30, 2025.
10. Peer reviewers will have no influence in funding decisions.

**Required Applicant Qualifications/Eligibility:**

1. Must be an active LCADC with a master's or doctoral degree.
2. Must have a minimum of three (3) years of experience in a clinical supervisory role.
3. Must have clinical supervisory experience in Long-Term Residential and Short-Term Residential Programs.
4. Must demonstrate cultural competency.
5. Must NOT have been selected to be a DMHAS Independent Peer Reviewer in the previous IPR cycle.

**Application Package:**

1. Current resume
2. Application (see Appendix)

3. Copy of all licenses/credentials

Note: DMHAS will not accept any application package that does not include all items requested, including the applicant's signature on the application.

**To apply, applicants must upload completed original application package to the DHS Secure File Transfer Protocol (SFTP) site.**

The applicant must submit the application package electronically by the deadline using the DHS SFTP site. Additionally, applicants must request login credentials by emailing [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than 4:00 ET on May 6, 2025 in order to receive unique login credentials for the Independent Peer Review to upload your application package to the DHS SFTP site. Email requests for login credentials must include the following: Independent Peer Review, individual's first name, last name, and email address. Application packages must be uploaded to the DHS SFTP site, <https://securexfer.dhs.state.nj.us/login> using your unique login credentials.

**Application Package Deadline:** Application packages must be uploaded to the DHS SFTP site no later than 4:00 p.m. ET on May 13, 2025.

**Committee Selection Information:** DMHAS will convene a committee consisting of State government staff who will conduct a thorough and comprehensive review of each application package. Committee members may be unfamiliar with some or all of the applicants. All potential committee members will complete a conflict of interest form. Those with conflicts or the appearance of conflicts will be disqualified from participating. Every effort will be made to ensure that Independent Peer Reviewers are representative of the various modalities utilized by the program under review. Applicants will be recommended for Independent Peer Reviewer positions based on their score (highest score = most highly recommended) in relationship to expertise in the treatment modalities selected for IPR. Please note that applicants may be invited to interview for the positions available at the discretion of the committee. Applicants chosen as Independent Peer Reviewers will be contacted by DMHAS with their assignments.

**Notification Date:** All applicants will be notified in writing of their status.

**For Further Information:** Please contact Dalya Tucker at 609-542-8890.

# FFY 2025 Independent Peer Review Application

## New Jersey Department of Human Services Division of Mental Health and Addiction Services

Please complete and include a resume and photocopy of all credentials/licenses with your application. Your entire application package must be uploaded to the DHS SFTP site by 4:00 p.m. ET on May 13, 2025.

**NOTE:** Applicants must request login credentials by emailing [SUD.upload@dhs.nj.gov](mailto:SUD.upload@dhs.nj.gov) no later than 4:00 p.m. ET on May 6, 2025, in order to receive unique login credentials for the Independent Peer Review to upload your application package to the DHS SFTP site. Email requests for login credentials must include the following: Independent Peer Review, individual's first name, last name, and email address.

Attach additional sheets as needed.

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Daytime Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Name and Address of Current Employer: \_\_\_\_\_  
\_\_\_\_\_

List current and past affiliations with any substance use treatment facility in the State of New Jersey: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List three references who applicant evaluators may contact who can attest to your clinical and management skills. Please include telephone numbers.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

What are the names of the colleges/universities that you have attended? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all degrees you have received from recognized colleges/universities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all professional licenses and certifications: \_\_\_\_\_  
\_\_\_\_\_  
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Please provide a description of your experience with the modality being reviewed: \_\_\_\_\_

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Why do you think you will be a good Independent Peer Reviewer? \_\_\_\_\_

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Describe your prior experience with conducting peer reviews: \_\_\_\_\_

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Define how you are culturally competent i.e. trainings, work experience, life experience, etc.: \_\_\_\_\_

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Please answer the following:

1. Have you ever been disciplined or denied a professional license or certificate of any kind in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  
Yes      No
  
2. Have you ever had a professional license or certificate of any type suspended, revoked or surrendered in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  
Yes      No
  
3. Has any action (including the assessment of fines or other penalties) ever been taken against your professional practice by any agency or certification board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  
Yes      No
  
4. Have you ever been named as a defendant in any litigation related to the practice of alcohol and drug counseling or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?  
Yes      No

5. Are you aware of any investigation pending against a professional license or certificate issued to you by a professional board in New Jersey, any other state, the District of Columbia or in any other jurisdiction?

Yes      No

6. Are there any criminal charges now pending against you in New Jersey, any other state, the District of Columbia or in any other jurisdiction?

Yes      No

7. Have you ever been sanctioned by or is any action pending before any employer, association, society, or other professional group related to the practice of alcohol and drug counseling or other professional practice in New Jersey, any other state, the District of Columbia or in any other jurisdiction?

Yes      No

If the answer to any of the above questions, numbers 1 through 7, is "Yes," provide a complete explanation of the circumstances leading to the action, and any supporting documentation, on separate sheets of paper.

**Region of Residence:**     North     Central     South

I hereby swear that the information provided in this application is true to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date