

**STATE OF NEW JERSEY DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES**

REQUEST FOR LETTERS OF INTEREST

**Community Psychiatric Residency Training Initiative
For New Residents Starting July 1, 2025**

October 22, 2024

Renee Burawski, Assistant Commissioner

Division of Mental Health and Addiction Services

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I. Purpose and Intent

The Department of Human Services (DHS), Division of Mental Health and Addiction Services (DMHAS) is issuing a Request for Letters of Interest (RLI) to all fully accredited Psychiatric Residency Programs in New Jersey that are currently providing four years of training in adult psychiatry (the Program).

For the last three years, DHS/DMHAS has appropriated state funding to support additional residency positions in the accredited adult psychiatry residency programs and child and adolescent psychiatry fellowships in New Jersey. The initiatives are addressing the shortage of psychiatrists and child psychiatrists in the State of New Jersey. In addition to increasing the number of psychiatry residency and Fellowship positions, the program is designed to provide residents and fellows with extensive experience in the community and public behavioral health system, including settings that serve individuals in the community who have serious mental illness, substance use disorders, or intellectual /developmental disabilities. The initiative encourages recruitment of qualified candidates for residency and fellowship training who are likely to practice psychiatry in the state after graduation. The programs receive supplemental funding to support faculty to provide supervision and mentorship of the psychiatry residents and fellows. Currently, state funding supports thirty-seven (37) adult psychiatry residents. In addition, state funding supports seven (7) Child/Adolescent Psychiatry Fellows.

State Fiscal Year 2025 funding allows for a total of seventeen (17) new psychiatry residency positions. DMHAS includes the possibility for each of the eleven (11) New Jersey Psychiatric Residency Programs to apply for funding for new residency positions in their application for funding. Each of the States' eleven (11) psychiatric residency programs are eligible to apply for funding to support one four-year residency position. Funding for an additional one or two residency positions will be awarded to programs that demonstrate that they meet additional requirements. The opportunity for funding additional residency positions ensures that each of the eleven (11) psychiatric residency programs meeting basic requirements can add at least one position. As there are a total of 17 positions, this RLI will also award the remaining positions to selected residency programs. A Psychiatric Residency Program's letter of interest (LOI) must demonstrate in its application for the additional funding beyond its one position that the program has enough qualified candidates for the added positions, as well as the faculty and internal capacity to support a larger residency program. The added positions will be awarded based on a scoring of the programs' responses to the criteria in the RLI.

The purpose of the Program is to:

- Address the shortage of psychiatrists in New Jersey by increasing in-state psychiatric training opportunities by a total of seventeen (17) new adult psychiatry residency positions, including the addition of at least one (1) position in each of the eleven (11) adult psychiatry residency programs in the State of New Jersey.
- Ensure that new state-funded psychiatry residency training positions provide residents with extensive experience in the public behavioral health system working with individuals in the community who have serious mental illness, with or without a co-occurring behavioral health condition, such as substance use disorder, intellectual disability or developmental disability.
- Encourage recruitment of qualified candidates for residency training who are likely to practice

psychiatry in New Jersey after graduation.

- Support the psychiatric residency programs with supplemental funding to support faculty to provide supervision and mentorship of the psychiatry residents.

Psychiatry Residency Programs will:

- By December 31, 2024, psychiatry residency program shall obtain any needed approvals from partnering hospitals and affiliated programs that will support and maintain the new positions that place emphasis on community psychiatry.
- By December 31, 2024, psychiatry residency program shall obtain any needed certifications and approvals from residency accrediting bodies for the additional positions.
- By December 31, 2024, psychiatry residency program shall begin recruiting for the new residency positions and have the positions listed in the National Residency Matching Program for residents beginning their Post-Graduate Year (PGY) 1 terms in July 2025.
- By December 31, 2024, psychiatry residency program shall institute a Community Psychiatry Training component or track for new residents during PGYs 2-4 that meets the requirements of this RLI.
- By March 15, 2025, psychiatry residency program shall participate in recruiting for the new residency position(s) through the National Residency Matching Program for residents beginning their PGY 1 terms in July 2025. If a residency match cannot be achieved through the National Residency Matching Program, the awarded psychiatry residency program shall continue recruit to fill the awarded position(s) with residents beginning their PGY 1 terms in July 2025.
- Provide quarterly information on key requirements of the contract with DHS/DMHAS through an online application developed by the State.

DMHAS will:

- Provide the sum of \$400,000 to support one four-year position for each psychiatric residency program that applies and is selected for funding. Funding is subject to state appropriations for these eleven (11) awards.
- For the remaining positions to be funded, DMHAS will consider the application request of psychiatric residency programs demonstrating the ability to support one or two additional four-year residency position(s) in their psychiatric residency program. For these remaining psychiatric residency programs that are awarded, DMHAS will provide the sum of \$400,000 per resident to the awarded psychiatry residency program to support the one or two additional four-year positions. Funding is subject to state appropriations for the remaining awards.
- Provide the one-time funds of \$70,181 to each psychiatric residency program selected to support dedicated faculty needed to provide supervision and mentorship to the residents. Funding is subject to state appropriations for the eleven (11) awards. If the one-time funds are not fully awarded due to a program(s) not applying the remaining amount will be divided by the psychiatric

residency programs awarded.

- Monitor residency program efforts to recruit and maintain qualified candidates, and to provide extensive training experiences for residents in non-hospital, community-based settings in the public sector.
- Work with psychiatry residency programs to support efforts to implement a Community Psychiatry track and assist with retaining program graduates to work in community-based settings in New Jersey.

II. The RLI timeline

- October 22, 2024: Release of RLI
- November 12, 2024: Deadline for receipt of Letters of Interest (LOI) no later than 4:00 pm ET
- November 18, 2024: Announcement of selected residency programs

III. Background

The shortage of psychiatrists has been a national and state problem. One major cause is that the number of available residency positions to train psychiatrists has been relatively static, despite the availability of qualified candidates. New Jersey Psychiatric Residency Programs report having significantly more qualified candidates than the number of residency positions available and that they are able to train more individuals if those positions are funded. To support their capacity for training psychiatrists, the New Jersey legislature allocated funding to support the New Jersey Psychiatric Residency Programs.

In its State Fiscal Year 2025 budget, the New Jersey legislature committed funding for an additional \$6.8 million to support seventeen (17) new psychiatry residency positions in the State of New Jersey. The legislative funding included an additional \$772,000 to support dedicated faculty needed to provide supervision and mentorship to the residents.¹

DHS and DMHAS remain committed to supporting the New Jersey Psychiatric Residency Programs so that the psychiatry workforce will be meet future demands for services. The greatest shortage of psychiatrists and the most urgent unmet needs will continue to exist in community-based clinics and agencies serving individuals with serious mental illness. Thus, because it is vital that residents appreciate the professional and community value of working in the public mental health system, the residency programs shall develop a dedicated community psychiatry track for residents in the funded positions.

DHS/DMHAS had required residency programs enhance and expand the community psychiatry training experience of their residents, beginning with the State Fiscal Year 2022 funding. Community psychiatry tracks offer enhanced training to residents interested in working in the public sector. Many individuals graduating medical school are looking for opportunities to work with vulnerable populations, and they may, in fact, be attracted to programs offering rotations in community psychiatry programs. Although all psychiatric residences offer some community experience, few programs currently offer a community psychiatry track despite the need for psychiatrists in these settings (Reardon et al., Community Mental Health Journal, 2014).

¹ [FY2025-Budget-Detail-Full.pdf \(nj.gov\)](#).

The Community Psychiatry track must be made available for residents in funded positions in their PGYs 2-4. The track will include a didactic program, reading list, and relevant rotations in non-hospital, community-based behavioral health programs for individuals with serious and persistent mental illness, severe substance use disorders, intellectual/developmental disabilities with behavioral issues, and other underserved and vulnerable populations. The sites available for rotations can include outpatient mental health clinics, programs of assertive community treatment, substance use treatment programs, residential housing and treatment programs, and shelters. These rotations shall be open to all of the residents in the programs, not only to those in the state-funded positions.

IV. Funding Availability

Subject to state appropriations, funding for the New Jersey Psychiatric Residency Programs will be in the amount of \$400,000 (\$100,000 per position per year) for an awarded program to cover the costs of four years of training (PGY1- PGY4) for the new position(s). Selected programs will also receive a one-time payment of \$70,181 to support each program's supervision and mentorship activities for their residents.

V. Application and Proposal Requirements

All New Jersey-based psychiatry residency programs are eligible to respond to this RLI.

All New Jersey-based psychiatry residency programs responding to this RLI must submit a written LOI that addresses the questions outlined in this section, and adheres to all instructions. The LOI must be written in 12-point Times New Roman font and be no longer than three (3) pages, not including attachments. The letter must be double-spaced with one-inch margins and numbered.

In addition to answering the questions outlined in this section, a psychiatry residency program's LOI shall indicate that the residency program will fully meet accreditation requirements to add one new psychiatry resident position and that it will provide a community training track and support the residents through the four years of their training. DMHAS will consider the LOI of a psychiatry residency program requesting and demonstrating the ability to support one or two additional four-year residency position(s) in their psychiatric residency program.

Responsive LOIs will be scored according to the pre-established point values and standards that are outlined in this RLI. DMHAS shall have discretion to award additional psychiatry residency positions to the highest scoring LOI(s). The maximum points a LOI can receive is 100 points.

DMHAS reserves the right to reject any and all LOIs when circumstances indicate that it is in its best interest to do so. DMHAS' best interests in this context include, but are not limited to, loss of funding, inability of the bidder(s) to provide adequate services, an indication of misrepresentation of information and/or non-compliance with State and federal laws and regulations, existing DHS contracts, and procedures set forth in Policy Circular P1.04.

Your letter must describe your program's components and capabilities in the following order:

1. Please state how many four-year psychiatry residents your program is requesting DMHAS to fund. Please state the amount of funding requested to support each four-year resident position. In

addition, please state the amount of one-time funding requested to support the dedicated faculty needed to provide supervision and mentorship to the residents.

2. Explain whether your program has the numbers of qualified candidates and other capacity to make the expanded residency program successful. Include a description of your experience recruiting qualified applicants in the National Resident Matching Program in prior years. (Point Value: 30)
3. Describe how your residency program will make efforts to recruit qualified residency candidates who will be likely to remain in New Jersey and practice in the public sector behavioral health system after graduation. (Point Value: 20)
4. Describe how your program will complete all required activities to recruit qualified candidates for the positions within the required timeline and to add the new residency positions beginning in July 1, 2025. (Point Value: 20)
5. Describe how your program will provide a community psychiatry track and ensure that residents being supported by the funding receive significant clinical experience serving individuals with serious mental illness and a variety of patient populations in rotations in public sector, non-hospital, community-based behavioral health programs. (Point Value: 30)

VI. Submission Instructions

DMHAS assumes no responsibility and bears no liability for costs incurred in the preparation and submittal of the LOI.

In addition to the LOI, all submissions must include the following:

A completed Attachment A – Proposal Cover Sheet, as provided in this RLI.

DMHAS will select residency programs based on the responses to the information outlined in Section IV of this RLI.

All LOI must be submitted no later than 4:00 pm ET on November 12, 2024, by emailing to: Carol Pitonyak, Executive Assistant, Division of Mental Health & Addiction Services carol.pitonyak@dhs.nj.gov.

DMHAS will notify selected respondents by November 18, 2024 after which time, DMHAS will contact the person indicated as the Agency Contact on the Proposal Cover Sheet to begin work on the Program.

Attachment A – Proposal Cover Sheet

Date Received

STATE OF NEW JERSEY
DEPARTMENT OF HUMAN SERVICES
Division of Mental Health and Addiction Services

Name of RLI:

Community Psychiatric Residency Training Initiative for new residents starting July 1, 2025

Incorporated Name of Bidder: _____

Type: Public _____ Profit _____ Non-Profit _____

_____ Number of Residents Positions requested for funding

_____ Four Year Funding Requested to Support each Resident Training

_____ One Time Funding Requested to support dedicated faculty needed to provide supervision and mentorship to the residents

Address of Participating Agency: _____

Program Administrator Name and Title _____

Phone No.: _____ Email Address: _____

Agency Contact Person Name and Title: _____

Phone No.: _____ Email Address: _____

Authorization: Program Administrator (printed name): _____

Signature: _____