



State of New Jersey

DEPARTMENT OF HUMAN SERVICES

Division of Mental Health and Addiction Services

Intoxicated Driving Program

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TO: County Intoxicated Driver Resource Centers (IDRC) &
Substance Use Disorder Treatment Providers

FROM: Michael Higginbotham, LCSW
Chief, Intoxicated Driving Program (IDP)

DATE: April 22, 2024

SUBJECT: IDRC Affiliation Agreement for the July 1, 2024 – June 30, 2026 cycle

Pursuant to N.J.A.C. 10:162-5.1(a), an affiliation agreement must be executed between a county-designated Intoxicated Driver Resource Center (IDRC) and a Department of Health-licensed substance use disorder treatment agency (hereafter "SUD agency") in order for an IDRC client to receive SUD treatment at the SUD agency. As part of the affiliation process and consistent with N.J.A.C. 10:162-5.1(b), the IDP has developed a standard Affiliation Agreement. Enclosed for your use is an Affiliation Agreement for the two-year July 1, 2024 – June 30, 2026 cycle, which is provided in an electronic Word document with fillable form fields.

The IDRCs, who serve as "community treatment referral centers" pursuant to N.J.S.A. 39:4-50(f), and SUD agencies should communicate directly with one another regarding entering into an affiliation. As part of that process, any residential or outpatient SUD agency licensed by the Department of Health pursuant to N.J.A.C. 8:111 or 10:161B may reach out directly to any or all IDRCs and request to affiliate to provide SUD treatment services for the education, evaluation, treatment and rehabilitation of clients referred by the IDRCs. To assist in communication between IDRCs and SUD agencies, please note that:

- The public directory of IDRCs is located on the Division of Mental Health and Addiction Services website on the IDP page at https://nj.gov/humanservices/dmhas/resources/services/treatment/addictions/IDRC_Directory.pdf; and
- The public searchable directory of licensed SUD agencies is located on the following website at: <https://njsams.rutgers.edu/TreatmentDirectory/License>.

If an IDRC and SUD agency decide to proceed with affiliation, then:

1. The SUD agency should contact the IDRC directly prior to submitting materials for the IDRC mailing address information.

2. The SUD agency must complete in full and execute the enclosed Affiliation Agreement and submit one (1) original, with all required attachments, to the applicable IDRC or IDRCs.
3. IDRCs should review the Affiliation Agreement for completeness, including all Attachments, and if acceptable, execute the Affiliation Agreement.
4. IDRCs should send the complete Affiliation Agreement with required Attachments and signatures to the IDP for execution **no later than June 17, 2024** to ensure sufficient time for review and execution by the IDP before the July 1, 2024 effective date.
5. The IDP will return copies of a fully executed Affiliation Agreement to both the IDRC and SUD agency. Please note that incomplete Affiliation Agreements will be returned to the IDRC.

For any IDRCs and current Affiliated Treatment Agencies, please be reminded that the Agreement expires on June 30, 2024. If those IDRCs and SUD agencies wish to continue an affiliation effective July 1, 2024, a complete Affiliation Agreement must be received by the IDP from the IDRC **no later than June 17, 2024**.

Please note that any SUD Agency interested in participating in the Driving Under the Influence Initiative (DUII) Fee-For-Service (FFS) network must have a valid Affiliation Agreement in order to be active in the network. However, this Affiliation Agreement does not automatically initiate a SUD Agency's participation in the DUII FFS Network. Eligible agencies with active Affiliation Agreements will be notified when the DMHAS announces an open enrollment period inviting agencies to join the DUII FFS Network. **Existing DUII providers MUST ALSO** have a current Affiliation Agreement in order to be able to continue in the network.

For general questions about the affiliation process, you may contact Dona Sinton, IDP Program Specialist 4, at 609-438-4263 or Anthony Jannetto, IDP Program Specialist 3, at 609-438-4003. Thank you.

C: Harry Reyes, Assistant Division Director, Office of Treatment and Recovery Supports
Dona Sinton, Program Specialist 4
Anthony Jannetto, Program Specialist 3
Nancy Hopkins, Manager, SUD FFS Network

Enc.