New Jersey Department of Human Services
Division of Developmental Disabilities
The Support Coordination Unit

Training and Education Opportunities for Support Coordination Agencies
February 2023

Advanced Registration is Required

Date, Time and Method	Training Topic	Registration Link
February 2, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**UPDATED!** NJISP Related: Service Entry and iRecord Overview (1.5 hours) *Presented by: Susan Fattman, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 3, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**Mealtime Safety and Documentation** (1.5 hours) *Presented by: Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Dr. Ambika Bhattacharya, SLP, CCC-SLP, Speech Language Pathologist for Northern Counties in NJ, DDD Resource Team, Lisa Shaheed, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 6, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**Putting Home and Community Based Services (HCBS) Rules into Practice** (1.5 hours) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, and Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
February 6, 2023: **2:00 pm-3:30 pm** Live Training via Go to Webinar	**Waiting List Process and Self-Directed Options** (1.5 hours) *Presented by: Patricia Brennan, Director, Wait List Special Projects Unit, and Jessica Licona, Unit Director, Wait List Special Projects, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 7, 2023: **2:00 pm-3:30 pm** Live Training via Go to Webinar	**UPDATED! NJISP Related: Individualized Service Plan Process and Documentation** (1.5 hours) *Presented by: Susan Fattman, Quality Assurance Specialist, Education and Training, Support Coordination, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 8, 2023: **10:00 am-11:00 am** Live Training via Go to Webinar	**Support Coordination Agency (SCA) Staff Qualifications** (1 hour) *Presented by: Udeshika Gamage, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 9, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**UPDATED! NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT)** (1.5 hours) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
February 13, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**NEW!** **Behavior Supports and Documentation** (1.5 hours) *Presented by: Delia Sequiera, Behavior Analyst, DDD Resource Team, and Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 14, 2023: **10:00 am-11:00 am** Live Training via Zoom	**Corrective Action Plan (CAP) Quarterly Report** *Required for Executive Directors and Support Coordination Supervisors in SCAs with New Corrective Action Plans.* (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link will be provided to the invited Support Coordination Agencies.** *Certificate of Participation will be issued for live training.*
February 15, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**Putting Home and Community Based Services (HCBS) Rules into Practice** (1.5 hours) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, and Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 16, 2023: **2:00 pm-3:00 pm** Live Training via Go to Webinar	**Policies and Procedures Manuals** (1 hour) *Presented by: Udeshika Gamage, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
February 21, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**Support Coordinator Monthly Monitoring Tools** (1.5 hours) *Presented by: Christine Broderick, Unit Director, Education and Training, Support Coordination Unit, and Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 22, 2023: **10:00 am-11:30 am** Live Training via Go to Webinar	**Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators** (1.5 hours) *Presented by: Erika (Denise) Turner-Byfield, Provider Liaison, Provider Performance Monitoring Unit, and Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
February 22, 2023: **2:00 pm-3:30 pm** Live Training via Go to Webinar	**UPDATED! NJISP Related: Employment Expectations and Overview** (1.5 hours) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

Training Notes

- Please note that the Division will only issue certificates of attendance for live trainings presented by the Education and Training Team.
- The CDS trainings listed can be found under DDD Support Coordination followed by the name of the training.
- Support Coordination Agencies are reminded that additional trainings are available via the Boggs Center on Developmental Disabilities: **Click Here**

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College of Direct Support (CDS): Click Here

The College of Direct Support is available to Support Coordination Agencies 24 hours' day/7 days' week. To access the recorded trainings, the Support Coordination Agency-assigned College of Direct Support Administrators will need to assign individual lessons to each staff member. Additional direction and guidance will be emailed to CDS Administrators when lessons are posted.

DDD Support Coordination Trainings to View on the College of Direct Support	Description
Best Practice in Documentation	Support Coordinators will be able to understand how improving and standardizing documentation practices will ensure the health and safety of the individual and keep in alignment with the objective of person-centered execution and documentation.
Charting the LifeCourse: A Method of Ensuring Person-Centeredness	Assists Support Coordinator in highlighting philosophy of Person Centered Planning, identifying Charting the LifeCourse concept and introducing LifeCourse Tools to develop an all-inclusive Individualized Service Plan (ISP). This process helps aid in planning for a "good life".
Corrective Action Plans (CAPS)	Assists Support Coordination Leadership in identifying role of Division in SCA Oversight, reviews submitting a quality CAP and understanding process.
Corrective Action Plan (CAP) Quarterly Reports	Assists Support Coordination Leadership by reviewing Division expectations and discusses the importance of supporting documentation in submission of CAP Quarterly Report.
E-Signature in iRecord: Responsibilities and Functionality	Support Coordinator will be able to identify the responsibilities and technological functions related to e-signature use for the NJISP approval process.
Incident Reporting and Death Verification Process	Provides Support Coordinator the tools to recognize the '5w's': who, what, when, where and why of incident reporting. Reviews the death confirmation process and the steps to complete them in iRecord.

College of Direct Support (CDS), Continued

DDD Support Coordination Trainings to View on the College of Direct Support	Description
Mealtime Safety and Documentation	Support Coordinators will be able to understand the different diet types, nutrition, intersect with providers and documentation expectations for the individuals they serve.
New Jersey Individualized Service Plan (NJISP) Related: Employment Outcomes and Forms	Assists Support Coordinator in highlighting the required Division documents for Employment options within the NJISP, supporting New Jersey's commitment to being an Employment First State.
New Jersey Individualized Service Plan (NJISP) Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT)	Provides Support Coordinator understanding of how to utilize the NJCAT as a roadmap to ensure accuracy, how NJCAT scores determine budget amounts and how it relates to identifying services. Reviews principles so Support Coordinator can highlight information from PCPT to support life trajectory.
New Jersey Individualized Service Plan (NJISP) Related: Process and Documentation	Provides Support Coordinator a comprehensive, systematic guideline of what is required in order to create an Individualized Service Plan (ISP). Highlighting the importance of the ISP being a person centered document.
Overview of Division of Vocational Rehabilitation Services (DVRS)	Provides Support Coordinator details surrounding the referral and application process, eligibility determination and plan for employment.
Overview of the Housing Subsidy Program	Provides Support Coordinators an overview of the Supportive Housing Connection eligibility requirements and the application process.
Policies and Procedures Manuals	Provides Support Coordination Agency the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.

College of Direct Support (CDS),Continued

DDD Support Coordination Trainings to View on the College of Direct Support	Description
Pre-Admission Screening and Residential Review (PASRR) Process	Provides Support Coordinators an understanding of the PASRR process, how to complete the PASRR Level I screening tool and when the PASRR Level II evaluation and determination is needed.
Putting Home and Community Based Services (HCBS) Rules into Practice	Provides Support Coordinators an understanding of the Home and Community Based Services Final Setting Rule, their role in ensuring compliance and the ongoing requirement of ongoing monitoring of services.
Quality Improvement: Plans, Processes, and Reporting	Provides Support Coordinators an overview of considerations related to quality improvement efforts. Division requirements and best practice methods are highlighted.
Service Entry and iRecord Overview	Assists Support Coordinator by providing an overview of services available through the Supports Program and Community Care Program Waivers and a basic overview of iRecord entry.
Service Utilization - Waiver Requirement	Provides Support Coordinators an understanding of waiver compliance, requiring Individuals access at minimum, two waiver services.
Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability	Assists Support Coordination Leadership by reviewing manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.
Support Coordination Agency (SCA) Staff Qualification Requirements	Support Coordination Agencies will understand Division requirements and responsibilities, as an agency, related to Staff Qualifications.

College of Direct Support (CDS), Continued

DDD Support Coordination Trainings to View on the College of Direct Support	Description
Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators	Support Coordinators and providers will gain an understanding of the importance of the ISP worksheets in person-centered plan development, as a communication tool and how to complete the form in its entirety. Participants will be able to understand HCBS modification requirements and the associated review and monitoring process.
Writing an Individualized Service Plan (ISP): Supporting the Vision by Connecting Conversations, Tools and Assessments	Guides Support Coordinator in understanding how conversations, available person centered planning tools and required documents are connected and used to create a focused and meaningful Individual Support Plan that supports a person's hopes, dreams and vision for their future.
Writing Effective Outcomes and Meeting Benchmarks	Guides Support Coordinator to recognize and utilize planning documents to ensure a person-centered approach is implemented.