NJ DEPARTMENT OF HUMAN SERVICES

DIVISION OF DEVELOPMENTAL DISABILITIES

Updates for Support Coordination Agencies

April 13, 2023

Webinar Agenda

- Welcome and Purpose
- Support Coordination Agency (SCA) Landscape
- Division Communications
- IT Updates
- Division Updates
- Support Coordination Unit Updates
- Waiver Manual Updates
- Form Updates
- Self-Directed Employee Updates
- Employment
- Questions

Welcome and Purpose

Welcome and Purpose

The Support Coordination Unit launched a communication plan in 2022, which includes more frequent communications to Support Coordination Agencies.

The SCA Webinars will continue every other month in 2023.

Archived SCA Webinars are located on the Divisions' Support Coordinator Information page under

Past Webinars for Support Coordinators

Welcome and Purpose

Webinar Feedback

Participants attending this webinar will have the opportunity to provide feedback related to this webinar.

The feedback tool should immediately appear when the webinar has ended.

Support Coordination Agency (SCA) Landscape

SCA Landscape

SCA Landscape	April 3, 2023
Total Number of SCAs	155
Total Number of Released SCAs	131
Total Number of Unreleased SCAs	24
Total Number of New SCAs in 2022	7
Total Number of New SCAs in 2023	2

SCA Landscape

Support Coordination Capacity	Support Coordination Census
30,850	24,545

As of April 3, 2023

SCA Landscape

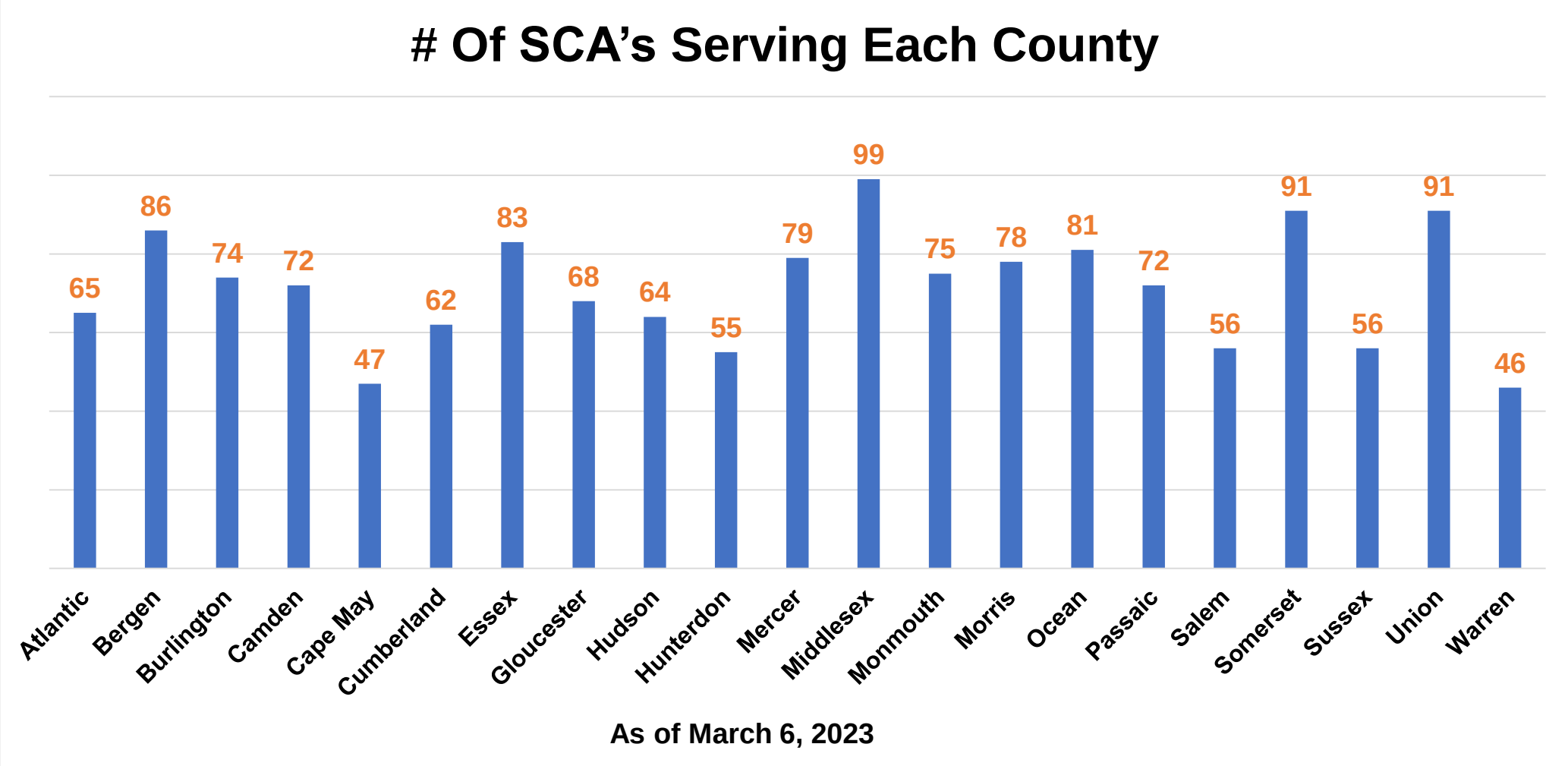
Individuals Receiving Division Services Per County

As of December 15, 2022

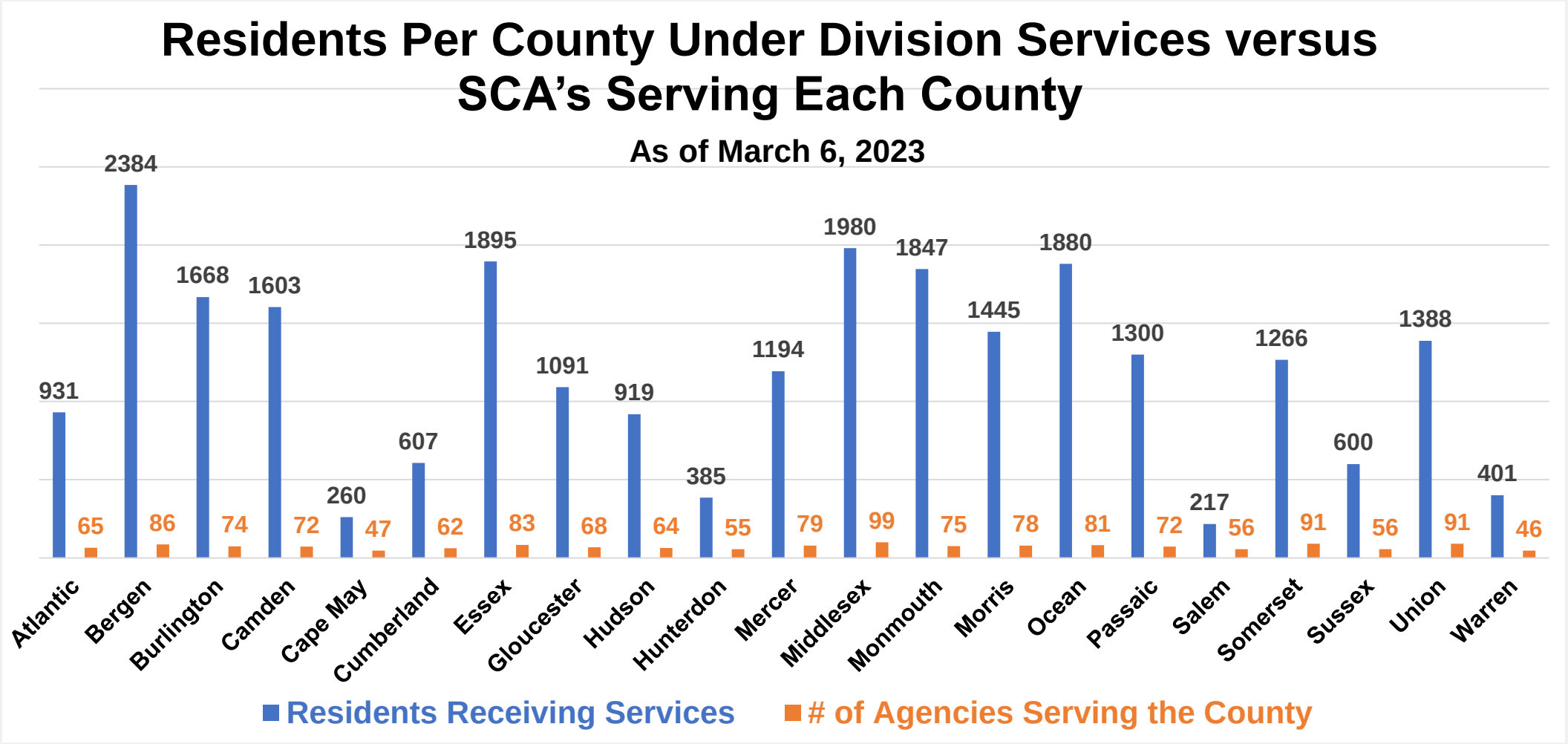
Source: DDD Statistics

County	Individuals Receiving Division Services in the Community
Atlantic	931
Bergen	2384
Burlington	1668
Camden	1603
Cape May	260
Cumberland	607
Essex	1895
Glouster	1091
Hudson	919
Hunterdon	385
Mercer	1194
Middlesex	1980
Monmouth	1847
Morris	1445
Ocean	1880
Passaic	1300
Salem	217
Somerset	1266
Sussex	600
Union	1388
Warren	401

SCA Landscape



SCA Landscape



SCA Landscape

SCA Census	As of March 1, 2023
Total Number of SCAs with a Census under 60	**62 (38 Released - 24 Unreleased)**
SCAs with Census between 0 - 10	**13 (2 Released - 11 Unreleased)**
SCAs with Census between 11 - 20	**10 (3 Released - 7 Unreleased)**
SCAs with Census between 21 - 30	**13 (9 Released - 4 Unreleased)**
SCAs with Census between 31 - 40	**9 (9 Released - 0 Unreleased)**
SCAs with Census between 41 - 50	**10 (8 Released - 2 Unreleased)**
SCAs with Census between 51 - 59	**7 (7 Released - 0 Unreleased)**

Division Communications

Division Communications

There are two methods of Division Listserv Communications:

DDD Communications Listserv

and

DDD Support Coordination Listserv

The only way to ensure that you receive communications geared toward Support Coordination Agencies is to sign up for **DDD Support Coordination Listserv at** DDD Support Coordination Listserv.

iRecord and Technology Updates

Cheryl Betz, Director of Communications, Administration & Regulation, Support Coordination Unit

IT Updates

2022 Accomplishments

- Electronic signatures
- Expansion of Agency with Choice model beyond initial cohorts, including *Send Referral* being made available for all eligible participants.
- Additional columns were added to Search Grid, as requested. Examples: Last Monthly Contact Type, Current Plan End Date.
- Electronic Visit Verification features.
- Rate Changes:
  1/1/22 – DSP Rate Increase
  7/1/22 – Day Rate Increase
  7/16/22 – Residential Services Increase

IT Updates

iRecord Lag Time

- iRecord lag time: Division's IT met with Microsoft, multiple DHS IT and OIT Teams and other companies they use for firewalls, traffic and network routing, etc.
- Changes will be ongoing and aligned with other maintenance/outages.
- There should now be a better experience for most of iRecord users.

IT Updates

iRecord Due Lists

- SCA Due-Lists: some SCAs, especially large ones, are having issues with Due-Lists. This is often caused by the significant number of items that need to display for a specific staff member. IT will address this by archiving many of the old, outdated reminders. Example: a Monthly Contact from a couple of years ago was never completed. This should resolve the Due-List issue.

Updates: iRecord

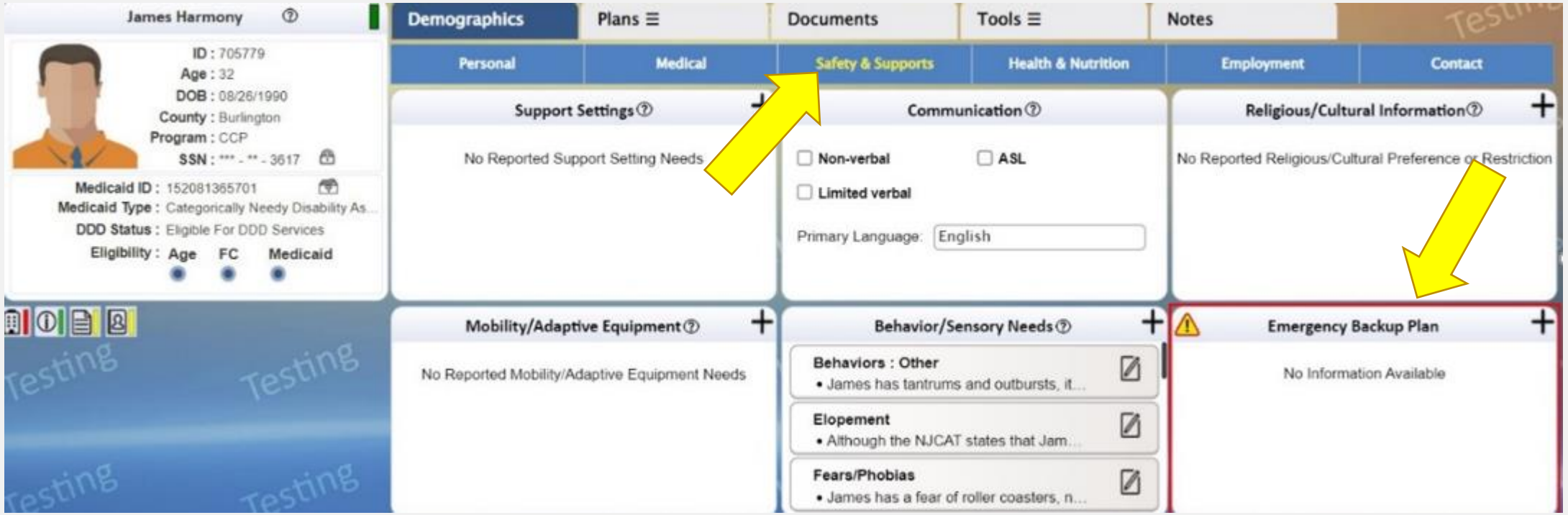
!New! iRecord Feature - Emergency Backup Plan (1 of 6)

- Emergency plan documentation has long been a needed component of iRecord.
- A new tile has been added for Support Coordinator documentation of an emergency back-up plan with individuals and families in the event that current supports are no longer available.
- Roll-out occurred on April 7, 2023.
- Updates were made on April 13, 2023 and additional updates may be made to the tile and the User Guide in coming months.
- Macro (initial, anniversary, NJ CAT reassessment, etc.) plans currently in progress can not be approved until the emergency back up plan tile is complete. Emergency tile completion is not required for micro plans.

Updates: iRecord

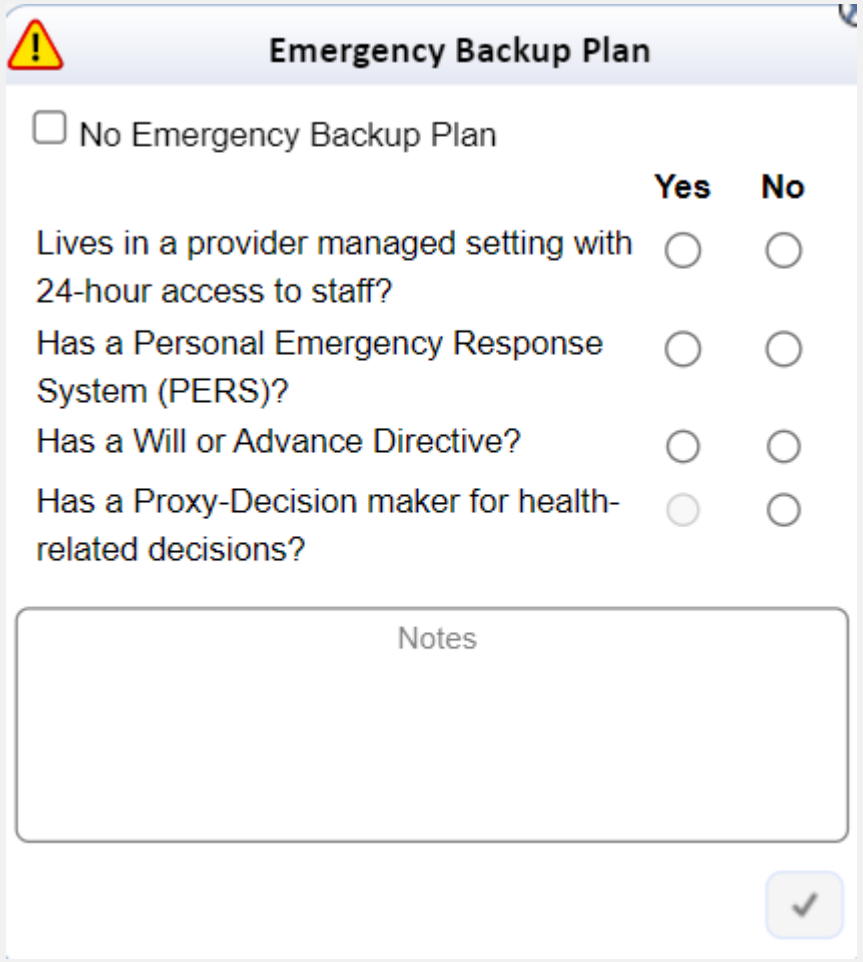
!New! iRecord Feature - Emergency Backup Plan (2 of 6)

iRecord introduces a new tile on Demographics within Safety & Supports, known as the **Emergency Backup Plan**. The Support Coordinator or Support Coordination Supervisor will need to update the information before the approval of a new plan term.



Updates: iRecord

!New! iRecord Feature - Emergency Backup Plan (3 of 6)

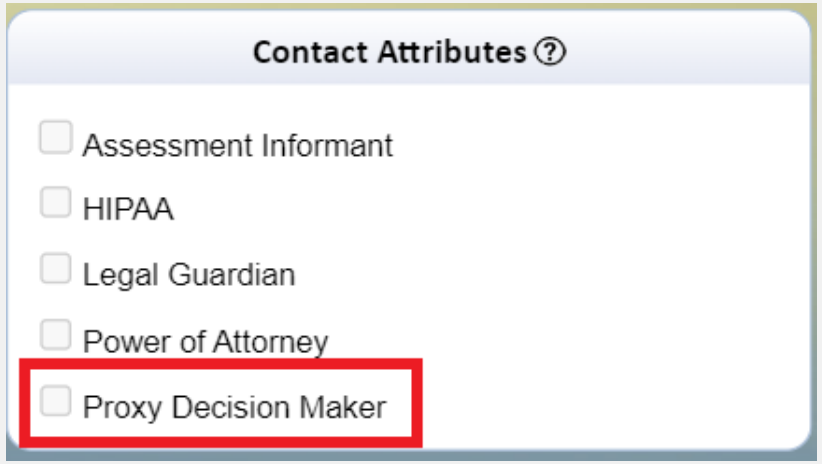


Enter notes pertaining to the emergency backup plan details within the box, which has a maximum limit of 1000 characters. The Emergency Back-up Plan must identify specific arrangements necessary to maintain the health and safety of an individual in the event of a breakdown in the routine plan of care. In the event of a life-threatening emergency, call 911.

Updates: iRecord

!New! iRecord Feature - Emergency Backup Plan (4 of 6)

- A Proxy Decision Maker can be added through the Contacts Tab within the Contact Attributes tile.
- Upload/documentation is not required but is recommended.
- If no proxy, this step is not required.



Updates: iRecord

!New! iRecord Feature - Emergency Backup Plan (5 of 6)

Health Care Proxy

- Designation of Healthcare Representative Form (Proxy Directive) is for individuals who have the capacity for decision-making and who are their own guardian, it is strongly encouraged to identify an alternate decision-maker in the event the individual becomes unable to make decisions.
- The NJ Department of Health has a Designation of Healthcare Representative Form, or proxy directive, which is a document that identifies a person to make healthcare decisions for an individual if they become unable to make those decisions themselves. This form does not need to be notarized, but does need to be completed prior to a health crisis. Please note that if an individual loses capacity, this form can not be used.
- The form can be found on The NJ Department of Health website.

Updates: iRecord

!New! iRecord Feature - Emergency Backup Plan (6 of 6)

"Planning Ahead for When the "What If" is Now." is an excellent resource developed by the Boggs Center to help people with disabilities and their families plan for emergency situations when a primary caregiver is not able to provide support due to illness, injury, quarantine, hospitalization, or death. This document can be found on The Boggs Center web site.

IT Updates

What's Coming

- Duplicative Services will be manageable within iRecord plans! iRecord will be updated to allow SCs to input non-DDD-paid services such as Medical Day Programs and funds will show as ‘obligated’/blocked.
- Service limits enforced directly in iRecord – This includes Day Hab, Supported Employment, Prevocational Training, and Career Planning. Each one has different rules and may include exceptions being sent through the Service Review Unit.
- On the "Document Review" tile, the actual file name will be displayed when downloading the assessment file.
- A medical screen refresh is coming soon, this includes being able to track annual physical and dental visit dates.
- Additional Electronic Signature capabilities – stay tuned!

Division Updates

Updates: Executive Order

!!New!! Executive Order On Testing and Vaccination Requirements

April 3, 2023 Governor Murphy signed an executive order (EO) that removes the requirement for vaccination/weekly testing of staff exempted from vaccination in Licensed Residential, Certified Day, and Support Coordinators.

The Division's updated policy continues to recommend vaccination and that employers track the vaccination status of staff but the Division does not require this. Please note that this is for Licensed Residential, Certified Day, and Support Coordinators only. Healthcare settings (namely Nursing Homes and DCs) have related Federal requirements still in play around vaccination.

Updates: EVV Webinar

New! Electronic Visit Verification (EVV) Webinar

Friday, April 14, 2023 from 1:00 pm – 2:00 pm.

Register

This webinar will serve as a refresher for Providers and Support Coordination Agencies, as well as cover *NEW* EVV updates.

Topics will include	
Live-in Caregivers	iRecord EVV Drop down Feature
Billing	Manual Overrides (True EVV)
Phase II Operational/Engaged/Exempt Providers	Live Q&A

Updates: Mandatory Survey

COVID-19 Vaccination Rates and Testing for SCA

Month	Compliance Rate
March - 22	94%
April - 22	86%
May - 22	98%
June - 22	81%
July - 22	92%
Aug - 22	93%
Sept - 22	86%
Oct - 22	86%
Nov - 22	89%
Dec - 22	85%
Jan - 23	77%
Feb - 23	81%
March - 23	89%

Survey requirement will be on hold, with latest Executive Order. Division reserves the right to resume if COVID landscape changes.

Updates: State Budget News

Great News!

The **PROPOSED** NJ Budget for 2023-2024 includes a 3% cost of living increase for Service Providers, including Support Coordination!

Support Coordination Unit Updates

Updates: SCA Webinars

Support Coordination Unit Update Webinars for Support Coordination Agencies

Registration links for all 2023 SCA Webinars now available

- June 8, 2023; 1:00pm to 2:00pm Register
- August 10, 2023; 1:00pm to 2:00pm Register
- October 12, 2023; 1:00pm to 2:00pm Register
- December 14, 2023; 1:00pm to 2:00pm Register

2022 Webinar slide decks and recordings may be found on the Division Website.

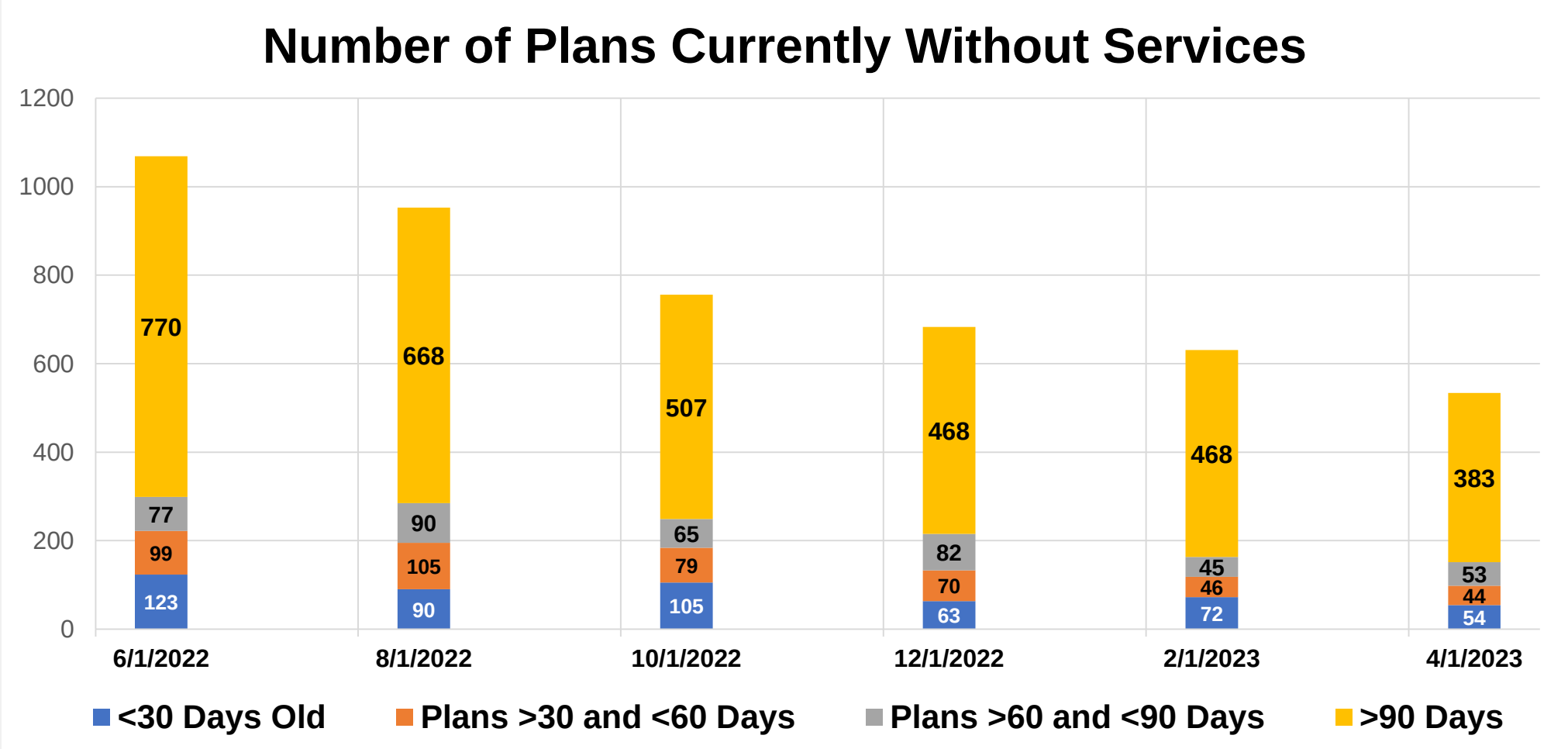
Updates: Service Utilization

Service Utilization (Second Service Project)

- The project continues to ensure individuals are receiving a waiver service IN ADDITION to Support Coordination.
- The project was introduced during June 2022 webinar.
- SCAs are contacted with a list of individuals who do not have a second service in their ISP.
- Trainings were held in June 2022.
- Recorded trainings are available in The College of Direct Support.
- Reminder to SCAs that DDD waivers require a second service, or waiver disenrollment will occur.

Updates: Service Utilization

Service Utilization (Second Service Project) – As of April 2023



Updates: Education & Training

Education & Training Resources

- The Support Coordination Unit offers Monthly Training and Education Opportunities for Support Coordination Agencies.
- The College of Direct Support is available to Support Coordination Agencies 24 hours a day, 7 days a week.
- Elizabeth M. Boggs Center on Developmental Disabilities.
- Helpdesk for Education and Training: SCUTraininghelpdesk@dhs.nj.gov.

Reminder: SCs and SCSs have requirements for annual training.

Updates: Education & Training

Boggs Center Registration Issue

- The Boggs Center requires Support Coordinator to create an account to register themselves for initial and ongoing trainings.
- A standard SCA email account should be used.
- Supervisors should not register SCs under their account for required trainings.

Updates: SCU Evaluation

The Support Coordination Unit continues the following SCA evaluation efforts:

- Documentation review and report of unreleased SCAs every quarter.
- Expanded review of unreleased SCAs. Includes indicators in addition to documentation.
- Planning for review of at least 10 released SCAs in 2023.

Waiver Manual Updates

Waiver Manual Updates

Addressing Enhanced Needs Form

- **Clarified:** The Addressing Enhanced Needs Form (used for persons with an acuity) is required to be updated annually, and as needed during the plan year. The individual/guardian shall have the opportunity to be involved in the form's completion.
- The Addressing Enhanced Needs Form was updated on March 31, 2023, be sure to use the most current version.

(Page two of each manual describes what has been updated in the respective manual).

Waiver Manual Updates

Annual Physical and Dental Exams

- **Clarified:** Annual physical and dental exams are required for licensed residential settings. Day programs may require them, but it is not a Division requirement.

Waiver Manual Updates

Legal

- **Clarified:** Circumstances when a Support Coordinator may discuss available resources around individuals' legal challenges or an individual's legal challenges.

Inability to Reach

- **Updated:** How to notify the Division when a Support Coordinator is unable to meet deliverables due to the inability to meet with an assigned individual.

Waiver Manual Updates

Highlights of Waiver Manual Updates: Goods & Services

A training is offered to review this manual update:

DDD Service Review Overview:
Accessing Division Resources for Goods and Services
Live via GoTo Webinar
May 5, 2023, 2 pm-3 pm
Register

Form Updates

Updates: Forms

!!REVISED!! Support Coordination Documents and Forms

Intensive Case Management (ICM) Referral - Used to refer an individual to the DDD Intensive Case Management (ICM) Unit, in response to an emergency request for enrollment onto the Community Care Program (CCP).

Community Care Program (CCP) Frequently Asked Questions – Used to review with individuals/families/guardians when the Community Care Program (CCP) is requested to ensure that all options are explored and CCP requirements, expectations and limitations are understood.

Community Transitions Unit Case Transfer Form – Used by the SC when transferring the assignment of an individual, currently in a long-term facility and interested in returning to the community, to the DDD Community Transitions Unit.

Updates: Forms

!!REVISED!! Support Coordination Documents and Forms

Addressing Enhanced Needs Form - Completed for individuals assigned an acuity factor and interested in receiving a tier-based service prior to service delivery and annually.

Training Available

Support Coordination Agency (SCA) and Service Provider Partnerships - Using the Addressing Enhanced Needs Form (AENF) in Plan Development

May 1, 2023:

2:00 pm-3:00 pm

Live Training via Go to Webinar

Registration link: Click Here

Updates: Forms

!!COMING SOON!! Support Coordination Documents and Forms

A revised **Community Care Program (CCP) Waiting List Request** -

Completed for individuals who are requesting to be added to the Community Care Program Waiting List.

- Include guardianship documentation and proof of parents' age when submitting the request.
- Once the request has been completed, submit it by:
  - Uploading in iRecord **OR**
  - Send by email **OR**
  - Send via US Postal Mail

Updates: Forms

A training is offered to introduce the revised

Community Care Program (CCP) Waiting List Request

Gateway to Community Care Program Waiting List: What it is and How to Apply.

Live via GoTo Webinar

May 8, 2023, 11 am – 12 pm

Register

Self-Directed Employees: Updates

Esther McCarthy, Waiver and Quality Unit

SDE Updates

SDE Manual Updates

Two new sections related to Self-Directed Employee (SDE) Wage Ranges:

- The Division offers the choice for individuals to utilize SDEs for several services. Some of these services (i.e. Community Based Supports, Individual Supports and Respite) are provided as a discreet service by Direct Support Professionals (DSPs) employed by service providers. These services are denoted in Appendix H of the respective manual with the caption *DSP Service Applies*.
- The Division supports comparable wages between SDEs and DSPs performing these services and uses data from the *National Core Indicators Staff Stability Survey* and the *U.S. Bureau of Labor Statistics* to inform this process.

SDE Updates

SDE Manual Updates

Section 8.3.2.0.1 describes the parameters for SDE wages for Community Based Supports (Supports Program), Individual Supports (Community Care Program), and Respite (Both Programs).

- The Reasonable and Customary (R & C) wage range (not requiring additional DDD approval) for an SDE is the prevailing minimum wage up to $25 per hour.
- If an individual has an enhanced medical or behavioral care need requiring SDEs to possess a higher level of education (i.e. Licensed Practical Nurse or education related to behavioral disorders) the Enhanced R & C wage range for an SDE is the prevailing minimum wage up to $35 per hour.
- If an individual has an enhanced medical or behavioral care need requiring SDEs to possess a higher level of education (i.e. Registered Nurse) the Enhanced R & C wage range for an SDE is the prevailing minimum wage up to $48 per hour.

SDE Updates

SDE Manual Updates

The Enhanced R&C wage range may be granted in the following circumstances:

- The individual has a documented enhanced medical care and/or enhanced behavioral care need; and
- The individual requires care provided by an SDE whose education is closely related to the documented enhanced medical and/or enhanced behavioral care need of the individual.

SDE Updates

SDE Manual Updates

Enhanced Medical Care Need(s):Care need that, as determined by the Division, cannot be supported without SDE possessing higher level of education.

- Documentation must include any of the following: Information within (AENF);
- SDE shift notes/service documentation of medical care;
- Support Coordination Monitoring Tools that contain discussion/ documentation of care need;
  - As applicable, documentation (including but not limited to) of: Medically based hospitalizations;
  - Significant increase/change in medical need;
  - Whether the individual has been assessed for medical needs that require skilled nursing care;
- Other information specific to the individual circumstance.

SDE Updates

SDE Manual Updates

Enhanced Behavioral Care Need(s): Care needs that, as determined by the Division, cannot be supported without the SDE possessing a higher level of education.

- Documentation including the following: Information within the (AENF);
- SDE shift notes/service documentation documenting the care provided to an individual;
- SCMT that contains discussion/documentation of care needs;
  - As applicable, documentation (Including but not limited to) of: Emergency Room/Mental Health Screening;
  - Hospitalization(s) for reasons related to their behavioral health needs;
  - Aggression towards self/others, including staff, resulting in injury;
  - Elopement by the individual;
  - Legal involvement.
- Other information specific to the individual circumstance.

SDE Updates

SDE Manual Updates

Establishing Enhanced R&C Wage

- Eligibility for the Enhanced R&C wage must be determined by the Division before it can be offered to an SDE. This entails:
  - The Division verifying that there is documentation of an enhanced medical and/or behavioral need; and
  - The Division determining that the SDE meets the required Education/Credentialing Factors as described in this section.
- Individuals/guardians who believe their identified SDE meets the criteria for an enhanced wage should work with their Support Coordinator to submit the Enhanced Reasonable and Customary Wage Request Form. They should indicate Combined Approval as the request type in Section 1 and complete the entire form.

Waiver Manual Updates

SDE Manual Updates

- The Division recognizes that there may be instances where approval for the Enhanced R&C wage range may be needed in order to identify an SDE. In these circumstances, please indicate Pre-Approval as the request type in Section 1 and follow the corresponding instructions completing sections 1, 2 and 3.
- Once Pre-Approval is obtained, the individual/guardian may then solicit an SDE using the Enhanced R&C wage range and assume the Enhanced R&C wage will be granted contingent on the selected SDE meeting the SDE Education requirements as determined by the Division.

Waiver Manual Updates

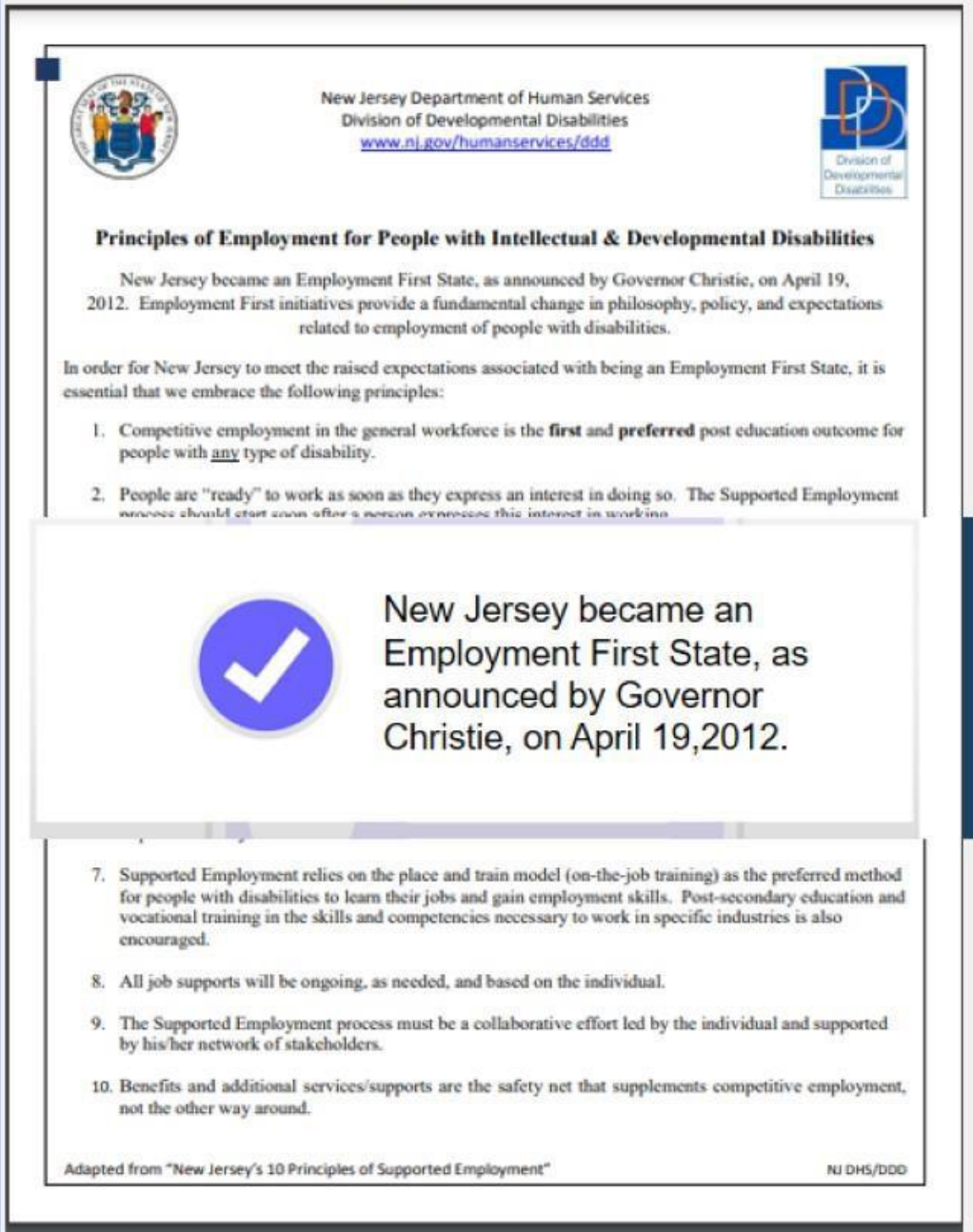
SDE Manual Updates

- Upon selection of an SDE, re-submission of the Enhanced Reasonable and Customary Wage Request Form for Final Approval will need to occur so that the Division can verify that SDE possesses the required education. Upon receipt of a sufficiently detailed submission, the Division will review and render an expedited determination in this regard.
- Salary Increases: Salary increases above the maximum standard(s) provided will not be granted. For this reason, it is recommended that individuals/families not establish an hourly wage at the maximum amount so that they have the ability to provide pay increases over time within the established wage range.

Employment & Employment Forms

Nkechi Okoli, Director of Employment First and Transition to 21 Unit

Principles of Employment



New Jersey Department of Human Services
Division of Developmental Disabilities
www.nj.gov/humanservices/ddd

Principles of Employment for People with Intellectual & Developmental Disabilities

New Jersey became an Employment First State, as announced by Governor Christie, on April 19, 2012. Employment First initiatives provide a fundamental change in philosophy, policy, and expectations related to employment of people with disabilities.

In order for New Jersey to meet the raised expectations associated with being an Employment First State, it is essential that we embrace the following principles:

1. Competitive employment in the general workforce is the **first** and **preferred** post education outcome for people with any type of disability.
2. People are "ready" to work as soon as they express an interest in doing so. The Supported Employment process should start soon after a person expresses this interest in working.

New Jersey became an Employment First State, as announced by Governor Christie, on April 19,2012.

7. Supported Employment relies on the place and train model (on-the-job training) as the preferred method for people with disabilities to learn their jobs and gain employment skills. Post-secondary education and vocational training in the skills and competencies necessary to work in specific industries is also encouraged.
8. All job supports will be ongoing, as needed, and based on the individual.
9. The Supported Employment process must be a collaborative effort led by the individual and supported by his/her network of stakeholders.
10. Benefits and additional services/supports are the safety net that supplements competitive employment, not the other way around.

Adapted from "New Jersey's 10 Principles of Supported Employment" NJ DHS/DDD

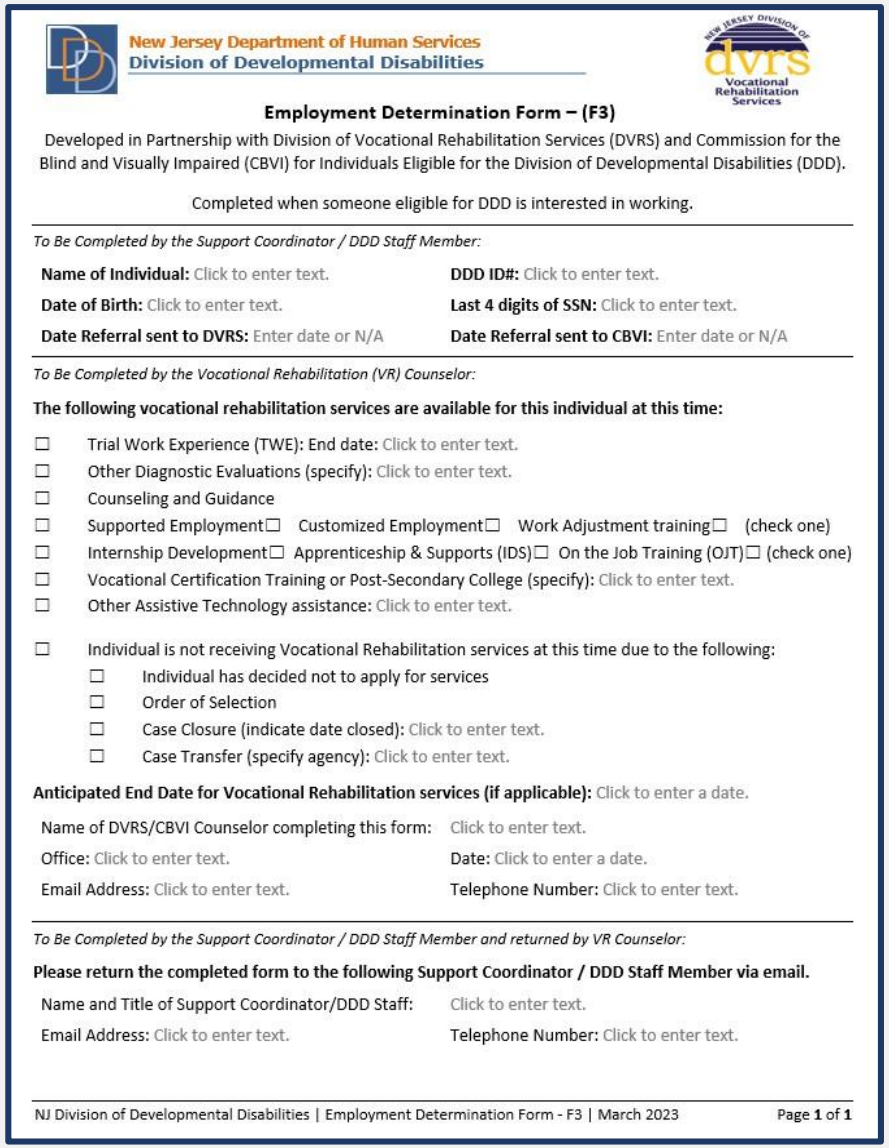
- Competitive employment in the general workforce is the first and preferred post education outcome for people with any type of disability.
- People are “ready” to work as soon as they express an interest in doing so.
- It is presumed that all people with disabilities can and should work.

For the full document go to:
https://www.nj.gov/humanservices/ddd/assets/documents/principles_of_employment.pdf

Employment Requirements

Pathway Assessment	Required Documents
• Identifies where the person is in their employment journey. • Helps guide the discussion for next steps – supports, barriers, identification. • Section is reviewed and discussed annually during planning meeting. • Response may require individual to seek DVRS/CBVI determination.	• Completed during initial planning and updated as needed. • Employment Determination Form (F3) indicates individual is interested in employment, and seeking supports from DVRS/CBVI. • Employment Non-Referral Form to DVRS or CBVI (F6) indicates individual is not seeking support from DVRS/CBVI at this time. • Refer to Employment Forms Instruction Guide for further details.

Employment Determination Form (F3)



New Jersey Department of Human Services
Division of Developmental Disabilities

Employment Determination Form – (F3)

Developed in Partnership with Division of Vocational Rehabilitation Services (DVRS) and Commission for the Blind and Visually Impaired (CBVI) for Individuals Eligible for the Division of Developmental Disabilities (DDD).

Completed when someone eligible for DDD is interested in working.

To Be Completed by the Support Coordinator / DDD Staff Member:

Name of Individual: Click to enter text. **DDD ID#:** Click to enter text.

Date of Birth: Click to enter text. **Last 4 digits of SSN:** Click to enter text.

Date Referral sent to DVRS: Enter date or N/A **Date Referral sent to CBVI:** Enter date or N/A

To Be Completed by the Vocational Rehabilitation (VR) Counselor:

The following vocational rehabilitation services are available for this individual at this time:

☐ Trial Work Experience (TWE): End date: Click to enter text.
☐ Other Diagnostic Evaluations (specify): Click to enter text.
☐ Counseling and Guidance
☐ Supported Employment☐ Customized Employment☐ Work Adjustment training☐ (check one)
☐ Internship Development☐ Apprenticeship & Supports (IDS)☐ On the Job Training (OJT)☐ (check one)
☐ Vocational Certification Training or Post-Secondary College (specify): Click to enter text.
☐ Other Assistive Technology assistance: Click to enter text.

☐ Individual is not receiving Vocational Rehabilitation services at this time due to the following:
  ☐ Individual has decided not to apply for services
  ☐ Order of Selection
  ☐ Case Closure (indicate date closed): Click to enter text.
  ☐ Case Transfer (specify agency): Click to enter text.

Anticipated End Date for Vocational Rehabilitation services (if applicable): Click to enter a date.

Name of DVRS/CBVI Counselor completing this form: Click to enter text.

Office: Click to enter text. Date: Click to enter a date.

Email Address: Click to enter text. Telephone Number: Click to enter text.

To Be Completed by the Support Coordinator / DDD Staff Member and returned by VR Counselor:

Please return the completed form to the following Support Coordinator / DDD Staff Member via email.

Name and Title of Support Coordinator/DDD Staff: Click to enter text.

Email Address: Click to enter text. Telephone Number: Click to enter text.

NJ Division of Developmental Disabilities | Employment Determination Form - F3 | March 2023 Page 1 of 1

- Individual is being assessed for DVRS/CBVI service eligibility.
- SC completes first and last sections with the individual's identifying information and the SC contact info.
- The Vocational Rehabilitation (VR) Counselor will complete the remainder of the form after meeting with and assessing the individual.
- Never upload a blank form. It is only valid when completed by VR counselor.

Employment Determination Form (F3)

Support Coordinator/DDD Staff Member

- Completes first and last section of F3
- Sends F3 to DVRS/CBVI at the time of referral

Vocational Rehabilitation (VR) counselor

- Completes the remainder of F3 form
- Returns completed document to Support Coordinator/DDD Staff Member

Support Coordinator/DDD Staff Member

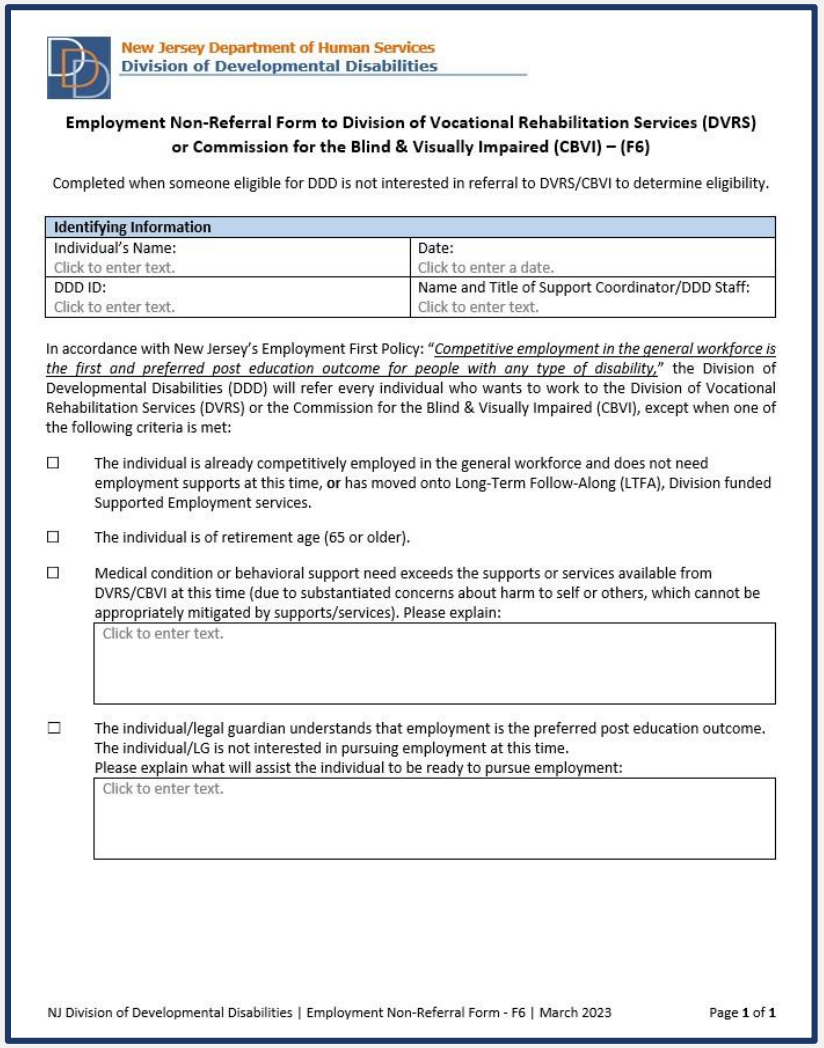
- Uploads the completed form in iRecord

DVRS Determinations and SC Required Actions

- **Further Evaluation**
  - VR Counselor should describe additional assessments.
  - SC should remain in contact and update notes/SC Monitoring.
- **Deemed Eligible for Supports & Services**
  - Vocational Rehabilitation Counselor outlines provided services.
  - SC may enter DDD services as long as not duplicative.
- **Services Not Available at This Time**
  - VR Counselor must provide reason if services are not offered.
  - SC should enter DDD supported employment services.

Completed F3 must be uploaded and all SC outreach must be documented.

Employment Non-Referral Form to DVRS or CBVI (F6)



New Jersey Department of Human Services
Division of Developmental Disabilities

Employment Non-Referral Form to Division of Vocational Rehabilitation Services (DVRS) or Commission for the Blind & Visually Impaired (CBVI) – (F6)

Completed when someone eligible for DDD is not interested in referral to DVRS/CBVI to determine eligibility.

Identifying Information	
Individual's Name: Click to enter text.	Date: Click to enter a date.
DDD ID: Click to enter text.	Name and Title of Support Coordinator/DDD Staff: Click to enter text.

In accordance with New Jersey's Employment First Policy: "*Competitive employment in the general workforce is the first and preferred post education outcome for people with any type of disability.*" the Division of Developmental Disabilities (DDD) will refer every individual who wants to work to the Division of Vocational Rehabilitation Services (DVRS) or the Commission for the Blind & Visually Impaired (CBVI), except when one of the following criteria is met:

☐ The individual is already competitively employed in the general workforce and does not need employment supports at this time, **or** has moved onto Long-Term Follow-Along (LTFA), Division funded Supported Employment services.

☐ The individual is of retirement age (65 or older).

☐ Medical condition or behavioral support need exceeds the supports or services available from DVRS/CBVI at this time (due to substantiated concerns about harm to self or others, which cannot be appropriately mitigated by supports/services). Please explain:

Click to enter text.

☐ The individual/legal guardian understands that employment is the preferred post education outcome. The individual/LG is not interested in pursuing employment at this time.
Please explain what will assist the individual to be ready to pursue employment:

Click to enter text.

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The Team has concluded DVRS/CBVI supports/services are not necessary at this time because individual is:

- Already competitively employed and does not need Long-Term Follow-Along Supports.
- Retirement age.
- Experiencing medical/behavioral concerns which limit individual's ability to work at this time.
- Not interested in pursuing employment at this time.

Long Term Follow Along

In accordance with the Memorandum of Understanding between DDD, DVRS, & CBVI:

A CBVI/DVRS counselor will inform the Support Coordinator in the event an individual receiving services is moving to Long-Term Follow Along (LTFA) and/or competitive integrated employment services/supports become unavailable through the CBVI/DVRS so these supported employment services can be funded by DDD and incorporated into the Individual Service Plan.

Updates: Employment Forms

!!REVISED!! Support Coordination Forms and Updated Names

Employment Determination Form - (F3) – Used to refer an Individual eligible for DDD, who is interested in working, to the Division of Vocational Rehabilitation Services (DVRS) or the Commission for the Blind and Visually Impaired (CBVI).

Employment Non-Referral Form to DVRS or CBVI - (F6) – Completed when someone eligible for DDD is not interested in a referral to DVRS/CBVI to determine eligibility.

Employment Forms Instruction Guide - F3 & F6 – For information and instruction on the Employment Determination Form (F3) and Employment Non-Referral Form (F6).

Employment Helpdesk

Employment Helpdesk:

- Review Prevocational Extensions
- Review Early Retirement Requests
- Review Requests for Additional Supported Employment Funding
- Employment Resource Days
- Questions about Employment

Employment Helpdesk: DDD.EmploymnetHelpDesk@DHS.NJ.GOV

Please include any ideas for topics in future webinars in your feedback!

Please complete survey post webinar!

Questions