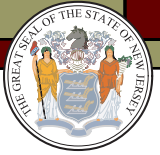


Division of Developmental Disabilities (DDD)

Presentation on Case Management
to New Provider Agencies
June 30, 2011



Community Services

Northern Region

Linda Gately – Regional Administrator

Emil Brisson - Assistant Regional Administrator

Upper Central Region

Seth Bassion – Regional Administrator

Lower Central Region

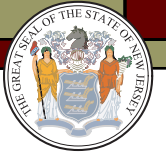
Robert Harbold – Regional Administrator

Debra Burke – Assistant Regional Administrator

Southern Region

Jenny Zayschly – Regional Administrator

Michael Biglin – Acting Assistant Regional Administrator



Northern Region

Flanders Office

Counties Served:

Morris - Sussex - Warren

1-B Laurel Drive

Flanders, NJ 07836

Phone: (973) 927-2600

Paterson Office

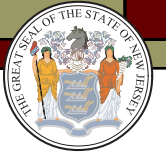
Counties Served:

Bergen - Hudson - Passaic

100 Hamilton Plaza, 7th Fl

Paterson, NJ 07505

Phone: (973) 977-4004



Upper Central Region

Plainfield Office

County Served: **Union**

110 East 5th Street

Plainfield, New Jersey 07060

Phone: (908) 226-7800

Newark Office

County Served: **Essex**

153 Halsey St., 2nd Flr

P.O. Box 47013

Newark, NJ 07101

Phone: (973) 693-5080

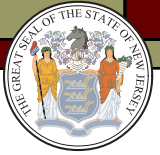
Greenbrook Office

County Served: **Somerset**

275 Greenbrook Road, 2nd Floor

Green Brook, NJ 08812

Phone: (732) 424-3301



Lower Central Region

Freehold Office

Counties Served:

Ocean - Monmouth

Juniper Plaza, Suite 1 - 11
3499 Route 9 North
Freehold, NJ 07728
Phone: (732) 863-4500

Quakerbridge Office

Counties Served:

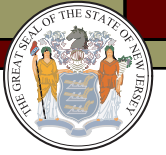
Hunterdon - Mercer - Middlesex

11 A Quakerbridge Plaza
Hamilton, NJ 08619
Phone: (609) 588-2727

Mailing Address:

P.O. Box 706

Trenton, NJ 08625-0706



Southern Region

Mays Landing Office

Counties Served:

**Atlantic - Cape May -
Cumberland - Salem**

5218 Atlantic Avenue

Suite 205

Mays Landing, NJ 08330

Phone: (609) 476-5200

Voorhees Office

Counties Served:

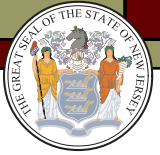
**Burlington - Camden -
Gloucester**

2 Echelon Plaza

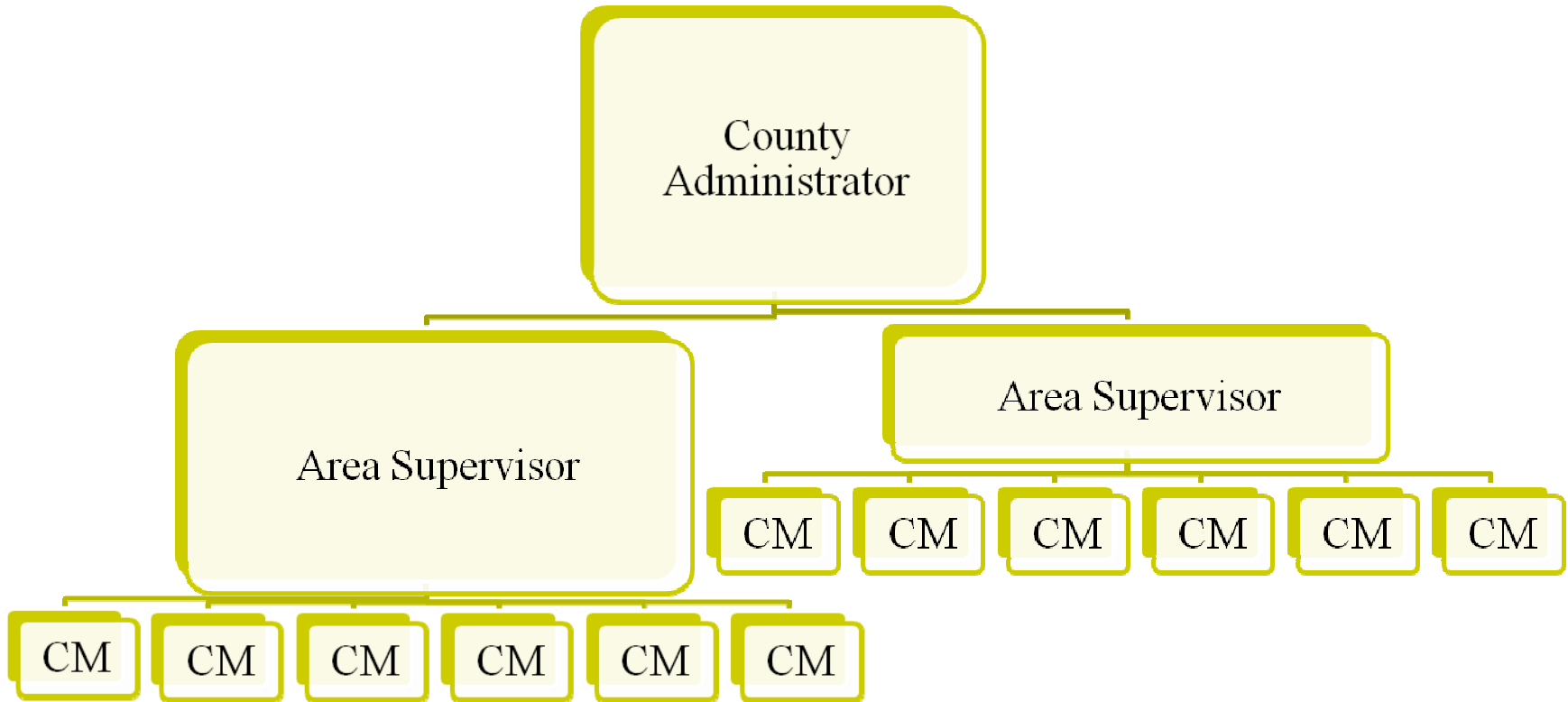
221 Laurel Rd, Suite 210

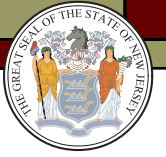
Voorhees, NJ 08043

Phone: (856) 770-5900



Case Management Supervisory Structure



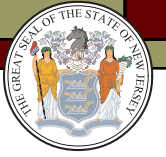


Case Management Visits to Alternate Living Arrangements

New Home – Monthly for 3 to 6 months

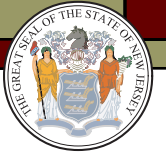
Existing Home – CCW requirement is quarterly

Unannounced visits – can happen at any time by
case management, quality staff or licensing
inspectors



What does a case manager look for at a scheduled visit?

- Progress on goals, objectives and/or desired outcomes
- Behavioral Support Plans
- Medication administration records
- Follow-up on medical and dental appointments
- Management of consumers' personal funds
- Are there consumer rights issues?
- Fire Drill records
- Home like atmosphere
- Menus incorporate individuals diets, likes and dislikes
- Documentation of leisure and recreational activities



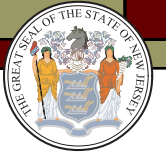
What and Who should be available for the scheduled visit

- The manager or assistant manager of the home should be available on the date of the scheduled visit
- At a minimum, three months of the following documents need to be available during the visit: monthly reports for each individual, data on goals/outcomes, bank account and cash on hand documentation including receipts, documentation of any medical or dental visits, and MARs for each individual.
- In addition the following need to be available for the home: documentation of fire drills, house logs, incident reports, and menus for the previous three months at a minimum as well as a schedule or list of planned activities for the current month.



What else does a case manager do?

- Attends and participates in the Annual IHP or ELP meeting
- Schedules and/or attends emergency IDT (Interdisciplinary Team Meetings)
- Annually assures that the Contribution to Care (C2C) documents, Self Care Assessment Tool (SCAT) and ICF/MR level of care assessments are completed



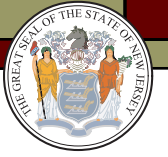
Adult Day Services

Self directed or traditional

5 hours daily Monday through Friday

Communication between day and residential provider

Types of traditional programs: Supported Employment/Job Coach, Workshop, Adult Training Center



Regional Office Units other than Case Management and Adult Day Services

- Community Development
- Quality
- Unusual Incident Reporting
- Self Direction
- Purchase of Care
- Intake
- Regional Nurse
- Psychologist and Behaviorists