



# **Division of Developmental Disabilities (DDD)**

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## **Office of Housing & Resource Development**

Presented by:

Sheri Fine, Assistant Coordinator of Housing



# Development of a Residential Program

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- Program Developers from Office of Housing & Resource Development work with agencies on new residential development until program opens
  - Program Developer sends letter to new agencies identifying themselves and providing contact info
  - 9 Program Developers statewide throughout 4 DDD regions
  - Program Developer is assigned based on region in which program will be located; If you are developing projects in more than one region, you may have multiple Program Developers

# Policy and Procedure Manual

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- New agencies doing residential development (e.g. group home) will need to create an approved Policy & Procedure Manual (P&P Manual)
  - Program Developer will email you the info needed to write manual
  - When completed, your agency mails a copy to the Office of Licensing (OOL)
    - Questions about P&P Manual should be directed to OOL unless you have not established a contact yet, then you may ask your Program Developer





# Behavior Management Policy & Procedures

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- Agencies are also required to have their own policy and procedures on Behavior Management if they plan to serve individuals with behavioral levels 3-4
  - To be submitted to DDD (not OOL)
  - Elliot Honigfeld can provide additional info on Behavior Management Procedures



## Identifying Individuals for the Program

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- Process of identifying individuals begins after P&P Manual is approved
  
- Generally, agencies identify individuals for programs by responding to e-blasts.
  - The e-blast is a process managed by the Community Development Unit
  - There may be other ways to identify individuals in the future





## Program Description (PD)

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- Type of population being served (i.e. behavioral, medical) & type of site to be obtained must be determined in order to write the PD
  
- Program Developer will email PD template
  - PD describes program & includes staffing schedule
  
- Upon completion, agency sends PD back to Program Developer



## Program Description (continued)

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- Completed PD is reviewed by a team including: OOL (if licensed), Case Management, Community Development Unit, & Program Developer
  
- The Program Developer may ask you to clarify or change parts of PD based on the review team's comments.
  
- Programs cannot be licensed until PD is approved
  - Residential Services rendered through a contract require a PD
  - Even Unlicensed programs require a PD
  - Day Programs also require a PD & you will work with the Regional Day Program Coordinator to complete this PD (contact information on next slide)



# Day Program Coordinators

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- **Joni Ben Nacef - Northern Region**
  - (Sussex, Warren, Morris, Bergen, Passaic, & Hudson Counties)
  - 973-927-2670
  
- **BJ Sancho-Duser – Upper Central Region**
  - (Essex, Somerset, & Union Counties)
  - 908-412-7760
  
- **Roni Kantor – Lower Central Region**
  - (Mercer, Middlesex, Ocean, Hunterdon, and Monmouth Counties)
  - 732-863-4511
  
- **Jeanette Marquez – Southern Region**
  - (Camden, Atlantic, Salem, Cape May, Gloucester, Cumberland, & Burlington Counties)
  - 856-770-5417



## DDD Pre-Service Training Modules

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- Staff training requirements are located in the licensing standards. In order to schedule the trainings, please make sure you take a list of the lead training agencies for each region.



# Budgets



- Budget is developed at the same time as PD
- Agency should submit start-up & operating budgets to the Program Developer
  - Operating budget should be a “program budget” and include funding for all individuals served in the program, not only the identified individuals at that point
- Agency is provided with an assessment of each individual conducted by NJIT which measures the behavioral and medical needs of the person
- This is called the DDRT (Developmental Disabilities Resource Tool) rate which is an “up to” amount of each individual’s budget.
  - DDRT rates include funding for individual’s day program
  - Total operating budget cannot exceed the total of all of the individuals’ DDRT rates combined



## Budgets (continued)

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- In the start-up budget, each individual can receive up to \$4,000 for furnishings (dishes, linens, furniture, & any other items needed for the home)
  
- If a vehicle or special equipment is required, this is also included in the start-up budget
  
- The agency may also receive a Development Budget when needed
  - Presently, an agency may receive 15% of the total DDRT rates for Development
  - The Development Budget provides funds to the agency to pay staff for obtaining the new site, identifying individuals that will live in the residence, travel expenses, administrative expenses, etc.

## Locating a site

- Houses, townhouses, condos, or apartments can be purchased or rented
  - Currently DDD does not have capital funding available to assist with the purchase of residences, but this may change in the future
  - In the proposed FY '12 budget, \$18,000 per person could be available for people coming out of Developmental Centers
- Sprinkler systems are required for all new programs except for rentals
  - DDD may have funding available for the purchase of the sprinkler system





## Locating a site (continued)

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- It is the agency's responsibility to locate a site after P&P manual is approved
  
- When one or more possible sites are selected, the agency should contact their Program Developer
  - Program Developer will conduct a "site search" to determine if proximity to other state funded homes is acceptable



## Locating a site (continued)

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- Program Developer and State Architect will visit potential site with agency
  - Agencies are usually notified verbally at the time of the site inspection if the site is not acceptable
  
- Architect will submit a report to Program Developer about the site quality and possible renovations (if needed)
  - He may also note if the site is too close to a main street, if it is conducive to people in wheelchairs, if ramps should be installed and where applicable, approximate costs of renovations, etc.



## Locating a site (continued)

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- Keep in mind, if the site is a rental and not a purchase, the Division is cautious about extensive renovations
  - If renovations are made to a rental, the agency should try to assume an extended lease for 3-5 yrs
  
- Rentals (except for C-PEP programs) may not exceed the Fair Market Rate for the county.
  
- **YOUR AGENCY SHOULD NOT** spend any money until you are notified by the Contract Administrator assigned to your agency that your funding requests/budgets have been approved





## Licensure of Site

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- When you believe your site is ready to be licensed, contact your Program Developer
  - The Program Developer will review a list of items with you to ensure you are prepared for the inspection
  - They will then contact the Office of Licensing (OOL) and a licensing inspector will come to inspect the site
  - You will be sent a licensing report directly from OOL



## Additional Points

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- ❑ Both rented and purchased community residences shall be outfitted with hard-wired smoke detectors
- ❑ For residential programs that will serve individuals using wheelchairs, two means of egress shall be ramped, located in different parts of the residence, and lead to the ground levels outside of the residence



## Additional Points (continued)

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- If accessible apartments are located on any floors above the ground floor, the building shall have been designed for non-ambulatory individuals to include safe havens, fire proof stairways, fire suppression systems, etc.
  - The agency renting or purchasing the apartment is responsible to obtain the necessary documentation to verify this. (The IDT shall decide prior to someone moving into an accessible residence above ground level if any cognitive impairments or medical issues would prevent them from accessing the safe havens in the event of a fire.)





## Additional Points (continued)

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- In general, density at sites containing multiple units shall be no greater than 10-15% of the total population
  
- The Office of Licensing will cite community residences with non-compliance if any occupants show a pattern of not evacuating the home within 3 minutes during fire drills
  
- New C-PEP programs must be at least three blocks from any other DHS or DCF program, unless it is a medical program
  - Two medical programs can be close in proximity



## Contact Information

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