



New Jersey Division of Developmental Disabilities

Services	Examples	
Assistive Technology	<ul style="list-style-type: none"> • Evaluation of AT needs • Purchasing, leasing, acquisition of AT • Designing, fitting, customizing devices 	<ul style="list-style-type: none"> • Repairing or replacing devices • Ongoing maintenance fees • Training or technical assistance
Description		
<p>Assistive technology device means an item, piece of equipment, or product system, whether acquired commercially, modified, or customized, that is used to increase, maintain, or improve functional capabilities of participants. Assistive technology service means a service that directly assists a participant in the selection, acquisition, or use of an assistive technology device. Assistive technology includes: (A) the evaluation of the assistive technology needs of a participant, including a functional evaluation of the impact of the provision of appropriate assistive technology and appropriate services to the participant in the customary environment of the participant; (B) services consisting of purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices for participants; (C) services consisting of selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices; (D) ongoing maintenance fees to utilize the assistive technology (e.g., remote monitoring devices); (E) coordination and use of necessary therapies, interventions, or services with assistive technology devices, such as therapies, interventions, or services associated with other services in the Service Plan; (F) training or technical assistance for the participant, or, where appropriate, the family members, guardians, advocates, or authorized representatives of the participant; and (G) training or technical assistance for professionals or other individuals who provide services to, or who are employed by participants.</p>		
Limitations		
<p>All Assistive Technology services and devices shall meet applicable standards of manufacture, design and installation and are subject to prior approval on an individual basis by DDD. Prior approval will be based on the functional evaluation as described above. Items covered by the Medicaid State Plan cannot be purchased through this service.</p>		
Qualifications		
<ul style="list-style-type: none"> • Occupational Therapists must be licensed per N.J.A.C. 13:44K -or- • Physical Therapists must be licensed per N.J.A.C. 13:39A - or- • Speech Therapists must be licensed per N.J.A.C. 13:44C -or- • Assistive Technology Specialist, bachelor's degree in technical services or rehabilitation services related field and a minimum of 1-year working with individuals with ID/DD and is certified by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) -or- • Durable Medical Equipment Providers must comply with N.J.A.C. 10:59, provide fee schedule, and provides catalogue/product literature. 		



New Jersey Division of Developmental Disabilities

Services	Examples	
<p>Behavioral Management</p>	<ul style="list-style-type: none"> Behavioral assessment Development of behavioral plan Implementation of plan 	<ul style="list-style-type: none"> Training and supervision of paid caregivers Periodic reassessment of behavioral plan
<p>Description</p>		
<p>Individual and/or group counseling, behavioral interventions, diagnostic evaluations or consultations related to the individual's developmental disability and necessary for the individual to acquire or maintain appropriate interactions with others. Intervention modalities must relate to an identified challenging behavioral need of the individual. Specific criteria for remediation of the behavior shall be established. The provider(s) shall be identified in the Service Plan and shall have the minimum qualification level necessary to achieve the specific criteria for remediation. Behavioral management includes a complete assessment of the challenging behavior(s), development of a structured behavioral modification plan, implementation of the plan, ongoing training and supervision of caregivers and behavioral aides, and periodic reassessment of the plan.</p>		
<p>Limitation</p>		
<p>Behavioral management services are offered in addition to and do not replace treatment services for behavioral health conditions that can be accessed through the State Plan/MBHO and mental health service system. Individuals with co-occurring diagnoses of developmental disabilities and mental health conditions shall have identified needs met by each of the appropriate systems without duplication but with coordination to obtain the best outcome for the individual.</p>		
<p>Qualifications</p>		
<ul style="list-style-type: none"> State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- Successfully completed training in Positive Behavior Supports (PBS) -and- Successfully completed training mandated by DDD <p>Staff who are conducting assessments, developing plans, and training/supervising caregivers:</p> <ul style="list-style-type: none"> Clinician holding NADD certification -or- Master's/PhD level Behaviorist -or- Board Certified Behavior Analyst, or Masters Level Clinician with Positive Behavioral Support (Basic and Advanced) Training -or- Bachelor level staff with direct oversight by Board Certified Behavior Analyst or Masters Level Clinician with Positive Behavioral Support (Basic and Advanced) Training -or- Bachelor Level with 3 years of experience, specific training in ABA and PBS with oversight by a Masters Level or Board Certified Behavior Analyst -or- Individuals with coursework, professional experience and/or other formal training in Applied Behavior Analysis (ABA) and/or Positive Behavior Supports (PBS) that can be documented: <ul style="list-style-type: none"> Licensed Psychologist as per N.J.A.C. 13:42 -or- Licensed Medical Practitioners as per N.J.A.C. 13:35 -or- Professional with Master's or PhD in human services field -or- Any Licensed Clinical or Licensed Social Worker -or- Advanced Practice Nurse, Clinical Nurse Specialists -or- Master's Level Mental Health Counselor, Marriage and Family Counselor, Addictions Counselor, NADD Clinical Certification <p>Staff responsible for monitoring the implementation of the plan will have course work or specific training in behavioral supports, including data monitoring and analysis, along with professional training as noted below:</p> <ul style="list-style-type: none"> Master's degree in psychology, special education, sociology, guidance and counseling, or social work -or- Bachelor's degree in psychology, special education, sociology, guidance and counseling, social work, or another human services related degree program and one year of experience in working with individuals with intellectual/developmental disabilities -or- Any Licensed or Certified Social worker 		



New Jersey Division of Developmental Disabilities

Services	Examples
Career Planning	<ul style="list-style-type: none"> • Situational (Community-Based) Assessments (Job Sampling) • Job preference inventories • Identification of career options/job matches
Description	
<p>Career planning is a person-centered, comprehensive employment planning and support service that provides assistance for program participants to obtain, maintain or advance in competitive employment or self-employment. It is a focused, time-limited service engaging a participant in identifying a career direction and developing a plan for achieving competitive, integrated employment at or above the state's minimum wage. The outcome of this service is documentation of the participant's stated career objective and a career plan used to guide individual employment support. If a participant is employed and receiving supported employment services, career planning may be used to find other competitive employment more consistent with the person's skills and interests or to explore advancement opportunities in his or her chosen career.</p>	
Limitation	
<p>This service is available to participants in accordance with the DHS/DDD Employment Services and Supports Policy Manual, and as authorized in their Service Plan. This service is available to participants at a maximum of 80 hours per Service Plan year. If the participant is eligible for services from the State's Division of Vocational Rehabilitation Services, these services must be exhausted before Career Planning can be offered to the participant.</p>	
Qualifications	
<ul style="list-style-type: none"> • Certified Vocational Evaluators -or- • Certified Vocational Rehabilitation Counselors -or- • Liscensed Rehabilitation Counselors -and- • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Must comply with the Manual of Standards for Supported Employment Services (to be revised as the DDD Employment Services and Supports Policy Manual). -or- • Licensed by DCA as per N.J.S.A. 34:8-43 and N.J.S.A. 56:8-1 (Employment Agency Licensing) -or- • Comply with N.J.A.C. 12:51-20 and N.J.A.C. 12:51-6 	

Services	Examples
----------	----------



New Jersey Division of Developmental Disabilities

<p>Cognitive Rehabilitation</p>	<ul style="list-style-type: none"> • Direct retraining • Compensatory strategies • Cognitive orthotics and prostheses
<p>Description</p>	
<p>A systematic, functionally-oriented service of therapeutic cognitive activities, based on an assessment and understanding of the person’s brain behavior deficits. Services are directed to achieve functional changes: by (1) reinforcing, strengthening or re-establishing previously learned patterns of behavior, or (2) establishing new patterns of cognitive activity or compensatory mechanisms for impaired neurological systems. Therapeutic interventions include but are not limited to direct retraining, use of compensatory strategies, use of cognitive orthotics and prostheses. Activity type and frequency are determined by assessment of the participant, the development of a treatment plan based on recognized deficits, and periodic reassessments. Cognitive therapy can be provided in the individual’s home or community settings.</p>	
<p>Limitation</p>	
<p>Daily limits as delineated by the participant’s Service Plan. Frequency and duration of service must be supported by assessment and included in the participant’s Service Plan. CRT may be provided on an individual basis or in groups. A group session is limited to one therapist with maximum of five participants. Both group and individual sessions may not exceed 60 minutes in length. The therapist must record the time the therapy session started and when it ended in the participant’s clinical record. This service must be coordinated and overseen by a CRT provider holding at least a master’s degree. All individuals who provide or supervise the CRT service must complete six hours of relevant ongoing training in CRT and or brain injury rehabilitation. Training may include, but is not limited to, participation in seminars, workshops, conferences, and in-services.</p>	
<p>Qualification</p>	
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Cognitive Rehabilitative Therapy (CRT) must be performed under the guidelines described in the New Jersey practice arts for occupational and physical therapists -and- • Must complete 6 hours of relevant ongoing training on CRT or brain injury rehabilitation. -and- • Master’s degree in an allied health field from an accredited institution where the degree is a prerequisite for licensure or certification -or- • Bachelor’s degree in an allied rehabilitation field from an accredited institution where the degree is sufficient for licensure, certification or registration –or- • Master’s or Bachelor’s degree in an allied rehabilitation field from an accredited institution where the degree is insufficient for licensure, certification, or registration or when such is not available must be supervised by a qualified professional. Applicable allied rehabilitation degree programs include: counseling, education, medicine, neuropsychology, OT, PT, psychology, recreation therapy, social work, special education and speech-language pathology. 	
<p>Supervisors:</p>	
<ul style="list-style-type: none"> • CRT providers holding at least a Master’s degree –or- • Certification by the Society for Cognitive Rehabilitation -or • Rehabilitation professional that is licensed or certified 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Community Based Supports</p>	<ul style="list-style-type: none"> • Support from staff to enable an individual to attend an event, take a class, etc. • Support from staff to assist an individual participating in activities such as: assistance in completing activities of daily living, ordering off of a menu, purchasing items, learning basic cooking, laundry skills, etiquette, travel training, accessing activities in the community, etc. • One on one tutoring
<p>Description</p>	
<p>Services that provide direct support and assistance for participants, with or without the caregiver present , in or out of the participant's residence, to achieve and/or maintain the outcomes of increased independence, productivity, enhanced family functioning, and inclusion in the community, as outlined in his/her Service Plan. Community-Based Supports are delivered one-on-one with a participant and may include but are not limited to: assistance with community-based activities and assistance to, as well as training and supervision of, individuals as they learn and perform the various tasks that are included in basic self-care, social skills, and activities of daily living.</p>	
<p>Limitation</p>	
<p>Providers of Community-Based Support Services may be members of the participant’s family except for spouse or parent of a minor child, provided that the family member has met the same standards as providers who are unrelated to the individual.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Valid NJ driver’s license and abstract (not to exceed 5 points) if driving is required -and- • Successfully complete all training mandated by DDD for direct support professionals <p>License or Accreditation requirements for Home Health Agencies or Health Care Service Firms:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Community Inclusion Services</p>	<ul style="list-style-type: none"> • Small group recreational activities (i.e. events, shopping, bowling) • Small group outings to community festivals, museums, books clubs, theater groups, cultural events, holiday celebrations, sporting events, etc.
<p>Description</p>	
<p>Services provided outside of a participant’s home that support and assist participants in educational, enrichment or recreational activities as outlined in his/her Service Plan that are intended to enhance inclusion in the community. Community Inclusion Services are delivered in a group setting not to exceed six (6) individuals.</p>	
<p>Limitation</p>	
<p>Community Inclusion Services are limited to 30 hours per week. Transportation to or from a Community Inclusion Service site is not included in the service.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • Bachelor’s Degree in Therapeutic Recreation from an accredited college or university -or- • Certified Therapeutic Recreation Specialist (CTRS) from the National Council on Therapeutic Recreation AND • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Valid NJ driver’s license and abstract (not to exceed 5 points) if driving is required -and- • Successfully complete all training mandated by DDD for direct support professionals <p>License or Accreditation requirements for Home Health Agencies or Health Care Service Firms:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 	



New Jersey Division of Developmental Disabilities

Services	Examples	
Day Habilitation	<ul style="list-style-type: none"> Day programs (adult training centers) 	
Description		
<p>Services that provide education and training to acquire the skills and experience needed to participate in the community, consistent with the participant’s Service Plan. This may include activities to support participants with building problem-solving skills, self-help, social skills, adaptive skills, daily living skills, and leisure skills. Activities and environments are designed to foster the acquisition of skills, building positive social behavior and interpersonal competence, greater independence and personal choice. Services are provided during daytime hours and do not include employment-related training. Day Habilitation may be offered in a center-based or community-based setting.</p>		
Limitation		
<p>Day Habilitation does not include services, activities or training which the participant may be entitled to under federal or state programs of public elementary or secondary education, State Plan services, or federally funded vocational rehabilitation. Day Habilitation is limited to 30 hours per week. Transportation to or from a Day Habilitation site is not included in the service.</p>		
Qualifications		
<ul style="list-style-type: none"> Must comply with the Manual of Standards for Adult Programs (to be revised and called DDD Adult Day Programs Policy Manual). 		



New Jersey Division of Developmental Disabilities

Services	Examples	
Environmental Modifications	<ul style="list-style-type: none"> • Ramps • Grab-bars • Widening of doorways 	<ul style="list-style-type: none"> • Modifications of bathrooms • Stair Lifts • Ceiling track systems for transfers
Description		
<p>Those physical adaptations to the private residence of the participant or the participant’s family, based on assessment and as required by the participant's Service Plan, that are necessary to ensure the health, welfare and safety of the participant or that enable the participant to function with greater independence in the home. Such adaptations include the installation of ramps and grab-bars, widening of doorways, modification of bathroom facilities, or the installation of specialized electric and plumbing systems that are necessary to accommodate the medical equipment and supplies that are necessary for the welfare of the participant.</p>		
Limitation		
<p>All services shall be provided in accordance with applicable State or local building codes and are subject to prior approval on an individual basis by DDD. Excluded items are those adaptations or improvements to the home that are of general utility, and are not of direct medical or remedial benefit to the participant. Adaptations that add to the total square footage of the home are excluded from this benefit except when necessary to complete an adaptation (e.g., in order to improve entrance/egress to a residence or to configure a bathroom to accommodate a wheelchair).</p>		
Qualifications		
<p>Staff performing assessments:</p> <ul style="list-style-type: none"> • Certified by the Rehabilitation Engineering and Assistive Technology Society of North America (RESNA) unless the modification category is one of the exempt modifications in the Supports Program Manual -or- • Staff performing assessments must be supervised by, and have their recommendations signed off by a person who has the RESNA Assistive Technology Professional (ATP) certification unless the modification category is one of the exempt modifications in the Supports Program Manual <p>Staff performing modifications:</p> <ul style="list-style-type: none"> • Contractors must be registered contractor per N.J.S.A. 56:8-136 -and- • Licensed in the State of NJ for specific service to be rendered, i.e. Electrical, plumbing, general contractor -and- • Service provided must be provided in accordance with applicable state or local building codes 		



New Jersey Division of Developmental Disabilities

Services	Examples
Financial Management Services (Fiscal Intermediary)	<ul style="list-style-type: none"> • Fiscal agent services • Fiscal conduit services
Description	
<p>Service/function that assists the participant (or the participant’s family or representative, as appropriate) to: (a) manage and direct the disbursement of funds contained in the participant-directed budget; (b) facilitate the employment of staff by the family or participant, by performing (as the participant’s agent) such employer responsibilities as processing payroll, withholding Federal, state, and local tax and making tax payments to appropriate tax authorities; and, (c) performing fiscal accounting and making expenditure reports to the participant or family and state authorities.</p>	
Limitation	
<p>As specified by the Department of Human Services</p>	
Qualifications	
<ul style="list-style-type: none"> • Meet the qualifications as specified by the Department of Human Services 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Goods & Services</p>	<ul style="list-style-type: none"> • Classes • Garage door opener for easier access to home • Durable medical equipment prescribed by a physician but not otherwise covered • Admission & activity fees
<p>Description</p>	
<p>Goods and Services are services, equipment or supplies, not otherwise provided through generic resources, the Supports Program, or through the State Plan, which address an identified need (including improving and maintaining the participant’s opportunities for full membership in the community) and meet the following requirements: the item or service would decrease the need for other Medicaid services; and/or promote inclusion in the community; and/or increase the participant’s safety in the home environment; and, the participant does not have the funds to purchase the item or service or the item or service is not available through another source. Goods and Services are purchased from the participant’s budget and paid and documented by the fiscal intermediary.</p>	
<p>Limitation</p>	
<p>Experimental or prohibited treatments are excluded. Goods and Services must be based on assessed need and specifically documented in the Service Plan.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • TBD 	



New Jersey Division of Developmental Disabilities

Services	Examples
Interpreter Services	<ul style="list-style-type: none"> • Attendance at Service Plan meetings • Communication with SCs • Communication with providers • Communications with FI
Description	
<p>Service delivered to a participant face-to-face to support them in integrating more fully with community-based activities or employment. Interpreter services may be delivered in a participant's home or in a community setting. For language interpretation, the interpreter service must be delivered by an individual proficient in reading and speaking in the language in which the participant speaks.</p>	
Limitation	
<p>Interpreter services may be used when the State Plan service for language line interpretation is not available or not feasible or when natural interpretive supports are not available.</p>	
Qualifications	
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Proficient in reading and speaking the language being interpreted -or- • For sign language, successfully passed the New Jersey Division of the Deaf and Heard of Hearing (DDHH) Screening -or- • For sign language, certified by the National Registry of Interpreters for the Deaf 	

Services	Examples
----------	----------



New Jersey Division of Developmental Disabilities

Natural Supports Training	<ul style="list-style-type: none"> • Training on use of AT device • Training on a hover lift • Training on ambulation/transfer techniques • Training on dietary/eating techniques 	<ul style="list-style-type: none"> • Training on diabetes management • Training on implementation of behavior plan • Training on PT or OT activities at home
Description		
<p>Training and counseling services for individuals who provide unpaid support, training, companionship or supervision to participants. For purposes of this service, individual is defined as: “any person, family member, neighbor, friend, companion, or co-worker who provides uncompensated care, training, guidance, companionship or support to a participant.” Training includes instruction about treatment regimens and other services included in the Service Plan, use of equipment specified in the Service Plan, and includes updates as necessary to safely maintain the participant at home. Counseling must be aimed at assisting the unpaid caregiver in meeting the needs of the participant. All training for individuals who provide unpaid support to the participant must be included in the participant’s Service Plan. Natural Supports Training may be delivered to one individual or may be shared with one other individual.</p>		
Limitation		
<p>This service may not be provided in order to train paid caregivers. When delivered by a Direct Service Professional (DSP), the DSP must have a minimum of two years’ experience working with individuals with developmental disabilities. When delivered by a licensed professional, the licensed professional must have a license in psychiatry, physical therapy, occupational therapy, speech language pathology, social work, or must be a registered nurse or a degreed psychologist.</p>		
Qualifications		
<ul style="list-style-type: none"> • Licensed Registered Nurses must be licensed per N.J.S.A. 45:11-23 • Licensed Psychiatrist must be licensed per N.J.A.C. 13:35 • Licensed Physical Therapist must be licensed per N.J.A.C. 13:39A • Licensed Social Worker must be licensed per N.J.A.C. 13:44G • Clinical Psychologist must be licensed per N.J.A.C. 13:42 • Licensed Speech Therapist must be licensed per N.J.A.C. 13:44C • Licensed Occupational Therapist must be licensed per N.J.A.C. 13:44K • Bachelor's degree in technical services or rehabilitation services related field and a minimum of 1-year working with individuals with ID/DD and is certified by RESNA • DSP’s must have a minimum of two years’ experience working with individuals with developmental disabilities and successfully complete DDD mandated training 		
License or Accreditation requirements for Home Health Agencies or Health Care Service Firms:		
<ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 		
Services	Examples	



New Jersey Division of Developmental Disabilities

Occupational Therapy	<ul style="list-style-type: none">• Occupational therapy activities as prescribed by the appropriate health care professional.
Description	
<p>The scope and nature of these services do not otherwise differ from the Occupational Therapy services described in the State Plan. They may be either rehabilitative or habilitative in nature. Services that are rehabilitative in nature are only provided when the limits of occupational therapy services under the approved State Plan are exhausted. The provider qualifications specified in the State plan apply. Occupational Therapy may be provided on an individual basis or in groups. A group session is limited to one therapist with maximum of five participants.</p>	
Limitation	
<p>These services are only available as specified in participant's Service Plan and when prescribed by an appropriate health care professional. These services can be delivered on an individual basis or in groups. A group session is limited to one therapist with a maximum of five participants and may not exceed 60 minutes in length. The therapist must record the time the therapy session started and when it ended in the participant's clinical record.</p>	
Qualifications	
<ul style="list-style-type: none">• State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and-• Licensed Occupational Therapist must be licensed per N.J.A.C. 13:44K	
Requirements for Home Health Agencies:	
<ul style="list-style-type: none">• Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services	



New Jersey Division of Developmental Disabilities

Services	Examples
Personal Emergency Response System	<ul style="list-style-type: none">• PERS equipment• Cost of installation & testing• Monthly cost of response center services
Description	
PERS is an electronic device that enables program participants to secure help in an emergency. The participant may also wear a portable "help" button to allow for mobility. The system is connected to the participant's phone and programmed to signal a response center once a "help" button is activated. The response center is staffed by trained professionals, as specified herein. The service may include the purchase, the installation, a monthly service fee, or all of the above.	
Limitation	
All PERS shall meet applicable standards of manufacture, design and installation and are subject to prior approval on an individual basis by DDD.	
Qualifications	
<ul style="list-style-type: none">• Registered business• Evidence that the response center is staffed by trained professionals• UL/ETL Approved Devices• FCC approved equipment that meets all Underwriter Laboratories (UL 1635/1637) safety standards, system redundancy information• Provides copy of any license required by law to engage in this service/installation	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Physical Therapy</p>	<ul style="list-style-type: none"> Physical therapy activities as prescribed by the appropriate health care professional.
<p>Description</p>	
<p>The scope and nature of these services do not otherwise differ from the Physical Therapy services described in the State Plan. They may be either rehabilitative or habilitative in nature. Services that are rehabilitative in nature are only provided when the limits of physical therapy services under the approved State Plan are exhausted. The provider qualifications specified in the State plan apply. Physical Therapy may be provided on an individual basis or in groups. A group session is limited to one therapist with maximum of five participants.</p>	
<p>Limitation</p>	
<p>These services are only available as specified in participant's Service Plan and when prescribed by an appropriate health care professional. These services can be delivered on an individual basis or in groups. A group session is limited to 1 therapist with 5 participants and may not exceed 60 minutes in length. The therapist must record the time the therapy session started and when it ended in the participant's clinical record.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- Licensed Physical Therapists must be licensed per N.J.A.C. 13:39A 	
<p>Licensed, Certified Home Health Agencies:</p>	
<ul style="list-style-type: none"> Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Prevocational Training</p>	<ul style="list-style-type: none"> • Job Clubs • Utilizing the One Stop & other related services • Classroom style programs/training/experiences, that are administered in compliance with the <i>DHS/DDD Employment Services & Supports Policy Manual</i> • Volunteer experiences (in compliance with the <i>Fair Labor Standards Act</i>)
<p>Description</p>	
<p>Services that provide learning and work experiences, including volunteer work, where the individual can develop general, non-job-task-specific strengths and skills that contribute to employability in paid employment in integrated community settings. Services may include training in effective communication with supervisors, co-workers and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; and general workplace safety and mobility training. Prevocational Training is intended to be a service that participants receive over a defined period of time and with specific outcomes to be achieved in preparation for securing competitive, integrated employment in the community for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. Prevocational Training services cannot be delivered within a sheltered workshop. Supports are delivered in a face-to-face setting, either one-on-one with the participant or in a group of two to eight participants.</p>	
<p>Limitation</p>	
<p>This service is available to participants in accordance with the DHS/DDD Employment Services and Supports Policy Manual, and as authorized in their Service Plan. Documentation is maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973, the IDEA (20 U.S.C. 1401) or P.L. 94-142. Prevocational Training is limited to 30 hours per week. Transportation to or from a Prevocational Training site is not included in the service.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • Must comply with the Manual of Standards for Supported Employment Services (to be revised as the DDD Employment Services and Supports Policy Manual). 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Respite</p>	<ul style="list-style-type: none"> • Individual in-home respite • Individual out-of-home respite • Weekend/evening drop-off programs • Overnight camp
<p>Description</p>	
<p>Services provided to participants unable to care for them that are furnished on a short-term basis because of the absence or need for relief of those persons who normally provide care for the participant. Respite may be delivered in multiple periods of duration such as partial hour, hourly, daily without overnight, or daily with overnight. Respite may be provided in the participant's home, a DHS licensed group home, or another community-based setting approved by DHS. Some settings, such as a hotel, may be approved by the State for use when options using other settings have been exhausted.</p>	
<p>Limitation</p>	
<p>Room and board costs will not be paid when services are provided in the participant's home. Hotel Respite shall not exceed two consecutive weeks and 30 days per year.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Valid NJ driver's license and abstract (not to exceed 5 points) if driving is required -and- • Successfully complete all training mandated by DDD for direct support professionals <p>All Agencies:</p> <ul style="list-style-type: none"> • Licensed under N.J.A.C. 10:44A or N.J.A.C. 10:44C • If the agency utilizes a hotel for respite, the agency must ensure that the hotel utilized to render the service is registered with the Department of Community Affairs, located in the State of NJ, and adheres to the life safety requirements as outlined in the Hotel and Motel Fire Safety Act of 1990 (PL 101-391). <p>Requirements for Home Health Agencies or Health Care Service Firms:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 	



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Speech, Language and Hearing Therapy</p>	<ul style="list-style-type: none"> • Speech, language and hearing therapy activities as prescribed by the appropriate health care professional.
<p>Description</p>	
<p>The scope and nature of these services do not otherwise differ from the Speech Therapy services described in the State Plan. They may be either rehabilitative or habilitative in nature. Services that are rehabilitative in nature are only provided when the limits of speech therapy services under the approved State Plan are exhausted. The provider qualifications specified in the State plan apply. Speech, Language or Hearing Therapy may be provided on an individual basis or in groups. A group session is limited to one therapist with maximum of five participants.</p>	
<p>Limitation</p>	
<p>These services are only available as specified in participant’s Service Plan and when prescribed by an appropriate health care professional. These services can be delivered on an individual basis or in groups. Group sessions are limited to one therapist with five participants and may not exceed 60 minutes in length. The therapist must record the time the therapy session started and when it ended in the participant's clinical record.</p>	
<p>Qualifications</p>	
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Licensed Speech Therapists must be licensed per N.J.A.C. 13:44C <p>Licensed, Certified Home Health Agencies:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services 	



New Jersey Division of Developmental Disabilities

Services	Examples
Support Coordination	<ul style="list-style-type: none"> • Monthly mandated care management service
Description	
<p>Services that assist participants in gaining access to needed program and State plan services, as well as needed medical, social, educational and other services. Support Coordination is managed by one individual (the Support Coordinator) for each participant. The Support Coordinator is responsible for developing and maintaining the Individualized Service Plan with the participant, their family, and other team members designated by the participant. The Support Coordinator is responsible for the ongoing monitoring of the provision of services included in the Individualized Service Plan.</p>	
Limitation	
<p>All Supports Program participants receive monthly contact with their Support Coordinator. The Supports Coordinator cannot be legal guardians of the participant, or other individuals who reside with the participant.</p>	
Qualifications	
<ul style="list-style-type: none"> • Bachelor’s Degree or higher AND 1 year of experience in developmental disabilities or care management/coordination in any social services field –and - • State, Federal Criminal Background checks and Central Registry check at the time of hire. • Successfully complete trainings required by DDD before rendering any service. 	
Deliverables	
<ul style="list-style-type: none"> • Outreach to newly assigned participants • Coordinate meeting of the Team and lead the person-centered planning process through the use of the PCPT and other tools as identified by the Division • Draft the Service Plan and ensure that services are tied to assessed need and driven by outcomes, the frequency/units/duration of services is appropriate, all health & safety issues are addressed, and compliance with the Division’s Employment First policy is documented • Provide linkages to approved providers - for both program as well as generic services - including outreach to the selected providers in order to ensure they have the capacity to provide the service • Ensure that participants are offered informed choice of service provider • Coordinate with participants’ MCO/ASO care managers to ensure necessary services are provided, needs are met, and there is no duplication of services • Notify participant regarding any pertinent expenditure issues • Ensure timely entry of all notes/reports as defined by the Division • Attend all mandatory trainings established by the Division • Ensure compliance with all Division policies, including provisions related to “conflict free care management”, zero-reject and zero-discharge, confidentiality, etc. • Provide 24 hour coverage. 	<ul style="list-style-type: none"> • Ensure that any concerns related to individual health and safety are addressed and communicated to all appropriate parties • Submit the Service Plan to the Waiver Assurance Coordinator (WAC) for approval within defined timeframe • Provide copies of the Service Plan and all other pertinent information as specified by the Division to all selected providers • Ensure and document monthly contact, quarterly face-to-face visits, and annual home visits • Ensure that all participants receive all documentation and sign all necessary paperwork • Ensure services are delivered within the timelines specified within the Service Plan • Complete all modifications and updates to the Service Plan as necessary and submit them to the WAC within defined timeframes • Remain informed of current services, supports, provider pool, and best practices. • Provide opportunity for participants/families to meet with each other and with provider agencies • Distribute participant satisfaction surveys annually, collect data for reporting back to DDD, and routinely assess participant satisfaction with all provided services (including support coordination) • Adhere to all guidelines in the Provider Agreement and the Supports Program Policy Manual.



New Jersey Division of Developmental Disabilities

Services	Examples	
Supported Employment – Individual Employment Support	<ul style="list-style-type: none"> • Training and systematic instruction • Job coaching • Benefit support • Job development 	<ul style="list-style-type: none"> • Travel training • Training that will enable an individual to be successful in integrating on a job setting (even where not specifically related to job-skills) • Job site analysis
Description		
<p>Activities needed to help a participant obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without disabilities. The service may be delivered for an intensive period upon the participant’s initial employment to support the participant who, because of their disability, would not be able to sustain employment without supports. Supports in the intensive period are delivered in a face-to-face setting, one-on-one. The service may also be delivered to a participant on a less intensive, ongoing basis (“follow along”) where supports are delivered either face-to-face or by phone with the participant and/or his or her employer. Services are individualized and may include but are not limited to: training and systematic instruction, job coaching, benefit support, travel training, and other workplace support services including services not specifically related to job-skill training that enable the participant to be successful in integrating into the job setting.</p>		
Limitation		
<p>This service is available to participants in accordance with the DHS/DDD Employment Services and Supports Policy Manual, and as authorized in their Service Plan. Documentation is maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973, the IDEA (20 U.S.C. 1401) or P.L. 94-142. Supported Employment – Individual Employment Support is limited to 30 hours per week. Transportation to or from a Supported Employment site is not included in the service. When Supported Employment is provided at a work site in which people without disabilities are employed, payment will be made only for the adaptations, supervision and training required for participants as a result of their disabilities and will not include payment for the supervisory activities rendered as a normal part of the business setting or for incentive payments, subsidies or unrelated training expenses.</p>		
Qualifications		
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Must comply with the Manual of Standards for Supported Employment Services (to be revised as the DDD Employment Services and Supports Policy Manual) -or- • Comply with N.J.A.C. 12:51-20 		



New Jersey Division of Developmental Disabilities

Services	Examples	
<p>Supported Employment – Small Group Employment Support</p>	<ul style="list-style-type: none"> • Mobile crews • Group placement (enclaves) • Social enterprises in which employees are making commensurate wages 	<ul style="list-style-type: none"> • On-site job training • Job development • Job site analysis
<p>Description</p>		
<p>Services and training activities provided to participants in regular business, industry and community settings for groups of two to eight workers with disabilities. Services may include mobile crews and other business-based workgroups employing small groups of workers with disabilities in employment in the community. Services must be provided in a manner that promotes integration into the workplace and interaction between participants and people without disabilities. Services may include but are not limited to: job placement, job development, negotiation with prospective employers, job analysis, training and systematic instruction, job coaching, benefit support, travel training and planning.</p>		
<p>Limitation</p>		
<p>This service is available to participants in accordance with the DHS/DDD Employment Services and Supports Policy Manual, and as authorized in their Service Plan. Documentation is maintained in the file of each individual receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973, the IDEA (20 U.S.C. 1401) or P.L. 94-142. Supported Employment – Small Group Employment Support is limited to 30 hours per week. Transportation to or from a Supported Employment site is not included in the service. When Supported Employment is provided at a work site in which people without disabilities are employed, payment will be made only for the adaptations, supervision and training required for participants as a result of their disabilities and will not include payment for the supervisory activities rendered as a normal part of the business setting or for incentive payments, subsidies or unrelated training expenses.</p>		
<p>Qualifications</p>		
<ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Must comply with the Manual of Standards for Supported Employment Services (to be revised as the DDD Employment Services and Supports Policy Manual) -or- • Comply with N.J.A.C. 12:51-20 		



New Jersey Division of Developmental Disabilities

Services	Examples	
<p>Supports Brokerage</p>	<ul style="list-style-type: none"> • Providing information on recruiting and hiring workers • Developing advertisements, flyers, and other recruiting materials as needed for hiring staff • Completing applicant screenings 	<ul style="list-style-type: none"> • Providing assistance to complete and submit employment paperwork to fiscal agent. • Support in managing workers • Interviewing potential applicants, along with the person with disabilities and/or designee
<p>Description</p>		
<p>Service/function that assists the participant (or the participant’s family or representative, as appropriate) in arranging for, directing and managing services. Serving as the agent of the participant or family, the service is available to assist in identifying immediate and long-term needs, developing options to meet those needs and accessing identified supports and services. Practical skills training is offered to enable families and participants to independently direct and manage program services. Examples of skills training include providing information on recruiting and hiring personal care workers, managing workers and providing information on effective communication and problem-solving. The service/function includes providing information to ensure that participants understand the responsibilities involved with directing their services.</p>		
<p>Limitation</p>		
<p>This service is available only to participants who self-direct some or all of the services in their Service Plan and is intended to supplement, but not duplicate, the Support Coordination service. The extent of the assistance furnished to the participant or family is specified in the Service Plan. The Supports Brokerage services cannot be paid to New Jersey DDD provider agencies or employees of these agencies, legal guardians of the participant, or other individuals who reside with the participant.</p>		
<p>Qualifications</p>		
<p>Staff:</p> <ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Valid NJ driver’s license and abstract (not to exceed 5 points) if driving is required -and- • Successfully complete all training mandated by DDD for direct support professionals -and- • Two years’ experience working with individuals with ID/DD <p>Requirements for Home Health Agencies or Health Care Service Firms:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 		



New Jersey Division of Developmental Disabilities

Services	Examples
<p>Transportation</p>	<ul style="list-style-type: none"> • Train/Bus fare • Taxi/car service fare • Individual provider fee • Transportation providers fees
<p>Description</p>	
<p>Service offered in order to enable participants to gain access to services, activities and resources, as specified by the Service Plan. This service is offered in addition to medical transportation required under 42 CFR §431.53 and transportation services under the State Plan, defined at 42 CFR §440.170(a) (if applicable), and does not replace them. Whenever possible, family, neighbors, friends, or community agencies which can provide this service without charge are utilized.</p>	
<p>Limitation</p>	
<p>Reimbursement for transportation is limited to distances not to exceed 150 miles one way and only within the States of New Jersey, New York, Pennsylvania and Delaware.</p>	
<p>Qualifications</p>	
<p>Staff:</p> <ul style="list-style-type: none"> • State/Federal Criminal Background checks and Central Registry checks must be completed for all staff -and- • Minimum 18 years of age -and- • Valid NJ driver’s license and abstract (not to exceed 5 points) if driving is required -and- • Successfully complete all training mandated by DDD for direct support professionals -and- • Provide proof of liability insurance -and- • Maintain vehicle registration, insurance and inspections. <p>Requirements for Home Health Agencies or Health Care Service Firms:</p> <ul style="list-style-type: none"> • Licensed per N.J.A.C. 8:42 and Certified by the Centers for Medicare and Medicaid Services -or- • Accredited by one of the following: <ul style="list-style-type: none"> • New Jersey Commission on Accreditation for Home Care Inc. (CAHC) • Community Health Accreditation Program (CHAP) • Joint Commission on Accreditation of Healthcare Organizations (JCAHO) • National Association for Home Care and Hospice (NAHC) 	



New Jersey Division of Developmental Disabilities

Services	Examples
Vehicle Modifications	<ul style="list-style-type: none">• Vehicle Steering/Brake controls• Vehicle Lift• Vehicle Ramp• Raising/lowering vehicle roof/floor
Description	
Assessments, Adaptations, or alterations to an automobile or van that is the participant's primary means of transportation in order to accommodate the special needs of the participant. Vehicle adaptations are specified by the Service Plan, are necessary to enable the participant to integrate more fully into the community and to ensure the health, welfare and safety of the participant.	
Limitation	
All Vehicle Modifications are subject to prior approval on an individual basis by DDD. The following are specifically excluded: (1) Adaptations or improvements to the vehicle that are of general utility, and are not of direct medical or remedial benefit to the individual; (2) Purchase or lease of a vehicle; and (3) Regularly scheduled upkeep and maintenance of a vehicle except upkeep and maintenance of the modifications.	
Qualifications	
<ul style="list-style-type: none">• Accredited by the National Mobility Equipment Dealers Association (NMEDA)	