

## **Additional Interim Pre-Service Training System Clarification**

### ***CPR/First Aid Certification***

CPR/First Aid certification is reimbursable, initially and upon renewal of certification.

### ***Use of College of Direct Support (CDS)***

Use of the online CDS training modules for Overview of Developmental Disabilities, Preventing Abuse & Neglect, and Medication Administration will be acceptable as long as the on-site competency assessments are implemented. The follow up required has been updated for ease of use by agencies and will be posted shortly. Additional requirements for Medication Administration will be implemented system-wide and are detailed on the document regarding Medication Administration Training Updates.

### ***Agency Access to Participating Training Agencies***

Agencies may train contracted or qualified providers with the Division that are required to receive pre-service training. Reimbursement cannot be made for staff in non-DDD funded agencies. Questions regarding agencies who are not in CDS or qualified providers in self-directed services should be referred to Kate Yankitis at [Catherine.Yankitis@dhs.state.nj.us](mailto:Catherine.Yankitis@dhs.state.nj.us) for review and approval before training. Participating training agencies may post and distribute training calendars. Training calendars are no longer required to be sent to the Division on a monthly basis, but should be available upon Division request.

### ***Approved Trainers***

Participating Training Agencies that need an additional Trainer approved to conduct training during the year should contact Christine James at [Elliot.Honigfeld@dhs.state.nj.us](mailto:Elliot.Honigfeld@dhs.state.nj.us) for a “fast track” mentoring process, which will be conducted by Division Training staff.

### ***Non-Participating Agencies***

Currently approved “lead” or “non-lead” training agencies who will not participate in the interim training system are able to continue to train internal agency staff and will be provided with updated Medication Administration curricula materials when they become available.

### ***Tracking Training Attendance***

Participating training agencies are responsible for inputting attendance sheet data into the College of Direct Support (CDS) system for all training participants within four (4) weeks of the class. Technical assistance needed by CDS Administrators should be directed to [CDSTA@rutgers.edu](mailto:CDSTA@rutgers.edu).

### ***Requirement for Training External Staff***

Payment vouchers are acceptable if there are external agency staff in addition to internal staff on the attendance sheet. In cases where no external agency staff attended a training and a participating training agency is requesting reimbursement, a justification and documentation of availability of the training to external agency staff must be made to the Division staff reviewing the payment voucher. In cases where an agency continues to have no external agency staff attending training, the Division may remove the agency as a participating provider.

### ***Payment Vouchers (See also Payment Voucher Policy)***

An agency can bill the Division on a monthly basis using the required payment voucher. Attendance sheets as documentation must be included with the payment voucher. Payment vouchers will be submitted to the agency’s current Regional Training Coordinator for review and approval. Documentation must include the revised data collection sheet, payment voucher, and corresponding attendance sheets, including any

justification letters/documents necessary (see above section). **Documentation is required to be sent to the following staff based on the county in which the training was conducted:**

**Northern Counties**

Sussex, Warren, Morris, Bergen, Hudson, Passaic

Susan Booker

100 Hamilton Plaza, 7th Floor

Paterson, NJ 07505

Union, Somerset, Essex

Georgia MacIndoe

110 East 5<sup>th</sup> Street

Plainfield, NJ 07060

**Southern Counties**

Hunterdon, Middlesex, Mercer, Monmouth, Ocean

Laura McCorkle

P.O. Box 706

Trenton, NJ 08625

Burlington, Camden, Gloucester, Cumberland, Salem

Rachquel Clark

221 Laurel Road, Suite 210

Voorhees, NJ 08043