

# DDD Resource Team Course Syllabus

## Behavior Analysis Unit Workshops

### Presenters:

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These courses apply to anyone providing support to individuals receiving services, including direct support professionals and self-directed employees.

Course	Description
<b>Basic Principles of Applied Behavior Analysis for Support Staff (1)</b>	The workshop will cover basic concepts and principles of behavior science. It will present the information in a way that will aid support staff when implementing behavior support plans and active treatment and help to improve overall interactions between staff and individuals. <b>Course Duration: 3.5 hours</b>
<b>Developing Positive Interactions between Support Staff and Individuals (2)</b>	Support staff will gain the skills to establish and nurture positive interactions with individuals through insights from the basic concepts and principles workshop. <i>Basic Principles of ABA for Support Staff is a prerequisite for this course.</i> <b>Course Duration: 90 minutes</b>
<b>Token Economy</b>	A token economy is a system that rewards individuals with tokens for completing tasks or exhibiting desired behaviors, which can be exchanged for preferred rewards. This workshop will advise participants how to implement and maintain an effective token economy and how to gradually phase it out. <b>Course Duration: 30 minutes</b>
<b>Prevention of Food Grabbing</b>	In this presentation, participants will learn about food grabbing as a behavior influenced by biological and environmental factors. They will gain insight into identifying conditions that increase this behavior and learn strategies to reduce its occurrence and associated risks, such as choking. <b>Course Duration: 45 minutes</b>
<b>Introduction to Pica</b>	This presentation is an introductory training on Pica, the consumption of non-nutritive substances. It covers essential information about Pica, prevention strategies through environmental manipulation, and a simplified explanation of the applied behavior analysis approach. <b>Course Duration: 60 minutes</b>
<b>Behavior Supports and Medical Involvement</b>	This workshop identifies behavioral changes, emphasizes the importance of ruling out medical issues, and helps prioritize additional support for individuals receiving services. <b>Course Duration: 2 hours</b>
<b>Best Practices in Behavior Supports</b>	The workshop will cover fundamental aspects of effective behavior services consistent with successful clinical decision-making. The significance of accurate documentation will be emphasized. <b>Course Duration: 90 minutes</b>
<b>Walkaway Behavior Prevention</b>	Walkaway refers to when an individual leaves without authorization or supervision. This workshop will cover walkaway behavior, risks, causes, interventions, and protocols for reporting incidents. <b>Course Duration: 45 minutes</b>

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All courses below target Behaviorists, Behavior Specialists, Program Coordinators, Managers, Directors, etc. Advanced Behavior Modules 1-5 should be taken in order.

Course	Description
<b>Functions of Behavior (1)</b>	The training discusses the “why” behind behaviors and additional basic principles of behavior. Function is one of the most critical pieces of information one can have about behavior to understand it, work to reduce challenging behaviors, and increase appropriate replacement behaviors and other functional skills. <b>Course Duration: 4 hours</b>
<b>Understanding Functional Behavior Assessments and Behavior Support Plans (2)</b>	Understanding documentation related to an individual’s behaviors is imperative to providing high-quality services. The training will explain the important role of a Functional Behavior Assessment (FBA) and how it can assist when creating a comprehensive Behavior Support Plan (BSP). <b>Course Duration: 2 hours</b>
<b>Data Collection and Interpretation (3)</b>	To determine how to change behavior, it is essential to identify the behavior of interest, operationally define it, and measure it. Collecting and interpreting data is critical in analyzing target behavior progress. The workshop will focus on providing the tools to do this and demonstrate how to collect and interpret behavior data. <b>Course Duration: 2.5 hours</b>
<b>Training Behavior Support Plans (4)</b>	Proper behavior support plan (BSP) training for all staff working with an individual is essential to achieving successful behavior change. This workshop will look at best practice methods of training BSPs for staff competency and how to measure staff performance. <b>Course Duration: 90 minutes</b>
<b>Teaching Functional Skills (5)</b>	This workshop will focus on the primary strategies for teaching functional skills to individuals. The focus of a BSP is not only to decrease challenging behaviors. A BSP can also be useful to provide teaching strategies for appropriate replacement skills. <b>Course Duration: 2.5 hours</b>
<b>An Organizational Perspective on Successful Behavior Supports</b>	The workshop will cover the effects of behavior principles, highlighting the importance of staff training in achieving successful outcomes. Proper staff training can improve performance and produce successful outcomes for service recipients. These are critical steps to consider when providing behavior support. <b>Course Duration: 90 minutes</b>
<b>Understanding Pica from a Behavioral Perspective: Managing the Environment for Prevention</b>	This presentation offers a thorough review of Pica (the consumption of non-nutritive substances), techniques for environmental manipulation to mitigate its occurrence, and practical illustrations of situations managed through the applied behavior analysis framework. <b>Course Duration: 90 minutes</b>

# Choking Prevention Unit Workshops

Presenters:

Rachel Joan, SLP, [rachel.joan@dhs.nj.gov](mailto:rachel.joan@dhs.nj.gov)

Melissa Yearicks, SLP, [melissa.yearicks@dhs.nj.gov](mailto:melissa.yearicks@dhs.nj.gov)

Katelyn Bradley, SLP, [katelyn.bradley@dhs.nj.gov](mailto:katelyn.bradley@dhs.nj.gov)

These courses apply to anyone providing support to individuals receiving services, including direct support professionals and self-directed employees.

Course	Description
<b>Managing Dysphagia in the Community</b> <i>This course is a prerequisite for the courses below.</i>	This workshop will enhance understanding of swallowing and dysphagia. Participants will review modified food and drink textures and strategies for supervising individuals to reduce the risk of aspiration and choking. Additionally, swallow studies will be examined, and attendees will gain practical tips for ensuring safety in the dining environment. <b>Course Duration: 60 minutes</b>
<b>The Choking Risks of Regular Diets</b>	This workshop covers choking risks in regular diets without texture modifications or prescriptions. Participants will learn about airway protection, the differences between choking and gagging, and how to evaluate diet orders and texture modifications to improve mealtime safety. <b>Course Duration: 30 minutes</b>
<b>Diet Textures</b>	This workshop provides in-depth information on preparing texture-modified diets. Participants will leave with practical information on how to prepare “chopped,” “ground,” and “pureed” food, including the best equipment to use for each food texture. <b>Course Duration: 45 minutes</b>
<b>Liquid Consistencies</b>	This workshop provides in-depth information on how to prepare thickened beverages. In this workshop, participants will get practical information on how to prepare “nectar,” “honey,” and “pudding” liquids (sometimes called “mildly,” “moderately,” or “extremely” thick). Emphasis will be placed on ways to differentiate beverage consistencies. <b>Course Duration: 30 minutes</b>
<b>Mealtime Supervision</b>	This workshop teaches essential techniques for supervising meals for individuals with intellectual and developmental disabilities (I/DD). Participants will learn how to prevent choking incidents, implement cueing strategies, and ensure mealtime safety. This course is for all staff and caregivers who assist individuals during mealtimes. <b>Course Duration: 30 minutes</b>
<b>Communication</b>	This training aims to improve communication with adults who have intellectual and developmental disabilities. Caregivers will learn about various communication methods, including verbal, nonverbal, and assistive technologies such as augmentative and alternative communication (AAC) devices. <b>Course Duration: 30 Minutes</b>
<b>Hearing Aids and Care</b>	The aim of the presentation is to empower caregivers with practical knowledge to maintain hearing health and enhance the quality of life for individuals facing hearing challenges. <b>Course Duration: 45 Minutes</b>
<b>Adaptive Mealtime Equipment and Care</b>	This training provides an overview of adaptive equipment for mealtimes. Participants will learn to identify tools that assist individuals with swallowing difficulties, physical impairments, and meal control issues. The course covers the reasons for prescriptions, assessment assistance, the importance of consistent access, and care guidelines, including cleaning and labeling. <b>Course Duration: 30 minutes</b>

## SLP County Assignments

[Rachel.Joan@dhs.nj.gov](mailto:Rachel.Joan@dhs.nj.gov)

[Melissa.Yearicks@dhs.nj.gov](mailto:Melissa.Yearicks@dhs.nj.gov)

[Katelyn.Bradley@dhs.nj.gov](mailto:Katelyn.Bradley@dhs.nj.gov)

Burlington, Camden, Gloucester, Hudson  
Hunterdon, Ocean & Passaic

Atlantic, Bergen, Cape May, Mercer,  
Morris, Somerset & Warren

Cumberland, Essex, Middlesex, Monmouth, Salem  
Sussex, Union & Purchase of Care (POC)

*Please contact the speech pathologist in the designated county to schedule a workshop.*

# Nursing Support Unit Workshops

Presenter:

Janay Ellsworth, BSN, RN, [Janay.Ellsworth@dhs.nj.gov](mailto:Janay.Ellsworth@dhs.nj.gov)

These courses apply to anyone providing support to individuals receiving services, including direct support professionals and self-directed employees.

Course	Description
<b>Diabetes Management</b>	As the number of people with diabetes in the U.S. continues to rise, it's essential for I/DD caregivers to understand the risk factors and effective management strategies for the disease. This presentation aims to provide a comprehensive overview covering how insulin functions in the body, the associated risk factors and symptoms, standard treatment options, and strategies for the prevention and management of diabetes. <b>Course Duration: 45 minutes</b>
<b>Gastrostomy Tube Care</b>	Individuals served may utilize gastrostomy tubes, G-tubes, or PEG tubes due to difficulty swallowing, strokes, or brain injuries. This presentation provides information on what gastrostomy tubes are and the types of tube feedings, as well as a brief overview of the administration of feedings, site care, and complications. <b>Course Duration: 45 minutes</b>
<b>Introduction to Dementia</b>	Dementia is a complex and challenging condition that impacts millions of people worldwide. It significantly affects memory, thinking, and daily activities, making it essential for caregivers to understand its implications deeply. This presentation will delve into the various types of dementia, their symptoms, and potential treatments, providing valuable insights to support individuals and their families on this intricate journey. <b>Course Duration: 60 minutes</b>
<b>Ostomy Care</b>	This presentation discusses what ostomies are, the types of ostomy pouches available, removing, cleaning, and applying pouches, and possible complications. This is meant as an introductory or refresher for ostomy care. Hands-on education and training by a primary nurse or doctor is recommended in conjunction with this presentation. <b>Course Duration: 30 minutes</b>
<b>Understanding and Preventing Health Conditions that can be Life Threatening for People with IDD.</b>	Individuals served by the Division are at increased risk for serious health problems. This presentation highlights the seven most common issues: Aspiration Pneumonia, Constipation, Dehydration, Seizures, Urinary Tract Infections (UTIs), Gastroesophageal Reflux Disease (GERD), and Infection/Sepsis. The goal is to enhance awareness and equip staff to prevent and manage these concerns effectively. <b>Course Duration: 60 minutes</b>
<b>Pressure Injury Prevention</b>	Pressure injury prevention is essential for the intellectually and developmentally disabled community. Due to specific diagnoses like immobility and other chronic conditions, this population is at risk for developing these potentially preventable injuries. This presentation provides information about the causes of pressure ulcers, signs and symptoms, treatments, and prevention strategies. <b>Course Duration: 45 minutes</b>
<b>Seasonal Health Concerns- Cold Weather</b>	During the winter weather months, individuals served are at risk of cold-related illnesses. This presentation will discuss the signs and symptoms of such illnesses, and how to mitigate related risks. <b>Course Duration: 45 Minutes</b>
<b>Seasonal Health Concerns - Hot Weather</b>	During the hot weather months, individuals served are at risk of heat-related illnesses. This presentation will discuss the signs and symptoms of such illnesses, and how to mitigate related risks. <b>Course Duration: 30 minutes</b>

# DDD Resource Team Overview Workshops

Presenter:

Ken Eley, MS- Quality Assurance Coordinator, [DDD.ResourceTeam@dhs.nj.gov](mailto:DDD.ResourceTeam@dhs.nj.gov)

These courses apply to anyone providing support to individuals receiving services, including direct support professionals and self-directed employees.

Course	Description
<b>Overview of the DDD Resource Team</b>	This presentation aims to inform providers, caregivers, support coordinators, and direct support professionals about the services offered by the Division of Developmental Disabilities' (DDD) Resource Team, which includes the Behavior Analysis Unit, Choking Prevention Unit, and Nursing Support Unit. <b>Course Duration: 30 minutes</b>
<b>Overview of the DDD Resource Team for Self-Directed Employees</b>	This presentation aims to educate self-directed employees and others who serve and care for individuals with intellectual and developmental disabilities (IDD) about the services available through the Division of Developmental Disabilities' (DDD) Resource Team and its subunits: the Behavior Analysis Unit, the Choking Prevention Unit, and the Nursing Support Unit. <b>Course Duration: 30 minutes</b>

# College of Direct Supports (Online Webinars)

Recorded trainings on the College of Direct Support are available 24/7

These courses are designed for Support Coordinators, but they also apply to anyone providing support to individuals receiving services, including direct support professionals and self-directed employees.

Course	Description
<b>Adaptive Equipment and Documentation</b>	This session will focus on the various types of adaptive equipment and their potential uses, understand why adaptive equipment is essential, and be able to document adaptive equipment in the NJISP and iRecord. <b>Course Duration: 60 minutes</b>
<b>Behavior Supports and Documentation</b>	This session will focus on behavior supports, their intersections with the NJISP, and documentation expectations in the NJISP and iRecord. <b>Course Duration: 60 minutes</b>
<b>Mealtime Safety and Documentation</b>	Support Coordinators will understand the different diet types and nutrition and will intersect with providers and documentation expectations for the individuals they serve. <b>Course Duration: 60 minutes</b>
<b>Substance Use and the IDD Population</b>	Support Coordinators will learn about the biology, behaviors, prevalence, and risk factors for substance abuse within the Intellectual and Developmental Disability Population. <b>Course Duration: 60 minutes</b>
<b>Suicide Prevention and the IDD Population</b>	Support Coordinators will recognize the warning signs of suicide and refer people at risk for suicide for help. <b>Course Duration: 60 minutes</b>
<b>Walkaway Safety and Documentation</b>	This workshop will define walkaway behavior and discuss the importance of documenting it and how and where to document it. Also discussed are reporting incidents and a brief behavioral perspective. <b>Course Duration: 60 minutes</b>

**Contact us for workshops**

**Sign up to receive the monthly workshop calendar**

**Review the DDD Prevention Bulletins**

**Our Staff includes:**

**Board Certified Behavior Analyst**

**Speech Language Pathologist**

**Registered Nurse**

**Email: [DDD.ResourceTeam@dhs.nj.gov](mailto:DDD.ResourceTeam@dhs.nj.gov)**

**Website: [www.nj.gov/humanservices/ddd/individuals/healthsafety](http://www.nj.gov/humanservices/ddd/individuals/healthsafety)**

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