



Division Update for Individuals, Families and Providers

August 28, 2025

Agenda

- Next DDD Update Webinar
- RFP for Development of Homes to Support People Transitioning from Nursing Facilities
- VF/EA Fiscal Intermediary Transition
- Study-NJCAT Update
- Upcoming WIN Time Virtual Session
- The Boggs Center – Workforce Development Training Opportunities
- NJ Election 2025
- Resources

Next DDD Update Webinar

- September DDD Update Webinar:
 - Thursday, September 25, 2025 – 10:30 am
 - [Register for September Webinar](#)
- The 2025 schedule of DDD Update Webinars, including registration links, is available on the Division's [Public Update Meetings](#) webpage

RFP for Development of Homes to Support People Transitioning from Nursing Facilities

On August 6, DDD issued an updated Request for Proposals titled *To Support the Development of Homes for People with Intellectual and/or Developmental Disabilities Transitioning from Nursing Facilities and other Qualified Institutions*

- To develop residential opportunities to support people in moving from nursing facilities into community-based residential homes.
- Funds can be used for new sites or to enhance existing locations to provide accessibility and other modifications.
- The [Notice of Funding Availability](#) and [Request for Proposals](#) are posted on the [DHS Public Notices](#) web page.
- Deadline to submit proposals is 4pm on October 1, 2025.

VF/EA Fiscal Intermediary Transition

Plan Revision Guidance for Support Coordinators

- The [SC Plan Revision Guidance](#), updated on August 28, includes guidance for all Cohorts (1 – 5) and replaces all previous guidance.

FI Transition Update for Individuals and Families

- The [FI Transition Update for Individuals and Families](#), released August 22, includes:
 - Enrollment Information
 - Plan Revisions and Continuity of Services
 - Mandatory Electronic Visit Verification (EVV) Information
 - Mandatory Service Documentation Information
 - Restoration of Rollover Units Request Process

VF/EA Fiscal Intermediary Transition

Plan Revision Timeline

All individuals in all cohorts must initiate enrollment with Acumen as soon as possible.

Cohort	Plan Revision Approval Deadline (last date a revised plan can be approved)	Last Date SC can add new PPL vendor service	Service End Date for current PPL service(s)	Service Start Date for new Acumen service(s)
1 – 4a	As soon as possible	CANNOT ADD	The day before Acumen service start date	As soon as possible and no later than Sep. 30
5	See Billable Rate Notification*	One week (seven days) prior to Acumen service start date (see Billable Rate Notification*)	The day before Acumen service start date (see Billable Rate Notification*)	See Billable Rate Notification*

***SCs must not enter any Acumen service start date other than the service start date identified by Acumen in the Billable Rate Notification. Doing so risks a disruption to services, to SDE and/or payments, or both.**

VF/EA Fiscal Intermediary Transition

Status of Acumen Enrollments as of 8/21/2025

Cohort	Participants in cohort	Participants with enrollment completed	Participants in progress but enrollment not completed	Participants not in progress or enrolled
Cohorts 1-4a	7,837	4,284	2,672	881
Cohort 5	5,173	166	3,409	1,598

Upcoming Acumen Transition Webinars

Aug. 28	1 – 2 pm Register Now for Aug. 28 Acumen Transition Webinar
Sep. 4	<ul style="list-style-type: none"> 11 am – 12 pm Webinar For Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 11	<ul style="list-style-type: none"> 11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 18	<ul style="list-style-type: none"> 11 am – 12 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services
Sep. 25	<ul style="list-style-type: none"> 11:30 am – 12:30 pm Webinar for Support Coordinators and Supports Brokers 1 – 2 pm Webinar for Individuals/Families, Authorized Representatives, Employers of Record, and Self-Directed Employees 3 – 4 pm Webinar for Community Vendors and Individuals/Families who use Vendor Services

VF/EA Fiscal Intermediary Transition

Plan Renewals and Self-Directed Employee (SDE) Services

- Until further notice: If a plan is renewing and the Support Coordinator has not received a Billable Rate Notification for **all of an individual's SDEs**, then all SDE service lines and any vendor service lines must remain with PPL in the new plan.
- The Support Coordinator (SC) will need to transition those services to Acumen at a later date, once all Billable Rate Notifications for all SDEs are received.

VF/EA Fiscal Intermediary Transition

What an SC Must Not Do When Revising a Plan (or Creating a Renewal Plan) with SDEs

Support Coordinators MUST NOT do any of the following:

(Doing so can result in a gap in the individual's services and/or their SDEs being unable to submit to either FI for their hours worked)

- **DO NOT** enter a "fake" Self-Directed Employee ID Number when adding an Acumen SDE service line.
 - SCs must only enter the SDE ID Number they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter the same billable rate an SDE had when they were enrolled with PPL.
 - SCs must only enter the billable rate they receive in an Acumen Billable Rate Notification.
- **DO NOT** enter any Acumen service start date that was not received in an Acumen Billable Rate Notification.

VF/EA Fiscal Intermediary Transition

What an SC Must Do If They Think a Billable Rate Notification has Wrong Information

- If an SC receives a Billable Rate Notification that they feel contains incorrect information (e.g., wrong billable rate, wrong service name), they need to contact Acumen **at the email address it was received from**. We also recommend copying the DDD Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- State law requires employers to procure and pay for workers' compensation (WC) insurance for their employees. This includes employers in Self-Directed Employee (SDE) Models.
- For individuals participating in either of DDD's SDE Models, the employer cost for maintaining WC insurance is currently funded by the individual's budget.

VF/EA Fiscal Intermediary Transition: Workers' Compensation

- The cost of WC in the VF/EA model (the amount deducted from the individual's budget) has increased from an annual flat rate of \$172 that covered all SDEs in the individual's plan, to an annual rate of about \$2,100 per year per SDE (based on a 40-hour workweek at an hourly wage of \$25).
- To avoid the need to adjust services to accommodate this change, DDD is pleased to announce that, for the foreseeable future, it will assume the cost of WC for employers in the VF/EA SDE model. This means DDD self-directing employers in the VF/EA model will no longer pay WC from their DDD budgets.
- Support Coordinators do not need to do anything related to workers' compensation for SDEs enrolled with Acumen in the VF/EA SDE Model.

VF/EA Fiscal Intermediary Transition: Electronic Visit Verification Requirement

- EVV is a federal mandate under the 21st Century Cures Act requiring electronic verification of home and community-based service visits.
- EVV systems collect six data elements for each service visit:
 - Type of service performed
 - Individual receiving the service
 - Date of service
 - Location of service delivery
 - Individual providing the service
 - Time the service begins and ends

VF/EA Fiscal Intermediary Transition: Electronic Visit Verification Requirement

- Except for those who meet the established criteria for a live-in caregiver exemption, all SDEs are required to use Electronic Visit Verification (EVV) when providing any of the following three services entirely or partially in an individual's residence:
 - Community Based Supports
 - Individual Supports-15 Minute
 - Respite
- An SDE's familial relationship to an individual does not, in and of itself, make the SDE eligible for the EVV live-in exemption.

VF/EA Fiscal Intermediary Transition: Electronic Visit Verification Requirement

- To be eligible for the EVV live-in caregiver exemption, the SDE must meet and be able to document (initially and annually thereafter) one of the following criteria:
 - **Live-In Permanently:** employee permanently resides on the same premises as the individual to whom services are provided by living, working, and sleeping on the premises seven days per week; and, the employee has no home of their own.
 - **Live-In for Extended Periods of Time:** employee resides on the same premises as the individual to whom services are provided for an extended period of time by living, working, and sleeping on premises for at least five days (120 hours) per week.

VF/EA Fiscal Intermediary Transition: Electronic Visit Verification Requirement

- How does a Self-Directed Employee apply for the live-in caregiver exemption to EVV?
 - The SDE must provide documentation of live-in status to the individual's Support Coordinator.
 - The Support Coordinator will make sure the EVV Live-In Caregiver Attestation is completed and signed by the employee and the individual (or their guardian), and then upload it to iRecord.
 - For employees eligible for the live-in exemption, completion of the **EVV Live-In Caregiver Attestation is required at plan development and annually thereafter**, as well as any time there is a change in live-in caregiver status.

VF/EA Fiscal Intermediary Transition – Service Documentation Requirement

- All Medicaid waiver program providers – including Self-Directed Employees – are required to complete service documentation (“Notes”) to support Medicaid service reimbursement.
- Documentation of services provides the evidence that the provider (SDE) delivered the services, and delivered them in accordance with the individual’s needs.
- The service documentation requirement applies to all SDEs, regardless of the SDE’s relationship to the individual and regardless of whether the SDE lives with the individual.
- Trainings on service documentation will be offered in the coming weeks. We recommend SDEs and Employers of Record attend, *as timesheets will not be accepted without required Service Documentation at the time of submission.*

VF/EA Fiscal Intermediary Transition

For the most up-to-date information, please visit:

[Acumen-New Jersey](#)

- Training Materials (How to enroll, How to access DCI web portal, How to submit hours and invoices, etc.)
- Information for: Employers/Authorized Representatives, Self-Directed Employees, Vendors, Support Coordinators, Supports Brokers

[DDD | 2025 Fiscal Intermediary Transition \(PPL to Acumen\)](#)

- Transition Updates
- Transition FAQ
- Support Coordination Guidance

Study-NJCAT Update

- As you may recall, the Development Disabilities Planning Institute (DDPI) began conducting a **research study of the New Jersey Comprehensive Assessment Tool (NJCAT)** in spring/summer 2024.
- Initial steps involved:
 - Collection of stakeholder feedback through small discussion groups
 - Online survey open to all Division of Developmental Disabilities (DDD) stakeholders that received thousands of responses

Study-NJCAT Update

- Information collected in the initial steps was used to draft a revised NJCAT, referred to as the **Study-NJCAT**.
- Next step is still underway and has involved:
 - Identifying a stratified random sample of 5,000 individuals receiving DDD services. Then, in September 2024, DDPI began emailing invitations to these individuals on a rolling basis, at the rate of about 500 individuals every two to three months. (Participation is voluntary and confidential and does not affect a person's services or change their tier.)

Study-NJCAT Update

- Outreach included recurring emails and telephone follow-up. Total individuals outreached who were eligible to participate = 2,250.
- Of 2,250 individuals contacted:
 - 252 opted in to participating (11.2%)
 - 443 opted out of participating (19.7%)
 - 1,555 did not respond at all (69.1%)
- After almost one year of conducting the study, 189 Study-NJCATs have been completed

Study-NJCAT Update

- Of those who responded to a follow-up survey about the reason they opted out:
 - *“It is too time consuming / I don't have the time”* = 120 (46.3%)
 - *“Other (including medical reasons, not interested, don't want to, other inability, respondent burden)”* = 53 (20.5%)
- DDPI may not be able to obtain a valid sample size to continue the study.
- DDD will provide an update before the end of 2025 on whether the study will continue.

Upcoming WIN Time Virtual Session

- WIN Time virtual sessions provide a standing opportunity for support coordinators, supports brokers, providers and others to learn and ask questions about self-directed services, and network with other professionals.
- Next WIN Time Session:
 - September 10, 2025, 12 – 1 pm
 - [Register Now for 9/10 WIN Time Session](#)

NEW JERSEY HUMAN SERVICES
Division of Developmental Disabilities

Office of Education on Self-Directed Services (OESDS)
Presents:

W.I.N. Time

Who?
Virtual **What I Need** (W.I.N.) Time is for professionals who have questions or just want to learn more about DDD self-directed services.

When?
Every other month!
Next session is **Sep. 10, 2025**
12 – 1 p.m.

What?
A time for **YOU** to tell **US** what you need to better educate and support people who want to self-direct their services.

Where? **VIRTUAL!**
REGISTER HERE
Or scan the QR code
Questions? Email Us!
DDD.OESDS@DHS.NJ.GOV

Why?
To give support coordinators, supports brokers, providers, and others a standing opportunity to learn about DDD self-directed services, ask questions, and network.

The Boggs Center – Workforce Development Training Opportunities

- The Boggs Center on Disability and Human Development is collaborating with The University of Minnesota's Institute on Community Integration's Direct Support Workforce Solutions on two initiatives:
 - **DSP Workforce Recruitment and Retention Strategies Series** – a 10-part learning series for provider agency leaders (directors, program directors, HR staff, training staff, etc.)
 - **Frontline Supervisor Training Program** – a 9-month Frontline Supervisor Training Program focused on developing knowledge, skills, and abilities based on the National Frontline Supervisor competency set.



Direct Support **Workforce Solutions**

INSTITUTE *on* COMMUNITY INTEGRATION | UNIVERSITY OF MINNESOTA

DSP Workforce Recruitment and Retention Strategies Series

10 Two-Part Sessions: One Interactive Webinar + One Learning Collaborative per topic

- Choose sessions based on need and interest.
- Space is limited – must participate in both webinar and learning collaborative to receive a certificate of completion
- View topics, dates, and register under *Workforce Development & Frontline Supervisors* on [The Boggs Center Event Schedule and Registration](#) page.



DSP WORKFORCE RECRUITMENT AND RETENTION STRATEGIES SERIES

About the Series

The Boggs Center is collaborating with the University of Minnesota, Institute on Community Integration's Direct Support Workforce Solutions to bring a 10-part learning series for service provider agency leaders to New Jersey. Through this series, experts in the field will provide presentations and guided learning focused on 10 strategies essential to effective Direct Support Professional Recruitment and Retention. Each topic will be presented across two sessions, the first being an engaging presentation. The second, taking place a week later, will be a facilitated Learning Forum to allow for more questions and answers, collective idea sharing, and networking. Certificates of Attendance will be provided to those who complete **both days** of the session.

Space is limited. Interested professionals within the target audience must register by topic. We ask that those registering mark their calendars and plan to attend due to demand and space limits.

Target Audience

Service provider leadership, including: Directors, Program Directors, HR Staff, and Training Department Staff

Have questions?

Email Colleen McLaughlin (colleen.mclaughlin@rutgers.edu) and Nicole Warren (nicole.l.warren@rutgers.edu) with any questions you may have.

Scan or click to register through The Boggs Center's Online Registration System under the "Workforce Development & Frontline Supervisors" tab.



RUTGERS HEALTH
The Boggs Center
on Disability and Human Development
Robert Wood Johnson Medical School

Direct Support **Workforce Solutions**
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NJ Election 2025

2025 Dates to Remember

- **September 20:** Mailing of Mail-In Ballots for General Election Begins
- **October 14:** Voter Registration Deadline for General Election
- **October 25 – November 2: Early Voting Period**
- **October 28:** Deadline to apply for a Mail-In Ballot by Mail for General Election
- **November 3 (by 3 p.m.):** Deadline for In-Person Mail-In Ballot Applications for General Election
- **November 4: General Election Day**

Are You Registered to Vote?

- [Voter Search Tool](#) – to find out if you are registered to vote
- [Register to Vote](#) – to register to vote online
- [Voter Registration Paper Applications](#) – to download and print a paper register-to-vote application

Resources

- [NJ Gubernatorial Candidates' Positions Related to Disability Issues](#)
 - From the NJ Council on Developmental Disabilities (NJCDD) and its affiliates, the New Jersey Family Support Planning Council and the NJCDD Self-Advocate Advisory subcommittee
- [Voting: It's Your Right](#) – guide to voter rights and voting in NJ for people with disabilities (see also *Voting: It's Your Right* [E-Learning Course](#))
 - Developed by The Boggs Center on Disability and Human Development, in collaboration with New Jersey's Developmental Disabilities Network Partners, Disability Rights New Jersey and the NJ Council on Developmental Disabilities

Resources

Community Resources

- [Disability Rights New Jersey](#)
800-922-7233 (toll-free in New Jersey only)
- [Ombudsman for Individuals with Developmental Disabilities and their Families](#)
609-984-7764
- [New Jersey Council on Developmental Disabilities](#)
800-792-8858
- [The Boggs Center on Disability and Human Development](#)
732-235-9300

DDD Resources

- For issues, call the DDD [Community Services Office](#) for your county or 800-832-9173.
- For routine questions:
DDD.FeeForService@dhs.nj.gov
- To report suspected abuse, neglect or exploitation: call 800-832-9173, then press 1.