



Provisional Day Habilitation Certification Guidelines

Prior to applying to become a DDD/Medicaid Day Habilitation Provider, applicants are required to obtain Provisional Day Habilitation Certification. This certification verifies that the organization's program has met the minimum requirements to provide DDD/Medicaid Day Habilitation Services. Each site must obtain individual certification. Provisional Day Habilitation Certifications are non-transferable and are valid for one year. Prior to the certification expiration, the Division of Developmental Disabilities (DDD) will conduct a full Day Habilitation Audit of the program.

To initiate Provisional Certification, follow the steps below.

PART I: Apply for Provisional Day Habilitation Certification

Complete and submit a completed [Application for Provisional Day Habilitation Certification](#) (according to instructions) and also submit the following supportive documentation:

1. Executive Director's resume (detailing work experience with people with developmental disabilities) and proof of education (copy of degree or diploma).
2. Service Delivery Plan (per location) specific to day habilitation, which explains how your organization intends to provide services and includes, at minimum, the following elements:
 - a. Description of activities to be provided which align with the definition of Day Habilitation. Activities should be age appropriate, based on individuals' needs and preferences, offer variety and choice, emphasize community experiences, and focus on small groups and individual interactions and experiences.
 - b. Anticipated program outcomes
 - c. Program size (maximum number of individuals expected to be served)
 - d. Geographic area to be served
 - e. Transportation catchment area
 - f. Days/hours of operation
3. Sample Activity Calendar that describes a selection of planned activities (this should align with the activities described in the Service Delivery Plan, include choice of activities, and note that the individual may decline an activity and choose an alternate).
4. Personnel Policies which include but are not limited to:
 - a. Table of Organization (include Day Habilitation reporting structure)
 - b. Staff education and experience requirements
 - c. Job descriptions
 - d. Background checks (initial and ongoing) which shall, at minimum, include:
 - i. Criminal History Record Information (CHRI) Check
 - ii. Central Registry Check
 - iii. Child Abuse Record Information (CARI) Check
 - iv. Stephen Komninos' Law Drug Test
 - v. If driving individuals, DMV abstract with no more than 5 points
 - vi. Mandated Background and Exclusion Checks, initial and monthly, in accordance with newsletter found Appendix I of [DDD policy manuals](#)

- e. Training requirements and practices that are in compliance with DDD policies (see [Implementing the new DSP Training Standards: A Guide for Providers](#))
 - i. Policy that demonstrates training compliance and identifies systematic review of staff trainings (including onboarding trainings, annual trainings and professional development)
- 5. Admission Policies and Procedures, which at minimum include the following:
 - a. Pre-admission process – in-person meeting, tour of services, documentation, physical exam, etc.
 - b. Criteria for acceptance – diagnosis/disability type, tier, etc.
 - c. Appeals process (to include two levels of appeal, one of which includes the Executive Director)
 - d. Admissions process – determining start date, submission of referral packet, etc.
 - e. Waiting list program rules and expectations, rights and responsibilities
- 6. Suspension Policies and Procedures, which at minimum include the following:
 - a. Reasons for suspension – must be explained to and signed off by individual (or legal guardian)
 - b. Process for making determination – determining that reasons are met, warning process, determining length of suspension, notification to individual, caregiver, SC, DDD, etc.
 - c. Criteria to return to services
 - d. Appeals process (to include two levels of appeal, one of which includes the Executive Director)
- 7. Discharge Policies (Voluntary and Involuntary) and Procedures Policies, which at minimum include the following:
 - a. Reasons for discharge – must be explained to and signed off by individual (or legal guardian)
 - b. Process for making determination – determining that reasons are met, warning process, determining length of suspension this does not make sense if it is a discharge, notification to individual, caregiver, SC, DDD, etc.
 - c. Appeals process (to include two levels of appeal, one of which includes the Executive Director)
- 8. Emergency Procedures, which at minimum specify the following:
 - a. Practices for notifying administration, personnel, individuals served, families, guardians, etc.
 - b. Locations of emergency equipment, alarm signals, evacuation routes (can be noted in a diagram of the facility when diagram is included within the policy)
 - c. Description of evacuation procedure for all individuals receiving services – including mechanism to ensure everyone has been evacuated and is accounted for, meeting location(s), evacuation routes, method to determine reentry, method for reentry, etc.
 - d. Description of shelter-in-place procedure for all individuals receiving services – including mechanism to ensure everyone has been moved to a safe location and is accounted for, destinations within the building for various emergencies, routes to designated destinations, method to determine clearance to exit the building, method for exiting, etc.
 - e. Reporting procedures in accordance with [Division Circular #14 – Reporting Unusual Incidents](#)
 - f. Methods for responding to Life-Threatening Emergencies in accordance with [Division Circular #20A – Life Threatening Emergencies](#)
 - g. Practice for conducting monthly emergency drills and the documentation components for each drill
 - h. Emergency kit contents in compliance with waiver manuals for both the facility and each vehicle
 - i. Emergency Cards, including all elements required as noted in DDD policy manuals
 - j. Emergency Consent for Treatment forms, including all elements required as noted in the DDD policy manuals

9. Transportation Policies and Procedures (the rate established for Day Habilitation includes transportation), which include but are not limited to the following elements:
 - a. Emergency/accident procedures
 - b. Emergency/Accident forms to be completed by staff
 - c. Monthly vehicle maintenance checklist
 - d. Other requirements, per agency and insurance company (e.g., procedure for vehicle maintenance)
 - e. Pick-up/Drop-off procedure (must include catchment area)
 - f. Wait Times
 - g. Supervision required for drop-off
 - h. What happens if appropriate supervision is not present
 - i. Suspension from transportation
 - j. Discharge
 - k. Cancellations
 - i. Due to day habilitation provider (e.g., weather, program closures for holidays)
 - ii. Due to individual (e.g., illness, other absence)
10. Medication Administration and Storage Policies and Procedures, which shall be specific to the following:
 - a. Procedures for medication administration
 - i. Prescription medications
 - ii. PRN (as needed) prescription medication
 - iii. OTC (over the counter) medication
 - b. Self-medication
 - c. Documentation needed:
 - i. Information/written prescription required for prescription, PRN, and OTC medications
 - ii. Verbal orders confirmed in writing
 - iii. Medication Administration Record (MAR)
 - iv. Documentation of requested/received medications by the day program for at least a 5-day supply
 - d. Medication storage on and off site for prescriptions and OTCs
 - e. Supplies

Email completed application and supportive documentation to:
DDD.ProvisionalDayHabilitationCertification@dhs.nj.gov

Part II: Application Follow-Up

1. Upon receipt of completed application, a review will be conducted to ensure compliance with DDD requirements. Every effort will be made to complete an initial review within 30 business days of receipt of the application. DDD representative will contact your organization to discuss results of review and next steps of the application process.
2. Applications that fail to meet DDD requirements will receive notification from a DDD representative indicating why this determination was made and remediation actions needed. An organization may reapply once they have satisfactorily addressed outstanding issues. The DDD will determine if the

minimum requirements have been met to issue a Provisional Day Habilitation Certification. The DDD reserves the right to request documentation verifying all information in the application.

- a. If Provisional Day Habilitation Certification is not recommended at the time of reapplication, the organization will receive a letter indicating why this determination was made. The organization will be prohibited from reapplying for Provisional Day Habilitation Certification for a period no less than 90 calendar days.
3. Applications that have been determined to meet DDD requirements will be contacted by a DDD representative to schedule an interview.
 - a. After successful completion of the interview, the DDD representative will provide a Notice of Intent to Certify (NOIC) for the provider to complete and submit. The DDD representative will sign the NOIC and return it to the provider, and the NOIC should be submitted with your combined application.
 - b. Once the DDD representative is notified your combined application has been approved, and **if your organization owns or leases a facility:**
 - i. A facility review will be scheduled within 15 business days for a DDD representative to visit the program site and review the physical plant for compliance with Day Habilitation standards. Please refer to the DDD Community Care Program or Supports Program policy manuals to ensure your facility meets the required standards. If your organization fails to secure a site within one year, a new Application for Provisional Day Habilitation Certification must be submitted.
 - c. After a satisfactory facility review, the organization will be issued a Letter of Provisional Day Habilitation Certification.
 - d. Upon receipt of the Letter of Provisional Day Habilitation Certification, the organization should begin the DDD/Medicaid Enrollment process for Day Habilitation Services.
 - e. Upon successful completion of the DDD/Medicaid Enrollment process for Day Habilitation Services, the certified program will become activated in the DDD/Medicaid Provider System.

Resources

- [Division of Developmental Disabilities | Day Habilitation Certification](#)
- [Division of Developmental Disabilities | Division Circulars](#)
- [Supports Program Policies and Procedures Manual](#)
- [Community Care Program Policies and Procedures Manual](#)
- [FAQ: Becoming a Medicaid Provider/Medicaid Claims](#)
- [Provider Guide to Home and Community Based Services \(HCBS\) Final Settings Rule](#)
- [Implementing the New DSP Training Requirements: A Guide for DDD Providers](#)