

APPENDIX E – QUICK REFERENCE GUIDE TO MANDATED STAFF TRAINING FOR SUPPORT COORDINATION

Timeline	Required Trainings	Training Method	Applicable Services
Prior to delivering services to individuals	DDD Support Coordination Prerequisites: - DDD SC Prerequisite: SC Roles and Responsibilities - DDD SC Prerequisite: Overview of DDD System - DDD SC Prerequisite: Getting Started with iRecord Part 1 - DDD SC Prerequisite: Getting Started with iRecord Part 2	- College of Direct Support	- Support Coordination (SCS/SC)
	Support Coordination Orientation: - Person-Centered Planning & Connection to Community Supports (Live 2-day training) <i>Prerequisites must be completed prior to this training.</i> <i>Access to iRecord cannot be approved prior to this training.</i>	- Boggs Center	- Support Coordination (SCS/SC)
	DDD Life-Threatening Emergencies (Danielle’s Law)	- College of Direct Support	- Support Coordination (SCS/SC)
	DDD Stephen Komninos’ Law Training	- College of Direct Support	- Support Coordination (SCS/SC)
	Provider-Developed Orientation: Incident Reporting	- Support Coordination Agency-Developed	- Support Coordination (SCS/SC)
	Incident Reporting Overview	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Support Coordination Monitoring Tools	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Getting Started with iRecord Part 3	- College of Direct Support	- Support Coordination (SCS/SC)
	Preventing Abuse, Neglect & Exploitation (CDS Maltreatment Prevention and Response)	- College of Direct Support	- Support Coordination (SCS/SC)

	- The Role of the DSP - What is Abuse? - What is Neglect? - What is Exploitation? - The Ethical Role of the DSP		
	<u>Preventing Abuse, Neglect and Exploitation (PANE) Competency Assessment</u> Resource: <u>Preventing Abuse, Neglect and Exploitation (PANE): A Guide for Evaluators</u>	Competency Assessment must be completed by a trained and experienced supervisor, nurse, trainer, or similar individual in leadership role.	- Support Coordination (SCS/SC)
	Provider-Developed Orientation Includes, but is not limited to: - Overview of the Agency - Mission, philosophy, goals, services and practices - Personnel policies - Safety - Supporting Healthy Lives - Individualized Service Plan Process and Documentation - Individual Support Plans, Progress and Personal Goals - Cultural Competence - Individual Rights - Working with Families - Documentation & recordkeeping *Provider-developed trainings may utilize lessons from the College of Direct Support (CDS) to meet requirements. Providers must document the specific lessons required and completed, and maintain evidence of all training elements in the personnel file.	- Support Coordination Agency-Developed; and/or - College of Direct Support	- Support Coordination (SCS/SC)
	Medicaid: Eligibility and Helpdesk	- College of Direct Support	- Support Coordination (SCS/SC)
	Developmental Disabilities and Community Integration: A Brief History	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Design Your Own Path: Introduction to Self-Directed Services	- College of Direct Support; or	- Support Coordination (SCS/SC)

		- Live Division Training	
	Fiscal Intermediary Choices: Understanding Options	- College of Direct Support	- Support Coordination (SCS/SC)
	Crisis and Emergency Resources	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Planning Team Partnerships: Using the Addressing Enhanced Needs Form (AENF) in Plan Development	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Planning Team Partnerships: Using the ISP Worksheets in Plan Development	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT) Overview	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	NJISP Related: Employment Expectations and Overview	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	NJISP Related: Service Entry and iRecord Overview	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	NJISP Related: Individualized Service Plan Process and Documentation	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Cultural Competence	- College of Direct Support	- Support Coordination (SCS/SC)
Within 120 days of hire	Putting Home and Community-Based Services (HCBS) Rules into Practice Or	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)

	Upholding the HCBS Settings Final Rule for Support Coordinators	- Live Boggs Center Training	
	Charting the LifeCourse: A Method For Ensuring Person-Centeredness Or Building Partnerships in Planning Through Charting the LifeCourse and Person-Centered Thinking	- College of Direct Support; or - Live Division Training - Live Boggs Center Training	- Support Coordination (SCS/SC)
	Best Practice in Documentation	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Electronic Visit Verification (EVV)	- College of Direct Support	- Support Coordination (SCS/SC)
	From Application to Access: Overview of the Community Care Program Waiting List	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
Within 180 days of hire	Navigating Conflict for Support Coordinators	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Alternatives to Guardianship: Empowering Individuals Through Supportive Decision-Making (SDM) Or Guardianship, an Overview of BGS and Alternative Options	- College of Direct Support	- Support Coordination (SCS/SC)
	Overview of Dual Diagnosis	- College of Direct Support	- Support Coordination (SCS/SC)
Within 240 days of hire	Introduction to Trauma-Informed Supports Or Trauma Risk and Recovery: a Workshop for Support Coordinators	- College of Direct Support - Live Boggs Center Training	- Support Coordination (SCS/SC)
	Supporting the Person: Behavior Supports and Documentation	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)

	Supporting the Person: Medical Supports and Documentation	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
Within 1 year of hire	Coaching Sessions (Select 4 sessions)	- Live Boggs Center Training; and/or - Live Division Training	- Support Coordination (SCS/SC)
	DDD Housing Subsidy Program Overview	- College of Direct Support	- Support Coordination (SCS/SC)
	Supporting the Person: Adaptive Equipment and Documentation	- College of Direct Support; or - Live Division Training	- Support Coordination (SCS/SC)
	Let's Talk Assistive Technology	- College of Direct Support	- Support Coordination (SCS/SC)
	Overview of DDD Service Review Process	- College of Direct Support	- Support Coordination (SCS/SC)
	Planning Across the Life Stages	- College of Direct Support	- Support Coordination (SCS/SC)
Annually, 12 hours per calendar year Prorated for hires that occur throughout the year	Professional Development - Applies to full-time and part-time staff. Part-time staff must complete 12 hours annually beginning in 2026. Includes, but is not limited to: - Mandated trainings - Orientation - Seminars - Educational webinars - In-service - College of Direct Support - Conferences	- Various Trainers *Name of training, date of training, name of trainer, number of hours and attendee name must be present on transcript/certificate of attendance	- Support Coordination (SCS/SC)