New Jersey Department of Human Services
Division of Developmental Disabilities
The Support Coordination Unit

College of Direct Support (CDS) Trainings for April 2024

Recorded trainings on the College of Direct Support are available 24/7. To access them, the Support Coordination Agency-assigned CDS Administrators need to assign individual lessons to each staff member. CDS lessons with the DDDSC designation are required per the Division manual. CDS lessons with the DDD Support Coordination designation are optional but encouraged.

Training Title	Training Description
Adaptive Equipment and Documentation	Support Coordinators will understand the types of adaptive equipment and its potential uses, understand why adaptive equipment is essential for IDD individuals, and be able to document adaptive equipment in the NJISP and iRecord.
Behavior Supports and Documentation	Support Coordinators will understand behavior supports and the way they intersect with the New Jersey Individualized Service Plan (NJISP) and documentation expectations.
Best Practice in Documentation	Support Coordinators will understand how improving and standardizing documentation practices will ensure the health and safety of the individual and keep in alignment with the objective of person-centered execution and documentation.
Charting the LifeCourse: A Method of Ensuring Person-Centeredness	Support Coordinators will highlight the philosophy of Person Centered Planning, identify Charting the LifeCourse concepts and introduce LifeCourse Tools to develop an all-inclusive Individualized Service Plan (ISP). This process helps aid in planning for a "good life".
Community Care Program Waiting List	Support Coordinators will understand the Home and Community Based Services, Supports Program, Community Care Program and the CCP wait list process.

Training Title	Training Description
Corrective Action Plan (CAP)	Support Coordinators will identify the role of the Division in SCA Oversight and review submitting a quality CAP and understanding process.
Corrective Action Plan (CAP) Quarterly Reports	Support Coordinators will review Division expectations and discuss the importance of supporting documentation in submission of CAP Quarterly Reports.
DDD Service Review Overview: Accessing Division Resources for Goods and Services	Support Coordinators will identify services that require prior approval, the limitation of services requiring approval, and know the services and items that are considered exclusions.
Electronic Visit Verification (EVV)	Support Coordinators will understand the Federal EVV Mandate and the Twenty First Century Cures Act and review the six required elements of EVV.
Employment Highlights and Updates and New Initiatives	Support Coordinators will understand employment services through DDD, Project SEARCH, State as a Model Employer (SAME) and required documentation needed for these services.
E-Signature in iRecord: Responsibilities and Functionality	Support Coordinators will identify the responsibilities and technological functions related to e-signature use for the NJISP approval process.
Gateway to the Community Care Program (CCP) Waiting List – What it is and How to Apply	Support Coordinators will understand the required knowledge to support individuals, families and guardians through the Waiting List application process, describe various Waiting List types and recognize the need to routinely discuss the Waiting List application process as a part of annual planning.
Housing Subsidy Program Questions and Answers	Support Coordinators will understand the housing subsidy program/Supportive Housing Connection (SHC), how to locate a property, living arrangements, and the resources and challenges involved with housing subsidies.

Training Title	Training Description
Incident Reporting and Death Verification Process	Support Coordinators will recognize the "5w's": who, what, when, where and why of incident reporting and review the death confirmation process and the steps to complete them in iRecord.
Introduction to Self-Directed Services	Support Coordinators will understand what self-directed services are, the purpose of the Office of Education on Self-Directed Services, goods and services, and what a Self-Directed Employee and Fiscal Intermediary does.
Mealtime Safety and Documentation	Support Coordinators will understand the different diet types, nutrition, and intersect with providers and documentation expectations for the individuals they serve.
Measuring Customer Satisfaction: A Training for Support Coordination Agencies	Support Coordination Agencies will be familiar with Division Waiver Manual requirements related to customer satisfaction, customer satisfaction survey methodology, and additional methods of measuring customer satisfaction. Support Coordination Agencies will be prepared to measure customer satisfaction effectively in the SCA.
NJ ABLE – Save While You Preserve SSI and Medicaid	Support Coordinators will understand NJ ABLE and how it helps individuals with disabilities and their families save for disability related expenses and preserve their ability to benefit from supplemental security income, Medicaid and other federal programs.
NEW! NJ Division of Aging Services Series: Respite Supports	Support Coordinators will understand the purpose of respite in supporting caregivers and reducing the risk of care crises, types of respite services available, and how to use the Statewide Respite Care Program.
NJISP Related: Employment Expectations and Overview	Support Coordinators will understand the required Division documents for Employment options within the NJISP and how to support New Jersey's commitment to being an Employment First State.

Training Title	Training Description
NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT) Overview	Support Coordinators will understand how to utilize the NJCAT as a roadmap to ensure accuracy, how NJCAT scores determine budget amounts, how it relates to identifying services and reviews principles so Support Coordinators can highlight information from PCPT to support the life trajectory.
NJISP Related: New Jersey Individualized Service Plan Process and Documentation	Support Coordinators will gain a comprehensive, systematic guideline of what is required in order to create an Individualized Service Plan (ISP) and will be able to highlight the importance of the ISP being a person centered document.
NJISP Related: Service Entry and iRecord Overview	Support Coordinators will understand services available through the Supports Program and Community Care Program Waivers and a basic overview of iRecord entry.
Office of Education on Self-Directed Services	Support Coordinators will understand what the Office of Education on Self-Directed Services does and receive an overview of self-direction and supports brokerage.
Overview of Division of Disability Services (DDS)	Support Coordinators will learn the different services that DDS has to offer, how to access services, the application processes and eligibility determination for the each service (i.e. NJ ABLE, PASP, NJ WorkAbility, DB101, TBI Fund, DH&W and IHC Grant Program).
Overview of Division of Vocational Rehabilitation Services (DVRS)	Support Coordinators will understand the details surrounding the referral and application process, eligibility determination and plan for employment.
Overview of the DDD Medicaid Eligibility Helpdesk and Medicaid Eligibility	Support Coordinators will understand the roles and responsibilities of the DDD Medicaid Eligibility Helpdesk and Special Projects Team, and gain knowledge of various Medicaid programs including how individuals can apply.
Overview of the Housing Subsidy Program	Support Coordinators will understand the Supportive Housing Connection eligibility requirements and the application process.

Training Title	Training Description
Policies and Procedures Manuals	Support Coordinators will understand the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
Pre-Admission Screening and Residential Review (PASRR) Process	Support Coordinators will understand the PASRR process, how to complete the PASRR Level I screening tool and when the PASRR Level II evaluation and determination is needed.
Preparing for Support Coordination Unit Evaluation: A Training for Support Coordination Agencies	Support Coordination Agencies will understand and be prepared for the Division's Support Coordination Unit plans for evaluation.
Putting Home and Community Based Services (HCBS) Rules into Practice	Support Coordinators will understand the Home and Community Based Services Final Setting Rule, their role in ensuring compliance and the requirement of ongoing monitoring of services.
Quality Management: Plans, Processes, and Reporting	Support Coordinators will understand Division requirements of best practice methods and considerations related to quality improvement efforts.
Self-Determination: Why It's Important for Individuals with Different Abilities	Support Coordinators will learn about what self-determination is and how to support individuals with their self-determination journey by using activities, assessments and tools.
Service Utilization - Waiver Requirement	Support Coordinators will understand waiver compliance, requiring Individuals access at minimum, two waiver services.
Substance Abuse and the Intellectual and Developmental Disabilities (I/DD) Population	Support Coordinators will learn about the biology, behaviors, prevalence and risk factors for substance abuse within the Intellectual and Developmental Disability Population.
Suicide Prevention and the IDD Population (Part of a series on mental health)	Support Coordinators will recognize the warning signs of suicide and refer people at risk for suicide for help.
Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability	Support Coordinators will understand manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.

Training Title	Training Description
Support Coordination Agency (SCA) Staff Qualification Requirements	Support Coordination Agencies will understand Division requirements and responsibilities, as an agency, related to Staff Qualifications.
Support Coordinator Monitoring Tools	Support Coordinators will understand required monitoring requirements and how to use the Monitoring Tools effectively.
Using the Addressing Enhanced Needs Form (AENF) in Plan Development	Support Coordinators and Service Providers will learn the importance of working as a team to develop an Individualized Service Plan that supports an Individual based on their needs and preferences. Participants will recognize the significance of the AENF in person-centered plan development.
Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators	Support Coordinators and Service Providers will understand the importance of the ISP worksheets in person-centered plan development, as a communication tool and how to complete the form in its entirety. Participants will be able to understand HCBS modification requirements and the associated review and monitoring process.

College of Direct Support (CDS) Tutorial for Support Coordination Agencies to Access Recorded Trainings/eLearning

- Log in at College of Direct Support
- Type in Username
    - first initial of first name, full last name then last 4 of your social security number Example: John Doe (username would be JDoe1234)
- Type in Password
    - The generic password is hello. Please refrain from changing the password.
- Once logged in, you will be on the main/home page
    - Look for a red or green box on the left that will either say, "Current Assignments" or "Overdue Assignments"
    - There will be a number if there's any eLearning assigned
    - Click underneath where it says, "eLearning Lessons"
- On the next page of assigned items you should be able to view all the assigned eLearning lessons
- Click on the specific lesson you would like to view
- A new window will pop up; click "start the lesson" at the bottom
- Please note that certificates of attendance will not be distributed for any trainings viewed on the College of Direct Support. After completion of a training, the user has the option to print the transcript. It will reflect all trainings completed.