

SC Competency Requirements

Overview

Updated Support Coordination (SC) competency requirements are being instituted by the Division. Training revisions are the result of the Division’s collaboration with the *Money Follows the Person (MFP) SC Competency and Capacity Stakeholder Committee*. This group, which included Support Coordination Agencies (SCAs), The Boggs Center, individuals and families, advocates, Providers and Division staff, met over the course of 14 months in 2023-2024 and made recommendations to ensure comprehensive training content for SCA staff in New Jersey. The recommendations include both formal trainings and coaching sessions.

The Division has worked to revise trainings to align with the core competency areas identified by the Committee. In November 2025, the Division released an updated [Appendix E - Mandatory Training for Support Coordination](#), which identifies the new training requirements for Support Coordinators (SCs) and Support Coordination Supervisors (SCSs).

The table below outlines changes to training requirements in terms of the total number of hours and timeframes. It is important to note that many of the newly required trainings have been available for some time and may have already been completed by SCA staff.

Training Category	Pre-SC Competency Requirements	SC Competency Requirements
Prior to Working with Individuals (includes prerequisites)	58 minutes	No requirement
Prior to Delivering Services to Individuals	905 minutes	1129 minutes
Within 90 days	886 minutes	626 minutes
Within year (includes coaching sessions)	No requirement	1043 minutes
Totals	1849 min (30 hours 49 minutes)	2798 min (46 hours 38 minutes)
Annual Professional Development (for full and part-time staff)	12 hours	12 hours

All trainings count toward the annual professional development requirement for SCs and SCSs. SCA staff must have 12 hours or more of professional development training within each 12-month period.

Part time SCs and SCSs are now required to have 12 hours of professional development training annually, effective with the September 2025 updates to the Division's Policies & Procedures manuals. Part-time staff must complete 12 hours annually beginning in 2026.

Timeline for Meeting Requirements

The Division has planned a date for compliance that allows SCAs time to complete all requirements. It is likely that SCA staff that have met previous requirements and have actively participated in trainings offered by the Division and The Boggs Center have already completed many of the requirements. Current SCA staff have over 18 months to complete the updated requirements by June 30, 2027.

The table below indicates timelines for meeting requirements, based on hire date.

Date of Hire	Timeline
12/31/25 or earlier	• Trainings with the notation "<i>One-Time Completion</i>" in the below table are accepted from any date, within the previously established timeframe requirements, as long as documentation of completion is available in the personnel file. • Completion dates beginning 1/1/2023 will be accepted for all other trainings. • All trainings are to be completed by 6/30/2027. • New prerequisites do not need to be completed, if documentation exists for completion of all five former prerequisites.
1/1/2026 to 6/30/2026	• SC Competency Requirements for the time intervals, <i>Prior to Delivering Services</i> and <i>Within 90 Days of Hire</i> must be completed according to the schedule outlined in Appendix E. All remaining trainings are to be completed by 6/30/2027
7/1/2026 and Beyond	• All trainings must be completed according to the schedule outlined in Appendix E.

Agency Heads and SCA staff are encouraged to attend an upcoming training, *SC Competency Requirements: Strengthening Skills and Supporting Success* at one of the below times to gain a detailed understanding of the new requirements and timelines for compliance.

- [Register Now for November 17](#) at 10 a.m.
- [Register Now for November 19](#) at 2 p.m.
- [Register Now for December 2](#) at 2 p.m.
- [Register Now for December 11](#) at 10 a.m.
- [Register Now for January 7](#) at 2 p.m.
- [Register Now for January 26](#) at 10 a.m.
- [Register Now for February 10](#) at 2 p.m.
- [Register Now for February 25](#) at 10 a.m.

SC Competency Training Logistics

The SC Competency Requirements trainings may be completed via live sessions (encouraged whenever possible, as live trainings allow time for questions and discussion) or via the College of Direct Support (CDS). Coaching sessions must be attended live.

In CDS, SC Competency-required trainings are identified with the prefix, “**DDD SC**.”

SCAs are advised to consider the following actions:

1. Ensure all current training requirements are met and that documentation is available.
2. Register for The Boggs Center trainings and coaching sessions through [The Boggs Center Online Registration System](#).
3. Register for live coaching sessions offered by the Division (available 2026 and 2027), via the Support Coordination Unit monthly training calendars, found on the Division’s [Support Coordination Information](#) webpage.
4. CDS Administrators assign and staff complete available trainings in CDS that are marked with the prefix, “**DDD SC**,” if live trainings have not/will not be completed.
5. Staff that are employed by more than one agency must have documentation in the personnel file for each agency. Staff with multiple employers do not need to repeat the trainings, aside from the Provider-Developed Orientation, which must be completed for each agency.

The table below outlines the required trainings for staff hired on or after January 1, 2026. Current staff need to complete all trainings for each category by June 30, 2027.

Those trainings with *One-time completion* indicated below are accepted from any date within the previously established timeframe requirements, as long as documentation of completion is available in the personnel file. It is understood that requirements have changed over time and long-time staff may have completed earlier versions of the training.

Prior to Delivering Services to Individuals	Method of Completion	Timeframe / Notes
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 (CDS)	<i>One-time completion</i> One set of complete prerequisite lessons is required. These 4 prerequisites are effective 1/1/2025 and replace the previous set of 5 prerequisite lessons.
Support Coordination Orientation: Person-Centered Planning & Connection to Community Supports (<i>Live 2-day training</i>) <i>Prerequisites must be completed prior to this training.</i> <i>Access to iRecord cannot be approved prior to this training.</i>	The Boggs Center on Disability and Human Development (The Boggs Center)	<i>One-time completion</i>
DDD Life-Threatening Emergencies (Danielle’s Law)	CDS	
DDD Stephen Komninos’ Law Training		
Provider-Developed Orientation: Incident Reporting	Support Coordination Agency (SCA)	
Incident Reporting Overview	CDS or Live Division Training	Completion date beginning 1/1/2023
Support Coordinator Monitoring Tools	CDS or Live Division Training	
Getting Started with iRecord Part 3	CDS	

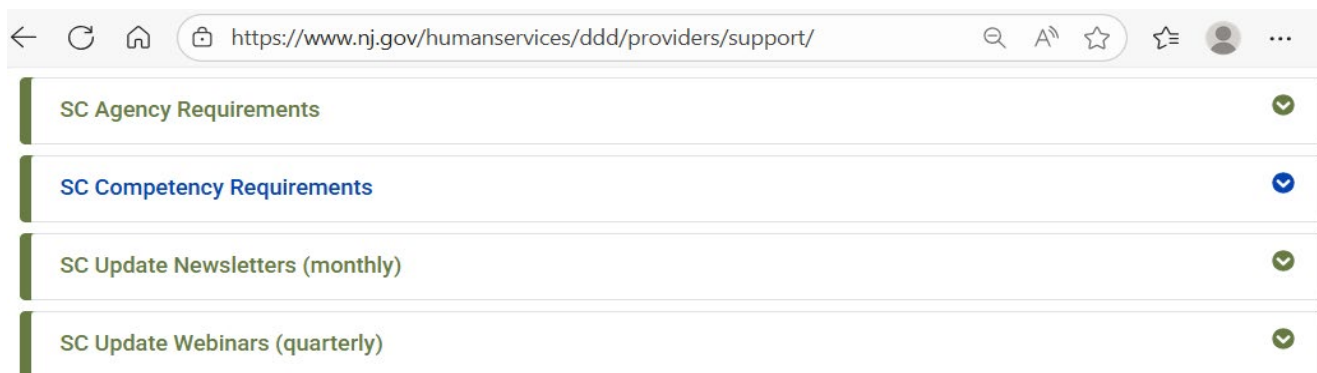
Medicaid: Eligibility and Helpdesk	CDS	Completion date beginning 1/1/2023
Developmental Disabilities and Community Integration: A Brief History	CDS or Live Division Training	
Design Your Own Path: Introduction to Self-Directed Services		
Fiscal Intermediary Choices: Understanding Options	CDS	
Crisis and Emergency Responses	CDS or Live Division Training	
Planning Team Partnerships: Using the Addressing Enhanced Needs Form (AENF) in Plan Development		
Planning Team Partnerships: Using the ISP Worksheets in Plan Development		
NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT) Overview	CDS or Live Division Training	
NJISP Related: Employment Expectations and Overview		
NJISP Related: Service Entry and iRecord Overview		
NJISP Related: Individualized Service Plan Process and Documentation		
Cultural Competence: What is Cultural Competence?	CDS	<i>One-time completion</i>
Within 120 Days	Method of Completion	Timeframe / Notes
Putting Home and Community-Based Services (HCBS) Rules into Practice Or Upholding the HCBS Settings Final Rule for SCs	Live Boggs Center Training	Completion date beginning 1/1/2023
Charting the LifeCourse: A Method for Ensuring Person-Centeredness Or Building Partnerships in Planning Through Charting the LifeCourse and Person-Centered Thinking	CDS or Live Division Training Live Boggs Center Training	
Best Practice in Documentation	CDS or Live Division Training	

Electronic Visit Verification (EVV)	CDS	
From Application to Access: Overview of the Community Care Program Waiting List	CDS or Live Division Training	
Within 180 Days	Method of Completion	Timeframe / Notes
Navigating Conflict for Support Coordinators	CDS or Live Boggs Center Training	Completion date beginning 1/1/2023
Alternatives to Guardianship: Empowering Individuals through Supportive Decision-Making (SDM) Or Guardianship, an Overview of BGS and Alternative Options	CDS	
Overview of Dual Diagnosis		
Within 240 Days	Method of Completion	Timeframe / Notes
Introduction to Trauma-Informed Supports Or Trauma Risk and Recovery: A Workshop for Support Coordinators	CDS	Completion date beginning 1/1/2023
Supporting the Person: Behavior Supports and Documentation	Live Boggs Center Training	
Supporting the Person: Medical Supports and Documentation	CDS or Live Division Training	
Within 1 Year	Method of Completion	Timeframe / Notes
Coaching Sessions (Select 4 sessions)	Live Boggs Center Training or Live Division Training	Completion date beginning 1/1/2023
DDD Housing Subsidy Program Overview	CDS	
Supporting the Person: Adaptive Equipment and Documentation	CDS or Live Division Training	
Let’s Talk Assistive Technology	CDS	
Overview of DDD Service Review Process		
Planning Across the Life Stages		

Annually	Method of Completion	Timeframe / Notes
Professional Development Training 12 hours (720 minutes) per calendar year Includes, but it not limited to: • Mandated trainings • Orientation • Seminars • Educational webinars • 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	Per calendar year Applies to all part-time and full-time staff. Part-time staff must complete 12 hours annually beginning in 2026. Prorated for hires that occur throughout the year.

SC Competency Requirements Resource Tools

The Division has developed tools to assist SCAs with achieving compliance with SC Competency Requirements. Materials may be found on the [Support Coordination Information](https://www.nj.gov/humanservices/ddd/providers/support/) webpage under the SC Competency Requirements tab.



- Registration links for *SC Competency Requirements: Strengthening Skills and Supporting Success* training sessions for November 2025 - February 2026.
- [Support Coordination Competency Requirements: A Guide for Support Coordination Agencies](#)
- [SC Competency Requirements Fact Sheet](#)
- [Overview of SC Competency Requirements](#) video summary
- [Quick Reference Guide to Support Coordination Agency Staff Requirements](#)
- [Staff Qualifications Tool for Support Coordination Agencies](#)
- [Appendix E - Mandatory Training for Support Coordination](#)