



College of Direct Support (CDS) Trainings for June 2023

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The College of Direct Support is available to Support Coordination Agencies 24 hours’ day/7 days’ week. To access the recorded trainings, the Support Coordination Agency-assigned College of Direct Support Administrators will need to assign individual lessons to each staff member. CDS lessons with the DDDSC designation are required per the Division manual. CDS lessons with DDD Support Coordination designation are optional but encouraged.

DDD Support Coordination Trainings to View on the College of Direct Support	Description
<i>Best Practice in Documentation</i>	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.
<i>Charting the LifeCourse: A Method of Ensuring Person-Centeredness</i>	Support Coordinators will highlight the philosophy of Person Centered Planning, identify Charting the LifeCourse concept and introduce LifeCourse Tools to develop an all-inclusive Individualized Service Plan (ISP). This process helps aid in planning for a “good life”.
<i>Corrective Action Plan (CAP)</i>	Support Coordinators will identify the role of the Division in SCA Oversight and review submitting a quality CAP and understanding process.
<i>Corrective Action Plan (CAP) Quarterly Reports</i>	Support Coordinators will review Division expectations and discuss the importance of supporting documentation in submission of CAP Quarterly Report.
<i>Electronic Visit Verification (EVV)</i>	Support Coordinators will understand the Federal EVV Mandate and the Twenty First Century Cures Act and review the six required elements of EVV.



College of Direct Support (CDS), Continued

DDD Support Coordination Trainings to View on the College of Direct Support	Description
<i>Employment Highlights and Updates and New Initiatives</i>	Support Coordinators will understand employment services through DDD, Project SEARCH, State as a Model Employer (SAME) and required documentation needed for these services.
<i>E-Signature in iRecord: Responsibilities and Functionality</i>	Support Coordinators will identify the responsibilities and technological functions related to e-signature use for the NJISP approval process.
<i>Gateway to the Community Care Program (CCP) Waiting List – What it is and How to Apply</i>	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.
<i>Housing Subsidy Program Questions and Answers</i>	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.
<i>Incident Reporting and Death Verification Process</i>	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.
<i>Mealtime Safety and Documentation</i>	Support Coordinators will understand the different diet types, nutrition, intersect with providers and documentation expectations for the individuals they serve.
<i>NJ ABLE – Save While You Preserve SSI and Medicaid</i>	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.



College of Direct Support (CDS), Continued

DDD Support Coordination Trainings to View on the College of Direct Support	Description
<i>NEW! NJISP Related: Employment Expectations and Overview</i>	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.
<i>NEW! NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT) Overview</i>	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.
<i>NEW! NJISP Related: New Jersey Individualized Service Plan Process and Documentation</i>	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.
<i>NEW! NJISP Related: Service Entry and iRecord Overview</i>	Support Coordinators will understand services available through the Supports Program and Community Care Program Waivers and a basic overview of iRecord entry.
<i>Overview of Division of Vocational Rehabilitation Services (DVRS)</i>	Support Coordinators will understand the details surrounding the referral and application process, eligibility determination and plan for employment.
<i>Overview of the Housing Subsidy Program</i>	Support Coordinators will understand the Supportive Housing Connection eligibility requirements and the application process.
<i>NEW! Overview of the DDD Medicaid Eligibility Helpdesk and Medicaid Eligibility</i>	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.



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<i>Policies and Procedures Manuals</i>	Support Coordinators will understand the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
<i>Pre-Admission Screening and Residential Review (PASRR) Process</i>	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.
<i>Putting Home and Community Based Services (HCBS) Rules into Practice</i>	Support Coordinators will understand the Home and Community Based Services Final Setting Rule, their role in ensuring compliance and the ongoing requirement of ongoing monitoring of services.
<i>Quality Improvement: Plans, Processes, and Reporting</i>	Support Coordinators will understand Division requirements of best practice methods and considerations related to quality improvement efforts.
<i>Service Utilization - Waiver Requirement</i>	Support Coordinators will understand waiver compliance, requiring Individuals access at minimum, two waiver services.
<i>NEW!</i> <i>Suicide Prevention and the IDD Population (Part of a series on mental health)</i>	Support Coordinators will recognize the warning signs of suicide and refer people at risk for suicide for help.
<i>Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability</i>	Support Coordinators will understand manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.



College of Direct Support (CDS), Continued

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<i>NEW! Support Coordination Agency (SCA) Staff Qualification Requirements</i>	Support Coordination Agencies will understand Division requirements and responsibilities, as an agency, related to Staff Qualifications.
<i>NEW! Support Coordinator Monitoring Tools</i>	Support Coordinators will understand required monitoring requirements and how to use the Monitoring Tools effectively.
<i>NEW! Using the Addressing Enhanced Needs Form (AENF) in Plan Development***</i>	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.
<i>Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators</i>	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.
<i>Writing an Individualized Service Plan (ISP): Supporting the Vision by Connecting Conversations, Tools and Assessments</i>	Support Coordinators will understand how conversations, available person centered planning tools and required documents are connected and used to create a focused and meaningful Individual Support Plan that supports a person’s hopes, dreams and vision for their future.
<i>Writing Effective Outcomes and Meeting Benchmarks</i>	Support Coordinators will be able to understand how to recognize and utilize planning documents to ensure a person-centered approach is implemented.



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

- To login, [click here](#)
- 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.