



Training and Education Opportunities for Support Coordination Agencies
August 2022

Advanced Registration is Required

Date, Time and Method	Training Topic	Registration Link
<p>August 3, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>Policies and Procedures Manuals (1 hour) <i>Presented by: Udeshika Gamage, QAS, Maureen McCarthy, Assistant Director, and Cheryl Betz, Director, Support Coordination Unit, Communication, Administration and Regulation Team, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>
<p>August 8, 2022: 9:30 am-3:30 pm Live Training via Zoom</p>	<p>Supporting Individuals with Intellectual and/or Developmental Disabilities in Trauma Recovery (6 hours) <i>Presented by: Boggs Center on Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of participation will be issued by Boggs Center.</i></p>
<p>August 9, 2022: 10:00 am-11:00 am Live Training via Go to Webinar</p>	<p>NEW! Housing Subsidy Program: Questions and Answers (1 hour) <i>Presented by: Courtney Davey, Housing Subsidy Unit Supervisor and Helen Guice, Housing Subsidy Unit Supervisor, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>



<p>August 10, 2022: 10:00 am-11:00 am Live Training via Zoom</p>	<p>NEW! Technical Assistance Session: Questions to Start Great Conversations During Monthly Contacts* Pre-Requisite: Writing Effective Monthly Monitoring Tools (1 hour) <i>Presented by: Presented by: Support Coordination Unit Education and Training Team, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i> <i>Capacity will be limited to encourage active participation. At this time, kindly refrain from registering more than 2 representatives per Support Coordination Agency.</i></p>
<p>August 11, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>Support Coordination Unit Webinar for SCAs: Support Coordination Agency Update Webinar (1 hour) <i>Presented by: Lisa Eible, Senior Director of Support Coordination and Care Management, Support Coordination Unit, Assistant Division Director, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here Recorded Past Webinars: Available Here</p>
<p>August 15, 2022: 1:00 pm-2:00 pm Live Training via Zoom</p>	<p>NEW! Technical Assistance Session: Supporting the Creation of a Vision and New Experiences* Pre-Requisite: Charting the LifeCourse: A Method of Ensuring Person-centeredness (1 hour) <i>Presented by: Support Coordination Unit Education and Training Team, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i> <i>Capacity will be limited to encourage active participation. At this time, kindly refrain from registering more than 2 representatives per Support Coordination Agency.</i></p>



<p>August 23, 2022: 1:00 pm-2:30 pm Live Training via Zoom</p>	<p>NEW! Technical Assistance Session: Quality Improvement Workshop* Pre-Requisite: Quality Improvement: Plans, Processes and Reporting (1.5 hours) <i>Presented by: Lisa Eible, Senior Director of Support Coordination and Care Management, Support Coordination Unit, Assistant Division Director, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i> <i>Capacity will be limited to encourage active participation. At this time, kindly refrain from registering more than 3 representatives per Support Coordination Agency.</i> <i>Each Support Coordination Agency must come prepared with draft Quality Improvement plan.</i></p>
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Training Notes

- Please note that the Division will only issue certificates of attendance for live trainings presented by the Education and Training Team.
- Support Coordination Agencies are reminded that additional trainings are available via the Boggs Center on Developmental Disabilities: [Click Here](#)
- * These sessions are intended to provide hands-on technical advisement with a small group of Support Coordination Agency representatives to hone in on questions and issues that the Support Coordination Agency may have about a specific manual requirement.



[College of Direct Support \(CDS\): Click Here](#)

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. Additional direction and guidance will be emailed to CDS Administrators when lessons are posted.

Available Trainings to View on the College of Direct Support	Description
<i>Charting the LifeCourse: A Method of Ensuring Person-Centeredness</i>	Assists Support Coordinator in highlighting philosophy of Person Centered Planning, identifying Charting the LifeCourse concept and introducing LifeCourse Tools to develop an all-inclusive Individualized Service Plan (ISP). This process helps aid in planning for a “good life”.
<i>Corrective Action Plans (CAPS)</i>	Assists Support Coordination Leadership in identifying role of Division in SCA Oversight, reviews submitting a quality CAP and understanding process.
<i>Corrective Action Plan (CAP) Quarterly Reports</i>	Assists Support Coordination Leadership by reviewing Division expectations and discusses the importance of supporting documentation in submission of CAP Quarterly Report.
<i>E-Signature in iRecord: Responsibilities and Functionality</i>	Support Coordinator will be able to identify the responsibilities and technological functions related to e-signature use for the NJISP approval process.
<i>New Jersey Individualized Service Plan (NJISP) Related: Employment Outcomes and Forms</i>	Assists Support Coordinator in highlighting the required Division documents for Employment options within the NJISP, supporting New Jersey’s commitment to being an Employment First State.
<i>New Jersey Individualized Service Plan (NJISP) Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT)</i>	Provides Support Coordinator understanding of how to utilize the NJCAT as a roadmap to ensure accuracy, how NJCAT scores determine budget amounts and how it relates to identifying services. Reviews principles so Support Coordinator can highlight information from PCPT to support life trajectory.



College of Direct Support (CDS) Continued:

Available Trainings to View on the College of Direct Support	Description
<i>New Jersey Individualized Service Plan (NJISP) Related: Process and Documentation</i>	Provides Support Coordinator a comprehensive, systematic guideline of what is required in order to create an Individualized Service Plan (ISP). Highlighting the importance of the ISP being a person centered document.
<i>Overview of Division of Vocational Rehabilitation Services (DVRS)</i>	Provides Support Coordinator details surrounding the referral and application process, eligibility determination and plan for employment.
<i>Policies and Procedures Manuals</i>	Provides Support Coordination Agency the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
<i>Service Entry and iRecord Overview</i>	Assists Support Coordinator by providing an overview of services available through the Supports Program and Community Care Program Waivers and a basic overview of iRecord entry.
<i>Writing Effective Monthly Monitoring Tools</i>	Assists Support Coordinator in identifying how to complete the monthly monitoring tool, document progress, how to summarize needed follow up and how to distinguish correct upload icons. Encouraging the importance of conversations with the individual to find out the highlights of the month.
<i>Writing Effective Outcomes and Meeting Benchmarks</i>	Guides Support Coordinator to recognize and utilize planning documents and how to ensure a person-centered approach is implemented to create and write outcomes within the NJISP.