



Training and Education Opportunities for Support Coordination Agencies
October 2022

Advanced Registration is Required

Date, Time and Method	Training Topic	Registration Link
<p>October 3, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>New Jersey Individualized Service Plan (NJISP)-Related: Employment Outcomes and Forms (1 hour) <i>Presented by: Adriana D’Souza, Quality Assurance Specialist, 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></p>
<p>October 4, 2022: 1:00 pm-2:30 pm Live Training via Go to Webinar</p>	<p>New Jersey Individualized Service Plan (NJISP)-Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT) (1.5 hours) <i>Presented by: Susan Fattman, Quality Assurance Specialist, 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></p>
<p>October 7, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>Writing Effective Outcomes & Meeting Benchmarks (1 hour) <i>Presented by: Adriana D’Souza, Quality Assurance Specialist, 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></p>



Date and Time	Training Topic and Presenter	Registration Link
<p>October 11, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>iRecord and Plan Development Overview for Division of Developmental Disabilities Staff (1.5 hours) Presented by: <i>Susan Fattman, Quality Assurance Specialist 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></p>
<p>October 13, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>New Jersey Individualized Service Plan (NJISP): Process and Documentation (1.5 hours) Presented by: <i>Adriana D’Souza, Quality Assurance Specialist, 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></p>
<p>October 14, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>NEW! Mealtime Safety and Documentation (1.5 hours) Presented by: <i>Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Dr. Ambika Bhattacharya, SLP, CCC-SLP, Speech Language Pathologist for Counties in NJ, DDD Resource Team, Katie Zappe, Chief of Data and Quality, Office of Risk Management, Lisa Shaheed, Quality Assurance Specialist, Communication, Administration & Regulation Team, Support Coordination Unit, Maureen McCarthy, Assistant Director, Communication, Administration & Regulation Team, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>



Date and Time	Training Topic and Presenter	Registration Link
<p>October 19, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>Service Utilization – Waiver Requirement (1 hour) <i>Presented by: Greg Leonardi, Waiver Quality and Compliance Unit, Daniel Frade, Assistant Director, Evaluation, Quality and Compliance, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>
<p>October 20, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar</p>	<p>Charting the LifeCourse: A Method of Ensuring Person-Centeredness (1 hour) <i>Presented by: Susan Fattman, Quality Assurance Specialist, 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></p>
<p>October 21, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>Writing an Individual Support Plan: Supporting the Vision by Connecting Conversations, Tools and Assessments (1.5 hours) <i>Presented by: Susan Fattman, Quality Assurance Specialist 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></p>



Date and Time	Training Topic and Presenter	Registration Link
<p>October 24, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>NEW! Putting Home and Community Based Service (HCBS) Rules into Practice (1.5 hours) <i>Presented by: Kate Yankitis, Director, Waiver and Quality Unit, Colette McLaughlin, Assistant Director, Education and Training, Support Coordination Unit and Christine Broderick, Unit Director, Education and Training, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>
<p>October 24, 2022: 1:00 pm-2:30 pm Live Training via Go to Webinar</p>	<p>NEW! Support Coordination Agency (SCA) Staff Qualification Requirements (1.5 hours) <i>Presented by: Udeshika Gamage, Quality Assurance Specialist, Communication, Administration & Regulation, Support Coordination Unit and Maureen McCarthy, Assistant Director, Communication, Administration & Regulation, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>



Date and Time	Training Topic and Presenter	Registration Link
<p>October 25, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>NEW! Mealtime Safety and Documentation (1.5 hours) <i>Presented by: Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Dr. Ambika Bhattacharya, SLP, CCC-SLP, Speech Language Pathologist for Counties in NJ, DDD Resource Team, Katie Zappe, Chief of Data and Quality, Office of Risk Management, Lisa Shaheed, Quality Assurance Specialist, Communication, Administration & Regulation Team, Support Coordination Unit, Maureen McCarthy, Assistant Director, Communication, Administration & Regulation Team, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>
<p>October 26, 2022: 10:00 am-11:30 am Live Training via Go to Webinar</p>	<p>NEW! Using the ISP Individualized Service Plan Worksheet for Residential/Day Hab Providers & Support Coordinators (1.5 hours) <i>Presented by: Erika (Denise) Turner-Byfield, Provider Liaison, Provider Performance Monitoring Unit, Colette McLaughlin, Assistant Director, Education and Training, Support Coordination Unit, Christine Broderick, Unit Director, Education and Training, Support Coordination Unit, Division of Developmental Disabilities</i></p>	<p>Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i></p>



Date and Time	Training Topic and Presenter	Registration Link
October 27, 2022: 1:00 pm-2:30 pm Live Training via Go to Webinar	Service Entry and iRecord Overview (1.5 hours) <i>Presented by: Susan Fattman, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities</i>	Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i>
October 28, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	Connecting Services to the Person’s Outcomes and Vision (1.5 hours) <i>Presented by: Adriana D’Souza, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities</i>	Registration link: Click Here <i>Certificate of Participation will be issued for live training.</i>

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](#)



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>Incident Reporting and Death Verification Process</i>	Provides Support Coordinator the tools to recognize the ‘5w’s’: who, what, when, where and why of incident reporting. Reviews the death confirmation process and the steps to complete them in iRecord.



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: 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.
<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>Quality Improvement: Plans, Processes, and Reporting</i>	Provides Support Coordinators an overview of considerations related to quality improvement efforts. Division requirements and best practice methods are highlighted.



College of Direct Support (CDS) Continued:

Available Trainings to View on the College of Direct Support	Description
<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>Service Utilization - Waiver Requirement</i>	Provides Support Coordinators an understanding of waiver compliance, requiring Individuals access at minimum, two waiver services.
<i>Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability</i>	Assists Support Coordination Leadership by reviewing manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.
<i>Writing an Individualized Service Plan (ISP): Supporting the Vision by Connecting Conversations, Tools and Assessments</i>	Guides Support Coordinator in understanding 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 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 to ensure a person-centered approach is implemented.