Division of Developmental Disabilities

College of Direct Support (CDS) Trainings for February 2026

Recorded trainings on the [College of Direct Support](#) are available 24/7. To access them, the assigned CDS Administrators need to assign individual lessons to each staff member. CDS lessons with the DDDSC designation meet the Support Coordination Competency Requirements. CDS lessons with the DDD Support Coordination designation are not required but encouraged.

Training Title	Training Description
Alternatives to Guardianship: Empowering Individuals through Supportive Decision Making (August 2025) *SC Competency Requirement*	Explore alternatives to guardianship that honor individual rights and promote independence. Gain an understanding of the guardianship process, different types of guardianship, the role of the Bureau of Guardianship (BGS) guardian and how supportive decision-making can empower people to make informed choices with the help of trusted supporters.
Best Practice in Documentation (June 2025) *SC Competency Requirement*	Focus on the development of skills to write person-centered documentation that aligns with Medicaid and Division standards. Learn key strategies to ensure clarity, compliance and meaningful recordkeeping.
Comprehensive Care Strategies: Training on the Behavioral Health Stabilization Program (BHSP) (September 2025)	Explore the various Behavioral Health Stabilization programs. Learn about the referral process. Understand the team members' responsibilities and roles with supporting a smooth transition from stabilization program back to the residential setting.
Corrective Action Plan (CAP) Quarterly Reports (September 2025)	Strengthen your understanding of the Division's CAP Quarterly reporting expectations. Complete a thorough walkthrough of the process and documents.

Training Title	Training Description
Creating a Vision: Outcomes that Matter (August 2025)	Develop meaningful outcomes that reflect a person's vision for their life. Connect service delivery goals to those outcomes and collaborate with the person, supporters and team to drive progress toward that vision.
Crisis and Emergency Resources (June 2025) *SC Competency Requirement*	Acquire the required skills to recognize and respond to crises effectively. Understand Division and Medicaid expectations, practical response strategies and available community resources to ensure people receive timely, appropriate support in any emergency.
DDD Charting the LifeCourse: A Method of Ensuring Person-Centeredness (June 2025) *SC Competency Requirement*	Examine the Charting the LifeCourse framework, a tool that supports people in planning for a meaningful life. Explore the core principles of person-centered planning and learn how to use LifeCourse tools to guide conversations, clarify goals and support decision-making throughout a person's lifespan.
DDD Housing Subsidy Program Overview (August 2025) *SC Competency Requirement*	Understand the Division's Housing Subsidy Program, including eligibility requirements, application process and steps for annual recertification. Acquire skills to help people access and maintain safe, affordable housing through the Supportive Housing Connection (SHC).

DDD Support Coordination-Prerequisites Modules (February 2025):
   o *Support Coordinator Roles and Responsibilities*
   o *Overview of DDD System*
   o *Getting Started with iRecord Part 1*
   o *Getting Started with iRecord Part 2*
	Develop a foundational understanding of the Division's mission, systems and philosophy. Learn key responsibilities of Support Coordination and be introduced to iRecord, focusing on its role in documenting the planning process from initial stages to the completion of the service plan.
	Designed for all new Support Coordinators and Support Coordination Supervisors, the prerequisite modules must be completed before attending the Boggs Center's two-day live virtual training, "Support Coordination Orientation: Person Centered Planning and Connection to Community Supports."

Training Title	Training Description
Deliverables and Claims Requirements (August 2025)	Learn how to apply the Division Policy & Procedure requirements to ensure accurate and compliant claiming for services rendered. Review and interpret operational expectations, identify service gaps or entry errors. Discuss and implement steps to maintain compliance.
Design Your Own Path: Introduction to Self-Directed Services (June 2025) *SC Competency Requirement*	Learn the concept of self-directed services and the role of the Office of Education on Self-Directed Services in supporting this mission. Explore available service options and learn about the responsibilities of support brokers, self-directed employees and fiscal intermediaries. Share this developed knowledge with individuals and families to ensure service planning is centered on choice, flexibility and individual control.
Developing a Corrective Action Plan (CAP) (September 2025)	Through examples and discussion, navigate the steps to create and implement an effective Corrective Action Plan.
Developmental Disabilities and Community Integration: A Brief History *SC Competency Requirement*	Explore a historic overview of how services for people with intellectual and developmental disabilities have evolved in the United States. Learn about the shift from institutional care to community-based supports with a focus on person-centered practices and the guiding values of New Jersey's Home and Community-Based Services (HCBS)
Division of Mental Health and Addiction Services (DMHAS): Targeted Overview for DDD Staff & Support Coordination Agencies (September 2025)	Examine the structure and responsibilities of the Division of Mental Health and Addiction Services (DMHAS). Identify collaboration points between DMHAS and DDD, and apply knowledge of the mental health service continuum to support people in their communities.
Electronic Visit Verification (EVV) (August 2025) *SC Competency Requirement*	Understand the federal Electronic Visit Verification (EVV) mandate. Gain an understanding of billing requirements, service codes, exemptions and the role of Support Coordinators in ensuring accurate documentation for service approval and payment.

Training Title	Training Description
Emergency Access to Community Care Program (CCP) & the Intensive Case Management (ICM) Referral Process (January 2025)	Navigate the parameters for the Community Care Program (CCP) and apply the referral steps for Intensive Case Management (ICM). Clarify when and how to initiate referrals to ensure timely access to services.
Ensuring Support Coordination Agency Availability and Responsiveness: Receive, Respond, Report	Recognize the responsibilities of Support Coordinators in receiving, responding to, and reporting critical events. Apply Division protocols to communicate and document issues accurately and promptly.
E-Signature in iRecord: Functionality, Responsibilities, and Expectations (April 2025)	Utilize iRecord's e-signature features effectively and responsibly within a person-centered planning framework.
Fiscal Intermediary Choices: Understanding Options (June 2025) *SC Competency Requirement*	Examine the fiscal intermediary (FI) options available for people using self-directed services. Learn how to guide individuals in choosing an FI that aligns with their goals, values and preferences.
From Application to Access: Overview of the Community Care Program Waiting List (June 2025) *SC Competency Requirement*	Gain an understanding of the Community Care Program (CCP) waiting list, including the different category types. Understand the process and criteria for adding individuals to the priority waiting list. Learn to apply this knowledge to support timely and accurate submissions for current and future planning.
Getting Started with iRecord Part 3 *SC Competency Requirement*	Explore outcome development and service entry in iRecord and navigate the plan review and approval process. Understand the steps involved in monitoring and compliance and gain confidence using iRecord to support quality services.
Guardianship, An Overview of Bureau of Guardianship Services (BGS) and Alternative Options (August 2025) *SC Competency Requirement*	Explore alternatives to guardianship that honor individual rights and promote independence. Gain an understanding of the guardianship process, different types of guardianship, the role of the Bureau of Guardianship (BGS) guardian and how supportive decision-making can empower people to make informed choices with the help of trusted supporters.

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Incident Reporting Overview (October 2025) *SC Competency Requirement*	Recognize key elements of incident reporting. Ensure compliance with required documentation, reporting timeframes and appropriate follow-up steps as required.
Mealtime Safety and Documentation	Identify diet textures and consistencies to ensure safe mealtime practices. Learn to accurately report changes, concerns and follow-up actions.
Measuring Customer Satisfaction: A Training for Support Coordination Agencies	Implement Division policy and evaluate customer satisfaction using approved tools and procedures. Collect, analyze and share data to enhance service quality and team responsiveness.
Medicaid: Eligibility and Helpdesk *SC Competency Requirement*	Develop an understanding of Medicaid programs and eligibility requirements for Division services. Learn how to access and use the DDD Medicaid Eligibility Helpdesk and troubleshooting support to resolve common Medicaid-related issues.
NJISP Related: Employment Expectations and Overview *SC Competency Requirement*	Explore Division expectations and required documents for supporting employment. Identify tools and strategies to promote employment planning and understand how these efforts align with New Jersey's Employment First initiative.
NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT) Overview *SC Competency Requirement*	Understand how to review and discuss the NJCAT to ensure accurate and meaningful information is recorded in the NJISP. Explore how NJCAT scores impact budgets and drive service planning. Learn how to highlight key PCPT elements that support a person's goals and life trajectory.
NJISP Related: New Jersey Individualized Service Plan Process and Documentation *SC Competency Requirement*	Develop a strong understanding of the ISP development process, from assessment to implementation and review. Understand the critical role of the person and the team in developing this person-centered planning document. Learn to support the creation of ISPs that reflect the strengths, preferences, supports and goals of the individual.

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NJISP Related: Service Entry and iRecord Overview *SC Competency Requirement*	Understand the steps for entering services in iRecord. Learn how to identify funding sources in a person's budget and gain insight into the service review process. Explore key features and functionality of iRecord that support accurate service entry and minimize the need for Retroactive Change Requests.
Overview of Pre-Admission Screening and Resident Review (PASRR) Process for Individuals with IDD or Related Conditions (April 2025)	Examine the PASRR process from screening through determination, Identify required documentation, use the Level I screening tools correctly and apply procedures when higher-level evaluation is indicated.
Overview of the Behavior Management Committee	Define the roles and functions of the Behavior Management and Behavior Support Plan Committees. Follow the referral process and participate effectively in review and meeting protocols.
Overview of the DDD Resource Team	Explore the services offered through the DDD Resource Team. Identify the functions of the Behavior Analysis Unit, Choking Prevention Unit and Nursing Support Unit and apply this knowledge to connect individuals with required or requested supports.
Overview of the DDD Service Review Process (August 2025) *SC Competency Requirement*	Support people's connection and access to community activities and resources. Explore the Division's service review process and learn how to submit Goods and Services requests. Understand the steps involved in submitting, reviewing and finalizing service requests.
Overview of the Human Rights Committee	Recognize the role of the Planning Team and the Human Rights Committee in upholding the rights of people supported by the Division. Review definitions, expectations, documentation and committee procedures.
Planning Team Partnerships: Using Individualized Support Plan (ISP) Worksheets in Plan Development *SC Competency Requirement*	Understand the value of the Individualized Service Plan (ISP) worksheets in person-centered planning. Learn to view the forms as a communication tool during team discussions to ensure individual preference and choice.

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Planning Team Partnerships: Using the Addressing Enhanced Needs Form (AENF) in Plan Development *SC Competency Requirement*	Recognize the role of the Addressing Enhanced Needs Form (AENF) in developing Individualized Service Plans based on assessed clinical needs. Explore the connection between tool topics and robust conversation to ensure planning team discussions, which link needs and preferences to qualified, appropriate acuity-based supports and services.
Policies and Procedures Manual Development: A Training for Medicaid/DDD Approved Providers (November 2025)	Develop and maintain a Policies and Procedures Manual that meets Division standards. Incorporate required elements, align agency practices with regulations and prepare for monitoring or review.
Preparing for Support Coordination Unit Evaluation: A Training for Support Coordination Agencies	Prepare for the Support Coordination Unit evaluation by reviewing key indicators, analyzing expectations and implementing strategies to improve performance before, during and after evaluation.
Putting Home and Community Based Services (HCBS) Rules into Practice (June 2025) *SC Competency Requirement*	Strengthen familiarity with the HCBS Final Settings Rule and explore application in real-world settings. Identify key characteristics required for compliance and understand the ongoing importance of monitoring, growth and satisfaction.
Quality Management: Plans, Processes, and Reporting	Apply quality-management principles to design and evaluate improvement plans. Use data and best practices to strengthen reporting and enhance service outcomes and overall satisfaction.
Substance Use and the Intellectual and Developmental Disabilities (I/DD) Population	Identify risk factors and behavioral indicators of substance use among individual with I/DD. Implement intervention strategies and address barriers to treatment through informed, person-centered approaches.
Suicide Prevention and the IDD Population (Part of a series on mental health)	Recognize warning signs of suicide among individuals with I/DD and apply prevention techniques. Use Division protocols to refer person at risk. Promote safe, supportive intervention practices.
Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability (October 2025)	Understand Division requirements and learn to strengthen agency quality and compliance practices. Learn to develop realistic, sustainable plans to support ongoing agency operation.

Training Title	Training Description
Support Coordination Agency Organizational Governance: Requirements and Best Practice Considerations (October 2025)	Analyze, design and implement effective Organizational Governance Policies that align with DDD standards. Apply proven strategies to evaluate compliance, develop procedures and maintain strong organizational oversight.
Support Coordination Agency (SCA) Staff Qualification Requirements (April 2025)	Ensure compliance, claiming capacity and quality by mastering SCA staff qualification standards. Review, verify and document staff credentials for new hires and exiting personnel. Apply DDD manual requirements, conduct internal audits and strengthen systems to support ongoing qualification and competency.
Support Coordination Competency Requirements: Strengthening Skills and Supporting Success (January 2026)	Review the Divisions Support Coordination core competency requirements and role in monitoring and evaluation. Identify the training requirements and timeline for Support Coordination Agency compliance.
Support Coordination Monitoring Tools *SC Competency Requirement*	Develop confidence and proficiency with reviewing service delivery and individual satisfaction through quality oversight. Review information required to effectively and comprehensively complete SC Monitoring Tools (Monthly and Quarterly/Annual), ensuring opportunity and growth.
Supporting a Vision: Identifying Supports and Services (January 2025)	Empower people by connecting their vision to meaningful supports, services and outcomes. Review required and optional tools to support the person and team identify a future. Connect plan develop to dreams, preferences and requested supports through utilization of community, natural and paid supports.
Supporting the Person: Adaptive Equipment and Documentation (August 2025) *SC Competency Requirement*	Recognize common adaptive equipment and assistive devices and explore their use in supporting individuals' independence and sense of belonging. Learn how to document adaptive equipment accurately in the PCPT, NJISP and iRecord to reflect each person's support needs.

Training Title	Training Description
Supporting the Person: Behavior Supports and Documentation (August 2025) *SC Competency Requirement*	Discuss supports and resources available through the Division to help navigate various situations. Learn to document identified behavioral strategies clearly and consistently in the NJISP and iRecord.
Supporting the Person: Medical Supports and Documentation (August 2025) *SC Competency Requirement*	Explore how medical diagnoses and supports impact a person's life and planning needs. Learn how to document relevant medical supports and engage in meaningful conversations about a person's health and wellness.
Walkaway Safety and Documentation (May 2025)	Promote safety and accountability in responding to walkaway events. Identify, document and respond effectively to incidents. Examine contributing factors, apply prevention measures and implement accurate documentation to strengthen safety in all settings.

College of Direct Support (CDS) Tutorial 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.