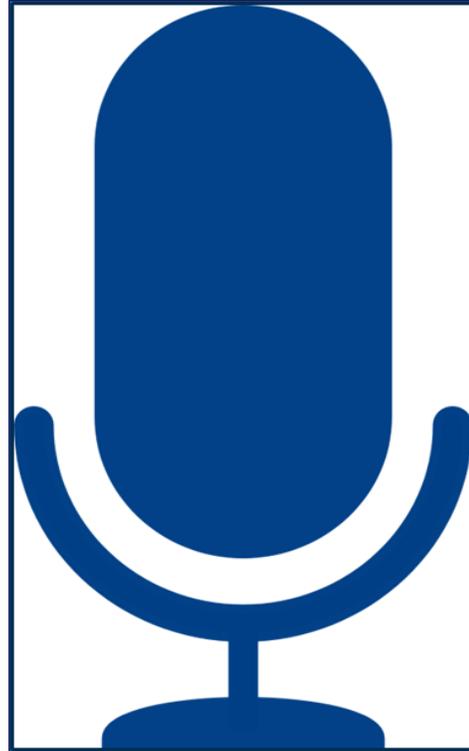




Support Coordination Agency Update Webinar

February 12, 2026

Recording in Progress



Agenda

1. Education and Training Opportunities
2. Support Coordination Updates
3. Division Updates
4. Resources
5. Questions

Education and Training Opportunities

Education and Training Opportunities

Training Highlights

NEW Coaching Session!

So Much to Do - So Little Time:
Optimizing Your Limited Time

Monday, February 23, 2026

2 – 3 p.m.

Coaching Session Requirements

Coaching requires meaningful and active participation.



Full collaboration equals full attention.

Use a working camera

Don't participate while driving or running errands

Remain in a quiet environment



Division staff closely monitor the coaching sessions. If you're unable to adhere to the requirements, please register for a different session, as you will not receive a certificate.

Education and Training Opportunities

Support Coordination Competency Requirements: Strengthening Skills and Supporting Success

Support Coordination Competency
Requirements: Strengthening Skills
and Supporting Success

February 25, 2026

10:00 a.m. – 11:00 a.m.

Education and Training Opportunities

Monthly Training Calendars

are available on the [Support Coordination Information](#) page.

- [DDD Trainings for Support Coordinators - February 2026](#)
- [College of Director Support Training for Support Coordinators - February 2026](#)

DDD Resource Team

March is Choking Prevention Awareness Month!

Date and Time	Virtual Training Topic and Presenter	Registration Link
March 3, 2026 10 – 11:15 am Live Training via Go to Webinar	Managing Dysphagia in the Community (75 minutes) <i>Presented by: Katelyn Bradley, Speech-Language Pathologist (SLP), Division of Developmental Disabilities Resource Team</i>	<u>Register for Managing Dysphagia</u>
March 9, 2026 10 – 11 am Live Training via Go to Webinar	Mealtime Supervision (1 hour) <i>Presented by: Rachel Joan, Speech-Language Pathologist (SLP), Division of Developmental Disabilities Resource Team</i>	<u>Register for Mealtime Supervision</u>

DDD Resource Team

March is Choking Prevention Awareness Month!

Date and Time	Virtual Training Topic and Presenter	Registration Link
<p>March 16, 2026 10 – 10:45 am Live Training via Go to Webinar</p>	<p>Choking Incident Reporting and Checklist (45 minutes) <i>Presented by: Lauren Chodack, Chief of Incident Reporting, Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Division of Developmental Disabilities</i></p>	<p><u>Register for Choking Incident Reporting</u></p>

DDD Resource Team

March is Choking Prevention Awareness Month!

Date and Time	Virtual Training Topic and Presenter	Registration Link
March 17, 2026 10 – 10:45 am Live Training via Go to Webinar	Danielle's Law (English) (1 hour) <i>Presented by: Tashay Tolbert, Quality Assurance Coordinator, Melissa Henderson, Quality Assurance Specialist, Office of Risk Management Division of Developmental Disabilities</i>	<u>Register for Danielle's Law</u>

DDD Resource Team

March is Choking Prevention Awareness Month!

Date and Time	Virtual Training Topic and Presenter	Registration Link
<p>March 17, 2026 2 – 3:30 pm Live Training via Go to Webinar</p>	<p>Mealtime Safety and Documentation (1.5 hours)</p> <p><i>Presented by: Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management; Maureen McCarthy, Assistant Director of Operations and Program Support, Care Management and Provider Support; Katelyn Bradley, Speech-Language Pathologist (SLP), Division of Developmental Disabilities Resource Team</i></p>	<p><u>Register for Mealtime Safety</u></p>

DDD Resource Team

DDD Resource Team Workshops

The DDD Resource Team offers free monthly interactive workshops for all providers, self-directed employees, and caregivers on the following topics:

- Behavior Supports
- Choking Prevention
- Nursing Supports

Workshops count toward the annual professional development requirement.

Information about the DDD Resource Team and trainings is on the Division's [Health and Safety Information for Individuals, Families, and Providers](#) page.

SCA Update Webinars

Register for the 2026 SCA Update Webinars!

SCA Update Webinars are scheduled quarterly on second Thursdays:

May 14, 2026: 1-2 p.m.

[Register for the May 14 SCA Update Webinar](#)

August 13, 2026: 1-2 p.m.

[Register for the Aug. 13 SCA Update Webinar](#)

November 12, 2026: 1-2 p.m.

[Register for the Nov. 12 SCA Update Webinar](#)

Division Update Webinars

Register for the 2026 Division Update Webinars!

Division Update Webinars provide monthly updates for individuals, families, and providers with time for questions and answers.

Visit the Division's [Public Update Meetings](#) page to register for monthly DDD Update Webinars and to review archived webinars.

- [Register for the 2/26/26 DDD Update Webinar](#)
- [Register for the 3/26/26 DDD Update Webinar](#)



Support Coordination Updates

Penny Johnson, Director

Waiver & Quality Unit – Support Coordination

SCA Landscape

As of February 2, 2026

Support Coordination Capacity	Support Coordination Census
36,206	27,206

SCA Landscape

SCA Landscape	As of February 2, 2026
Total SCAs	123
Released SCAs	117
Unreleased SCAs	6
New SCAs in 2026	0

SCA Evaluation Update

2026 SCA Evaluation Indicators

Documentation	Operations	Quality & Compliance	Staff Qualifications
<ul style="list-style-type: none"> • SC Monitoring Tools • ISP • PCPT • Plan Status • Retroactive Change Requests • NJCAT reassessments • Second Waiver Service 	<ul style="list-style-type: none"> • Policies & Procedures Manual • 24-Hour Availability and Response • Adherence to Conflict-Free Requirements • Adherence to iRecord Utilization Requirements • Census Plan (if below 60) • Fiscal Sustainability 	<ul style="list-style-type: none"> • Quality Improvement/Quality Management Plan • Satisfaction Measurement by SCA • Satisfaction calls by Division • Claims review • Care Management Performance 	<ul style="list-style-type: none"> • Criminal Background Checks • Exclusionary Checks • Staff Education • Staff Experience • Staff Initial and Annual Training Requirements, including PANE Competency

SCA Evaluations

Fiscal Sustainability

- Providers must remain in compliance with the terms and conditions of program participation which is a condition for sustainable and high-quality service delivery.
- Providers remain subject to audit regardless of reimbursement or expenditure totals.
- Providers with more than \$350,000 in annual combined billing must submit the [DDD Fiscal Sustainability Template](#) annually (by 120 calendar days after the close of the State Fiscal Year (SFY) or 120 days after the provider fiscal year has ended) to DDD.WaiverFinancialReports@dhs.nj.gov .

SCA Evaluations

Care Management Performance

Support Coordination Agencies are responsible to self-monitor and follow-up to ensure that Support Coordination services are:

- High-quality
- Provided in a safe manner
- Provided in full consideration of individuals' rights

Quality performance is demonstrated through responsiveness, prompt exploration of needed or desired supports, timely referrals to providers chosen by the person, monitoring services, thorough documentation, and reporting incidents, as required.

SCA Evaluations

Exclusion Checks 1/4

DDD policy manuals require all providers to verify that employees and board members are not excluded from working, at the time of hire, and every month thereafter.

Agencies must:

- Include this information in their policies & procedures manuals.
- Maintain documentation that the required database checks are completed.

SCA Evaluations

Exclusion Checks 2/4

Exclusionary Databases include:

- State of New Jersey debarment list: [New Jersey Office of the State Comptroller Medicaid Fraud Division Ineligible Provider Report](#)
- Federal exclusions database: [Office of Inspector General](#)
- NJ Treasurer's exclusions database: [Debarment Searches](#)

SCA Evaluations

Exclusion Checks 3/4

Exclusionary Databases include:

- NJ Division of Consumer Affairs licensure databases: [New Jersey Division of Consumer Affairs](#)
- NJ Department of Health licensure and certification database: [NJHealth New Jersey Department of Health](#)
- Federal exclusions and licensure database (optional and fee-based): [NPDB National Practitioner Data Bank](#): Please note that only certain provider types may access this database.

SCA Evaluations

Exclusion Checks 4/4

For more information:

- [Quick Reference Guide to SCA Staff Requirements](#)
- [DDD policy manuals](#)
- [Policies & Procedures Guidebook for Medicaid/DDD Approved Providers](#)
- [Policies & Procedures Checklist for Medicaid/DDD Approved Providers](#)

SCA Evaluation Update

ISP Plan Reviews: Guidance for SCAs

The [ISP Plan Reviews - Guidance for SCAs](#) was updated to reflect the new CMS quality benchmark of 90% (effective 1/1/26), the addition of new iRecord tiles, a revised scoring metric for greater clarity, and general formatting improvements.

<small>NEW JERSEY HUMAN SERVICES</small>		ISP Plan Reviews:	
	Division of Developmental Disabilities	Guidance for Support Coordination Agencies	
Table of Contents			
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c.	Employment		8
d.	Services		9
e.	Health & Nutrition		10
i.	Self-Care		10
ii.	Substance Use		10
iii.	Allergies		11
iv.	Dietary		11
v.	Health Hazards		12
f.	Medical		13
i.	Medication(s)		13
g.	Safety & Supports		13
i.	Support Settings: Home, Community, and Work		14
ii.	Mobility/Adaptive Equipment		14
iii.	Behavior/Sensory Needs		15
iv.	Behavior Plan		15
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<small>NJ DDD ISP Plan Reviews: Guidance for Support Coordination Agencies January 2026</small>			
<small>Page 1 of 68</small>			

SCA Evaluation Update

ISP Plan Reviews: Guidance for SCAs

Shares scoring metrics used to review each area of the ISP and PCPT.

Outcomes	
<p>Outcomes are entered within the Plans tab in iRecord. Outcomes must be specific to the person, linked to the PCPT and reflect the person's choice and what they want to accomplish, improve, change and/or maintain in their life. Outcomes should be written as the end result, in the future tense, using person-centered language. Outcomes should focus on one area of achievement and, should not include the name of the service or service provider. The service provider must collaborate with the individual to develop strategies used to progress toward reaching the outcome(s) related to the service(s) they are providing and maintain documentation of the individual's progress using Division required service delivery documentation. The planning team and individual should review the outcomes prior to plan approval.</p> <p>Additional guidance available in Appendix B of this document.</p>	
Requirements Not Met- 1	Meets Minimum Requirements- 3
<ul style="list-style-type: none"> PCPT not updated from previous year; unable to determine what the person wants to achieve Outcomes do not use person-centered language (i.e. language that is disrespectful, applies only to a person with a disability) Outcomes are not connected to the PCPT (i.e. not unique to the person, or reflecting what the person wants to accomplish, change, improve, or maintain) Outcomes are unclear (due to a focus on multiple areas of achievement, not written as an end result or in future tense, excessive grammar or spelling errors) Outcomes are not reflective of the person's choice Outcome refers to a specific provider or service 	<ul style="list-style-type: none"> Person-centered language (respectful, could apply to anyone without a disability) Connected to the PCPT (unique to the person and reflects what they want to accomplish, change, improve, or maintain) Outcome is clear (single area of achievement, written as end result and in future tense, grammar/spelling errors are minimal) No reference to a program or service Reflects the person's choice PCPT updated and reflects what the person wants to achieve or maintain
Employment	
<p>This category corresponds to the Employment tab and Outcomes section of iRecord. Competitive, integrated employment in the general workforce is the first and preferred post-education outcome. Every ISP must include at least one employment-related outcome to assist the person towards work experience, exposure, or attainment if the person is not pursuing employment at the time of the ISP meeting. The employment outcome, ISP, PCPT and Employment documents must align. If the person is interested in working, the SC should document the date of the referral submission in an iRecord case note and within the comments section of the Employment Pathway.</p> <p>Additional guidance available in Appendix C of this document and in the Best Practice Guide.</p>	
Requirements Not Met- 1	Meets Minimum Requirements- 3
<ul style="list-style-type: none"> No outcome related to employment, and person is not retired Outcome is not unique to the person, relates to deficits, or does not move the person towards desired employment-related goal Conflicting information or no connection between the employment outcome, ISP, PCPT, and employment document Barriers to employment (i.e. behavioral, medical) not addressed or the reason given for not pursuing employment is disability-based 	<ul style="list-style-type: none"> At least one outcome is related to employment (even if the individual is not currently pursuing employment) Outcome is unique to the person and relates to strengths, skills, preferences, and interests, and moves the person towards employment goals Clear connection between the employment outcome, ISP, PCPT, employment document, and employment tiles

SCA Evaluation Update

ISP Plan Reviews: Guidance for SCAs

Includes Appendixes with helpful reminders and requirements.

Appendix H – Dietary

iRecord			
Tab	Demographics		
Section	Health & Nutrition		
Title	Dietary Related detail can be included in Health Hazards/Concerns and/or Self-Care		
Drop-down Options	Food prep (Diet) <ul style="list-style-type: none"> Chopped, Ground, Puree, Liquid Food prep (Liquids) <ul style="list-style-type: none"> Honey-thick, Nectar-thick, Pudding-thick, Thin/Regular 	Mealtime supervision Special diet* <ul style="list-style-type: none"> Doctor Prescribed Diet Preference *SC to specify in Notes section	Tube Fed

Mealtime Supervision – The individual’s supervision needs during mealtime must be documented in measurable detail.

- I. What does the supervision level look like (reminders, 1:1, line of sight, arm’s length, seated next to, verbal reminders to eat more slowly or to take smaller bites, visual observation during food intake or when food is present, etc.)? What support is the staff providing?
- II. Indicating “mainly supervised” or “requires supervision” does not contain enough detail and is considered too ambiguous. This can increase the risk for choking incidents.
- III. Information about mealtime risk should be listed under the Dietary and/or Health Hazards/Concerns tile (i.e. at risk for aspiration, choking, dehydration). Support needs at mealtime should be listed under the Self-Care tiles (i.e. Feeding self, Drinking on own, Chewing & swallowing).

Diet Type – Special Diets - What foods should be avoided? Is there a script or is this a preference?

Chewing & Swallowing/food preparation – Does the individual have a special diet? Is food/diet to be regular, moist, chopped or pureed? Is the support related to diet documented in all settings? Is something new noted in the ISP or MTs? Have there been episodes of coughing or swallowing? Should an appointment be scheduled with the individual’s doctor? Should a referral be made to the DDD Resource Team for review by a Speech Pathologist?

- I. **Speech Pathology Division Referral** - The [Speech Pathology Consultation Form](#) is used to request consultation for issues with choking, swallowing, frequent coughing while eating, aspiration, mealtime behavior, weight loss, tube feedings, problems with speech, communication, hearing or hearing aids. Instruction and training on proper diet texture preparation is also available for individuals with prescribed diets. Submit referrals to DDD.ResourceTeam@dhs.nj.gov and upload a copy of the form in iRecord. See the [ABC Manual](#) for additional information related to the DDD Resource Team and the Choking Prevention Unit Agency Training Request Form.

SCA Evaluation Update

ISP Plan Reviews: Guidance for SCAs

May be found on the [SC Information Webpage](#) under Plan Development and Monitoring.

NEW JERSEY HUMAN SERVICES		ISP Plan Reviews:
 Division of Developmental Disabilities		Guidance for Support Coordination Agencies
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i.	Self-Care	10
ii.	Substance Use	10
iii.	Allergies.....	11
iv.	Dietary.....	11
v.	Health Hazards	12
f.	Medical.....	13
i.	Medication(s).....	13
g.	Safety & Supports	13
i.	Support Settings: Home, Community, and Work.....	14
ii.	Mobility/Adaptive Equipment	14
iii.	Behavior/Sensory Needs	15
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NJ DDD | ISP Plan Reviews: Guidance for Support Coordination Agencies | January 2026 Page 1 of 68

Division Updates

Division Updates

ISP Worksheets – 2026 Updates!

NEW JERSEY HUMAN SERVICES
Division of Developmental Disabilities

Individualized Service Plan (ISP) Revision and Notification Form

Identifying Information
 Individual's Name: Enter text. Date provided to the Support Coordinator: Enter a date.
 DDD ID: Enter text.

Person completing this form: Enter text. Phone Number: Enter text.
 Title: Enter text. Email Address: Enter text.

Enter providers' names as applicable. Select one checkbox to show which agency you are from.
 Residential Provider: Enter text.
 Day Habilitation Provider: Enter text.

Support Coordination Agency: Enter text. Phone Number: Enter text.
 Support Coordinator: Enter text. Email Address: Enter text.

Reason for Completing this Form Check all that apply, and complete only the corresponding section(s) below.

Medication changes
 Physician's orders
 Service changes
 Health & Nutrition (Planning team discussion may be appropriate.)
 Allergies
 Diet
 Health Hazards/Concerns
 Other: Enter text.

Safety & Supports (Planning team discussion may be appropriate.)
 Behavior/Sensory Needs
 Mobility/Adaptive Equipment
 Support Settings: Community, Home, Work
 Other: Enter text.

Emergency Contacts / Emergency Backup Plan
 Home and Community-Based Settings (HCBS) modification
 Meeting Minutes

Medication Changes To add rows, click in the last row and click the plus sign.

Type of change	Medication	Dosage	Frequency	Note
Choose an item.	Enter text.	Enter text.	Enter text.	Enter text.
Choose an item.	Enter text.	Enter text.	Enter text.	Enter text.

If there is a change in self administration, please describe (ensure a Self-Medication Assessment is shared with the SC):
 Enter text.

Physician's Orders To add rows, click in the last row and click the plus sign.

New Order or Change in Order	Note
Enter text.	Enter text.
Enter text.	Enter text.

NJ DDD | ISP Revision and Notification Form | December 2025 Page 2 of 4

NEW JERSEY HUMAN SERVICES
Division of Developmental Disabilities

Individualized Service Plan (ISP) Worksheet for Day Service Providers

Identifying Information
 Individual's Name: Enter text. Date provided to the Support Coordinator: Enter a date.
 DDD ID: Enter text.

Day Service Provider: Enter text. Phone Number: Enter text.
 Person completing this form: Enter text. Email Address: Enter text.
 Title: Enter text.

Support Coordination Agency: Enter text. Phone Number: Enter text.
 Support Coordinator: Enter text. Email Address: Enter text.

Individual Satisfaction
 Answer questions in this section in the individual's words.
 If the person is unable to communicate their answer, check this box and describe what appears to be the individual's perspective, based on observation and interaction.
 For each answer marked yes, the Support Coordinator enters the description in the Person Centered Planning Tool (PCPT), on the Ideas/To do List tile, for discussion at the annual planning meeting and monthly monitoring.

Is there anything you would like to change about what you do during the day? Yes No
 Examples: activities, type of program you attend, change in employment status, etc.
 If yes, please describe: Enter text.

Is there anything you would like to change about activities you do in the community? Yes No
 Examples: level of independence/assistance, more/fewer/different activities, use of spending money, etc.
 If yes, please describe: Enter text.

Are there any changes you'd like to see in the important relationships in your life? Yes No
 Examples: more/less contact with family members, friends, housemates, staff, etc.
 If yes, please describe: Enter text.

Health & Nutrition
Allergies
 Does the ISP need updating for the following:
 All known allergies: Environmental / Food / Medication? Yes No
 What an allergic reaction looks like for this individual? n/a Yes No
 Interventions, protocols and/or important precautions? n/a Yes No
 Please explain any "Yes" answers and describe information to add to the ISP: Enter text.

Dietary
 Note: If a dietary prescription is in place, information in the ISP must match the prescription.
 Does the ISP need updating based on needs and preferences regarding diet, meal preparation, restrictions/guidelines and supervision? Yes No
 If yes, select each area from the Dietary drop-down list for which ISP updates are needed and explain.
 (To add rows, click in the below section and click the plus sign.)
 Dietary: Choose an item.
 Please describe information that should be changed or added to the ISP to ensure accuracy:
 Enter text.

NJ DDD | ISP Worksheet for Day Service Providers | October 2025 Page 2 of 6

NEW JERSEY HUMAN SERVICES
Division of Developmental Disabilities

Individualized Service Plan (ISP) Worksheet for Residential Providers

Identifying Information
 Name: Enter text. Date provided to the Support Coordinator: Enter a date.
 DDD ID: Enter text.

Residential Provider: Enter text. Phone Number: Enter text.
 Person completing this form: Enter text. Email Address: Enter text.
 Title: Enter text.

Support Coordination Agency: Enter text. Phone Number: Enter text.
 Support Coordinator: Enter text. Email Address: Enter text.

ISP Coversheet
 Does the ISP coversheet need updating in any of the following areas? Yes No
 Guardianship status Preferred hospital Primary Care Physician Insurance information
 If yes, describe the updates needed:
 Enter text.

Individual Satisfaction
 Answer questions in this section in the individual's words.
 If the person is unable to communicate their answer, check this box and describe what appears to be the individual's perspective, based on observation and interaction.
 For each answer marked yes, the Support Coordinator enters the description in the Person Centered Planning Tool (PCPT), on the Ideas/To do List tile, for discussion at the annual planning meeting and monthly monitoring.

Is there anything you would like to change about where you're living? Yes No
 Examples: location, level of independence/assistance, room decorations, daily schedule, privacy, access to food, etc.
 If yes, please describe: Enter text.

Is there anything you would like to change about activities you do in the community? Yes No
 Examples: level of independence/assistance, more/fewer/different activities, use of spending money, etc.
 If yes, please describe: Enter text.

Are there any changes you'd like to see in the important relationships in your life? Yes No
 Examples: more/less contact with family members, friends, housemates, staff, etc.
 If yes, please describe: Enter text.

Health & Nutrition
Allergies
 Does the ISP need updating for the following:
 All known allergies: Environmental / Food / Medication? Yes No
 What an allergic reaction looks like for this individual? n/a Yes No
 Interventions, protocols and/or important precautions? n/a Yes No
 Please explain any "Yes" answers and describe information to add to the ISP:
 Enter text.

NJ DDD | ISP Worksheet for Residential Providers | December 2025 Page 2 of 7

Division Updates

Updated ISP Worksheets

Goals of updating the worksheets include:

- Simplifying the ISP review process
- Enhancing ISP accuracy
- Enabling the planning team's focus to be less on updating the ISP and more on person-centered discussions and planning

Division Updates

Updated ISP Worksheets

The following revisions are expected to help streamline the ISP review process:

- ISP structure and content alignment
- Bulleted lists that mirror iRecord dropdowns
- Focus on new and updated information
- Worksheet completion flexibilities

Division Updates

Updated ISP Worksheets

NEW! A video summary introduces users to the revised ISP Worksheets.

[Introduction to the Revised ISP Worksheets](#)



Division Updates

**Updated ISP
Worksheets are
available now
for use in
February 2026.**

Available Now!

- On the Support Coordination Information webpage under Plan Development and Monitoring.
- On the Provider Information webpage under Provider Toolkit.

Division Updates

Updated ISP Worksheets

Hyperlinks are provided for the updated forms:

- [ISP Revision and Notification Form](#)
- [ISP Worksheet for Day Habilitation Providers](#)
- [ISP Worksheet for Residential Providers](#)

Division Updates

New iRecord Tiles

Substance Use *(Individual/legal guardian may prefer not to answer.)*

- Documents treatment or support needs related to substance use

Legal/Criminal History *(Individual/legal guardian may prefer not to answer.)*

- Documents support and supervision needs related to past or current legal concerns (criminal activity, probation, parole, restraining order against the individual, Megan's Law, etc.)

Behavior Plan

- Documents behavior support plan status: needed/not needed/in development

Division Updates

iRecord Tile: Substance Use

Located under the Health & Nutrition tab

The screenshot displays the iRecord interface for Jane Harmony. The interface is organized into a grid of tabs and tiles. The top navigation bar includes 'Demographics', 'Plans', 'Documents', 'Tools', and 'Notes'. Below this, a secondary navigation bar highlights the 'Health & Nutrition' tab. The main content area is divided into several tiles: 'Allergies', 'Dietary', 'Health Hazards/Concerns', 'Self-Care', 'Smoking History', and 'Substance Use'. The 'Substance Use' tile is highlighted with a red border and contains the text 'No Information Available'. The 'Smoking History' tile shows a table with one entry: 'Former smoker' with a 'Date of Entry' of '11/13/2024'. The 'Allergies' tile shows an 'Environmental' allergy: 'Jane is diagnosed with moderate to ...'. The 'Health Hazards/Concerns' tile shows 'Other' and 'Seizures' categories with associated text. The left sidebar contains personal information for Jane Harmony, including ID, Age, DOB, County, Program, and Medicaid details.

Demographics | Plans | Documents | Tools | Notes

Personal | Medical | Safety & Supports | **Health & Nutrition** | Employment | Contact

Allergies +

Environmental

- Jane is diagnosed with moderate to ...

Dietary +

No Reported Dietary Needs

Health Hazards/Concerns +

Other

- Jane was diagnosed with a condition...

Seizures

- Jane has not had a seizure for a long...

Self-Care +

No Reported Self-Care Needs

Smoking History +

Former smoker

Smoking Status	Date of Entry
Former smoker	11/13/2024

Substance Use +

No Information Available

Jane Harmony

ID : 100854
Age : 47
DOB : 03/01/1978
County : Bergen
Program : CCP
SSN : *** - ** - 5242

Medicaid ID : 022081011301
Medicaid Type : Categorically Needy Disability As...
DDD Status : Eligible For DDD Services
Eligibility : Age FC Medicaid

Division Updates

iRecord Tile: Substance Use

Used to document treatment or support needs for an individual who currently uses or formerly used substances. Examples may include:

Examples of information to include:

- <Name> attends AA meetings at the Elks Lodge Wednesday evenings at 7:30 pm. It is important to <Name> that staff provide transportation to and from the meeting.
- <Name> prefers to use an edible form of marijuana as a sleep aid. This is not prescribed but the medical provider is aware and does not note any adverse interactions with prescribed medications.

Division Updates

iRecord Tile: Substance Use

An individual/legal guardian may indicate a preference not answer

Field	Description
Use Status	<p>Select the current status of the substance use from the drop-down.</p> <p>The options are:</p> <ul style="list-style-type: none">• Currently Use• Formerly Used• None• Prefers not to answer

Division Updates

iRecord Tile: Substance Use

Even if an individual/legal guardian prefers not to answer, it is important to document related needs in the Support Settings tile if they apply.

The screenshot shows a form titled "Add Substance Use". It contains a dropdown menu for "Use Status" and a large text input field for "Notes". A checkmark button is located at the bottom right of the form.

Notes	Enter notes appropriate for the record within the text box. This field has a maximum limit of 1000 characters.
-------	--

Division Updates.

iRecord Tile: Legal/Criminal History

Located under the Safety & Supports tab

The screenshot displays the iRecord interface for a user named James Harmony. The interface is organized into several tabs: Demographics, Plans, Documents, Tools, and Notes. Under the Demographics tab, there are sub-sections for Personal, Medical, Safety & Supports, Health & Nutrition, Employment, and Contact. The Safety & Supports tab is currently selected, showing various categories of information:

- Support Settings:** No Reported Support Setting Needs.
- Communication:** Includes checkboxes for Non-verbal and Limited verbal, a checked checkbox for ASL, and a Primary Language dropdown set to English.
- Religious/Cultural Information:** No Reported Religious/Cultural Preference or Restriction.
- Mobility/Adaptive Equipment:** Includes an 'Other' section with a note about mobility/adaptive equipment and a 'Protective Home Modification' section with a note about a refrigerator.
- Behavior/Sensory Needs:** Includes sections for Behaviors (Other), Elopement/Walkaway, and Fears/Phobias.
- Emergency Backup Plan:** A table with Yes/No columns for questions about living arrangements, emergency response, and proxy decision makers.
- Legal/Criminal Information:** This tile is highlighted with a red border and contains the text "No Information Available".

Division Updates

iRecord Tile: Legal/Criminal History

- Used to document support and supervision needs related to past or current legal concerns.

Examples of information to include:

Criminal Activity

Probation

Restraining Order

Megan's Law

Other – Court Order

Note: Pertinent documents such as court orders should be uploaded in iRecord.

Division Updates

iRecord Tile: Legal/Criminal History

Examples of information NOT to include:

- <Name> had juvenile charges at age 15, but there have been no incidents since reaching adulthood.
- <Name> once engaged in property damage over 20 years ago, with no current restrictions or related support needs.

Division Updates

iRecord Tile: Legal/Criminal History

An individual/legal guardian may indicate a preference not answer

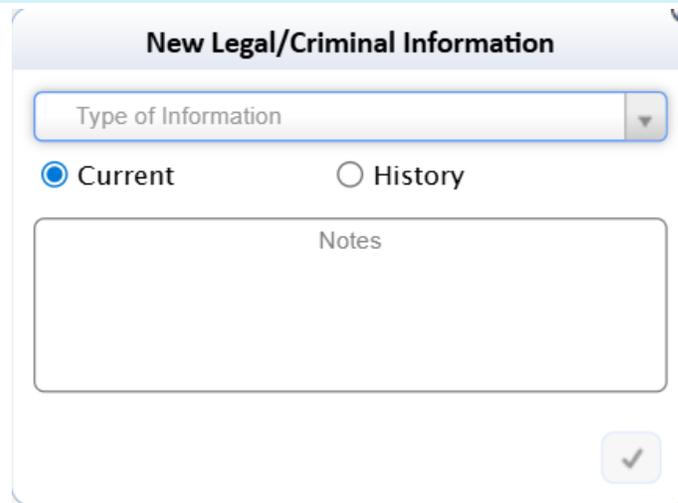
Field	Description
Type of Information	<p>Select the type of information from the drop-down list. The options are:</p> <ul style="list-style-type: none">• Criminal activity• Megan's Law• Parole• Probation• Restraining/Protective Order• Other <p>Mandatory/Optional: Mandatory</p>

Division Updates

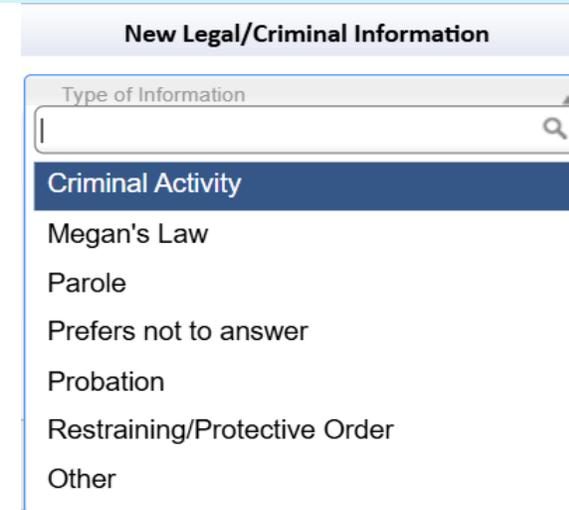
iRecord Tile: Legal/Criminal History

Multiple notes may be added for current or past legal concerns.

Even if an individual/legal guardian prefers not to answer, it is important to document related support needs, in the Support Settings tile, as applicable.



The screenshot shows a form titled "New Legal/Criminal Information". At the top is a dropdown menu labeled "Type of Information". Below it are two radio buttons: "Current" (which is selected) and "History". Underneath the radio buttons is a large text area labeled "Notes". At the bottom right of the form is a checkmark icon.



The screenshot shows the same form as the previous one, but with the "Type of Information" dropdown menu open. The menu lists several options: "Criminal Activity" (highlighted in blue), "Megan's Law", "Parole", "Prefers not to answer", "Probation", "Restraining/Protective Order", and "Other".

Division Updates.

iRecord Tile: Behavior Plan

Located under the Safety & Supports tab

The screenshot displays the iRecord system interface for Jane Harmony. The interface is organized into several sections:

- Profile:** Jane Harmony, ID: 107572, Age: 32, DOB: 11/05/1992, County: Middlesex, Program: CCP, SSN: ***-**-7235. Medicaid ID: 202082186301, Medicaid Type: Categorically Needy Disability As..., DDD Status: Eligible For DDD Services, Eligibility: Age, FC, Medicaid.
- Demographics:** Personal, Medical, Safety & Supports, Health & Nutrition, Employment, Contact.
- Support Settings:** Community (Jane needs close, continual supervis...), Home (Jane requires assistance in and arou...), Home (The kitchen cabinets with food are lo...).
- Mobility/Adaptive Equipment:** Other (Jane uses a scoop bowl and regular ...), Other (Jane is ambulatory, but walks very sl...), Wheelchair: Self-Transfer (Jane requires a wheelchair when tra...).
- Communication:** Non-verbal, ASL, Limited verbal (checked), Primary Language: English.
- Behavior/Sensory Needs:** Aggression: Others (Jane will hit others, this is unprovoke...), Aggression: Self (Jane will bang her wrist on a hard su...), Behaviors: Eats/Mouths inedible objects (Jane will put non-food items in her m...).
- Religious/Cultural Information:** Religious (Jane is Catholic, and celebrates holi...).
- Emergency Backup Plan:** Lives in a provider managed setting with 24-hour access to staff? (Yes/No), Has a Personal Emergency Response System (PERS)? (Yes/No), Has a Will or Advance Directive? (Yes/No), Has a Proxy-Decision maker for health-related decisions? (Yes/No).
- Behavior Plan:** No Information Available (highlighted in red).

Division Updates

iRecord Tile: Behavior Plan

Documenting the behavior support plan (BSP) status

Add Behavior Plan

Behavior Plan Required?

Verified

In development

Yes	No	In Development
<p>A BSP is in place.</p> <p>Document:</p> <ul style="list-style-type: none"> • Level (I, II, III) • Date of BSP • Date of functional behavior analysis • Upload related documents 	<p>No acuity for behavior.</p> <p>No need for a BSP.</p>	<p>A Behavioral Supports Provider is identified.</p> <p>A plan is in development.</p> <p>After 90 days, iRecord prompts, "Update BSP info."</p>

Division Updates

iRecord Tile: Behavior Plan

Add Behavior Plan

Behavior Plan Required?

Notes

Verified 

Required for ISP approval:

The verification checkbox must be checked within 30 days prior to plan approval.

Note: *All approved Behavior Support Plans must be uploaded in iRecord and documented in the ISP. The planning team should discuss the need for a BSP or review the progress with an existing plan.*

Division Updates

iRecord Tile: Contact Attributes

Live-in Caregiver has been added to the Contact Attributes tile.

This designation is used for contacts who live with the individual **and** are a self-directed employee (SDE) and/or agency-employed Direct Support Professional (DSP).



Contact Attributes ⓘ

- Assessment Informant
- HIPAA
- Legal Guardian
- Live-in Caregiver
- Power of Attorney
- Proxy Decision Maker

Division Updates

iRecord Tile: Contacts Attributes

What Support Coordinators Need to Do:

- Check the Live-In Caregiver box for contacts who live with the individual **and** are providing Division-funded services to the individual as a self-directed employee (SDE) and/or agency-employed Direct Support Professional (DSP).
 - iRecord prompts users to confirm the relationship and validate the residential address. The system alerts users under certain conditions. For example, if the contact's residential address does not match the participant's address, or if the "Contact Type" field has not been completed.
- Upload verification document(s) and enter the document date.
- In Tile Notes, enter the type of verification document uploaded (e.g. Live-In Caregiver Attestation) and additional notes as appropriate.

Resources

Resources

DDD Resources

- Support Coordination assistance: DDD.SCHelpdesk@dhs.nj.gov
- Provider assistance: DDD.ProviderHelpdesk@dhs.nj.gov
- Routine inquiries: DDD.FeeForService@dhs.nj.gov
- Training questions: SCUTrainingHelpdesk@dhs.nj.gov
- DDD Resource Team: DDD.ResourceTeam@dhs.nj.gov
- HCBS questions: DDD.HCBSHelpdesk@dhs.nj.gov
- Self-directed services questions: DDD.OESDS@dhs.nj.gov
- Waiting list questions: DDD.CCPWaitListRequests@dhs.nj.gov

For a complete DDD listing: [Directory of Email Helpdesks and Mailboxes](#)

Other Resources

- The Boggs Center: [Calendar of Events](#)
- NJ Client Service Agent: 848-400-5903 or Enrollment-NJ@acumen2.net
- Vendor Service Agent Team: 848-400-5738 or Vendor-NJ@acumen2.net
- iRecord User Guide: [User Guide](#)



Post-Webinar Survey

Questions