New Jersey Department of Human Services
Division of Developmental Disabilities
The Support Coordination Unit

Training and Education Opportunities for Support Coordination Agencies
December 2022

Advanced Registration is Required

Date, Time and Method	Training Topic	Registration Link
December 1, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**Policies and Procedures Manuals** (1 hour) *Presented by: Udeshika Gamage, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, and Cheryl Betz, Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 1, 2022: 2:00 pm-3:30 pm Live Training via Zoom	**NEW! Preparing for Evaluation. A Meeting for Agency Heads of UNRELEASED Support Coordination Agencies** (1.5 hours) *Presented by: Lisa Eible, Senior Director of Support Coordination and Care Management, Support Coordination Unit, Assistant Division Director, Division of Developmental Disabilities*	**Registration link has been provided to the invited Support Coordination Agencies.** *Certificate of Participation will be issued for live training.*
December 2, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**NEW! Support Coordinator Monitoring Tools** (1.5 hours) *Presented by: Steven Visser, Supervisor, Communication, Administration and Regulation, Support Coordination Unit, Colette McLaughlin, Assistant Director, Education and Training, Support Coordination Unit, and Christine Broderick, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
December 2, 2022: 2:00 pm-3:00 pm Live Training via Go to Webinar	**Connecting Services to the Person's Outcomes and Vision** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 5, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**Incident Reporting Responsibilities and Death Verification Process** (1.5 hours) *Presented by: Lauren Chodack, Chief of Incident Reporting and Abuse and Neglect Hotline, and Katie Neve, Chief of Data and Quality, Office of Risk Management, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 5, 2022: 2:00 pm-3:30 pm Live Training via Zoom	**NEW! Preparing for Evaluation. A Meeting for Agency Heads of UNRELEASED Support Coordination Agencies** (1.5 hours) *Presented by: Lisa Eible, Senior Director of Support Coordination and Care Management, Support Coordination Unit, Assistant Division Director, Division of Developmental Disabilities*	**Registration link has been provided to the invited Support Coordination Agencies.** *Certificate of Participation will be issued for live training.*
December 6, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**Overview of the Housing Subsidy Program** (1 hour) *Presented by: Courtney Davey, Housing Subsidy Unit Supervisor and Helen Guice, Housing Subsidy Unit Supervisor, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

Date and Time	Training Topic and Presenter	Registration Link
December 6, 2022: 2:00 pm-3:00 pm Live Training via Go to Webinar	**Charting the LifeCourse: A Method of Ensuring Person-Centeredness** (1 hour) *Presented by: Susan Fattman, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 7, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**Support Coordination Agency (SCA) Staff Qualification Requirements** (1 hour) *Presented by: Udeshika Gamage, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 8, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**NEW! Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators** (1.5 hours) *Presented by: Erika (Denise) Turner-Byfield, Provider Liaison, Provider Performance Monitoring Unit, and Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
December 9, 2022: 2:00 pm-3:00 pm Live Training via Go to Webinar	**Writing Effective Outcomes and Meeting Benchmarks** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 12, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**Mealtime Safety and Documentation** (1.5 hours) *Presented by: Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Dr. Ambika Bhattacharya, SLP, CCC-SLP, Speech Language Pathologist for Northern Counties in NJ, DDD Resource Team, Katie Neve, Chief Data and Quality, Office of Risk Management, Lisa Shaheed, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 12, 2022: 2:00 pm-3:00 pm Live Training via Go to Webinar	**New Jersey Individualized Service Plan (NJISP) Related: Employment Outcomes and Forms** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
December 13, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**NEW! Best Practice in Documentation** (1.5 hours) *Presented by: Penny Johnson, Director, Evaluation, Quality and Compliance, Support Coordination Unit, and Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 13, 2022: 2:00 pm-3:30 pm Live Training via Go to Webinar	**NEW! Putting Home and Community Based Services (HCBS) Rules into Practice** (1.5 hours) *Presented by: Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, and Adriana D'Souza, Quality Assurance Specialist, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 14, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**Service Entry and iRecord Overview** (1.5 hours) *Presented by: Susan Fattman, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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Date and Time	Training Topic and Presenter	Registration Link
December 14, 2022: 3:00 pm-4:00 pm Live Training via Go to Webinar	**Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability** (1 hour) *Presented by: Penny Johnson, Director, Evaluation, Quality and Compliance, Support Coordination Unit, and Michele Ruggiero, Assistant Director, Evaluation, Quality and Compliance, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 16, 2022: 2:00 pm-3:30 pm Live Training via Go to Webinar	**New Jersey Individualized Service Plan (NJISP) Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT)** (1.5 hours) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 19, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**New Jersey Individualized Service Plan (NJISP) Related: Process and Documentation** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

Date and Time	Training Topic and Presenter	Registration Link
December 19, 2022: 2:00 pm-3:30 pm Live Training via Go to Webinar	**NEW! Support Coordinator Monitoring Tools** (1.5 hours) *Presented by: Steven Visser, Supervisor, Communication, Administration and Regulation, Support Coordination Unit, Dawn Cirilo, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 20, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**Mealtime Safety and Documentation** (1.5 hours) *Presented by: Daniel Aiello, Quality Assurance Coordinator, Office of Risk Management, Dr. Ambika Bhattacharya, SLP, CCC-SLP, Speech Language Pathologist for Northern Counties in NJ, DDD Resource Team, Katie Neve, Chief Data and Quality, Office of Risk Management, Lisa Shaheed, Quality Assurance Specialist, Communication, Administration and Regulation, Support Coordination Unit, and Maureen McCarthy, Assistant Director, Communication, Administration and Regulation, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
December 20, 2022: 2:00 pm-3:30 pm	**Writing an Individual Support Plan: Supporting the Vision by Connecting Conversations, Tools and Assessments** (1.5 hours) *Presented by: Susan Fattman, Quality Assurance Specialist, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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
Charting the LifeCourse: A Method of Ensuring Person-Centeredness	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".
Corrective Action Plans (CAPS)	Assists Support Coordination Leadership in identifying role of Division in SCA Oversight, reviews submitting a quality CAP and understanding process.
Corrective Action Plan (CAP) Quarterly Reports	Assists Support Coordination Leadership by reviewing Division expectations and discusses the importance of supporting documentation in submission of CAP Quarterly Report.
E-Signature in iRecord: Responsibilities and Functionality	Support Coordinator will be able to identify the responsibilities and technological functions related to e-signature use for the NJISP approval process.
Incident Reporting and Death Verification Process	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.
Mealtime Safety and Documentation	Support Coordinators will be able to understand the different diet types, nutrition, intersect with providers and documentation expectations for the individuals they serve.

College of Direct Support (CDS) Continued:

Available Trainings to View on the College of Direct Support	Description
New Jersey Individualized Service Plan (NJISP) Related: Employment Outcomes and Forms	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.
New Jersey Individualized Service Plan (NJISP) Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT)	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.
New Jersey Individualized Service Plan (NJISP) Related: Process and Documentation	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.
Overview of Division of Vocational Rehabilitation Services (DVRS)	Provides Support Coordinator details surrounding the referral and application process, eligibility determination and plan for employment.
Overview of the Housing Subsidy Program	Provides Support Coordinators an overview of the Supportive Housing Connection eligibility requirements and the application process.
Policies and Procedures Manuals	Provides Support Coordination Agency the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
PASRR Process with Individuals with IDD or Related Conditions	Provides Support Coordinators an understanding of the PASRR process, how to complete the PASRR Level I screening tool and when the PASRR Level II evaluation and determination is needed.
Quality Improvement: Plans, Processes, and Reporting	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
Service Entry and iRecord Overview	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.
Service Utilization - Waiver Requirement	Provides Support Coordinators an understanding of waiver compliance, requiring Individuals access at minimum, two waiver services.
Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability	Assists Support Coordination Leadership by reviewing manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.
Support Coordination Agency (SCA) Staff Qualification Requirements	Support Coordination Agencies will understand Division requirements and responsibilities, as an agency, related to Staff Qualifications.
Writing an Individualized Service Plan (ISP): Supporting the Vision by Connecting Conversations, Tools and Assessments	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.
Writing Effective Monthly Monitoring Tools	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.
Writing Effective Outcomes and Meeting Benchmarks	Guides Support Coordinator to recognize and utilize planning documents to ensure a person-centered approach is implemented.