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

Training and Education Opportunities for Support Coordination Agencies
November 2022

Advanced Registration is Required

Date, Time and Method	Training Topic	Registration Link
November 1, 2022: **1:00 pm-2:00 pm** Live Training via Go to Webinar	**Policies and Procedures Manuals** (1 hour) *Presented by: Udeshika Gamage, Quality Assurance Specialist, Maureen McCarthy, Assistant Director, and Cheryl Betz, Director, Support Coordination Unit, Communication, Administration and Regulation Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 2, 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 Zappe, Chief of Data and Quality, Office of Risk Management, Lisa Shaheed, Quality Assurance Specialist, Maureen McCarthy, Assistant Director, Communication, Administration and Regulation Team, 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
November 3, 2022: **1:00 pm-2:00 pm** Live Training via Go to Webinar	**E-Signature in iRecord: Functionality, Responsibilities and Expectations** (1 hour) *Presented by: Daniel Frade, Assistant Director, Evaluation, Quality and Compliance, Support Coordination Unit, Christine Broderick, Unit Director, Education and Training, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 4, 2022: **10:00 am-11:00 am** 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, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 7, 2022: **10:00 am-11:30 am** 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: Susan Fattman, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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November 9, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**NEW!** **Commission for the Blind and Visually Impaired (CBVI) Services for Individuals who are Blind, Deaf-Blind, and Visually Impaired** (1 hour) *Presented by: Amanda Gerson, Coordinator of Vocational Rehabilitation and Transition Services*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 10, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**Writing Effective Outcomes and Meeting Benchmarks** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 10, 2022: 1:00 pm-2:30 pm Live Training via Go to Webinar	**Support Coordination Agency (SCA) Staff Qualification Requirements** (1.5 hours) *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, 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
November 14, 2022 **10:00 am-11:30 am** Live Training via Zoom	**Quality Improvement: Plans, Processes and Reporting** (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: Click Here** *Certificate of Participation will be issued for live training.*
November 16, 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, Christine Broderick, Unit Director, Education and Training Team, Support Coordination Unit, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 18, 2022: **10:00 am-11:30 am** Live Training via Go to Webinar	**NEW! Putting Home and Community Based Service (HCBS) Rules into Practice** (1.5 hours) *Presented by: 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*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

Date and Time	Training Topic and Presenter	Registration Link
November 21, 2022: 1:00 pm-2:00 pm Live Training via Go to Webinar	**New Jersey Individualized Service Plan (NJISP): Process and Documentation** (1 hour) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 22, 2022: 10:00 am-11:00 am Live Training via Go to Webinar	**Charting the LifeCourse: A Method of Ensuring Person-Centeredness** (1 hour) *Presented by: Susan Fattman, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 22, 2022: 1:00 pm-2:30 pm Live Training via Go to Webinar	**NEW! Support Coordinator Monitoring Tool** (1.5 hours) *Presented by: Steve Visser, Supervisor, Communication, Administration and Regulation Team, Support Coordination Unit, Colette McLaughlin, Assistant Director, Education and Training Team, Christine Broderick, Unit Director, Education and Training Team, 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
November 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) *Presented by: Adriana D'Souza, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*
November 29, 2022: 10:00 am-11:30 am Live Training via Go to Webinar	**Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability** (1.5 hours) *Presented by: Penny Johnson, Director, Evaluation, Quality and Compliance, Support Coordination Unit, 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.*
November 30, 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, Dawn Cirilo, Quality Assurance Specialist, Education and Training Team, 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
November 30, 2022: **1:00 pm-2:30 pm** Live Training via Go to Webinar	**Writing an Individual Support Plan: Supporting the Vision by Connecting Conversations, Tools and Assessments** (1.5 hours) *Presented by: Susan Fattman, Quality Assurance Specialist, Support Coordination Unit, Education and Training Team, Division of Developmental Disabilities*	**Registration link: Click Here** *Certificate of Participation will be issued for live training.*

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
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.
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.

College of Direct Support (CDS) Continued:

Available Trainings to View on the College of Direct Support	Description
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.
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.

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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.
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.