

Division of Developmental Disabilities Employment/Traditional/ Individualized Day Services Annex A Guide

In January 2011 the Division revised the Annex A for Supported Employment, Traditional and Individualized Day Services.

The following is a brief reference guide, which is designed to assist agencies with the completion of the Annex A. This document is also intended to serve as a guide for Division and Agency staff as part of the Annex A review process. The following information should be included in the Annex A document.

Section I. Cover Page/Agency Information

1. This Annex A is applicable for the following types of Supported Employment and Day Program Services. Please check the corresponding line in the upper, right corner of the cover page indicating the type of service.

SE: (Supported Employment)
ATSE: (Adult Training Supported Employment)
ATS: (Adult Training Services)
ATSN: (Adult Training Special Needs)
ATID: (Adult Training Individualized Day Services)*
EE: (Extended Employment – Division funded)
SP: (Special Project)

*Note: Agencies providing Individualized Day Services (ID) shall resubmit the Annex A every three years in conjunction with the qualification term.

2. Initial Levels of Service

The Provider shall document the level of service at the time the contract is established. Future changes in LOS will be documented on the Annex A renewal form as part of the contract renewal process.

- For all programs except Supported Employment, the Level of Service is calculated based on the agreed upon number of individuals.
- For Supported Employment, the Level of Service will be determined in concert with the Provider, the DDD AT/SE Regional Coordinator, and the Contract Administrator.

3. Specific Site Address

The Provider shall indicate the address of the program site, if applicable. This shall not be the Group Home address.

4. Geographic area

The Provider must specify the program catchment/geographic area to be served.

5. State funds and total agency share.
The Provider shall reflect both dollar amounts on the cover sheet.
6. Agency information.

Section II. Table of Organization

The Table of Organization shall include all programs supported by the agency in New Jersey. This shall include privately funded programs as well as those funded by New Jersey State Government. The Table of Organization shall also include all administrative staff, program and site managers, as well as ancillary support staff for those programs operating in the State of New Jersey.

Section III. Program Description

- A. The description shall include:
 - Detail of the activities that occur within each component of the program including but not limited to vocational skill, life skills, personal development and community participation.
 - Hours of operation.
 - Current list of job contracts/sites, if this is a crew labor program.
 - Description of how the program activities shall be based upon the Service Plans of the program participants.
- B. A sample program schedule shall be provided reflecting a typical week of activities.
- C. A staffing schedule shall be submitted detailing the expected deployment of staff during program hours. Staffing ratios shall be documented. For Supported Employment Services, documentation of the staffing pattern shall include the number of full time equivalent employment specialists/job coaches.

A current staffing schedule shall be submitted annually at the time of the Annex A renewal
- D. A comprehensive description of generic community services and integration opportunities/activities shall be included. This shall state how accessing these services support the acquisition of skills outlined in 3A.
- E. All ancillary services that are supported through this contract shall be reflected in the Annex A document. This shall include services such as nursing, behavior intervention, speech therapy, occupational therapy, physical therapy and other supports. The Annex A shall clearly state how, where and by whom the services are to be provided. These supports shall be detailed through a listing of position, title and/or Provider and may include Division supports. Staff names shall not be used. Copies of all subcontracts should be attached to the Annex A.
- F. The transportation section shall reflect the type of vehicles to be utilized, the hours of operation, the area to be served and staffing during transportation. The availability of specialized/accessible transportation shall be specified. Any

proposed restrictions must also be clearly stated within the document. Staff should remain cognizant that all transportation staff, whether they are agency personnel or through a sub-contracted transportation service, require training as mandated in the DDD Supported Employment and Day Program Manual. Copies of all subcontracts shall be attached to the Annex A.

Section IV. Goals and Objectives-

This section shall describe measurable goals and objectives for the program and should coincide with the agency's quality improvement plan. The agency shall detail its progress for achieving CARF or other approved accreditation. If already accredited, the Provider shall submit a copy of the accreditation report with the Annex A submission. (Note: Agency providing SE services must be a DVRS Vendor.)

Section V. Additional Provisions

This section identifies the contractual obligations between the Division and the Provider Agency.

- Evaluations- If applicable, the Provider shall detail the agency's current CARF or other approved accreditation status. If agency has achieved accreditation status, a copy of the accreditation report shall be included.

Section VI. Pertinent Job Descriptions

Job descriptions for all positions identified in this contract shall be included. The titles must correspond with the Annex B, the Table of Organization and the staff schedule. Employment qualifications and job duties shall be clearly stated.

Section VII. Attachments

- A. The Annual Holiday and Training Schedule shall reflect the holidays and training dates for the contract period covered. The anticipated training topics and dates shall be noted. The Annual Holiday and Training Schedule shall be updated annually and submitted at the time of the Annex A renewal.
- B. The Provider shall include a listing of all the job sites currently utilized as part of the delivery of Mobile Crew Services and any prospective job sites.
- C. Provider shall attached a copy of the agency's Quality Enhancement Plan