



# New Jersey Division of Developmental Disabilities

## Provisional Day Habilitation Certification Guidelines

Prior to applying to become a DDD/Medicaid Day Habilitation Provider, potential applicants are required to obtain **Provisional Day Habilitation Certification**. This certification verifies that the organization's specified program has met the minimum requirements to provide DDD/Medicaid Day Habilitation Services. Each site must obtain individual certification. Certifications are non-transferable. A Provisional Day Habilitation Certification is valid for one year. Prior to the expiration of the one year provisional certification, a full Day Habilitation Audit will be conducted for the program.

Provisional Certification may be initiated by completing the following the steps:

1. Complete and submit the **Application for Provisional Day Habilitation Certification** according to instructions. Additionally, the following supportive documentation shall be submitted for review:
  - a. A Service Delivery Plan (per location), specific to day habilitation, which explains how your organization intends to provide services and includes at minimum the following elements:
    - i. Description of activities to be provided which align with the definition of Day Habilitation. Activities should be age appropriate, offer variety and choice, emphasize community experiences and focus on small groups and individual interactions and experiences
    - ii. Anticipated outcomes of the program
    - iii. Program Size (maximum number of individuals expected to serve)
    - iv. Geographic Location to be served
    - v. Days/Hours of Operation
  - b. Sample Activity Calendar which describes a selection of planned activities (this should align with the activities described in the Service Delivery Plan)
  - c. Personnel Policies which include but are not limited to:
    - i. Table of Organization (include Day Habilitation reporting structure)
    - ii. Staff Education & Experience Requirements
    - iii. Job descriptions
    - iv. Background Checks (Initial and ongoing) which shall, at minimum, include:
      - Criminal History Background Check
      - Central Registry Check
      - Mandated Background and Exclusion Checks in accordance with newsletter found **Appendix I of Supports Program and Community Care Program Policy and Procedure Manual** (link below).
    - v. Training requirements and practices which are in compliance with DDD Policies. Training requirements may be found at **Appendix E of Supports Program and Community Care Program Policy and Procedure Manual** (link below).
  - d. Admission Policies and Procedures, which at minimum, shall include the following:
    - i. Pre-admission process – in person meeting, tour of services, documentation, physical exam...
    - ii. Criteria for acceptance – diagnosis/disability type, tier...
    - iii. Appeal process
    - iv. Admission process – determining start date, submission of referral packet...
    - v. Waiting list Program rules and expectations, rights and responsibilities
  - e. Suspension Policies and Procedures, which at minimum, include the following:
    - i. Reasons for suspension – must be explained and signed off by individual



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- ii. Process for making determination – determining that reasons are met, warning process, determining length of suspension, notification to individual, caregiver, SC, DDD, etc.
- iii. Return to services
- iv. Appeal process
- f. Discharge Policies and Procedures Policies, which at minimum, include the following:
  - i. Reasons for discharge – must be explained and signed off by individual
  - ii. Process for making determination – determining that reasons are met, warning process, determining length of suspension, notification to individual, caregiver, SC, DDD, etc.
  - iii. Appeal process
- g. Emergency Procedures which at minimum shall specify the following:
  - i. Practices for notifying administration, personnel, individuals served, families, guardians, etc.
  - ii. Locations of emergency equipment, alarm signals, evacuation routes
  - iii. Description of evacuation procedure for all individuals receiving services – including mechanism to ensure everyone has been evacuated and is accounted for, meeting location(s), evacuation routes, method to determine reentry, method for reentry, etc.
  - iv. Description of shelter in place procedure for all individuals receiving services – including mechanism to ensure everyone has been moved to a safe location and is accounted for, destinations within the building for various emergencies, routes to designated destinations, method to determine clearance to exit the building, method for exiting, etc.
  - v. Reporting procedures in accordance with DDD Circular #14 “Reporting Unusual Incidents”
  - vi. Methods for responding to Life-Threatening Emergencies in accordance with DDD Circular #20A “Life Threatening Emergencies”
- h. Transportation Policy and Procedures(The rate established for Day Habilitation includes transportation), which include but are not limited to the following elements:
  - i. Emergency/Accident Procedures
  - i. Pick up/Drop off Procedure (must include catchment area)
  - ii. Suspension
  - iii. Cancellations

**Application and Supporting Documentation should be submitted to:**

**Email**

[DDD.ProvisionalDayHabilitationCertification@dhs.nj.gov](mailto:DDD.ProvisionalDayHabilitationCertification@dhs.nj.gov)

~or~

**Regular Mail**

Division of Developmental Disabilities

P.O. Box 726

Trenton, NJ 08625-0726

Attention: Provider Enrollment and Performance Monitoring Unit

***\*Please confirm that the DDD has received the application via email read receipt \****

- 2. Upon receipt of completed application, a review will be conducted to ensure compliance with DDD requirements. A DDD representative will contact your organization to discuss results of review and next steps of the application process.



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3. Applications that fail to meet DDD requirements will receive notification from a DDD representative indicating why this determination was made and necessary actions needed to take place for remediation. An organization may reapply once they have satisfactorily addressed outstanding issues. The DDD will determine if the minimum requirements have been met to issue a Provisional Day Habilitation Certification. The DDD reserves the right to request documentation verifying all information contained in the application.
  - a. If Provisional Day Habilitation Certification is not recommended at the time of reapplication, the organization will receive a letter indicating why this determination was made. The organization will be prohibited from reapplying for Provisional Day Habilitation Certification for a period no less than 90 days.
4. Applications that have been determined to meet DDD requirements will be contacted by a DDD representative to schedule an interview.
  - a. After successful completion of the interview:
    - i. **If your organization owns or leases a facility:**
      1. A facility review will be scheduled within 45 days in which a representative from the DDD will visit the program site and review the physical plant for compliance with the Day Habilitation standards. Please refer to the **Supports Program or Community Care Program Policies and Procedures Manual** to ensure that your facility meets the required standards.
      - ii. After a **satisfactory** facility review, the organization will be issued a **Letter of Provisional Day Habilitation Certification**.
      - iii. Upon receipt of the **Letter of Provisional Day Habilitation Certification**, the organization should begin the **DDD/Medicaid Enrollment** process for Day Habilitation Services .
      - iv. Upon successful completion of the **DDD/Medicaid Enrollment process** for Day Habilitation Services, the certified program will become activated in the DDD/Medicaid Provider System.
    - b. **If your organization does not actively own or lease a facility:**
      - i. A **Letter of Provisional Day Habilitation Certification** will be issued to the organization.
      - ii. Upon receipt of the **Letter of Provisional Day Habilitation Certification**, the organization should **begin the DDD/Medicaid Enrollment process for Day Habilitation Services**.
      - iii. Upon successful completion of the **DDD/Medicaid Enrollment process** for Day Habilitation Services, the certified program will be held in an inactive status within the DDD/Medicaid Provider System until a program site is secured and a facility review is successfully conducted by DDD.
        1. Organizations are responsible to notify DDD once a facility has been secured. A facility review will be scheduled within 45 days of purchase or lease notification in which a representative from the DDD will visit the program site and review the physical plant for compliance with the Day Habilitation standards. Please refer to the **Supports Program or Community Care Program Policies and Procedures Manual** to ensure that your facility meets the required standards.
        2. Should your organization fail to secure a site prior to the expiration of the Provisional Day Habilitation Certification a new Application for Provisional Day Habilitation Certification shall be made.

## Helpful Web Site Addresses

### Application for Provisional Day Habilitation Certification

<https://www.nj.gov/humanservices/ddd/providers/apply/dayhabilitation/>



# New Jersey Division of Developmental Disabilities

## **Navigating Provisional Day Habilitation Certification Webinar**

<https://www.youtube.com/watch?v=74Lynh9EmVQ>

## **Division Circulars**

[Division of Developmental Disabilities | Division Circulars \(nj.gov\)](#)

## **Support Program and Community Care Program Policies and Procedures Manual**

[supports-program-policy-manual.pdf \(nj.gov\)](#)

[community-care-program-policy-manual.pdf \(nj.gov\)](#)