

How to become a Day Habilitation Provider



DDD PROVIDER PERFORMANCE AND MONITORING

DAY SERVICES

Day Habilitation Certification



New Providers & Provider's First Fee For Service Application Process

Day Habilitation Certification



- Certification process requires
 - Application
 - Service delivery plan
 - Activity Calendar
 - Site specific documents – transportation , emergency
 - Policies and procedures – admission, personnel, discharge, and suspension
 - Interview
 - Facility inspection prior to operation
- Certifications are site specific and non-transferable.
- Please submit all applications to the following email address:
 - DDD.ProvisionalDayHabilitationCertification@dhs.state.nj.us

Certification transfer



- Notify DDD/ PPMU at least 90 days prior
- Submit application to
 - Application for Provisional Day Habilitation Certification
 - http://www.state.nj.us/humanservices/ddd/services/day/day_habilitation_certification.html
 - Include the following
 - Service delivery plan
 - Site specific documents – transportation , emergency
 - Policies and procedures – admission, discharge, and suspension.
- Facility Review



Application



- Agency must complete the following 2 page application:

http://www.state.nj.us/humanservices/ddd/services/day/day_habilitation_certification.html

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Service Delivery Plan



- **Must include**

- Location of facility and area being served (including transportation catchment area)
- Hours of operation
- Maximum number of people agency plans to serve
 - ✦ Number of people you can safely manage while maintaining appropriate programming
- Goals and anticipated outcomes of the program
- Align with Day Habilitation Definition
- Emphasize opportunities for community inclusion
- Include age appropriate activities and offer variety and choice
- Demonstrate ability to meet needs and preferences of individuals

Activity Calendar



- **Activity Calendar** should include a variety of choices that foster development of habilitative skills while incorporating individual needs and preferences.
- Provides structure for staff and individuals served
- At minimum an Activity Calendar should include the following:
 - Choices of activities for individuals attending program
 - Alternate activities available to ensure individual choice
 - Community based activities

Personnel Policies & Procedures



- **Personnel Policies establish guidelines and instructions for employees.**
- **Job descriptions**
 - Education & Experience Requirements
 - job responsibilities and functions
- **Background Checks** (Initial and ongoing) which shall, at minimum, include:
 - Criminal History Background Check (to include: Electronic Fingerprint and Archive process)
 - Central Registry Check
 - Federal Exclusions Check/ NJ Treasury Check (See Appendix I)
 - Driving Abstracts, if applicable
 - Cari Checks
 - Drug testing
- **Employee Evaluations**
- **Staff Training** (Initial and ongoing)
 - College of Direct Support –DDD mandatory trainings
 - Method for tracking trainings
 - Specialized Training
 - All required trainings as outlined in the Reference Guide to Mandatory Staff Training and Professional Development – Appendix E

http://www.state.nj.us/humanservices/ddd/documents/quick_reference_guide_to_mandatory_staff_training.pdf

Admissions



- Admission Policies and Procedures, which at minimum, shall include the following:
 - Pre-admission process – in person meeting, tour of services, documentation, physical exam
 - Criteria for acceptance – diagnosis/disability type, tier
 - Appeal process
 - Admission process – determining start date, submission of referral packet
 - Waiting list Program rules and expectations, rights and responsibilities

Suspension



- **Suspension Policies and Procedures, which at minimum, include the following:**
 - Reasons for suspension – must be explained and signed off by individual
 - Process for making determination – determining that reasons are met, warning process, determining length of suspension, notification to individual, caregiver, SC, DDD, etc.
 - Return to services
 - Appeal process

Discharge



- Discharge Policies and Procedures Policies, which at minimum, include the following:
 - Reasons for discharge – must be explained and signed off by individual
 - Process for making determination – determining that reasons are met, warning process, determining length of suspension, notification to individual, caregiver, SC, DDD, etc. ‘
 - Appeal process

Emergency Policies & Procedures



- Emergency Procedures should include the following, at minimum:
 - Fire Emergencies
 - Shelter in place
 - Medical emergencies
 - Should be in compliance with:
 - ✦ Division Circular #20A -Life-threatening emergencies
 - ✦ Division Circular #14 -Unusual Incident Reporting (UIR)
 - Identify staff roles and responsibilities during an emergency
 - ✦ Notifications and reporting requirements
 - Include completion of UIR
 - Reporting to DDD, family/guardian, and SC Agency, etc.

Transportation



- **Transportation policies & procedures should include the following:**
- **Emergency/accident procedures:**
 - Protocol required by agency and insurance company during an accident
 - Forms to be completed in case of an accident
- **Pick up/drop off processes**
 - Pick up/drop off times, waiting period, supervision levels
- **Catchment area**
 - Justification of catchment area
- **Suspension guidelines**
 - Reason for suspension (Individual and/or caregiver must sign-off)
 - Appeal process
- **Cancellations**
 - Due to the day habilitation provider (Weather, program closures, etc.)
 - Due to the individual (Illness, emergency, decision not to attend program that day, etc.)

Interview



- The interview is held to discuss the application and specific components of the agency's day habilitation program
- The interview gives you an opportunity to provide details about activities provided during the day at your program.
- The interview will be conducted with a staff Provider Performance & Monitoring Unit – Day Services at local DDD Office
- During the interview you will discuss:
 - The policies and procedures developed to meet the requirements of the day habilitation services
 - Design of the program and structure of the day
 - Any outstanding questions that may require clarification
 - Technical assistance will be provided if necessary

Facility Review



- The facility must meet the needs of individual served. The facility must include but not be limited to the following:
 - Certificate of Occupancy present at the time of the review
 - Fire evacuation plan w/ exits clearly marked
 - Sufficient restrooms & changing areas that provide privacy
 - Environmental Modifications (when applicable)
 - Appropriate storage
 - ✦ Medication, Cleaning supplies, Food, etc

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Additional Location Or Transfer of Location Process

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