

College of Direct Support (CDS) Trainings for July 2024

Recorded trainings on the [College of Direct Support](#) are available 24/7. To access them, the Support Coordination Agency-assigned CDS Administrators need to assign individual lessons to each staff member. CDS lessons with the DDDSC designation are required per the Division manual. CDS lessons with the DDD Support Coordination designation are optional but encouraged.

Training Title	Training Description
<i>Adaptive Equipment and Documentation</i>	This session will focus on the various types of adaptive equipment and its potential uses, understand why adaptive equipment is essential and be able to document adaptive equipment in the NJISP and iRecord.
<i>Behavior Supports and Documentation</i>	This session will focus on behavior supports, the way they intersect with the NJISP and documentation expectations in the NJISP and iRecord.
<i>Best Practice in Documentation</i>	This session will focus on person-centered, high quality, standardized documentation practices.
<i>Bureau of Guardianship Services (BGS): Overview, Processes, Alternatives and Supports</i>	This session will focus on the different types of guardianship, alternatives to guardianship, pursuing guardianship, and the role of the Bureau of Guardianship Services.
<i>Charting the LifeCourse: A Method of Ensuring Person-Centeredness</i>	This session will focus on the philosophy of Person-Centered Planning, Charting the LifeCourse concepts and introduce LifeCourse Tools to help plan for a “good life”.
<i>Community Care Program Waiting List</i>	This session will focus on the eligibility criteria for the Community Care Program (CCP), the wait list process and next steps.
<i>Corrective Action Plan (CAP)</i>	This session will focus on the Corrective Action Plan (CAP) process and how to submit a quality Corrective Action Plan.

<i>Corrective Action Plan (CAP) Quarterly Reports</i>	This session will focus on preparing and submitting complete Corrective Action Plan Quarterly Reports.
<i>DDD Service Review Overview: Accessing Division Resources for Goods and Services</i>	This session will focus on learning services that require DDD Service approval and the approval process.
<i>Electronic Visit Verification (EVV)</i>	This session will focus on explaining the Federal EVV Mandate and the Twenty First Century Cures Act and the impacted procedure codes.
<i>Employment Highlights and Updates and New Initiatives</i>	This session will focus on employment services through DDD, Project SEARCH, State as a Model Employer (SAME) and required documentation needed for these services.
<i>E-Signature in iRecord: Responsibilities and Functionality</i>	This session will focus on the responsibilities and technological functions related to e-signature use for the NJISP approval process.
<i>Gateway to the Community Care Program (CCP) Waiting List – What it is and How to Apply</i>	This session will focus on the gaining knowledge to support individuals, families and guardians through the Waiting List application process, describe various Waiting List types and recognize the need to routinely discuss the Waiting List application process as a part of annual planning.
<i>Housing Subsidy Program Questions and Answers</i>	This session will focus on learning about the housing subsidy program/Supportive Housing Connection (SHC), how to locate a property, living arrangements, and the resources and challenges involved with housing subsidies.
<i>Incident Reporting and Death Verification Process</i>	This session will focus on the “5w’s”: who, what, when, where and why of incident reporting, the death verification process and the necessary steps required to complete in iRecord.
<i>Introduction to Self-Directed Services</i>	This session will focus on exploring self-directed service options.
<i>Mealtime Safety and Documentation</i>	This session will focus on the different diet types, nutrition, and intersect with providers and documentation expectations for the individuals they serve.
<i>Measuring Customer Satisfaction: A Training for Support Coordination Agencies</i>	This session will focus on Division Waiver Manual requirements related to customer satisfaction, customer satisfaction survey methodology, and additional methods of measuring customer satisfaction.

<i>NJ ABLE – Save While You Preserve SSI and Medicaid</i>	This session will focus on understanding how NJ ABLE helps individuals with disabilities and their families save for disability-related expenses and preserve their ability to benefit from supplemental security income, Medicaid and other federal programs.
<i>NJ Division of Aging Services Series: Respite Supports</i>	This session will focus on exploring available respite services and how to utilize the Statewide Respite Care Program.
<i>NJISP Related: Employment Expectations and Overview</i>	This session will focus on the required Division documents for Employment options within the NJISP and how to support New Jersey’s commitment to being an Employment First State.
<i>NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person Centered Planning Tool (PCPT) Overview</i>	This session will focus on how to utilize the NJCAT as a roadmap to ensure accuracy, how NJCAT scores determine budget amounts, how it relates to identifying services and review principles so Support Coordinators can highlight information from PCPT to support the life trajectory.
<i>NJISP Related: New Jersey Individualized Service Plan Process and Documentation</i>	This session will focus on a comprehensive, systematic guideline of what is required in order to create an Individualized Service Plan (ISP) and will be able to highlight the importance of the ISP being a person centered document.
<i>NJISP Related: Service Entry and iRecord Overview</i>	This session will focus on services available through the Supports Program and Community Care Program Waivers and a basic overview of iRecord entry.
<i>Office of Education on Self-Directed Services</i>	This session will focus on what the Office of Education on Self-Directed Services does and receive an overview of self-direction and supports brokerage.
<i>Overview of Division of Disability Services (DDS)</i>	This session will focus on the different services that DDS has to offer, how to access services, the application processes and eligibility determination for the each service (i.e. NJ ABLE, PASP, NJ WorkAbility, DB101, TBI Fund, DH&W and IHC Grant Program).
<i>Overview of Division of Vocational Rehabilitation Services (DVRS)</i>	This session will focus on the details surrounding the referral and application process, eligibility determination and plan for employment.

<i>Overview of the DDD Medicaid Eligibility Helpdesk and Medicaid Eligibility</i>	This session will focus on the roles and responsibilities of the DDD Medicaid Eligibility Helpdesk and Special Projects Team, and gain knowledge of various Medicaid programs.
<i>Overview of the Housing Subsidy Program</i>	This session will focus on the Supportive Housing Connection eligibility requirements and the application process.
<i>Policies and Procedures Manuals</i>	This session will focus on the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
<i>Pre-Admission Screening and Residential Review (PASRR) Process</i>	This session will focus on the PASRR process, how to complete the PASRR Level I screening tool and when the PASRR Level II evaluation and determination is needed.
<i>Preparing for Support Coordination Unit Evaluation: A Training for Support Coordination Agencies</i>	This session will focus on Support Coordination Agencies being prepared for the Division's Support Coordination Unit plans for evaluation.
<i>Putting Home and Community Based Services (HCBS) Rules into Practice</i>	This session will focus on the Home and Community Based Services Final Setting Rule, ensuring compliance and the requirement of ongoing monitoring of services.
<i>Quality Management: Plans, Processes, and Reporting</i>	This session will focus on Division requirements of best practice methods and considerations related to quality improvement efforts.
<i>Self-Determination: Why It's Important for Individuals with Different Abilities</i>	This session will focus on what self-determination is and how to support individuals with their self-determination journey by using activities, assessments and tools.
<i>Service Utilization - Waiver Requirement</i>	This session will focus on waiver compliance, requiring Individuals access at minimum, two waiver services.
<i>Substance Abuse and the Intellectual and Developmental Disabilities (I/DD) Population</i>	This session will focus on the biology, behaviors, prevalence and risk factors for substance abuse within the Intellectual and Developmental Disability Population.
<i>Suicide Prevention and the IDD Population (Part of a series on mental health)</i>	This session will focus on the warning signs of suicide and how to refer people at risk for suicide for help.

<i>Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability</i>	This session will focus on manual requirements, the current SCA landscape and commonly explored options for SCAs determining operational viability.
<i>Support Coordination Agency (SCA) Staff Qualification Requirements</i>	This session will focus on Division requirements and responsibilities, as an agency, related to Staff Qualifications.
<i>Support Coordinator Monitoring Tools</i>	This session will focus on required monitoring requirements and how to use the Monitoring Tools effectively.
<i>Using the Addressing Enhanced Needs Form (AENF) in Plan Development</i>	This session will focus on the importance of working as a team to develop an Individualized Service Plan that supports an Individual based on their needs and preferences. Participants will recognize the significance of the AENF in person-centered plan development.
<i>Using the ISP Individualized Service Plan Worksheet for Residential and Day Habilitation Providers and Support Coordinators</i>	This session will focus on the importance of the ISP worksheets in person-centered plan development, as a communication tool and how to complete the form in its entirety. Participants will be able to understand HCBS modification requirements and the associated review and monitoring process.

College of Direct Support (CDS) Tutorial for Support Coordination Agencies to Access Recorded Trainings/eLearning

- Log in at [College of Direct Support](#)
- Type in Username
 - first initial of first name, full last name then last 4 of your social security number Example: John Doe (username would be JDoe1234)
- Type in Password
 - The generic password is hello. Please refrain from changing the password.
- Once logged in, you will be on the main/home page
 - Look for a red or green box on the left that will either say, “Current Assignments” or “Overdue Assignments”
 - There will be a number if there’s any eLearning assigned
 - Click underneath where it says, “eLearning Lessons”

- On the next page of assigned items you should be able to view all the assigned eLearning lessons
- Click on the specific lesson you would like to view
- A new window will pop up; click “start the lesson” at the bottom
- Please note that certificates of attendance will not be distributed for any trainings viewed on the College of Direct Support. After completion of a training, the user has the option to print the transcript. It will reflect all trainings completed.