College of Direct Support (CDS) Trainings for November 2025

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 meet the Support Coordination Competency Requirements. CDS lessons with the DDD Support Coordination designation are not required but encouraged.

Training Title	Training Description
Alternatives to Guardianship: Empowering Individuals through Supportive Decision Making (August 2025) *SC Competency Requirement*	In this session the learner will be guided through the decision-making spectrum and will be able to differentiate between Supportive Decision Making and Guardianship. The learner will also be able to explore their role in empowering people with disabilities and promoting self-determination.
Best Practice in Documentation (June 2025) *SC Competency Requirement*	In this session the learner will understand how to develop person-centered, high quality, standardized documentation practices.
Comprehensive Care Strategies: Training on the Behavioral Health Stabilization Program (BHSP) (September 2025)	In this session the learner will gain knowledge about the Behavioral Health Stabilization Program and identify the steps to take before making a referral to the program. The learner will also be able to understand the planning team's responsibilities in facilitating the transition from stabilization to the previous residential setting.
Corrective Action Plan (CAP) Quarterly Reports (September 2025)	In this session the learner will be guided through the steps involved in preparing to submit quality Corrective Action Plan (CAP) Quarterly Reports to the Support Coordination Unit within the Division of Developmental Disabilities.

Training Title	Training Description
Creating a Vision: Outcomes that Matter (August 2025)	In this session the learner will be able to identify the importance of an outcome for service delivery and be able to link the established outcomes to the person's vision for their life. The learner will also understand the role of the person, supporters and team in outcome development.
Crisis and Emergency Resources for Support Coordinators, Individuals and Families (June 2025) *SC Competency Requirement*	In this session the learner will recognize emergency situations and how to respond using community resources. The learner will also be able to understand what is expected from the Division and Medicaid waiver when dealing with emergencies.
DDD Charting the LifeCourse: A Method of Ensuring Person-Centeredness (June 2025) *SC Competency Requirement*	In this session the learner will become familiar with the philosophy of Person-Centered Planning and principles of the Charting the LifeCourse framework. The LifeCourse Tools will be introduced to help users plan for a "good life".
DDD Housing Subsidy Program Overview (August 2025) *SC Competency Requirement*	In this session the learner will examine the Supportive Housing Connection eligibility requirements, application process, and annual recertification process.
DDD Support Coordination-Prerequisites Modules (February 2025): ○ *Support Coordinator Roles and Responsibilities* ○ *Overview of DDD System* ○ *Getting Started with iRecord Part 1* ○ *Getting Started with iRecord Part 2*	Prerequisites must be completed by all new Support Coordinators and Support Coordination Supervisors one week prior to attending the Boggs Center's two day live virtual training, SC Orientation: Person - Centered Planning and Connection to Community Supports. These sessions are designed to introduce the learner to Division mission, philosophy, and systems within the context of the Support Coordination role and responsibilities. The learner will learn the general functions within iRecord to ensure a successful planning process.
Deliverables and Claims Requirements (August 2025)	In this session the learner will learn how to outline the Division Policy & Procedure requirements and operational expectations with regards to claiming for services rendered. The learner will also be able to identify and correct deficits in the agency claiming processes.

Training Title	Training Description
Design Your Own Path: Introduction to Self-Directed Services (June 2025) *SC Competency Requirement*	In this session the learner will understand the roles and responsibilities of the Office of Education on Self-Directed Services. This session will explore self-directed service options and the roles of self-directed employees, supports brokers and the fiscal intermediary.
Developing a Corrective Action Plan (CAP) (September 2025)	In this session the learner will be guided through the steps involved with the Corrective Action Plan (CAP) process. Topics include how to submit a quality Corrective Action Plan and future reporting requirements.
Developmental Disabilities and Community Integration: A Brief History *SC Competency Requirement*	In this session the learner will understand the history of services to those with intellectual and developmental disabilities in the US. This session will also discuss the transition from institutionalization to an approach of community integration and the current themes of person-centered approaches in NJ.
Division of Mental Health and Addiction Services (DMHAS): Targeted Overview for DDD Staff & Support Coordination Agencies (September 2025)	In this session the learner will understand the Division of Mental Health and Addiction Services (DMHAS) role and responsibilities. This session will review the continuum of mental health services provided by DMHAS.
Electronic Visit Verification (EVV) (August 2025) *SC Competency Requirement*	In this session the learner will be guided through an explanation of the Federal EVV Mandate. This session will discuss impacted procedure codes, exemptions, compliance, and the Support Coordinator's role in documentation.
Emergency Access to Community Care Program (CCP) & the Intensive Case Management (ICM) Referral Process (January 2025)	In this session the learner will become familiar with the parameters for access to the Community Care Program (CCP) and the associated referral process for Intensive Case Management (ICM).
Ensuring Support Coordination Agency Availability and Responsiveness: Receive, Respond, Report	In this session the learner will recognize the role of the Support Coordinator in receiving and responding to calls and reporting unexpected events. The learner will also be able to understand the process for reporting issues to the Division of Developmental Disabilities.

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Ensuring Waiver Documentation Compliance for Support Coordination Agencies (SCAs) (April 2025)	In this session the learner will be able to understand the DDD policy manual requirements for Individualized Service Plans (ISPs) and expectations for monitoring. The learner will also be able to describe and identify quality outcomes and the essential requirements of monitoring tools.
E-Signature in iRecord: Functionality, Responsibilities, and Expectations (April 2025)	In this session the learner will understand the importance of the individual being at the center of the planning process. This session will also discuss SCA responsibilities and the technological functions related to e-signature use.
Fiscal Intermediary Choices: Understanding Options (June 2025) *SC Competency Requirement*	In this session the learner will be able to identify the roles and responsibilities of the Fiscal Intermediary, individual/family, and Support Coordinator in each FI model. The learner will also be able to understand the costs and employment processes associated with each FI model.
From Application to Access: Overview of the Community Care Program Waiting List (June 2025) *SC Competency Requirement*	In this session the learner will become familiar with the Community Care Program (CCP) Waiting List and the waiting list types. This session will review how to submit an application for the Priority Waiting List.
Getting Started with iRecord Part 3 *SC Competency Requirement*	In this session the learner will understand how to enter outcomes and services within iRecord. They will also be able to identify the process of plan reviews and approvals and know the steps involved in the monitoring components within iRecord.
Guardianship, An Overview of Bureau of Guardianship Services (BGS) and Alternative Options (August 2025) *SC Competency Requirement*	In this session the learner will become familiar with the different types of guardianship and alternatives to guardianship. Topics including the process to pursue guardianship and the role of the BGS guardian will also be reviewed.
Incident Reporting Overview (October 2025) *SC Competency Requirement*	In this session the learner will recognize key elements of incident reporting, ensure compliance with required documentation, reporting timeframes, and appropriate follow-up steps as required.

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Let's Talk Assistive Technology (August 2025) *SC Competency Requirement*	In this session the learner will recognize technology tools as a possible support strategy and connect people to opportunities to explore technology in order to best meet their needs. The learner will be able to identify different types of technology to support each person's unique needs.
Mealtime Safety and Documentation	In this session the learner will understand the various diet textures and liquid consistencies. Documentation expectations and responsibilities related to reporting changes, concerns related to an individual's diet or mealtime behavior to ensure mealtime safety will be reviewed.
Measuring Customer Satisfaction: A Training for Support Coordination Agencies	In this session the learner will gain knowledge of the Division Policy Manual requirements related to customer satisfaction. Methods of measuring customer satisfaction, tabulating and sharing results will also be discussed.
Medicaid: Eligibility and Helpdesk *SC Competency Requirement*	In this session the learner will be able to gain knowledge of various Medicaid programs and eligibility requirements. The roles and responsibilities of the DDD Medicaid Eligibility Helpdesk will be reviewed as well as the Medicaid troubleshooting form.
Navigating Conflict for Support Coordinators (August 2025) *SC Competency Requirement*	In this session the learner identify how and why conflict occurs. The learner will be able to employ skills to prevent conflict from happening and will be able to navigate conflicting situations and negotiate productive resolutions.
NJISP Related: Employment Expectations and Overview *SC Competency Requirement*	In this session the learner will identify the required Division documents for employment options within the NJISP by exploring and planning for employment. The session will also review how to support New Jersey's commitment to being an Employment First State.
NJISP Related: New Jersey Comprehensive Assessment Tool (NJCAT) and Person-Centered Planning Tool (PCPT) Overview *SC Competency Requirement*	In this session the learner will understand how to utilize the NJCAT as a roadmap to ensure accuracy. This session will also discuss how NJCAT scores determine budget amounts and how it relates to identifying services. It will also review principles so Support Coordinators can highlight information from the PCPT to support the life trajectory.

Training Title	Training Description
NJISP Related: New Jersey Individualized Service Plan Process and Documentation *SC Competency Requirement*	In this session the learner will examine 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.
NJISP Related: Service Entry and iRecord Overview *SC Competency Requirement*	In this session the learner will understand the process of accessing supports and services and how to identify components of an individual budget. The service review process and a basic overview of iRecord entry will also be explored.
Overview of Pre-Admission Screening and Resident Review (PASRR) Process for Individuals with IDD or Related Conditions (April 2025)	In this session the learner will explore the PASRR process, the steps involved with the PASRR Level I screening tool and when the PASRR Level II evaluation and determination is needed.
Overview of the Behavior Management Committee	In this session the learner will understand what the Behavior Management Committee is and the Behavior Support Plan levels. The learner will also learn how to do a referral for the Behavior Management Committee and the meeting process.
Overview of the DDD Resource Team	In this session the learner will be able to identify the services available through the Division of Developmental Disabilities Resource Team. This session will review the purpose of the Behavior Analysis Unit, Choking Prevention Unit and Nursing Support Unit.
Overview of the DDD Service Review Process (August 2025) *SC Competency Requirement*	In this session the learner will understand how to identify service limitations, exclusions and items that require DDD Service Approval.
Overview of the Human Rights Committee	In this session the learner will be able to identify the rights of Division eligible persons. The learner will also be able to understand the purpose of the Human Rights Committee and the process for the Human Rights review via the Human Rights Committee.
Planning Team Partnerships: Using Individualized Support Plan (ISP) Worksheets in Plan Development *SC Competency Requirement*	In this session the learner will understand the importance of the ISP worksheets in person-centered plan development as a communication tool and how to complete the form in its entirety. The HCBS modification requirements will also be discussed.

Training Title	Training Description
Planning Team Partnerships: Using the Addressing Enhanced Needs Form (AENF) in Plan Development *SC Competency Requirement*	In this session the learner will examine the importance of working as a team to develop an Individualized Service Plan that supports an individual based on their needs and preferences. It will also focus on the significance of the AENF in person-centered plan development.
UPDATED NOVEMBER 2025! *Policies and Procedures Manual Development: A Training for Medicaid/DDD Approved Providers*	In this session the learner will understand the criteria to develop and maintain a Policies and Procedures Manual that meets Division requirements and expectations.
Preparing for Support Coordination Unit Evaluation: A Training for Support Coordination Agencies	In this session the learner will review how Support Coordination Agencies can prepare for the Division's Support Coordination Unit evaluation process, review evaluation indicators and expectations during and post SCU evaluation.
Putting Home and Community Based Services (HCBS) Rules into Practice (June 2025) *SC Competency Requirement*	In this session the learner will become familiar with the Home and Community Based Services Final Settings Rule. The learner will also understand how to identify required characteristics and how to ensure implementation. Compliance and ongoing monitoring of services will also be discussed.
Quality Management: Plans, Processes, and Reporting	In this session the learner will understand the Division's quality improvement requirements by reviewing the best practice methods and considerations related to quality improvement efforts.
Substance Use and the Intellectual and Developmental Disabilities (I/DD) Population	In this session the learner will be able to identify the biology, behaviors, prevalence and risk factors for substance abuse within the Intellectual and Developmental Disability Population. The interventions and barriers to treatment will also be discussed.
Suicide Prevention and the IDD Population (Part of a series on mental health)	In this session the learner will examine the warning signs of suicide for individuals with IDD and how to refer people at risk for suicide for help.

Training Title	Training Description
Support Coordination Agencies (SCAs) Considering Operational Options and Sustainability (October 2025)	In this session the learner will understand DDD policy manual requirements regarding agency census expectations, 24 hour responsiveness, and SCA policy and procedure manuals. This session will also discuss quality management within the SCA and conflict free care management. SCAs will also discover options with determining operational viability.
Support Coordination Agency Organizational Governance: Requirements and Best Practice Considerations (October 2025)	In this session the learner will understand Division policy requirements and best practices for organizational governance. This session will provide a working understanding of the rationale and benefits to having an effective Organizational Governance Policy and prepare SCAs to develop and maintain an Organizational Governance policy and procedures that meets DDD requirements.
Support Coordination Agency (SCA) Staff Qualification Requirements (April 2025)	In this session the learner will understand each of the manual requirements and expectations related to SCA Staff Qualifications. This session will prepare SCAs to verify staff qualification for new hires and conduct ongoing reviews and maintain documentation in personnel files.
Support Coordinator Monitoring Tools *SC Competency Requirement*	In this session the learner will be able to identify Monitoring Tool goals, DDD policy manual requirements and how to use the Monitoring Tools effectively.
Supporting a Vision: Identifying Supports and Services (January 2025)	In this session the learner will recognize the importance of supporting a person's vision by linking service delivery to outcomes and learning from the PCPT and the ISP. The learner will also gain knowledge of various service options available through the waivers and community/natural supports.
Supporting the Person: Adaptive Equipment and Documentation (August 2025) *SC Competency Requirement*	In this session the learner will be able to name the common types of adaptive equipment and its potential uses. The learner will understand how to document adaptive equipment in the NJISP and iRecord.

Training Title	Training Description
Supporting the Person: Behavior Supports and Documentation (August 2025) *SC Competency Requirement*	In this session the learner will understand behavior supports and resources through the Division of Developmental Disabilities. Documentation expectations in the NJISP and iRecord will also be reviewed.
Supporting the Person: Medical Supports and Documentation (August 2025) *SC Competency Requirement*	In this session the learner will understand potential medical diagnoses and medical supports that may affect a person. The learner will also learn documentation expectations and how to engage in meaningful conversations around the person's medical and health status.
Walkaway Safety and Documentation (May 2025)	In this session the learner will be able to understand the correct way to document walkaway events and identify the documents which must have the walkaway events identified. The learner will also be able to understand the possible causes, dangers and interventions when it comes to walkaway events.

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.