The New Jersey Department of Human Services

DDD of Developmental Disabilities

DDD QUARTERLY UPDATE
FOR INDIVIDUALS, FAMILIES AND PROVIDERS

Jonathan S. Seifried, MA
Assistant Commissioner

December 12, 2018
Overview

• Executive Management Team and Unit Contacts
• Fee-for-Service (FFS) Implementation
• DSP Wage Increase
• iRecord Changes
• NJ Earned Sick Leave Law
• Service Documentation
• Policy Manual Revisions
• Health and Safety Resources
### Executive Management as of December 2018

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Jonathan.Seifried@dhs.state.nj.us">Jonathan.Seifried@dhs.state.nj.us</a></td>
<td>Assistant Commissioner</td>
</tr>
<tr>
<td><a href="mailto:Carol.Jones@dhs.state.nj.us">Carol.Jones@dhs.state.nj.us</a></td>
<td>Chief of Staff</td>
</tr>
<tr>
<td><a href="mailto:Eric.Kaufmann@dhs.state.nj.us">Eric.Kaufmann@dhs.state.nj.us</a></td>
<td>Assistant CFO, DHS</td>
</tr>
<tr>
<td><a href="mailto:Charles.Naus@dhs.state.nj.us">Charles.Naus@dhs.state.nj.us</a></td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td><a href="mailto:Jennifer.Joyce@dhs.state.nj.us">Jennifer.Joyce@dhs.state.nj.us</a></td>
<td>Director Employment Services</td>
</tr>
<tr>
<td><a href="mailto:Kelli.Rice@dhs.state.nj.us">Kelli.Rice@dhs.state.nj.us</a></td>
<td>Director, Waiver Unit</td>
</tr>
<tr>
<td><a href="mailto:Mariana.Pietrunti@dhs.state.nj.us">Mariana.Pietrunti@dhs.state.nj.us</a></td>
<td>Director, Support Coordination &amp; Case Management</td>
</tr>
<tr>
<td><a href="mailto:Michelle.Whitmore@dhs.state.nj.us">Michelle.Whitmore@dhs.state.nj.us</a></td>
<td>Special Assistant</td>
</tr>
<tr>
<td><a href="mailto:Diane.Flynn@dhs.state.nj.us">Diane.Flynn@dhs.state.nj.us</a></td>
<td>DDD Communications</td>
</tr>
<tr>
<td><a href="mailto:Robert.Artis@dhs.state.nj.us">Robert.Artis@dhs.state.nj.us</a></td>
<td>Family Outreach</td>
</tr>
<tr>
<td>Unit</td>
<td>Contact Name</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Intake</td>
<td>James Schiralli</td>
</tr>
<tr>
<td>Support Coordination</td>
<td>Cheryl Betz</td>
</tr>
<tr>
<td>Waivers</td>
<td>Kelli Rice</td>
</tr>
<tr>
<td>Provider Performance &amp; Monitoring</td>
<td>Wendy Yosco</td>
</tr>
<tr>
<td>Housing</td>
<td>Patrick Boyle</td>
</tr>
<tr>
<td>Housing Subsidies</td>
<td>Courtney Davey</td>
</tr>
<tr>
<td>Case Management</td>
<td>Mariana Pietrunti</td>
</tr>
<tr>
<td>Contracting</td>
<td>Jose Gonzalez</td>
</tr>
<tr>
<td>CCP Fee-For-Service</td>
<td>Michelle Whitmore</td>
</tr>
</tbody>
</table>
FFS Implementation: Community Care Program

- Over 10,500 Community Care Program (CCP) Transition Letters and Support Coordination Agency Selection Forms sent to individuals identified for transition from CCP to CCP-FFS
- 10,485 CCP individuals assigned to Support Coordination Agency (93% Assigned)
- 9,282 CCP individuals with approved Individualized Service Plan (ISP) approved plans (82% Conversion)
FFS Implementation: Supports Program

- Current Supports Program (SP) enrollment: 9,068
- Division continues to process enrollments as received
FFS Implementation: Support Coordination

- Support Coordination (SC) capacity
  - Medicaid/DDD approved SC Agencies: 164
    - SC Maximum Capacity: 26,853
    - Individuals currently assigned to an SC Agency: 19,440
    - Remaining Capacity: 7,413
Support Coordination

How to change a Support Coordination Agency (SCA) if/when an individual chooses to:

- Suggested Steps:
  - Review Boggs Center Guide/s on selecting a Support Coordination Agency (SCA)
  - Review DDD’s list of approved SCAs and/or Provider Search Database
  - Contact/interview potential new SCAs

- **Required Step:** Submit new SCA Selection Form to DDD
  
  [www.nj.gov/humanservices/ddd/services/support_coordination.html](http://www.nj.gov/humanservices/ddd/services/support_coordination.html)
June 30, 2018 – Legislation passed in NJ that provided funding for a wage increase for Direct Support Professionals (DSPs)

Legislation required the funding be distributed via an increase to **Fee-For-Service** (FFS) reimbursement rates for specific services in the Supports Program and Community Care Program.
DSP Wage Increase

- For the period July 1, 2018 – September 30, 2018 wage increase funding was disbursed to service providers via a one-time electronic deposit from Molina.
- From October 1 forward wage increase funding will be dispersed via the rate increases to impacted services.
- Although the increase is to FFS rates, the wage increase must be provided to all DSPs.
DSP Wage Increase

- Impacted services
  - Career Planning
  - Community Based Supports
  - Community Inclusion Services
  - Day Habilitation
  - Individual Supports
  - Pre-Vocational Training
  - Respite
  - Supported Employment – Individual
  - Supported Employment – Group
In iRecord, the rate increases were placed in a new budget category called **DSP Service** that can only be utilized for services that impact DSP wages (the intent of the legislation):
Helpful Links

- DSP Wage Increase Language from FY2019 Appropriations Act (Page B-212)
  www.nj.gov/treasury/omb/publications/19approp/94.pdf

- DSP Wage Increase Original versus New Rates
Policy Manual Revisions

- Supports Program and Community Care Program policy manuals currently under revision
  - To reflect rate changes implemented as a result of the DSP wage increase
  - Other minor revisions
iRecord Changes: Email Validation

- 11/28/2018: New iRecord functionality launched
- Ensures electronic contact information is “clean” and up-to-date for all users of DDD web applications
  - Email Validation Request is now automatically transmitted whenever a new email address is entered into any email field within any Division web application
    - Upon receipt of Email Validation Request, user clicks on “Click here to verify” link
    - User is prompted to enter first and last name and click on a checkbox icon to submit the validation
Upon initial implementation of the functionality Email Validation Requests were transmitted to every email address currently entered in all Division web applications.

Users who had not previously activated their secure web mail account with DHS/DDD will not be able to complete the validation until the secure web mail account is activated.
User must click link, enter name, and click checkbox icon to validate email address
The iRecord Plan Change Log Report has been updated to increase its accuracy:

- Will now be provided with every plan revision
- Will provide clear breakdown of changes made since last plan was received
- Will make it easier to identify whether plan changes have a direct bearing on service delivery
- Participants, their guardians and referenced service providers will receive
iRecord Changes: Plan Termination Updates

- When a service plan is ended early a copy of the terminated plan and the new plan will be provided.
- Participants, their guardians and referenced service providers will receive.
NJ Earned Sick Leave Law

- Effective October 29, 2018
  - Requires employers statewide to provide paid sick leave, including Employers of Record in the DDD Self-Directed Employee (SDE) Option:
    - One hour of sick leave earned for every thirty hours worked
    - Maximum of 40 hours of sick leave can be:
      - earned per benefit year
      - carried over into the next benefit year
      - utilized in any given benefit year
    - Earned sick leave can begin to be utilized 120 days after October 29 or after the date an SDE was cleared to work and began providing authorized services
Public Partnership began tracking earned sick leave for enrolled, authorized SDEs on October 29

- Developing a dashboard where users of the PPL Better Online portal will be able to view earned sick leave accrual, carry-over, and utilization

- USPS mailing currently underway from Public Partnerships to participants and employees in all New Jersey’s self-directed programs, including PPP and DDD SDE Option:
  - NJ Earned Sick Leave Law notification letter
  - NJ Earned Sick Leave Law FAQs
  - Department of Labor poster on NJ Earned Sick Leave
Acceptable reasons to use earned sick leave, per the NJ Earned Sick Leave Law:

- Employee needs diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or needs preventive medical care
- Employee needs to care for a family member during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or family member needs preventive medical care
NJ Earned Sick Leave Law

- Employee or their family member has been the victim of domestic violence or sexual violence and needs time for treatment, counseling, or to prepare for legal proceedings.
- Employee needs to attend school-related conferences, meetings, or events regarding their child’s education; or a school-related meeting regarding their child’s health.
- Employee needs to care for a child whose school or child care provider closed due to a public health emergency.
NJ Earned Sick Leave Law

- **Advance Notice of Sick Leave**
  - If an employee’s need for earned sick leave is foreseeable, an employer may require up to 7 days advance notice.
  - If an employee’s need for earned sick leave is unforeseeable (cannot be planned in advance), an employer should be notified as soon as practical.
NJ Earned Sick Leave Law

- **Documentation**
  - Employers can require reasonable documentation if earned sick leave is used on 3 or more consecutive work days, or on certain dates specified by the employer.
  - Employers cannot require an employee’s health care provider to specify the medical reason for leave.

- **NJ Earned Sick Leave Law poster:**
Service Documentation for SDEs

- Self-Directed Employees are required to maintain daily documentation of services provided
- Service documentation submission through Public Partnerships not yet operationalized – expected to occur early 2019
- Public Partnerships and DDD developing guidance/information for employers and SDEs
Health and Safety Resources

DDD Resource Teams
Health and Safety Resources

- **Resource Team Staff**
  - Behavior Analysts
  - Speech Pathologists

- **Resource Team Purpose**
  - Provide support to agency staff and families
  - Assist with the implementation of doctor’s orders
  - Provide training workshops

- **Services provided are consultative only**
Health and Safety Resources (Speech)

- Communication
  - Talking
  - Sign Language
  - Social interaction
- Hearing
- Swallowing
  - Chewing and mouth muscles
  - Swallow reflex and throat muscles
  - Nutrition and hydration
Health and Safety Resources (Speech)

- Consultation Process
  - Visit with individual and observe mealtimes
  - Communicate with caregivers
  - Review swallow studies
    - Least restrictive diet
    - Explain terminology
  - Suggest appropriate medical consultation/s
• **Reasons to Refer**
  - Move to a different residential setting
  - Change in food/drink
  - Coughing while eating
  - Rapid eating or other safety issue
  - Inadequate mealtime supervision
  - Medical complications
  - Weight loss
  - Dehydration
Health and Safety Resources (Speech)

- Workshop Topics
  - Dysphagia and Swallowing Disorders
  - Mealtime Strategies and Techniques
  - Tube Feeding Information for Caregivers
**Workshop Topic**
- Five Frequent Health Problems
  - Aspiration
  - Constipation
  - Dehydration
  - Seizures
  - Urinary Tract Infection (UTI)
Health and Safety Resources (Behavior)

- Consults with agency behaviorist about Functional Behavior Assessments and Behavior Support Plans and provides recommendations
- Provides workshops to agency staff on principles of behavior and other related topics
Health and Safety Resources (Behavior)

- Consultation Process
  - Observe individual in their normal setting
  - Attend transition meetings as necessary
  - Assist agency behaviorist with assessment of function of behavior
  - Help agency behaviorist develop strategies to reduce challenging behaviors and increase appropriate, socially significant and functionally equivalent behaviors
  - Consult with agency behaviorist on progress of behavior plans through analysis of data
Health and Safety Resources (Behavior)

• Reasons to Refer
  ○ Assist with transition of individuals from state facilities to community based living
  ○ Consult with agency behaviorist for individuals living in community based settings when challenging behaviors arise
  ○ Provide additional information to staff about behavior support topics
Health and Safety Resources (Behavior)

- Workshop Topics (General)
  - Basic Principles of Applied Behavioral Analysis for Direct Support Staff
  - Developing Positive Interactions
  - Understanding Pica from a Behavioral Perspective: Managing the Environment
Health and Safety Resources (Behavior)

**Workshop Topics (Advanced)**
- Functions of Behavior
- Understanding Functional Behavior Assessments and Behavior Support Plans
- Data Collection and Interpretation
- Training Behavior Support Plans
- Teaching Functional Equivalent Skills
Access to Trainings

- **YouTube video links:**
  - Diet Textures
  - Thickening Liquids
  - General Feeding Guidelines

- **DDD Contact for Training**
  Sara.Irizarry@dhs.state.nj.us (609.476.5208):
  - To provide your email in order to get on the monthly training schedule distribution list
  - For on-site trainings
  - For referral form for individual issues
Prevention Bulletins

- Preventing Aspiration
- Preventing Choking
- Preventing Constipation
- Preventing Dehydration
- Preventing Falls
- Preventing Pressure Ulcers
- Preventing Seizures

- Communication
- Oral Care
- Pica (consumption of non-food items)
- Thickeners
Questions