

# 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

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- 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

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**Family Outreach**



# DDD Unit Contacts

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<b>Unit</b>	<b>Contact Name</b>	<b>Contact Email</b>
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# FFS Implementation: Community Care Program

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- 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

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- **Current Supports Program (SP) enrollment: 9,068**
- **Division continues to process enrollments as received**

# FFS Implementation: Support Coordination

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- **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

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- 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)



# DSP Wage Increase

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- 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

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- 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

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- **Impacted services**
  - Career Planning
  - Community Based Supports
  - Community Inclusion Services
  - Day Habilitation
  - Individual Supports
  - Pre-Vocational Training
  - Respite
  - Supported Employment – Individual
  - Supported Employment – Group

# DSP Wage Increase

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- 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):

Current Plan Info ⓘ

Version : 2.01	Status : A
Start Date : 1/6/2018	End Date : 1/5/2019

Emp/Day	Residential
2488.30/47000	0/255226.25
Supports	DSP Service
0/15000	0/9117.88



# Helpful Links

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- **DSP Wage Increase Language from FY2019 Appropriations Act (Page B-212)**

[www.nj.gov/treasury/omb/publications/19approp/94.pdf](http://www.nj.gov/treasury/omb/publications/19approp/94.pdf)

- **DSP Wage Increase Original versus New Rates**

[www.nj.gov/humanservices/ddd/documents/rate-increase-grid.pdf](http://www.nj.gov/humanservices/ddd/documents/rate-increase-grid.pdf)

# Policy Manual Revisions

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- **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

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- **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



# iRecord Changes: Email Validation

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- 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




# iRecord Changes: Email Validation

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## Email Validation request

DDD IRECORD

 Please treat this as Confidential.

Sent: Mon 10/22/2018 1:53 PM

To: 

This message has been sent because your e-mail was entered in one or more applications supported by the Division of Developmental Disabilities.

Please click the link below and confirm the validation of email by submitting the form.

[Click here to verify](#)



User must click link, enter name, and click checkbox icon to validate email address



# iRecord Changes: Plan Change Log Report

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- 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

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- 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

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- **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

# NJ Earned Sick Leave Law

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- **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



# NJ Earned Sick Leave Law

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- **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

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- 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

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- **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

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- **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:**  
[https://nj.gov/labor/forms\\_pdfs/mw565sickleaveposter.pdf](https://nj.gov/labor/forms_pdfs/mw565sickleaveposter.pdf)

# Service Documentation for SDEs

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- **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

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## DDD Resource Teams



# Health and Safety Resources

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- **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)

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- **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)

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- **Consultation Process**
  - Visit with individual and observe mealtimes
  - Communicate with caregivers
  - Review swallow studies
    - ✦ Least restrictive diet
    - ✦ Explain terminology
  - Suggest appropriate medical consultation/s

# Health and Safety Resources (Speech)

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- **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)

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- **Workshop Topics**
  - Dysphagia and Swallowing Disorders
  - Mealtime Strategies and Techniques
  - Tube Feeding Information for Caregivers



# Health and Safety Resources (General)

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- **Workshop Topic**
  - **Five Frequent Health Problems**
    - ✦ **Aspiration**
    - ✦ **Constipation**
    - ✦ **Dehydration**
    - ✦ **Seizures**
    - ✦ **Urinary Tract Infection (UTI)**

# Health and Safety Resources (Behavior)

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- **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)

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- **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)

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- **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)

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- **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)

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- **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

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- YouTube video links:
  - [Diet Textures](#)
  - [Thickening Liquids](#)
  - [General Feeding Guidelines](#)
- DDD Contact for Training  
[Sara.Irizarry@dhs.state.nj.us](mailto: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

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- 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