Dear Managing Employer,

As the State of New Jersey transitions into the fee-for-service model, Provider Agencies are required to adhere to new requirements, including enhanced training requirements. For all employees including self-directed employees. Attached to this letter is a summary of these requirements.

You are asked to ensure that your Self-Directed Employees are provided adequate time to complete these requirements and that you make sure they understand the need to complete these trainings within the required timeframe.

All trainings must be completed within 90 days of the date of hire. For those Self-Directed Employees who have already been working under the old FIS program, the 30 days will begin starting with the effective date of the transfer to Agency with Choice. For example, if you move to Agency with Choice effective September 1, then your Self-Directed Employee(s) will have until September 30 to complete the trainings.

As these are state-required trainings, if they are not completed as required, the employee will not be able to work and will not be able to be paid until they are in compliance with the training requirements. Information regarding these requirements, as well as how to complete the trainings, is being sent to the employee as well.

There are some trainings that you are required to complete with the employee: An Orientation and on-site competency assessments for Prevention of Abuse, Neglect, and Exploitation (PANE) as well as a medication practicum if the employee is giving medications.

**Orientation**—You must develop an orientation for all your employees in which you review all pertinent information related to job duties and needs of the individual receiving services. The length and content of this orientation is based on the specific consumer circumstances and duties being performed by the SDE. The length and content are determined by the individual and/or authorized representative. You will be required to complete the sign-off sheet for all employees and return to Agency with Choice.

**PANE Competency Assessment**—This is the on-site Prevention of Abuse, Neglect, and Exploitation Competency Assessment which must be completed after the CDS trainings are completed. The Assessment Guide and required form are provided with this letter. The completed form must be returned to Agency with Choice.

**Medication Practicum**—For those SDEs who are administering medications, part of the required training is an on-site practicum which includes observing the SDE giving medication three times. This must be completed **prior** to the SDE administering medications independently. In addition to the required training, a Medication Agreement must be signed in order for an SDE to administer medications. *If medication administration is not listed on the job description, the SDE cannot administer medication and will not be required to complete the online or in-person medication practicum.*

All documentation regarding trainings can be submitted electronically via email to [**awccustomerservice@nj.easterseals.com**](mailto:awccustomerservice@nj.easterseals.com)**,** fax **888.525.0415,** or mailed to 25 Kennedy Blvd, Suite 600, East Brunswick, NJ 08816.

**Self-Directed Employee Required Training Summary**

**Individual/Family Developed Orientation—**required within 30 days of hire

The individual served and/or the authorized representative must develop an orientation based on the needs of the person served. The length and content of this training is determined by the individual or family but **must** cover all special needs of the individual, preferences of the individual, regular routine as it relates to the services being provided, and other necessary information to ensure the Self-Directed Employee (SDE) can successfully fulfil the needs of the individual. **The individual or family/guardian MUST return the signed Orientation form to Agency with Choice for inclusion in the employee file to ensure compliance.**

**CDS Trainings—**required within 90 days of hire

The following courses must be completed online through the College of Direct Supports (CDS):

* DDD Shifting Expectations: Changes in Perception, Life Experience & Services
* DDD Life Threatening Emergencies (Danielle’s Law)
* DDD Stephen Komninos Law
* Prevention of Abuse, Neglect, & Exploitation: Modules 1, 3, 4, 5, and 7

**Prevention of Abuse, Neglect, & Exploitation Practicum**—required within 90 days of hire but not until AFTER completion of the CDS modules.

This is an in-person assessment that must be completed by the individual and/or authorized representative to ensure the employee can demonstrate understanding of the Prevention of Abuse, Neglect, and Exploitation modules.

**CPR/First Aid**—required prior to assuming sole responsibility for the consumer and must be renewed every 2 years

Self-Directed Employees (SDEs) must complete a Nationally Certified Training program that includes both CPR AND First Aid. The training **must** include an in-person skills component; online only trainings are NOT acceptable.

**Medication & Medication Practicum—**required prior to administering medications; if NOT giving medications these trainings are not required

These trainings are only required IF a medication agreement has been signed and medication administration has been included in the SDE job description. There are several modules on CDS that must be completed online. The individual and/or family/guardian will then need to complete the on-site practicum which includes observing the administration of medication three times and completing the required assessment checklist.