

# **HABILITATION**

## **(DEFINITION)**

Habilitation is the process of providing those comprehensive services that are deemed necessary to meet the needs of individuals with developmental disabilities in programs designed to achieve objectives of improved health, welfare and the realization of individuals' maximum physical, social, psychological and vocational potential for useful and productive activities. Although the specific services will be described in an individual's Plan of Care, habilitation services are designed to develop, maintain and/or maximize the individual's independent functioning in self-care, physical and emotional growth, socialization, communication, and vocational skills. Habilitation services may include the following:

1. Developing socially appropriate behaviors and interpersonal skills, and eliminating maladaptive behaviors;
2. Developing cognitive skills including, but not limited to, the handling of emergencies, telling time, managing money, making change, recognizing street and other signs, solving problems, etc.;
3. Using recreation and leisure time;
4. Orienting to the community and training for mobility and travel;
5. Developing or remediating communication skills;
6. Developing appropriate grooming, sex, dress, and self-care habits, such as toileting, eating, and shaving;
7. Enhancing the physical, mental, and dental health of persons served. The services should deal with prevention and maintenance needs.
8. Training in assertiveness, and advocacy in dealing with citizenship, legal, family, and/or social needs; and,
9. Orienting to other programs, as appropriate.

Transportation to and from training sites will be included as a habilitation service. For purposes of this waiver, habilitation does not include activities or training to which the client may be entitled under federal or state programs of public elementary or secondary education or federally aided vocational rehabilitation.

# **HABILITATION**

## **(STANDARDS)**

### **NON-CONTRACTED AGENCIES**

These agencies must be in compliance with the accepted standards for state, community and local businesses and laws regarding businesses.

### **CONTRACTED DDD LICENSED AGENCIES**

Adult Training Manual of Standards

### **TRANSPORTATION**

Individuals being paid to render Habilitation services **and** providing transportation as part of their job duties must:

- have a current New Jersey license;
- have a driver history abstract completed within the last year;
- be covered by the qualified agency's auto insurance policy **OR** have an auto insurance policy in their name;
- have had a state **and** federal background check with fingerprinting completed before transporting any individual funded by the Division of Developmental Disabilities. State and federal background check must be completed every two years.

All vehicles must:

- have a current New Jersey registration;
- have a current New Jersey inspection sticker;
- be covered by a current auto insurance policy.

### **RATES**

#### **Individual providing transportation services utilizing their personal vehicle:**

Bill under Habilitation Transportation code (T2015T) @ .31/mile for each individual's commutation mileage.

#### **Agency employee providing transportation services in their personal vehicle:**

Bill under Habilitation Transportation code (T2015T) @ .31/mile for each individual's commutation mileage.

## **INDIVIDUAL SUPPORTS** **DEFINITION**

Individual support services are self-care and habilitation-related tasks performed and/or supervised by service provider staff in an individual's own or family home or in certified community-based settings, in accordance with approved Plans of Care. Assistance to, as well as training and supervision of individuals as they learn and perform the various tasks that are included in basic self-care, social skills, activities of daily living and behavior shaping will be provided. (The Plan of Care will specify the actual tasks to be performed).

### **A. Personal Assistance**

Personal assistance means assistance with normal personal maintenance and household care activities at the direction of the recipient of services, his/her family member or guardian, in accordance with an established Plan of Care. Personal Assistance services include attendant care, specified household chores, assistance with shopping appointments or other errands essential to community integration. The purpose of personal assistance is to provide necessary support for eligible people to meet their daily living needs and improve integration into the community.

Personal assistance services are described as follows:

#### **1. Attendant Care Services:**

- a. Bathing in bed, in the tub, or shower;
- b. Using toilet or bedpan;
- c. Grooming: care of hair, including shampooing, shaving and the ordinary care of nails;
- d. Helping recipient in transferring from bed to chair or wheelchair, in and out of tub or shower;
- e. Care of teeth and mouth;
- f. Changing bed linens with recipient in bed;
- g. Helping with eating and preparing meals, including special therapeutic diets for the recipients;
- h. Dressing;

- i. Ambulation, indoors and out;
- j. Escorting recipient to clinics, physician's office, related medical therapies, recreation activities and/or other trips;
- k. Assisting with medication that can be self-administered;
- l. Assisting recipient with use of special equipment such as walker, braces, crutches, wheelchair, etc., after thorough demonstration by a registered professional nurse or physical therapist, with return demonstration until registered professional nurse or physical therapist is satisfied that recipient can use equipment safely;
- m. Assisting recipient in implementing physical or occupational therapy, or speech language pathology programs.

2. **Household Chores:**

- a. Care of kitchen, including maintenance of general cleanliness of refrigerator, stove, sink, and floor, dishwashing;
- b. Care of bathroom, including maintaining cleanliness of toilet, tub, shower, and floor;
- c. Care of recipient's personal laundry and bed linen (may include necessary ironing and mending);
- d. Bedmaking and changing of bed linen;
- e. Window washing;
- f. Lawn cutting;
- g. Putting out garbage;
- h. Other necessary household chores related to independent living.

### 3. **Errand Services:**

- a. Routine errands for recipient such as picking up medication, picking up prepared meals, marketing, or any short trip to perform a specific task.

## **B. Training**

Training services are activities intended to assist a recipient in acquiring, maintaining, or improving skills and/or knowledge. This training is intended to assist a recipient to achieve or maintain independence in the performance of routine, daily tasks. It is also intended to assist a recipient in accessing and utilizing community resources. Qualifying services include:

1. Training in self-care activities such as grooming, bathing, toileting, shaving, dressing, and feeding.
2. Training in nutrition, diet, and food purchase and preparation.
3. Training in community living skills such as money management, home care maintenance, using the telephone, telling time, solving problems, and handling emergencies.
4. Training in leisure/recreation activities and using recreational opportunities.
5. Training in family and life activities.
6. Training in travel activities, such as utilizing public transportation, utilizing specialized services, achieving mobility within the neighborhood, and employing reasonable safety precautions.
7. Training in decision-making, assertiveness and self-advocacy in dealing with citizenship, legal, family, and/or social needs.
8. Developing or remediating communication skills.
9. Training in medication management and self-administration.
10. Training in mobility, including the use of adaptive devices.
11. Training in communication including receptive language, expressive language, vocabulary development, sign language,

conversation, expressing feelings and using communication devices.

## **INDIVIDUAL SUPPORTS**

### **(STANDARDS)**

#### **NON-CONTRACTED AGENCIES**

These agencies must be in compliance with the accepted standards for state, community and local businesses and laws regarding businesses. All staff rendering Individual Supports must have a state and federal background check with fingerprinting completed every two (2) years. The state and federal background check must be completed prior to supporting any individual funded by the Division of Developmental Disabilities. Note: Services of this provider type will only be available through the waiver to individuals who are not receiving Individual Support Services in licensed residences.

#### **SELF-HIRES**

1. Must be at least 18 years of age.
2. Have the ability/experience to meet the participant's needs as expressed in a written job description developed by the individual. This job description will become the basis of the contract for service if applicant is hired.
3. Have the physical capacity to perform the job functions as required by the participant.
4. Have the ability to communicate in the individual's primary language.
5. Pass criminal history background check.
6. If job requires driving, a valid driver's license and a copy of the abstract of the driver's record.
7. Reference check of two most recent employers.
8. Completion of any additional training specified by individual.
9. Attend mandatory one-day new hire orientation program conducted by the Easter Seals Society under contract to the DDD.

## **MENTOR/TRAINER**

1. Must be at least 18 years of age.
2. Ability to read and write English sufficiently to perform the duties of the job.
3. Have the ability to communicate in the individual's primary language.
4. Must have documented ability/experience/education in a specific skill area required to meet the participant's needs as detailed in the Plan of Care.
5. Must have a signed service contract for the provision of a specific service detailed in the Plan of Care, with a specified timeframe.
6. Pass criminal history background check.
7. Pass a drug and alcohol screen.
8. Successful completion of any additional training specified by the individual/surrogate as necessary to perform job functions.

## **CONTRACTED DDD LICENSED AGENCIES**

NJAC 10:44A, NJAC 10:44B

## **TRANSPORTATION**

Individuals being paid to render Individual Supports services **and** providing transportation to and from a waiver service as part of their job duties must:

- have a current New Jersey license;
- have a driver history abstract completed within the last year;
- be covered by the qualified agency's auto insurance policy **OR** have an auto insurance policy in their name;
- have had a state **and** federal background check with fingerprinting completed before transporting any individual funded by the Division of Developmental Disabilities. State and federal background check must be completed every two years.

All vehicles must:

- have a current New Jersey registration;
- have a current New Jersey inspection sticker;
- be covered by a current auto insurance policy.

## RATES

### **Individual providing transportation services utilizing their personal vehicle:**

Bill under the Individual Supports Transportation code (H2016ISET) @ .31/mile for each individual's commutation mileage.

### **Agency employee providing transportation services in their personal vehicle:**

Bill under the Individual Supports Transportation code (H2016ISET) @ .31/mile for each individual's commutation mileage.

## EMPLOYMENT SPECIALIST

**PURPOSE:** To assist an individual to develop competitive integrated employment. The individuals being served are not eligible for DVR/CBVI services.

**PAYMENT RATES:** Employment Specialist: Up to \$51 per hour for a maximum of 120 hours in any given plan year.

Certified Career Counselor: Up to \$51 per hour for a maximum of 20 hours in any given plan year.

<u>EMPLOYMENT SPECIALIST QUALIFICATIONS</u>	<b>CERTIFIED CAREER COUNSELOR QUALIFICATIONS</b>
<ul style="list-style-type: none"><li>• Be at least 18 years of age.</li><li>• Have an AA degree in Human Services or rehabilitation related field from an accredited college plus one year of experience developing employment or self-employment opportunities OR three years of related experience in developing employment and/or self-employment opportunities which includes contacting, networking and developing relationships with potential employers.</li><li>• Be familiar with the Americans with Disabilities Act and all requirements as related to employment</li><li>• Be familiar with the demands and expectations of business and industry.</li><li>• Completion of Employment Training at both the Introductory and Advanced levels conducted by agencies approved by the Division of Developmental Disabilities to</li></ul>	<ul style="list-style-type: none"><li>• Be a National Certified Career Counselor, Master Career Counselor, or a Licensed Professional Counselor.</li><li>• Must be registered with the Division of Consumer Affairs (DCA) Regulated Business Section.</li></ul>

<p>provide this training.</p> <ul style="list-style-type: none"> <li>• Completion of Person Centered Thinking training conducted by agencies approved by the Division of Developmental Disabilities to provide this training.</li> <li>• Knowledge of fiscal work incentives for employers and experience in coordinating those incentives.</li> <li>• Experience in budgeting, financial planning and benefits counseling.</li> <li>• General knowledge of and experience in employer education and philosophy.</li> </ul>	
---	--

<u>EMPLOYMENT SPECIALIST JOB DUTIES</u>	<u>CERTIFIED CAREER COUNSELOR JOB DUTIES</u>
<ul style="list-style-type: none"> <li>• Utilizing person-centered tools, facilitate meetings with potential employees and their "career planning teams" to develop outcomes unique to the individual, emphasizing what is important to them while acknowledging what is important for them.</li> <li>• Assist an individual to secure a job match in an integrated setting for which the individual is compensated in accordance with the Fair Labor Standards Act.</li> <li>• Conduct pre-placement activities such as intake, assessments, career development and exploration, job touring, job shadowing, job development, job matching and job carving.</li> <li>• Explore the possibilities of individuals setting up their own companies; i.e. micro-enterprises.</li> <li>• Provide 1:1 job coaching at the work site to help facilitate the acquirement of skills necessary to maintain employment.</li> <li>• Provide job modifications, job restructuring, job training and/or travel training as necessary.</li> <li>• Facilitate development of natural supports at work site.</li> <li>• Decrease supports at the work site as the individual's independence increases.</li> <li>• Provide record keeping and documentation.</li> <li>• Provide technical assistance on ADA as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Career testing and Assessment</li> <li>• Career/Life Coaching</li> <li>• Job search strategies</li> <li>• Resume writing</li> <li>• Interview Preparation</li> <li>• Salary Negotiations</li> <li>• Entrepreneurial Mentoring</li> <li>• Promotion Strategies</li> <li>• Workplace Troubleshooting</li> <li>• Corporate Career Management</li> </ul>

Please Note: Developing of volunteer opportunities is no longer coupled with the position of Employment Specialist.

# RESPIRE CARE/CAMPS/HOTEL RESPIRE

## (DEFINITION)

Respite care is a service provided to individuals with developmental disabilities in a temporary absence or disability of a parent, guardian, or other immediate caregiver in accordance with guidelines developed by the Division of Developmental Disabilities. Respite services may be furnished either at the business location or private home of the provider or in the home of the individual.

## (STANDARDS)

Respite services may be provided by:

- A. Agencies and/or individuals who are licensed under the provisions of New Jersey Administrative Code 10:44A\*\* and/or 10:44B\*\***

10:44A is the Standards for Community Residences for Individuals With Developmental Disabilities and applies to licensed group homes and supervised apartments.

10:44B is the Standards for Community Care Residences and applies to Skill Development Homes, Family Care Homes, and Family-Based Respite Care Homes.

- B. Home Health Agencies** who are authorized Title XIX providers and/or are licensed by another State agency.

- C. Agencies and/or individuals who are approved by, and under contract with, DDD. \*\*\***

Approved respite providers/workers:

1. Must be at least 18 years of age.
4. Must be unrelated to the recipient.
3. Must submit an application and undergo a screening process which includes personal interviews, reference checks and site evaluations.

4. Complete the DDD training program
5. Have a valid contract or provider agreement with the DDD.  
An individual who meets the following standards may enter into a contract with DDD to provide respite care services:
  - a. Except as otherwise provided in the Rehabilitated Offenders Act, no contract will be issued to any person who, at any time, has been convicted of forgery, embezzlement, obtaining money under false pretenses, extortion, criminal conspiracy to defraud, crimes against the person, or other like offense(s). Additionally, no contract shall be issued to an individual who has been civilly adjudged or criminally liable for abuse of another person.
  - b. The individual shall read, write, and understand English or otherwise demonstrate that he/she can sufficiently comply with the contracting requirements.
  - c. The individual and members of the individual's family participating in client care shall be of sound physical and emotional health.
  - d. Every two years, the individual shall provide a statement from his/her physician to the effect that he/she is physically capable of performing his/her duties.

**D. Individual employees who are hired directly by individuals and families (SELF-HIRES)**

The individual employees must:

1. Be at least 18 years of age.
10. Have the ability/experience to meet the participant's needs as expressed in a written job description developed by the individual. This job description will become the basis of the contract for service if applicant is hired.
11. Have the physical capacity to perform the job functions as required by the participant.
12. Have the ability to communicate in the individual's primary language.

13. Pass criminal history background check.
14. Pass drug and alcohol screen.
15. If job requires driving, a valid driver's license and a copy of the abstract of the driver's record.
16. Reference check of two most recent employers.
17. Attend mandatory one-day new hire orientation program conducted by the Easter Seals Society under contract to the DDD.
18. Completion of any additional training specified by individual.

**E. Camps** that are licensed under the provisions of New Jersey Administrative Code 8:25 (New Jersey Youth Camp Safety Standards)

**F. Hotels, Motels, and other places of public accommodation** that are:

- Located in the State of New Jersey;
- Registered with the New Jersey Department of Consumer Affairs (NJDCA);
- Periodically inspected and meet all requirements set forth by the NJ Division of Fire Safety and the NJ Division of Codes and Standards;
- Adhere to the life safety requirements as outlined in The Hotel and Motel Fire Safety Act of 1990 (PL 101-391).

**Properties that comply with the fire safety guidelines of PL 101-391 are included in the National Master List published in the Federal Register or by logging onto [www.usfa.fema.gov/applications/hotel](http://www.usfa.fema.gov/applications/hotel).**

**Providers who are licensed may provide overnight care in their licensed homes.**

**Providers who are approved (rather than licensed) are authorized to provide overnight services only in the recipient's home.**

**Providers who are approved (rather than licensed) are required to have a state and federal background check with fingerprinting, completed every two (2) years.**

When respite services are furnished by providers who are not authorized to provide overnight care, respite services may not include room and board. Board is defined as three meals a day. Room and board is only paid in licensed residential facilities, not in the recipient's home.

## **TRANSPORTATION**

Individuals being paid to render Daily Respite and/or Hourly Respite services **and** providing transportation as part of their job duties must:

- have a current New Jersey license;
- have a driver history abstract completed within the last year;
- be covered by the qualified agency's auto insurance policy **OR** have an auto insurance policy in their name;
- have had a state **and** federal background check with fingerprinting completed before transporting any individual funded by the Division of Developmental Disabilities. State and federal background check must be completed every two years.

All vehicles must:

- have a current New Jersey registration;
- have a current New Jersey inspection sticker;
- be covered by a current auto insurance policy.

## **RATES**

### **Individual providing transportation services utilizing their personal vehicle:**

Bill under the Daily Respite Transportation code (S9225T) @ .31/mile for each individual's commutation mileage.

Bill under the Hourly Respite Transportation code (T100522T) @ .31/mile for each individual's commutation mileage.

### **Agency employee providing transportation services in their personal vehicle:**

Bill under the Daily Respite Transportation code (S9225T) @ .31/mile for each individual's commutation mileage.

Bill under the Hourly Respite Transportation code (T100522T) @ .31/mile for each individual's commutation mileage.

## **SUPPORTED EMPLOYMENT**

### **(DEFINITION)**

Supported employment services, which consist of paid employment for persons for whom competitive employment at or above the minimum wage is unlikely, and who, because of their disabilities, need intensive ongoing support to perform in a work setting. Supported employment is conducted in a variety of settings, particularly work sites in which persons without disabilities are employed. Supported employment includes activities needed to sustain paid work by individuals receiving waiver services, including supervision and training. When supported employment services are provided at a work site in which persons without disabilities are employed, payment will be made only for the adaptations, supervision and training required by individuals receiving waiver services as a result of their disabilities, and will not include payment for the supervisory activities rendered as a normal part of the business setting.

Supported employment services furnished under the waiver are not available under a program funded by either the Rehabilitation Act of 1973 or P.L. 94-142. Documentation will be maintained in the file of each individual receiving this service that:

1. The service is not otherwise available under a program funded under the Rehabilitation Act of 1973, or P.L. 94-142

## **SUPPORTED EMPLOYMENT**

### **(STANDARDS)**

#### **Non-Contracted Agencies**

Verification of completion of a DDD approved 2-day entry level training program for all job coaches.

## **CONTRACTED DDD LICENSED AGENCIES**

Verification of completion of a DDD approved 2-day entry level training program for all job coaches.

### **TRANSPORTATION**

Individuals being paid to render Supported Employment services **and** providing transportation as part of their job duties must:

- have a current New Jersey license;
- have a driver history abstract completed within the last year;
- be covered by the qualified agency's auto insurance policy **OR** have an auto insurance policy in their name;
- have had a state **and** federal background check with fingerprinting completed before transporting any individual funded by the Division of Developmental Disabilities. State and federal background check must be completed every two years.

All vehicles must:

- have a current New Jersey registration;
- have a current New Jersey inspection sticker;
- be covered by a current auto insurance policy.

### **RATES**

#### **Individual providing transportation services utilizing their personal vehicle:**

Bill under the Supported Employment Transportation code (T2018T) @ .31/mile for each individual's commutation mileage.

#### **Agency employee providing transportation services in their personal vehicle:**

Bill under the Supported Employment Transportation code (T2018T) @ .31/mile for each individual's commutation mileage.

### **Non - Medical Transportation Services**

Allows individuals who are self-directing their plans of care access to other waiver supports in the community at large. This service is offered in addition to medical transportation required under 42 CFR 431.53 and transportation services under the State plan, defined at 42 CFR 440.170(a) (if applicable), and shall not replace them.

Transportation Services are only provided as independent waiver services when transportation is not included in the rate charged for the related waiver service. The need for transportation services must be related to enabling an individual to access

specific waiver services and fulfill outcomes. The need for these services must be documented in the individual's plan of care.

Transportation services in this category include drivers, taxi fares, train and bus tickets, or transportation services such as Access Link, or other private contractors. The selected service chosen must be the most cost effective means of transportation that the individual is able to access. Reimbursement for mileage will not exceed the rate established by the State.

### **Limitations:**

Non-medical transportation services cannot be purchased if the service can be obtained through:

- State Plan service
- Private insurance
- Available at no charge or as part of administrative expenditures.

Additional transportation supports will not be available to residential or day support providers contracted to provide transportation to and from the person's residence to the site(s) of a program when payment for transportation is included in the established rate paid to the community living or day support provider.

A DDD contracted agency cannot utilize an agency vehicle that is attached to a DDD contracted program.

All transportation providers must complete the DDD Qualification Process.

### **STANDARDS**

All agencies must:

- have a current liability insurance certificate
- not transport more than four (4) individuals at one time

All vehicles must:

- have a current New Jersey registration
- have a current New Jersey inspection sticker
- be covered by a current auto insurance policy

All drivers must:

- have a current New Jersey license

- have a current CDL license if applicable
- have a driver history abstract completed within the last year
- be covered by the qualified agency's auto insurance policy
- have an auto insurance policy in their name if applicable
- have had a state **and** federal background check with fingerprinting before transporting any individual funded by the Division of Developmental Disabilities. State and federal background check must be completed every two years.

## **RATES**

### **Individual providing transportation services utilizing their personal vehicle:**

Transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus .31/mile (A0090HI).

Transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus .31/mile (A0090HI) for each individual's commutation mileage.

### **Agency employee providing transportation services in their personal vehicle:**

Transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus .31/mile (A0090HI).

Transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus .31/mile (A0090HI) for each individual's commutation mileage.

### **Agency providing transportation services in an agency owned and operated vehicle. DDD contracted agencies cannot utilize a vehicle that is attached to a DDD contracted program:**

#### **Ambulatory Individual:**

Driver transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus \$1.41/mile (T2002HI).

Driver transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus \$1.11/mile (T2002HI) for each individual's commutation mileage.

#### **Non Ambulatory Individual:**

Driver transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus \$2.61/mile (T2002HI).

Driver transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus \$1.49/mile (T2002HI) for each individual's commutation mileage.

**Agency providing transportation services through a third party transportation company:**

**Ambulatory Individual:**

Driver transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus \$1.41/mile (T2002HI).

Driver transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus \$1.11/mile (T2002HI) for each individual's commutation mileage.

**Non Ambulatory Individual:**

Driver transporting one (1) individual: can bill up to \$20/hour under Individual Supports (H2016ISE) plus \$2.61/mile (T2002HI).

Driver transporting two (2) – four (4) individuals simultaneously: can bill up to \$12/hour under group Individual Supports (H2016ISE) plus \$1.49/mile (T2002HI) for each individual's commutation mileage.

**Private Transportation Companies whose business is solely transportation (i.e. privately owned bus companies, taxi services etc):**

Industry standard rate

**Public Transportation-**

Public transportation services (buses, trains) can be utilized, but must be paid for through an invoice or bill from the service provider agency or company. Invoices must be submitted to the Fiscal Intermediary for direct payment to the provider. Under no circumstances can consumers be reimbursed for transportation cost.

---

**Please note:** If the driver of the vehicle is unable to provide the level of supervision needed during transport to ensure the health and safety of the individual, the individual/family has the option to hire an Individual Supports person to accompany the RLC participant during transport. The individual/family is not obligated to hire a staff person from the transporting agency.