Alliance for the Betterment of
Citizens with Disabilities

Empowering People: Providers Shaping Policies

November 30, 2022

To: Assistant Division Director, Lisa Eible
Members of the DDD SC Leadership Group

From: ABCD Support Coordination Alliance

Re: Monthly Monitoring Tool. Comments Submitted for Consideration

Many members of ABCD's SCA gave positive feedback on the new document, specifically that it is more thorough and easier to review. Three overarching comments for consideration:

1. To the extent possible, the monitoring process should occur with "fresh eyes." To this end, the language in the document should be written to help reinforce this.
2. Whenever possible, questions in the document should be written in such a way to encourage and reinforce conversation with and deeper knowledge about the person.
3. The questions are very specific. For the process to work effectively and the document to be meaningful, please consider cross training for all DDD service areas.

Section 1: Identifying Information

The addition of "Other" option under Current Living Arrangement is appreciated. There are individuals who are in transition, moving to a nursing home, living in a homeless shelter, etc. This is important information to include in the document.

There is nothing preventing, rather it should be encouraged, the Support Coordinator from meeting the individual in-person for the monthly meeting. In these instances, the live meeting should be included in the iRecord documentation. We request consideration for the creation of an additional icon to communicate this important fact.

Section 2: Follow Up Items from Previous Months' Contact

Described as a "good section" because one can see changes from month to month.

Please consider changing the current Three Areas for Follow Up to just one and let the Support Coordinator add additional follow-up to pertain to the person.

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Section 3: Outcomes and Services

This is a section where the question prompts could be crafted to help build rapport with and provide more and deeper information on the individual and their quality of life. Examples of questions are: "What have you done lately that was fun?" "What else have you done that is important to you?" "Is there anything you would like to change?" "Do you have any issues with your provider?"

We recommend the section include discussion about NJCAT, specifically, whether the individual needs a new assessment. NJCAT is not in the MMT and should be.

Section 4: Continuity and Stability with Living Arrangement

This section as written is good because it forces important conversations with families.

We believe that the question on UIR would be better placed under Section 5: Health and Safety.

Section 5: Health and Safety

Please consider placing this section near the beginning of the document, becoming Section 3, after Medicaid Status, see below

Section 6: Medicaid Status

This is discussed too late in the document. It should be one of the first discussion items. Consider making this Section 2, after Identifying Information and before Health and Safety.

Section 7: Areas Requiring Division Assistance

Would you be so kind as to tell us what the purpose/goal of this section is? It is unclear to us and on its face and seems redundant.

Section 8.: Closing Question for the Individual/Caregiver

This section provides another opportunity to learn more about the individual. Please consider adding question prompts which would help the SC learn more about the person.

Section 9: Contact Summary

Please consider rewording the instructions to encourage details to be provided about the individual. Support Coordination Supervisors access this portion of the tool for the information they need to oversee the SC.

Section 10: Completed by and Section 11: Reviewed by

No comment.

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