

IMPORTANT UPDATE:

NJ DIVISION OF DEVELOPMENTAL DISABILITIES (DDD) SELF-DIRECTED EMPLOYEE (SDE) MANDATED TRAININGS

As noted in Appendix E of the Division of Developmental Disabilities (DDD) [Supports Program](#) and [Community Care Program](#) Policies and Procedures Manuals, Self-Directed Employees (SDEs) have six-months (180 days) from the first date of working/providing services for an individual to complete all mandated trainings. SDE mandated trainings are listed in the gray box at the bottom of this page. Background information and contact information is on the next page.

To be as flexible as possible, Public Partnerships has worked with DDD to provide a **one-time extension** for SDEs who have exceeded the described six-month timeframe to complete **all** mandated trainings. Specifically, all SDEs who have been employed six-months or longer as of May 31, 2022 must complete all mandated trainings by that date. All other SDEs have six-months from date of working/providing services to complete all mandated trainings.

What does this mean for me?

Were you hired on or before December 2, 2021? If so, then you **MUST** complete the required trainings listed at the end of this page before May 31, 2022. **If they are not completed by this time, you will no longer be able to submit timesheets and be paid.**

Were you hired after December 3, 2021? If so, then you have until 6 months (180 days) after your hire date to complete the trainings listed at the end of this page. For example, if you were hired on February 1, 2022, then you have until August 1, 2022 to complete your trainings.

For more information and to review our Training Reimbursement Payment FAQ, please visit PPL's NJ DDD Program webpage at www.publicpartnerships.com or call Customer Service.

SDE Mandated Trainings (Regardless of relationship to the individual):

Within six (6) months of hire:

DDD System Mandatory Training Bundle

- DDD Stephen Komninos' Law Training
- DDD Life Threatening Emergencies (Danielle's Law)
- DDD Shifting Expectations: Changes in Perception, Life Experience and Services
- Prevention of Abuse, Neglect and Exploitation: Modules 1, 3, 4, 5, and 7
- Prevention of Abuse, Neglect and Exploitation Practicum (on-site competency assessment after completing Prevention of Abuse, Neglect and Exploitation modules)
- Individual/Family-Developed Orientation (length, content determined by the individual/family)

Within six (6) months of hire and every two years thereafter:

- CPR Certification (re-certification every two years)
- Standard First Aid Certification (re-certification every two years)

On July 15, 2021, Public Partnerships began processing one-time training reimbursement payments for SDEs who had completed all mandated trainings and submitted a signed [Training Certification Form](#).

From that date forward, all new SDEs were provided six-months to complete all mandated trainings, obtain the signature of the Employer of Record (EOR) on the [Training Certification Form](#), and submit the completed form to Public Partnerships. If this standard was/is not met, an SDE does not have the ability to submit timesheets until all mandated trainings are completed and the referenced documentation submitted.

Public Partnerships recently moved to enforce the aforementioned requirement and found that some SDEs were not in compliance. This appears to be due to the surge of COVID-19 cases that occurred in winter 2021-2022.

Any impacted SDE not in compliance with the above requirements will be unable to process timesheets until all mandated trainings are completed and Public Partnerships is provided the [Training Certification Form](#)

Employers of Record (EORs) must ensure they verify SDE mandated trainings are completed, including that CPR and First Aid certifications are renewed as applicable to ensure there are no gaps in service. SDEs must ensure the signed [Training Certification Form](#) is submitted to Public Partnerships.

For more information and to review our Training Reimbursement Payment FAQ, please visit PPL's NJ DDD Program webpage at www.publicpartnerships.com or call the PPL Customer Service Team at 1-844-842-5891, email the PPL Customer Service Team at njddd-cs@pcgus.com or PPL Training Helpdesk at njddd-training@pcgus.com. You may also contact DDD's Fee-for-Service Helpdesk at DDD.FeeForService@dhs.nj.gov.

Your input is important! Please feel free to send any additional feedback to Public Partnerships by emailing us at njddd-IASpecialist@pcgus.com.

PPL CUSTOMER SERVICE

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