



New Jersey Association of Community Providers
Advancing Quality Services for People with Intellectual and Developmental Disabilities

2022 DOCUMENTATION TRAINING

DOCUMENTATION TRAINING:

This seminar is designed to provide an overview of the general Medicaid requirements for providing and documenting services under the Supports Program Manual in order to help participants understand the critical role they play in providing and documenting Medicaid-approved services. We will discuss how to demonstrate the critical linkage between the Individual Service Plan goals that were developed and assigned to an organization as a service provider, the interventions developed by the organization to achieve the valued outcome and how each service note is written to document the activities that were completed during the time the service was delivered. As a group, we will discuss the specific elements of a good note and an internal quality review system that supports the entire process. This seminar is offered in two four-hour sessions.

Choose one date for each part for this program:

Part I (Choose one of these): Thursday, October 20th, or Friday, October 21st and
Part II (Choose one of these dates): Thursday, November 3rd, or Friday, November 4th

THE FOLLOWING ADD-ON SESSIONS WILL BE OFFERED

(NOTE: YOU MUST ATTEND THE DOCUMENTATION TRAINING ABOVE TO ATTEND EITHER OF THESE SESSIONS)

SUPPORT COORDINATION:

This one-half day session is designed to identify the key Medicaid expectations for providing and documenting Support Coordination Services. We will review the “deliverables” required in the *Supports Program Manual* and discuss the key elements to include in each of the required documents. In addition, we will discuss the development of the Individual Service Plan (ISP) and important risk management concerns to consider when developing this key document. As part of the applied practice portion of the seminar, we will review de-identified examples of core documents and assess the degree to which each meets the NJ Medicaid requirements. *Date:* Thursday, December 8th

PRACTICAL APPLICATION SEMINAR:

This four-hour seminar is designed to provide practical experience in developing service notes that meet the intent of the *Supports Program Manual*. We will evaluate each note against Medicaid requirements and then practice editing and improving the note so that it supports the service that was delivered and stands in support of payments that have been submitted. *Date:* Friday, December 9th

ABOUT THE TRAINER:



Helene Boinski-Bartlett, Ph.D., a clinical and developmental psychologist with over 20 years of senior management experience focusing on system design, performance improvement and Medicaid Compliance, is owner and Chief Consultant, Quality Management Consulting, LLC in Phoenix, Arizona. Nationally recognized, the firm provides performance improvement, standards and Medicaid Compliance and continuum of care system design services to behavioral health and IDD providers. She has worked extensively with New Jersey Medicaid providers since 2017.

2022 DOCUMENTATION TRAINING (CONT'D)

Previously, Dr. Boinski-Bartlett served as the Vice President for Quality, Research and program development for Century HealthCare. In 2015, Dr. Boinski-Bartlett consulted with the Council on Accreditation (COA) to review and revise their key standards to align them more closely with expectations for the Medicaid Program. She has provided clinical, quality and compliance consultative services to behavioral health and IDD providers since 1998. She has given numerous presentations to both state and national audiences on program Best Practices, marrying quality and compliance agendas at both the organizational and program levels and building effective compliance programs. She has also taught statistics, research design and various psychology courses at the university level.

FEES AND REGISTRATION INFORMATION:

TRAINING WILL BE HELD VIRTUALLY, VIA ZOOM.

ALL TRAINING WILL BE HELD FROM 10 AM – 2 PM, E.T. ON EACH DATE

	DATES	MEMBER RATE	NONMEMBER RATE
DOCUMENTATION TRAINING PT I	Choose One: Thurs, October 20 or Fri, October 21st	\$125/per person	\$199/per person
DOCUMENTATION TRAINING PT II	Choose One: Thurs, November 3 or Fri, November 4	Included in Part I above	Included in Part I above
SUPPORT COORDINATION*	Thurs, December 8*	Addl. \$75/per person*	Addl. \$125/per person*
PRACTICAL APPLICATION*	Fri, December 9*	Addl. \$65/per person*	Addl. \$99/per person*

***NOTE: You must attend Documentation Training Part I & II to attend an add-on Session.**

MULTI-PERSON DISCOUNT: for 3-5 attendees from the same provider organization: 5% discount per person; for 6-10 attendees from the same provider organization: 10% discount per person; 10-25 attendees from the same provider organization: 15% discount per person; more than 25 attendees from the same provider organization: contact NJACP. NJACP will monitor registrations and adjust fees accordingly.

Please note that each person must register individually for these sessions; each registrant will receive a Zoom information email for each session that you register for the day prior to the session. Once received, you will need to supply your name, Organization name and email address to receive the Zoom link. Each registrant will be required to have the name and agency used for registration appear in Zoom window. Only those registered will be admitted into the training sessions. There will be no refunds to cancellations made within 24 hours of any session.

Please contact Colleen Klepser with any questions at cklepser@njacp.org; 609-406-1400; 267-280-3255.

[CLICK HERE TO REGISTER](#)