Responsibilities of the Support Coordinator

1. Using and coordinating community resources and other programs/agencies in order to ensure that services funded by the Division will be considered only when the following conditions are met:
   - other resources and supports are insufficient or unavailable,
   - the services do not meet the needs of the individual, and
   - the services are attributable to the person's disability

2. Accessing these community resources and other programs/agencies by o utilizing resources and supports available through natural supports within the individual's neighborhood or other State agencies;
   - developing a thorough understanding of programs and services operated by other local, State, and federal agencies;
   - ensuring these resources are used and making referrals as appropriate; and
   - coordinating services between and among the varied agencies so the services provided by the Division complement, but do not duplicate, services provided by the other agencies.

3. Developing a thorough understanding of the services funded by the Division and ensuring these services are utilized in accordance with the parameters defined in Section 17 of the manual. **Please refer to the Supports Program Policies and Procedures Manual for more information.**

4. Interviewing the individual and, if appropriate, the family; reviewing/compiling various assessments or evaluations to make sure this information is understandable and useful for the planning team to assist in identifying needed supports; and facilitating completion of discovery tools, if applicable.

5. Scheduling and facilitating planning team meetings; writing and distributing the ISP (and PCPT when the individual consents) to the individual, all team members, and the identified service providers; and reviewing the ISP through monitoring conducted at specified intervals.

6. Obtaining authorization from the SC Supervisor for Division-funded services.

7. Monitoring and following up to ensure delivery of quality services, and ensuring that services are provided in a safe manner, in full consideration of the individual's rights.

8. Maintaining a confidential case record that includes but is not limited to the NJ Comprehensive Assessment Tool (NJ CAT), completed Support Coordinator Monitoring Tools, PCPTs, ISPs, notes/reports, annual satisfaction surveys, and other supporting documents uploaded to the iRecord for each individual served.
9. Ensuring individuals served are free from abuse and neglect, reporting suspected abuse or neglect in accordance with specified procedures, and providing follow-up as necessary.
10. Ensuring that incidents are reported in a timely manner in accordance with policy and follow-up responsibilities are identified and completed.
11. Notifying the individual, planning team, and service provider and revising the ISP whenever services are changed, reduced, or services are terminated.
12. Reporting any suspected violations of contract, certification or monitoring/licensing requirements to the Division.
13. Entering required information into the iRecord in an accurate and timely manner.
14. Ensuring that individuals/families are offered informed choice of service provider.
15. Notifying an individual regarding any pertinent expenditure issues.
16. Conducting monthly contacts, quarterly face-to-face visits, and an annual home visit that includes: review of the ISP and is documented on the Support Coordinator Monitoring Tool.

Download a copy of the Supports Program Policies and Procedures Manual at:
http://www.nj.gov/humanservices/ddd/documents/Supports_Program_Policy_and_Procedures_Manual_V3.0_March2016.pdf