

**The Support Coordinator manages Support Coordination services for each individual by performing the following 4 general functions:**

**Individual discovery:**

Individual discovery is the process by which the Support Coordinator, in conjunction with the individual and planning team, gathers and evaluates information in order to assist the individual to determine his/her outcomes, supports, and service needs. This function begins once the individual is assigned a Support Coordinator and occurs concurrently with other functions.

**Please refer to the Supports Program Policies and Procedures Manual for more information.**

**Plan development:**

This function involves the process by which the Support Coordinator facilitates a planning team to develop the Person Centered Planning Tool (PCPT) and Individualized Service Plan (ISP). The PCPT is a person-centered plan which identifies needed outcomes, supports, and services. The ISP directs the provision of those supports and services. . **Please refer to the Supports Program Policies and Procedures Manual for more information.**

**Coordination of services:**

This function includes activities necessary to obtain the supports and services identified in the ISP. **Please refer to the Supports Program Policies and Procedures Manual for more information.**

**Monitoring:**

Monitoring is the process by which the Support Coordinator ensures that the individual progresses toward identified outcomes and receives quality supports and services as outlined in the ISP and in accordance with the Division's mission and core principles. **Please refer to the Supports Program Policies and Procedures Manual for more information.**

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](http://www.nj.gov/humanservices/ddd/documents/Supports_Program_Policy_and_Procedures_Manual_V3.0_March2016.pdf)