



TCS Newsletter - January 2026

Welcome back to this month's edition of the TCS newsletter! Keep reading to learn about our newest trainings, upcoming open sessions, a resource recommendation, a brief poll, and a tip for providing the best services possible.

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**Looking to receive a training?
Fill out [this form](#) or contact sgoldfarb@arcnj.org!**

Check out the newest of our FREE trainings available now!
CEU credits included!

Management Sessions: *Mastering Documentation*

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey



NEW! Management Sessions: *Mastering Documentation*

Length: 1.5 hours
Sessions: 1
CEU Credits: 1.5

Components of Supported Employment: *Workplace "Musts"*

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey

NEW! Components of Supported Employment: Workplace "Musts"

Length: 2 hours
Sessions: 1
CEU Credits: 2

Discover the secrets to helping your staff build quality, consistent, and enduring documentation skills and practices!

Includes:

- Discussion of the systemic reasons behind common documentation issues, including:
 - Underdeveloped skill-sets
 - Poor understanding of requirements/processes
 - Emotional barriers, including frustration and lack of apparent value
- Use of documentation-training feedback in developing staff-conscious perspectives
- Strategies and methods for combating the root causes of documentation issues
- Support in developing agency-specific tools for improving documentation practices based on current and past challenges

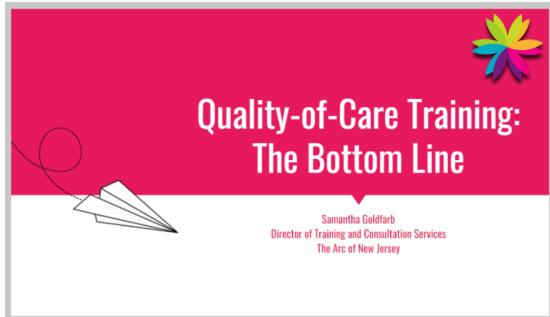
Uncover the perspectives, steps, and approaches needed to effectively support clients who struggle to meet workplace standards!

Includes:

- Explanation why clients may struggle to meet common workplace standards
- Support with defining agency-specific workplace standards for clients, including for social skills, hygiene, and professionalism
- Versatile methods for supporting clients to meet workplace standards, including:
 - Needs-based approaches
 - Targeted modeling
 - Visual and activity-based tools/lessons (with examples for specific challenges)
- Using problem-solving strategies to address challenges from attendees' field experiences

For more information on all of our available trainings, please refer to our Training Catalogue.

Open Trainings in January



Quality of Care Training

Date: January 29
Time: 11:00 a.m. to 1:00 p.m.

Length: 2 hours
Sessions: 1
CEU Credits: 2

Zoom meeting link:
<https://us06web.zoom.us/j/87098287378>



Mastering Documentation Training

Date: January 29
Time: 2:00 p.m. to 3:30 p.m.

Length: 1.5 hours
Sessions: 1
CEU Credits: 1.5

Zoom meeting link:
<https://us06web.zoom.us/j/85233703971>

Open Trainings in February

Documentation Training: Make It Stick!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey



Documentation Training: Make It Stick!

Samantha Goldfarb
Director of Training and Consultation Services
The Arc of New Jersey



Documentation Training (Part 1)

Date: February 26

Time: 11:00 a.m. to 1:00 p.m.

Length: 2 hours

Sessions: 1

CEU Credits: 2

Zoom meeting link:

[https://us06web.zoom.us/j/86908288
472](https://us06web.zoom.us/j/86908288472)

Documentation Training (Part 2)

Date: February 27

Time: 2:00 p.m. to 4:00 p.m.

Length: 2 hours

Sessions: 1

CEU Credits: 2

Zoom meeting link:

[https://us06web.zoom.us/j/83800623
636](https://us06web.zoom.us/j/83800623636)

Do you need training for a small number of people but still want the group experience? Do you want to train with people outside of your agency, or just don't want the hassle of scheduling private sessions? Open trainings are pre-scheduled virtual sessions that provide the same content, take-home resources, and CEU credits as private trainings do. No prerequisites or scheduling are required — simply enter the Zoom meeting at the correct date and time to join in!

Email sgoldfarb@arcnj.org for more information about open trainings.

Interested but can't make it this time? Contact Samantha Goldfarb to make sure the next open training works with your schedule!

Free Web Course: The ADA and Employment (Title I)

It is undeniably important for those providing employment services to understand people with disabilities' rights in employment. Discrimination and inaccessibility still exist in many workplaces, and many clients will need their coaches' support in navigating these situations. TCS's "Advocacy Training: Learning The Ropes" is designed for this purpose and tailors the education and experience to attendees' specific needs. However, we also understand that this type of information sometimes cannot wait for a scheduled training.

For situations like these, the New England ADA Center has created a *free* online course that explains the components and facets of the employment rights granted by the ADA. This training has about two hours of content and is

designed to be fully accessible and completed at your own pace. To learn more or to enroll yourself or your staff, the link to the course can be found [here](#).

If you have any concerns or questions about people with disabilities' rights in employment, please contact Samantha Goldfarb at sgoldfarb@arcnj.org.

Monthly Poll

Help us provide you with the best experience possible by answering a few questions each month!

How many of your DDD-funded supported-employment clients used DDD-funded prevocational services before starting SE?

Of your DDD-funded clients who have not used prevocational services, how many started SE with the skills they needed to succeed at work?

Of your DDD-funded clients who have used prevocational services, how many started SE with the skills they needed to succeed at work?

Few to none

Few to none

Few to none

Less than half

Less than half

Less than half

More than half

More than half

More than half

Nearly all or all

Nearly all or all

Nearly all or all

New topic

New topic

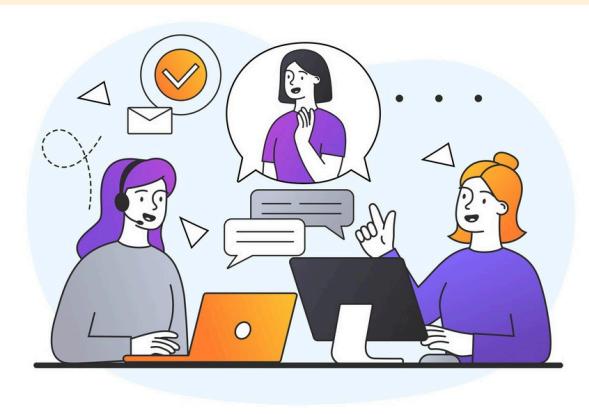
New topic

Today's Tip from TCS

One of the best ways an agency can take care of itself is by setting clear and firm boundaries for service and professionalism. Staff who work with clients in the community and communicate with their support system are likely to learn about problems that the client is facing outside of their job. While such challenges may impact employment or have the potential to, staff can easily extend themselves past their service or personal limits to try to address problems that their position is not designed to solve. It is crucial that staff are supported in handing off responsibility for issues that fall outside of the bounds of their service to those who are equipped to address them. Failure to do so can cause burnout for the staff, service/billing problems for the agency, and inadequate support for the client.

- Needs work: Job coach spends a significant amount of session time supporting the client with their mental health challenges.
- Improved: Job coach reports concerns about the client's mental health to their supervisor and advocates for their needs in ways that meet their service requirements. They report to the next person in the chain of command if they feel that their concerns are not being properly addressed.

This Month's Office Hours



Wednesdays: 2:00 - 4:00 p.m.

Thursdays: 9:00 - 11:00 a.m.

Zoom meeting link:

<https://us06web.zoom.us/j/6107930478>

Find your local number:

<https://us06web.zoom.us/u/ke0RHzfl7>

Do you ever find yourself with questions about SE that you wish could be answered right away or without the hassle of scheduling a meeting? The TCS office-hours program is our solution designed specifically to accommodate the busy SE professional!

TCS Director Samantha Goldfarb hosts two recurrent Zoom meetings per week that are available for anyone to attend. These meetings do not have a set agenda, instead providing attendees with the opportunity to discuss SE-

related topics and questions immediately and without the need for prior communication. Drop-ins at any time during the meeting periods are welcome.

We look forward to seeing you there!



All trainings are customizable to fit your agency's needs. Change the length, add a topic,



We'd love to hear your ideas and feedback! Your input helps us create the best material possible for



Not seeing what you're looking for? Let us make a training specific to your agency. If it's related to

learn in a different way -
the choice is yours!

everyone who receives
our trainings.

supported employment,
we want to help!

TCS exists to help DDD supported-employment providers and their staff provide the highest quality of support available to their clients. All services are *completely free of charge*. We'll teach you how to use realistic strategies to achieve the ideals of supported employment so that you can continue to provide the excellence in service that your clients deserve.

Contact Samantha Goldfarb with all inquiries.

sgoldfarb@arcnj.org

(732) 749-8434

8:30 a.m. - 4:00 p.m. Monday - Friday

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