

Community Liaisons LLC

*“Connecting you to the Community
is our top priority!”*

 88 Oakwood Village Apt 2, Flanders, NJ 07836 USA

 908-340-0469 info@communityliaisonsnj.com

 www.communityliaisonsnj.com

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Community Liaisons LLC

Message from the CEO

To our Support Coordinators and partners,

Community Liaisons exists for one reason: to make community life possible for the people we serve. We believe in dignity, choice, and practical supports that show up on time and deliver real outcomes. You can count on us to acknowledge every referral within 1-2 business days, coordinate start timelines promptly, and communicate with transparency throughout. Our team is Medicaid billing-ready and provides CCP & SP services statewide across New Jersey.

Thank you for the trust you place in us. We're committed to being your most reliable, responsive, and values-driven partner—today and every day.

With appreciation,

Rajab Musah, PharmD

Founder & CEO | Community Liaisons LLC

88 Oakwood Village Apt 2 · Flanders, NJ 07836

Office: (908) 340-0469 • info@communityliaisonsnj.com • www.communityliaisonsnj.com

LinkedIn: [linkedin.com/company/community-liaisons-llc](https://www.linkedin.com/company/community-liaisons-llc) • Facebook: [facebook.com/communityliaisonsllc](https://www.facebook.com/communityliaisonsllc) • Instagram: [communityliaisonsllc](https://www.instagram.com/communityliaisonsllc)



Community Liaisons LLC

Connecting you to the Community is our top priority!

Paste viewable links (Google Drive/Dropbox). Do not email PHI; share via secure links and limit access.

Participant

Participant Name * Date of Birth (MM/DD/YYYY) *

Medicaid/NI ID County

DDD Tier (if known) Primary Language

Support Coordinator

Support Coordinator Name * Agency *

Coordinator Email * Coordinator Phone (###-###-####)

DDD Services Requested

Primary Service * Estimated Hours / Week

Anticipated Start Date (MM/DD/YYYY) Notes

Referral Package — Links

Paste viewable links (Google Drive/Dropbox). Set sharing to Anyone with the link — Viewer.

ISP / PCP Link *

Behavior Plan (if applicable)

Clinicals / Assessments

Referral Intake — Continued

DDD/Medicaid Approvals

Coordinator confirms consent exists (signature captured on Consent page).



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Consent & Release (HIPAA)

Authorize Community Liaisons LLC to receive/disclose information for service coordination under DDD/Medicaid.

Participant / Guardian Name

*

Relationship

Scope of Authorization (information to be shared)

I understand consent may be revoked in writing at any time.

Expiration Date (if any)

Signature (type full name)

*

Date (MM/DD/YYYY)

*



Community Liaisons LLC

Provider Information

Provider Information

Agency:	Community Liaisons LLC
Mission:	"Connecting you to the Community is our top priority!"
Address:	88 Oakwood Village Apt 2, Flanders, NJ 07836 USA
Phone:	(908) 340-0469
Email:	info@communityliaisonsnj.com
Website:	www.communityliaisonsnj.com
NPI:	1659974749
EIN:	85-3944418
Coverage:	Statewide across New Jersey (all counties)

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Services (check all that apply)

Behavior Management

Community-Based Support

Community Inclusion

Career Planning

Natural Support Training

Pre-Vocational Training

Respite

Support Brokerage

Supported Employment (Group)

Supported Employment (Individual)

Individual Support

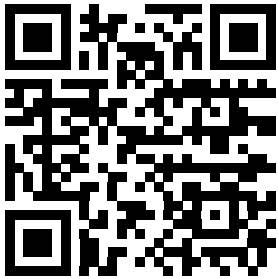
Coordinator Notes (optional)



How to Submit Your Referral Package

- Option A (Email): Attach this completed PDF and email to info@communityliaisonsnj.com.
- Option B (Secure Link): Upload your packet to Google Drive/Dropbox and share a View link (Anyone with the link).
- We acknowledge referrals in 1-2 business days and coordinate start timelines with you and the participant.

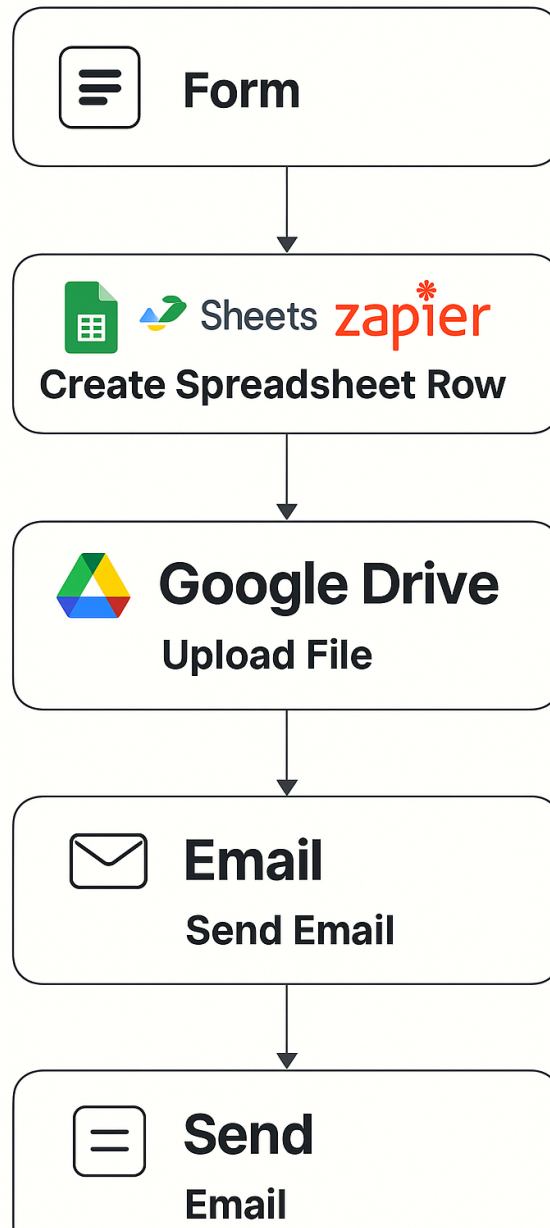
Scan to Email



This opens your email client with our address pre-filled.
Prefer a link? Share a Drive/Dropbox folder and email the link.

How Referrals & Applications Are Processed

Form → Zapier/Sheets → Google Drive → Email confirmations





Frequently Asked Questions

For Support Coordinators — quick answers to common questions

- **How fast do you acknowledge referrals?**
Within 1-2 business days. We'll confirm receipt and share next-step timing right away.
- **Where do you operate?**
Statewide across New Jersey (all counties).
- **Which DDD services do you provide?**
Behavior Management, Community-Based Support, Community Inclusion, Career Planning, Natural Support Training, Pre-Vocational Training, Respite, Support Brokerage, Supported Employment (Group & Individual), and Individual Support.
- **How should coordinators share documents?**
Use Google Drive or Dropbox view-only links (Anyone with the link — Viewer). Please don't email PHI attachments.
- **What should a referral include?**
Participant info, requested services with approved units (if known), target start date, risks/behavior notes, and links to ISP/PCP, behavior plan, clinicals, and approvals.
- **Do you accept participants without a behavior plan yet?**
Yes. If one is indicated, we'll coordinate with you to obtain it or help plan next steps.
- **What languages do you support?**
English plus multilingual staff/partners where available; list the primary language on the referral.
- **How are start timelines set?**
We coordinate with you and the participant after the intake review, considering authorizations, staffing fit, and safety.
- **Can you start while authorizations are pending?**
We follow DDD/Medicaid guidance. Share current status/approvals and we'll advise on options and timing.



Frequently Asked Questions

For Support Coordinators — quick answers to common questions

- **How do you staff cases?**
Based on skills, location, schedule, language, and risk profile. We'll confirm availability before proposing a start date.
- **Do you provide community transportation?**
We support travel training and community access within service rules. Include accessibility needs in referral notes.
- **What's your communication cadence with coordinators?**
Acknowledgment in 1-2 business days, scheduling updates during onboarding, and regular progress updates aligned to the ISP/PCP.
- **How do incident reports and safety concerns work?**
We follow DDD policy and internal safety protocols. Urgent issues are escalated immediately; coordinators are notified promptly.
- **Cancellations or missed shifts?**
We communicate quickly to reschedule and document per policy. Include preferred contact method in your referral.
- **How should coordinators submit the package?**
Email: info@communityliaisonsnj.com (attach PDF or share Drive/Dropbox link). QR code on Submission page opens a pre-addressed email.
- **Are you Medicaid billing-ready?**
Yes. We are DDD/Medicaid billing-ready and align documentation to service standards.
- **Who signs the consent?**
Participant or legal guardian using the Consent & Release page (fillable). Revocation is allowed anytime in writing.
- **Who do I contact for questions/urgent cases?**
Office: (908) 340-0469 • Email: info@communityliaisonsnj.com • Website: communityliaisonsnj.com