



# **NJ DEPARTMENT OF HUMAN SERVICES**

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## **DIVISION OF DEVELOPMENTAL DISABILITIES**

### **NAVIGATING THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICE SYSTEM**

Presented by  
Division of Developmental Disabilities  
Transition to Adult Services and Employment Unit  
[DDD.TransitionHelpDesk@dhs.nj.gov](mailto:DDD.TransitionHelpDesk@dhs.nj.gov)

# Division of Developmental Disabilities Mission

A Division of the NJ Department of Human Services

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DDD assures the opportunity for individuals with developmental disabilities to receive quality services and supports, participate meaningfully in their communities and exercise their right to make choices.





# DDD Medicaid Based Fee-For-Service System

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- Standardized rates for services
- Payment rendered after services are delivered
- Increased flexibility, choice, and quality



# DDD Medicaid Based Fee For Service System

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- Provides federal funding for home & community based services & supports for individuals with developmental disabilities
- Individuals access services through one of two programs:
  - Community Care Program (**CCP**)
  - Supports Program (**SP**)
    - Can apply for Supports Program Private Duty Nursing (SPPDN) through Medicaid
- Individuals access services through over approved providers
- Receives service planning through one of the independent Support Coordination Agencies

# Who Does DDD Serve?

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- Adults at least 21 years of age
- Individuals with intellectual & developmental disabilities (occurred before 22 and is lifelong)
- Meet Functional Criteria for DD
- Resident of New Jersey
- Eligible for Medicaid

# Preparing to Transition to Adult Services and Supports



# Reflect, Learn, & Explore

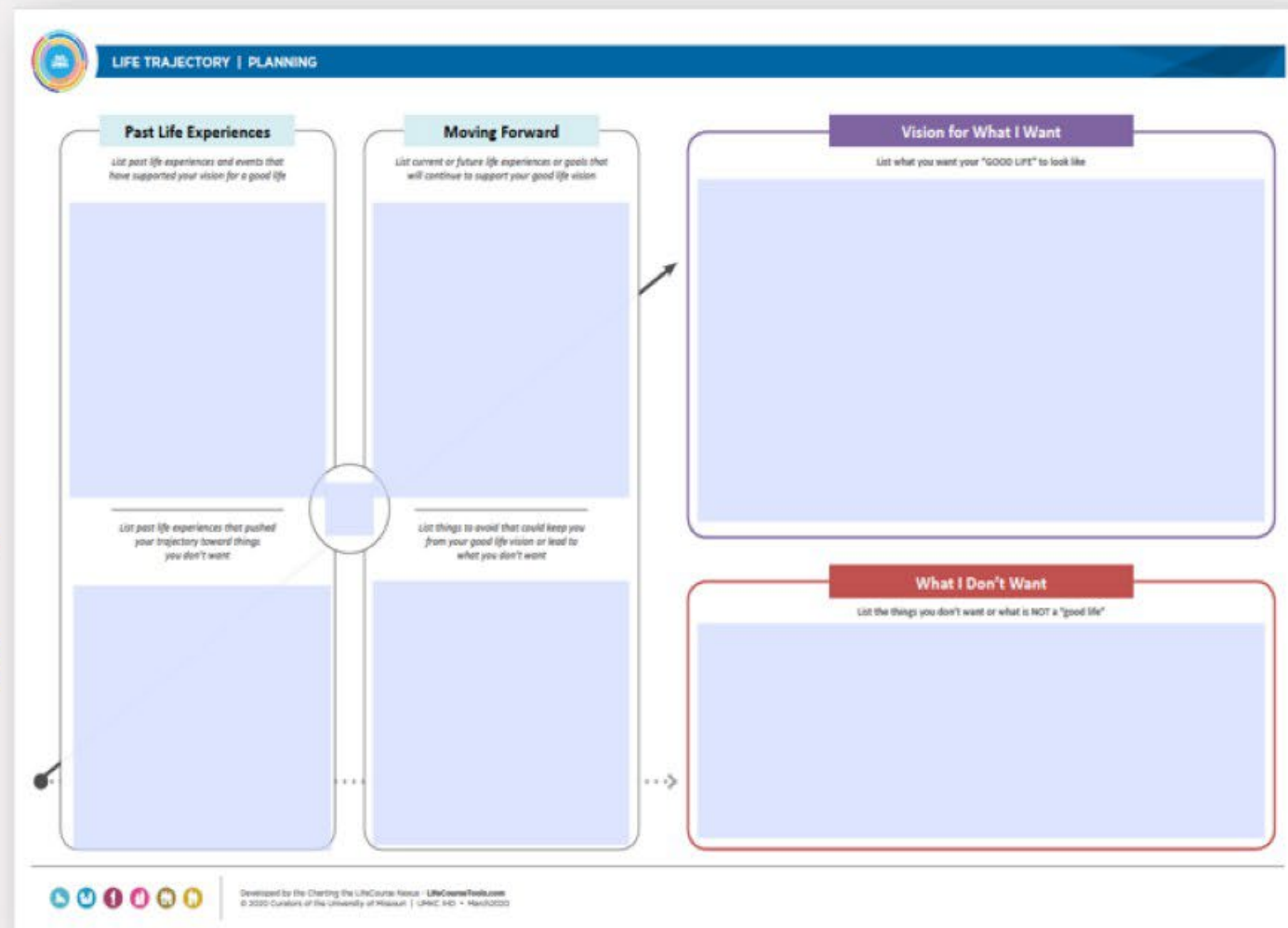
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- Reflect on the 7 areas of an individual's life that can support planning for a successful, meaningful, and fulfilling life. - **RECIPES**
  - **R**esponsibilities
  - **E**ducation
  - **C**ommunity Life
  - **I**ndividual's Health & Well-Being
  - **P**lace to Live
  - **E**mployment
  - **S**ocial Life

# Charting the Life Course Life Course Trajectory

Envision your “good life” and identify the steps or experiences needed to get there. The Trajectory Planning Tool highlights the past life experiences that are leading or moving you away from your vision and then provides space for current goals and things to avoid moving forward.

<https://www.lifecoursetools.com/lifecourse-library/foundational-tools/person-centered/>



**LIFE TRAJECTORY | PLANNING**

**Past Life Experiences**  
 List past life experiences and events that have supported your vision for a good life

**Moving Forward**  
 List current or future life experiences or goals that will continue to support your good life vision

**Vision for What I Want**  
 List what you want your "GOOD LIFE" to look like

**What I Don't Want**  
 List the things you don't want or what is NOT a "good life"

List past life experiences that pushed your trajectory toward things you don't want

List things to avoid that could keep you from your good life vision or lead to what you don't want

Developed by the Charting the LifeCourse Research - LifeCourseTools.com  
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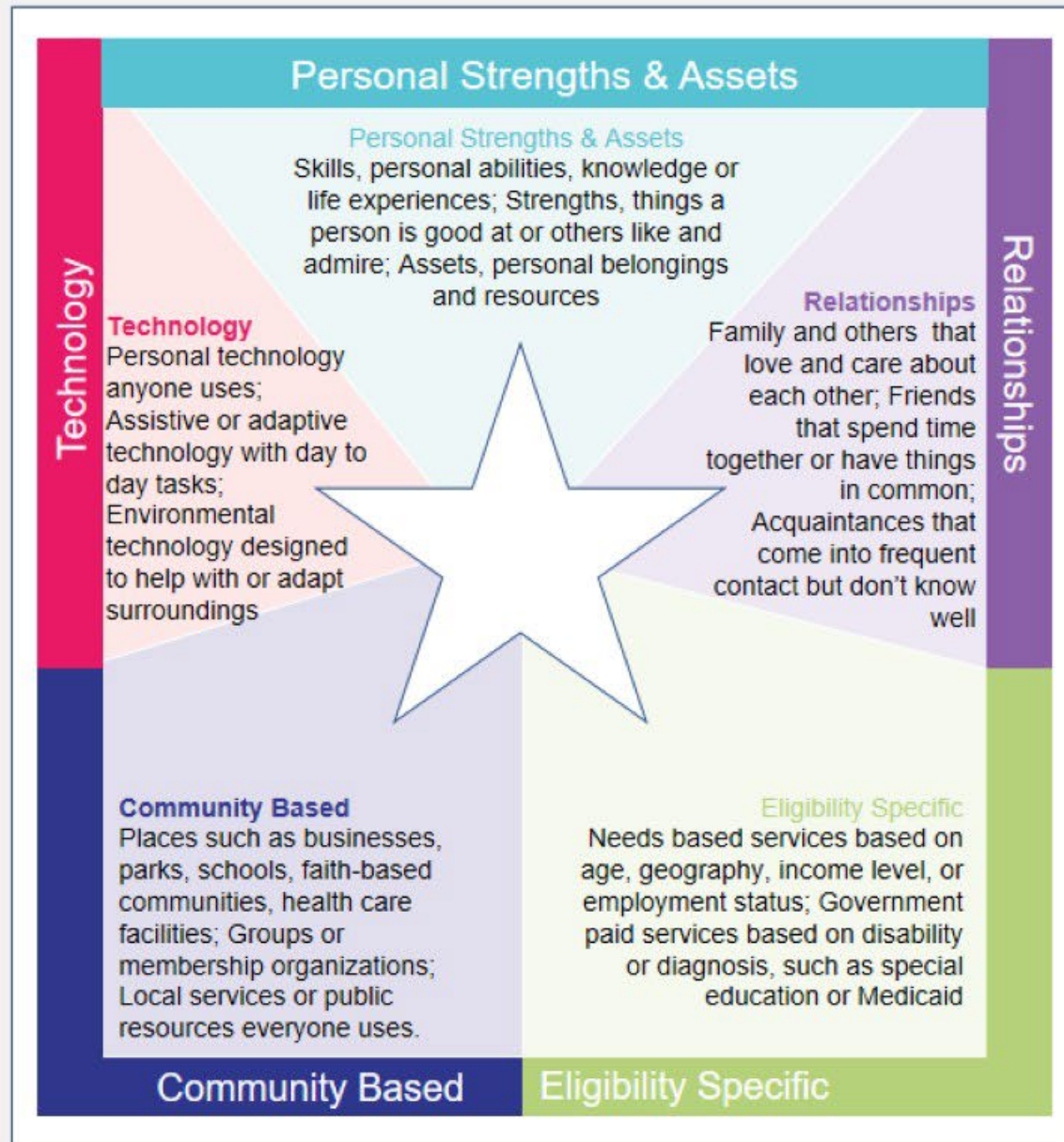


## Charting the Life Course

### Integrated Support Star

Identify the supports you are using now, and think about other supports that might be helpful. The right supports can help ensure your quality of life. Some supports are centered around relationships, technology, or personal strengths and assets. Others are based on eligibility criteria or are supports that anyone in the community can access. Using various supports in combination can help you achieve your vision of a good life.

<http://www.lifecoursetools.com/lifecourse-library/integrated-supports-star/>



# **Available Services & Supports for Eligible DDD Recipients**





# DDD Services & Supports

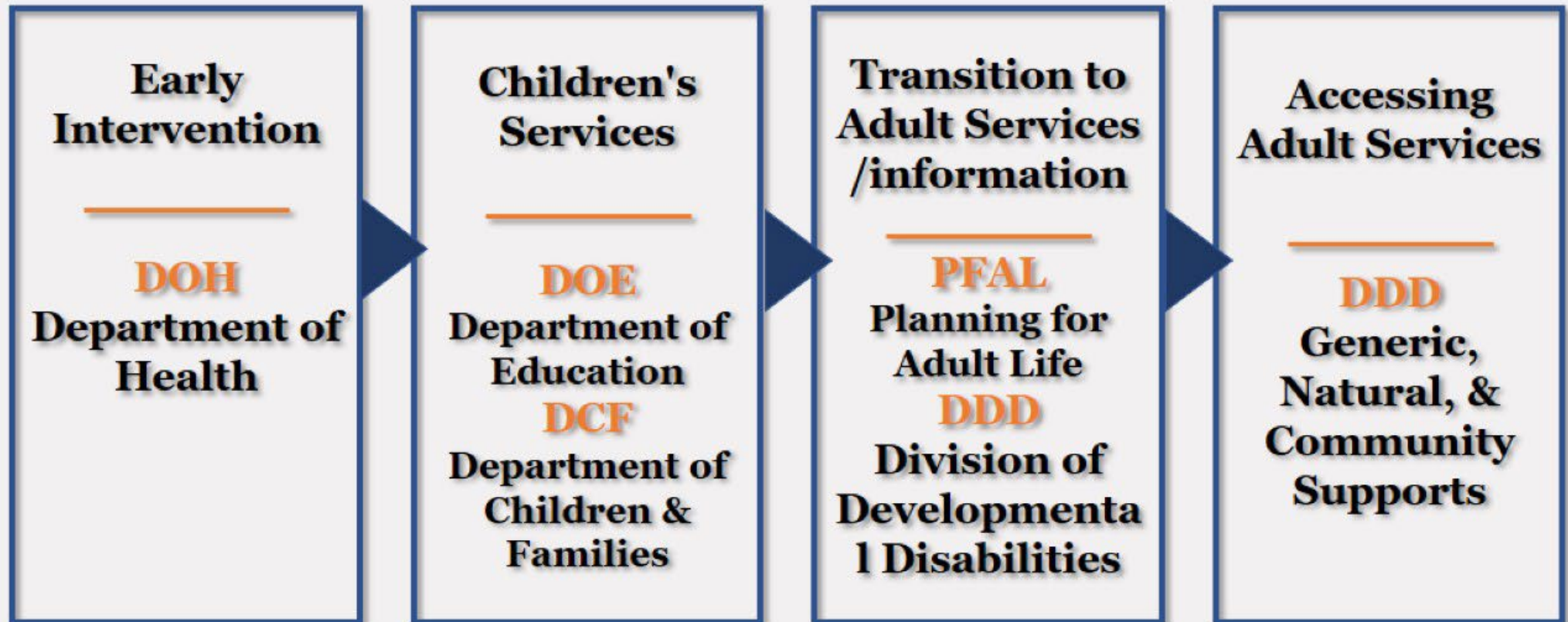
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- Assistive Technology
- Behavioral Supports
- Career Planning
- Cognitive Rehabilitation (SP only)
- Community Based Supports (SP only)
- Community Inclusion Services
- Community Transition Services (CCP only)
- Day Habilitation
- Environmental Modifications
- Goods & Services
- Individual Supports (CCP only)
- Interpreter Services
- Natural Supports Training
- Occupational Therapy
- Personal Emergency Response System (PERS)
- Physical Therapy
- Prevocational Training
- Respite
- Speech, Language, and Hearing Therapy
- Supported Employment
- Supports Brokerage
- Transportation
- Vehicle Modifications



# Steps to Access DDD Services

# Vision for Support Across the Life Course



# 16-21 Years Old

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- Transition planning
  - Get to know current skills and preferences
    - RECIPES for a Meaningful Life
  - Identify adulthood dreams and goals
    - Life Course Trajectory / Person Centered Planning Tools
  - Build skills needed to achieve goals
  - Make connections, identify supports, use resources
    - Integrated Support Star
- Participate in **Planning for Adult Life** student/parent groups, training sessions, and webinars. More information available at [www.planningforadulthoodlife.org](http://www.planningforadulthoodlife.org)



# Graduates Aging out of the School System



NJ DEPARTMENT OF HUMAN SERVICES  
DIVISION OF DEVELOPMENTAL DISABILITIES



## Graduates Aging Out of the School System: Accessing Adult Services from the NJ Division of Developmental Disabilities

### A TIMELINE FOR STUDENTS EXITING SCHOOL AND TURNING 21

(Students born after 1/1/1997 must go through the entire eligibility application process)

#### STEP 1 Apply for Medicaid Eligibility

- For Medicaid eligibility information, go to:  
<https://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid/>
- For additional help, contact: [DDD.MedElig@desks@dhhs.state.nj.us](mailto:DDD.MedElig@desks@dhhs.state.nj.us)

#### STEP 2 Apply for DDD Eligibility

- After the student turns 18, contact the DDD Community Services Office nearest your place of residence.
- To download the DDD Eligibility Application, go to:  
<https://www.nj.gov/humanservices/ddd/individuals/applyservices/>

#### STEP 3 Complete the NJ Comprehensive Assessment Tool (NICAT)

- The NICAT is completed with the Intake Unit of the DDD Community Services Office nearest your residence, as part of the eligibility application process.  
<https://www.nj.gov/humanservices/ddd/individuals/applyservices/assessment/>

#### STEP 4 Complete the Support Coordination Agency Selection Form

- When the student is in his/her last year of school-based services and is 21 or turning 21, the Support Coordination Agency Selection Form is completed and submitted.

#### DDD Community Services Offices

Flanders: 973.927.2600  
Freehold: 732.863.4500  
Mays Landing: 609.476.5200  
Newark: 973.693.5080  
Paterson: 973.977.4004  
Plainfield: 908.226.7800  
Trenton: 609.292.1922  
Voorhees: 856.770.5900

### SEPTEMBER – JUNE: Preparation and Planning

- Participate in activities offered through Planning for Adult Life
  - Planning for Adult Life [www.planningforadulthood.org](http://www.planningforadulthood.org) has a variety of resources available for students with intellectual and developmental disabilities age 16-21 and their families, including:
    - Webinar Wednesdays – covers topics of interest related to transition to adult life
    - Opportunity Expos – events held in different areas of the state throughout the school year, where students and families can meet and learn about support coordination agencies and service providers.
- Through person-centered planning, assist the student in identifying his/her vision for work and life and supports that may be needed to achieve this vision
  - For help getting started, review DDD's Person-Centered Planning Tool:  
<https://www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx>
- Learn about Support Coordination (Core Management)
  - Support Coordination is the care management model used by DDD to assist individuals in accessing DDD services and other needed medical, social and educational services. To learn more about Support Coordination, visit: <https://www.nj.gov/humanservices/ddd/individuals/community/care/>

NJ Division of Developmental Disabilities | Graduates Timeline  
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- Attend Boggs Center trainings on effective partnering with Support Coordination Agencies:  
[https://rwms.rutgers.edu/boggscenter/training/dd\\_families.html](https://rwms.rutgers.edu/boggscenter/training/dd_families.html)

#### Research Support Coordination Agencies and Service Providers

- Use DDD's Provider Search Database to find Support Coordination Agencies and Service Providers in your area:  
<https://research.dhs.state.nj.us/providersearch/>

### FEBRUARY/MARCH: Support Coordination Agency Selection

- Complete and submit the Support Coordination Agency Selection Form (STEP 4)
  - The Support Coordination Agency (SCA) Selection Form will be provided during the eligibility application process. When completing the SCA Selection Form, identify both a first-choice and second-choice agency to increase your chance of getting an agency of your own choosing. The list of SCA's can be found at:  
<https://www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf>
  - The SCA Selection Form should be returned to the DDD Intake Worker assisting the student with the eligibility application process.

### APRIL: Support Coordination Agency Assignment

- DDD assigns the student to a Support Coordination Agency
  - DDD will assign the student a Support Coordination Agency based on the SCA Selection Form that was completed and on the available capacity of the agencies selected.
  - Once assigned, a Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at school, and to develop the Individualized Service Plan (ISP).

### APRIL – JUNE: Service Plan Development

- Develop the Individualized Service Plan
  - The Support Coordinator is responsible for writing the Individualized Service Plan (ISP), with guidance from the planning team (student, family, providers, etc.) and information gathered during the Person-Centered Planning process and completion of the NICAT.  
\*The ISP should be completed and approved before the student exits the school system, so that services will be in place upon graduation.

### For graduating students who will need immediate services at 21

#### Students turning 21 July – March

- Complete STEP 1, STEP 2, and STEP 3
- Complete STEP 4 and indicate the need for immediate services at 21
- Submit the SCA Selection Form to the student's DDD Intake Worker 1-2 months before turning 21
- If immediate services are needed at 21 (for example, behavioral supports or respite)—and as long as all required documentation has been received—DDD will assign the student a Support Coordination Agency upon turning 21.

#### Students turning 21 April – June

- Follow the timeline and DDD will assign the student a Support Coordination Agency in April.

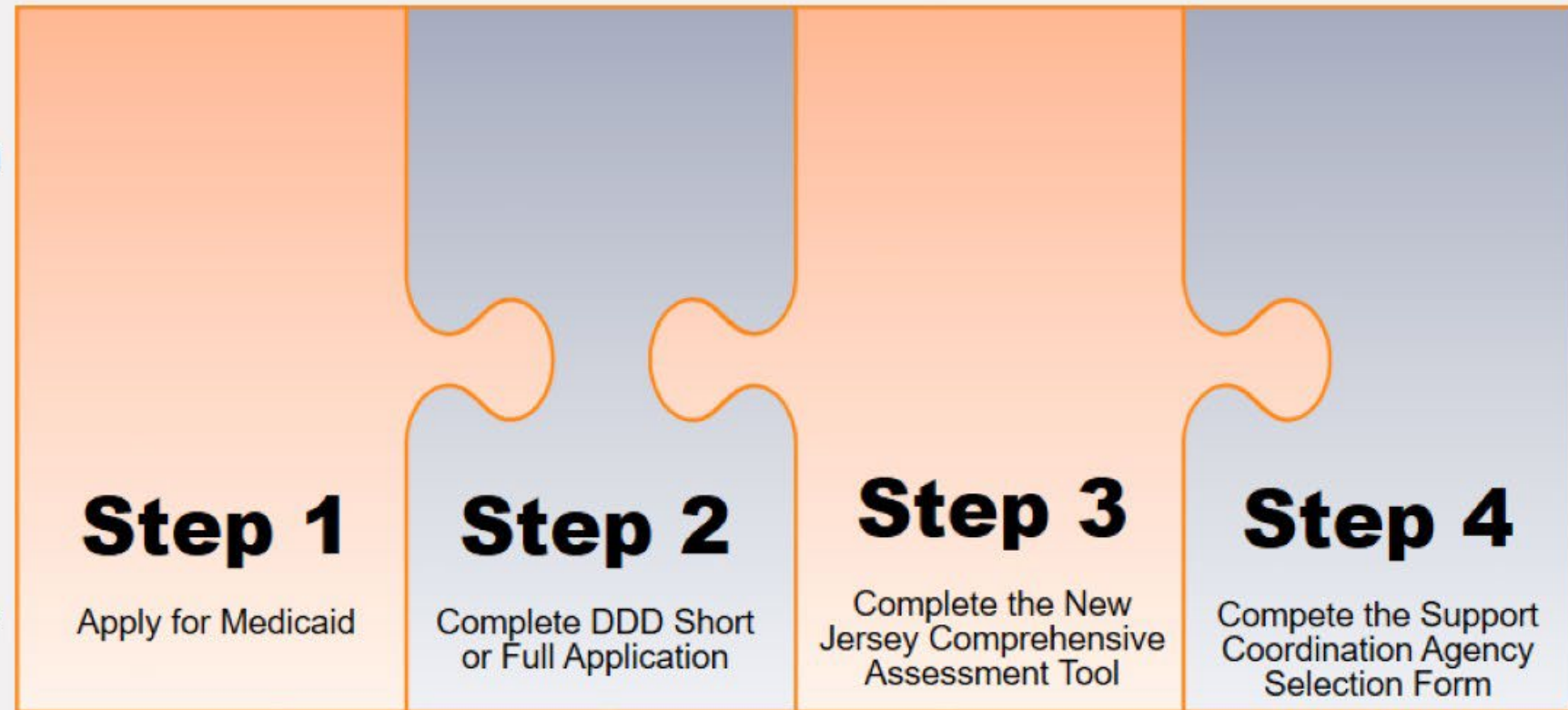
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# Steps to Accessing DDD Services

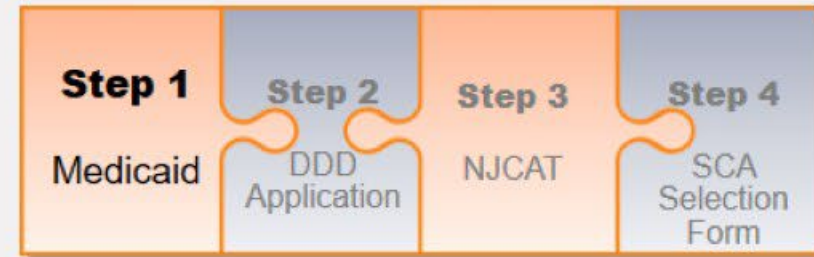
## Eligibility Determination

The completion of Steps 1, 2, & 3 are components of the eligibility determination. Step 4 is complete prior to accessing services. Each step will be broken down into more detail.





# Step 1: Medicaid



## Allowable Types of Medicaid for the Supports Program

- Supplemental Security Income (SSI) Medicaid
- NJ Workability
- New Jersey Care
- Supports Program Medicaid Only

## Allowable Types of Medicaid for the Community Care Program

- Supplemental Security Income (SSI) Medicaid
- NJ Workability
- New Jersey Care
- Community Care Program Medicaid Only



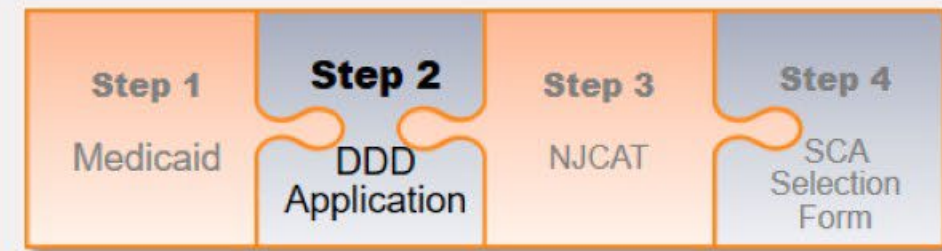


# Medicaid Eligibility Helpdesk

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- Extra assistance **AFTER** applying for Medicaid
- Complete Medicaid Eligibility Troubleshooting Form at
  - <https://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid/>
- Email completed form to the Medicaid Eligibility Helpdesk at
  - [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)

# Step 2: DDD Application for Eligibility



- Intake/application process serves two purposes:
  - To determine whether the individual has applied and is eligible for **Medicaid**
  - To determine whether the applicant meets the **Functional Criteria** of having a developmental disability
    - Supporting documentation
    - NJ Comprehensive Assessment Tool (NJCAT)



# DDD Application for Eligibility

Contact any DDD Community Services Office or  
download application from the DDD website

Applicant is 18 or older and  
**WAS NOT** previously  
determined eligible for  
developmental disability  
services through DCF-CSOC/  
PerformCare



**FULL** Application for  
Eligibility is **REQUIRED**

Applicant is 18 or older and  
**WAS** previously determined  
eligible for developmental  
disability services through  
DCF-CSOC/ PerformCare



**SHORT** Application for  
Eligibility may be submitted



# DDD Requested Documentation for Eligibility Application

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## **Necessary**

- Medical Documentation of Disability
- Most Recent Psychological Evaluation (+IQ Scores)
- Neurological Evaluations
- Most Recent Child Study Team or School Reports
- Psychiatric Evaluations
- DVRS Assessments
- All Available Psychological Reports

## **Helpful But Not Necessary**

- Most recent IEP
- Speech Therapy Evaluations
- Occupational Therapy Evaluations
- Physical Therapy Evaluations
- Hospital Records
- Social Summaries

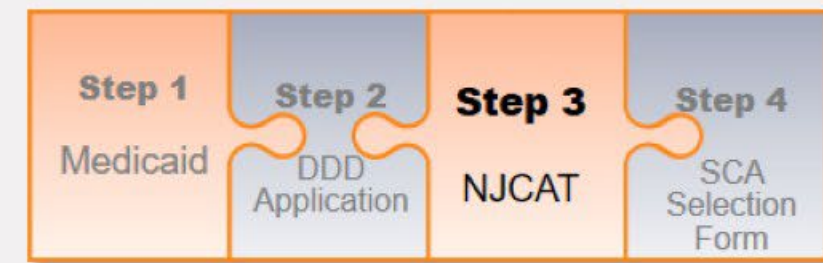
# New Jersey Non-Driver Identification for Persons with a Disability

- Can be obtained by New Jersey residents 14 years of age or older
- Useful to apply for state agency services
- Can be used for proof of residency
- Useful when applying for a job
- Used for ID purposes only (not a license to drive)



To learn more go to New Jersey Motor Vehicle Commission (NJ MVC) <https://www.nj.gov/mvc/>





# Step 3: New Jersey Comprehensive Assessment Tool

- **NJ CAT Assessment**
  - Mandatory assessment tool that evaluates support needs in three main areas:
    - Self-Care
    - Behavioral
    - Medical
  - Completed at intake
  - Establishes individual's tier
  - Reassessment done upon request

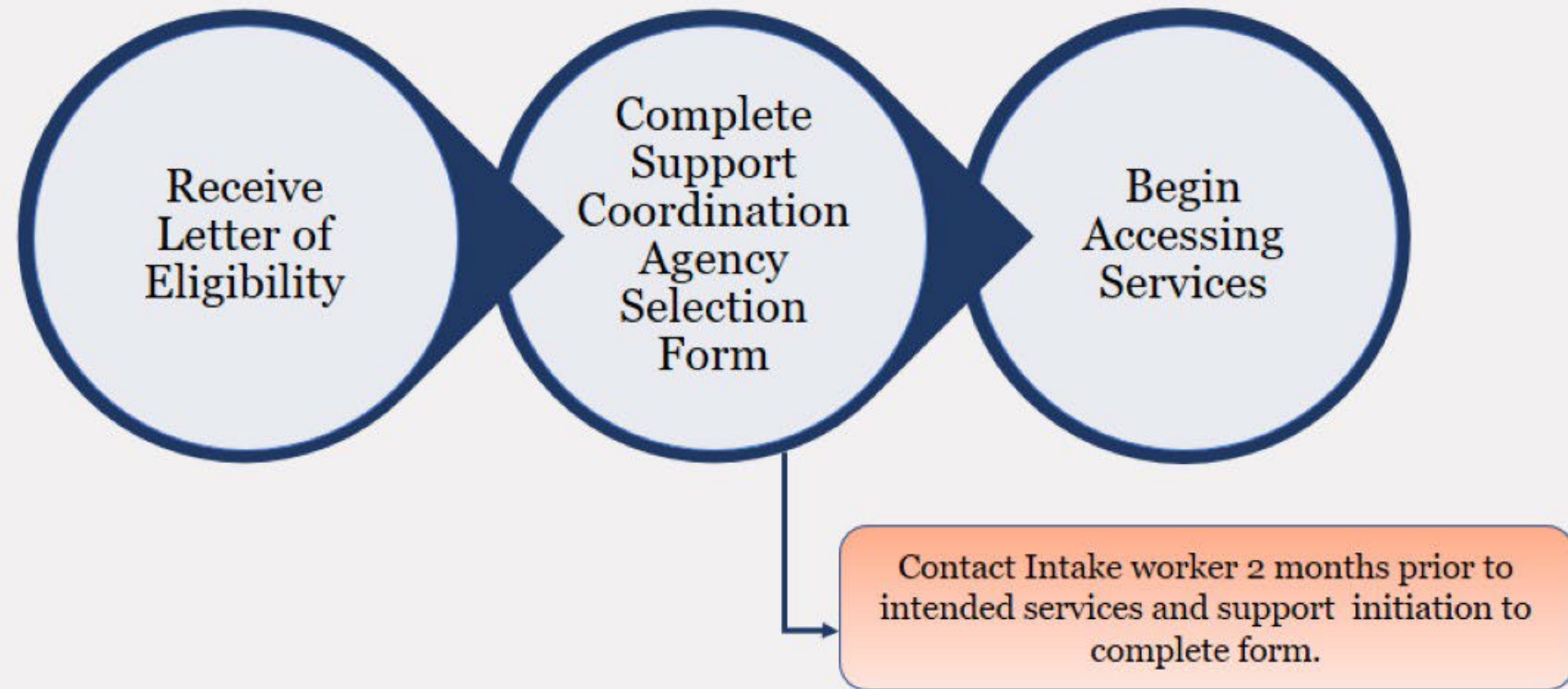
# Tiers and Individualized Budgets

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- **Five base Tiers: A-E**
  - Any of the base **Tiers** can also result in an **Acuity** factor for individuals assessed to require High Clinical Support Needs based on Medical, and/or Behavioral concerns, identified by a small “a” (e.g., “Aa”)
- **Tiers Determines:**
  - Individualized up-to budget amount
  - Service reimbursement rate for most services



# Eligibility Determination



**Applicant Determined Ineligible** will receive a letter explaining the reasons for the determination of ineligibility, including information about how to appeal the outcome.

# What is Support Coordination?

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- Care Management provided through Medicaid that assists participants in gaining access to needed State plan services, as well as needed medical, social, educational and other services
- Administrative cost – service reimbursement does not come out of individualized budget



# How Do You Access Support Coordination?

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- Full list of available Support Coordination Agencies can be found at <https://irecord.dhs.state.nj.us/providersearch>
- Individual chooses or is auto assigned a Support Coordination Agency
- Support Coordination Agency assigns a **Support Coordinator** to work with the individual

# How To Work With Your Support Coordinator?

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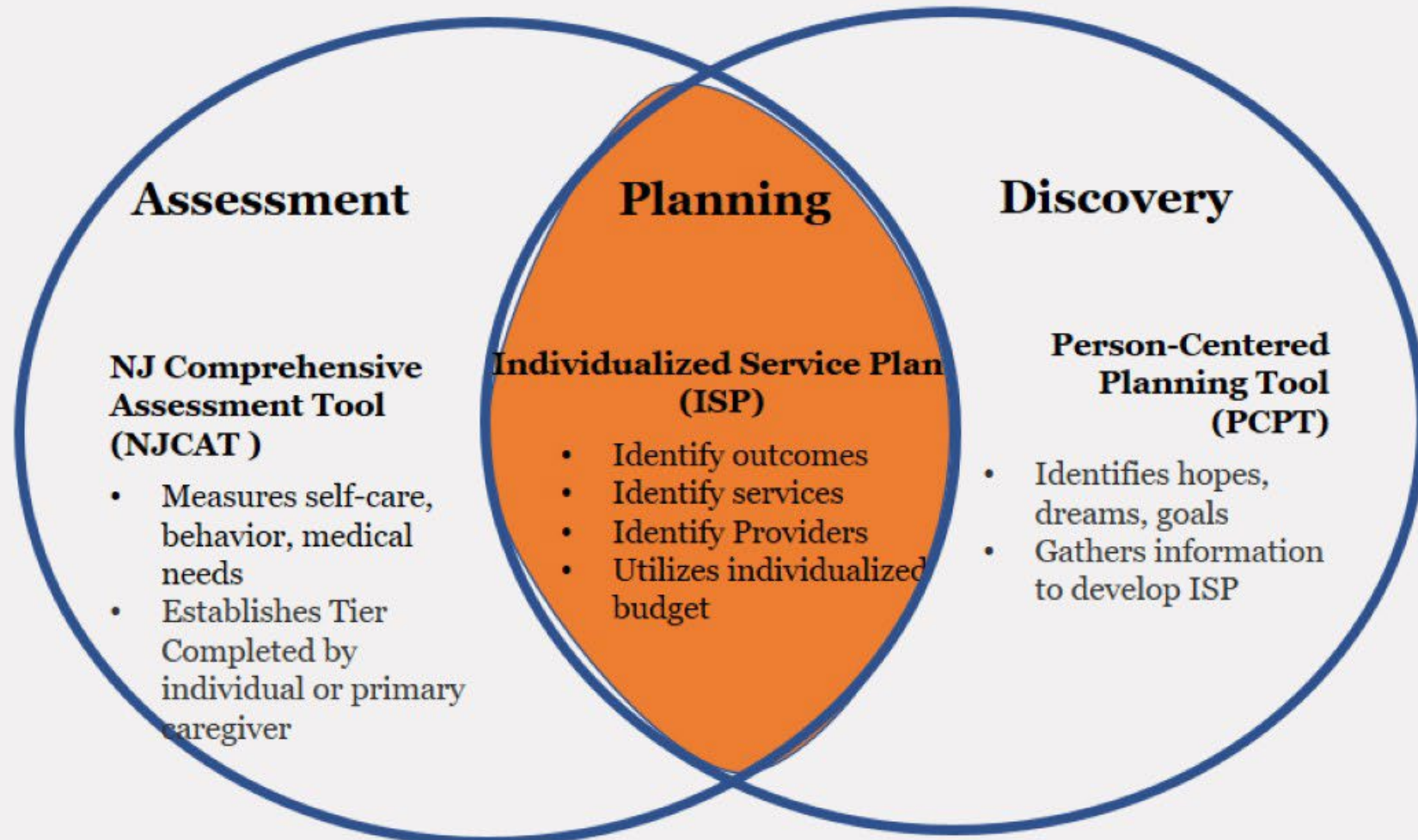
- Individual and Support Coordinator together identify people to include on the **Service Planning Team** (family members, providers, etc.)
- Use a **Person-Centered Planning** process to identify outcomes and service needs
- Individual, Support Coordinator, and Service Planning Team Develops the **Individualized Service Plan** (ISP) that includes the outcome, service needs, and providers
- Individual and Support coordinator participate in monthly contacts.



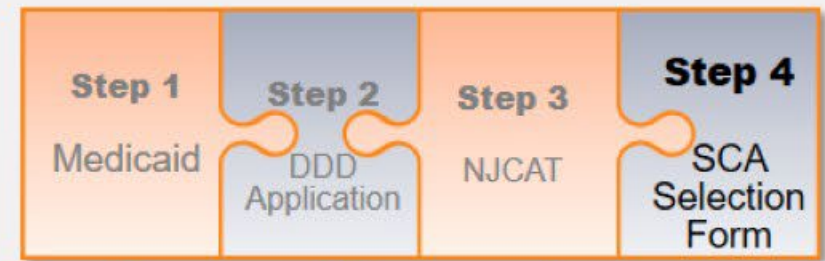
# After Assignment to Support Coordination



# Steps in the Service Planning Process







# Step 4: Support Coordination Agency Selection Form

- **Fall prior to graduation:**
  - If not already done, ensure individual is eligible for DDD, has maintained Medicaid, and has completed an updated NJCAT if initially completed two or more years prior to service initiation.
- **February/March of graduation year:**
  - Submit Support Coordination Agency Selection Form
- **April of graduation year:**
  - ✦ DDD begins assignment of SCAs
- **April – June of graduating year:**
  - Begin planning process with Support Coordinator
  - Individualized service plan approval and individual begins to access services upon graduation

# Support Coordination (SC) Monitoring Tool<sup>32</sup>

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- Identifying information
- Outstanding issues, outcomes of corrective actions
- Medicaid eligibility status
- Budget and assessment
- Service plan
- Provider satisfaction
- Behavior
- Community involvement
- Friendships and social interactions
- Choice and decision-making
- Employment
- Communication
- Health and safety
- Unusual Incident Reports (UIR)
- Quarterly Face-to-Face review
- Acknowledgements

These areas are reviewed every calendar month with the individual by the Support Coordinator



# Additional Year of Special Education

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- For students with disabilities who exceed, or will exceed, the current age of eligibility for special education and related services in the 2020-2021, 2021-2022, or **2022-2023 school years**
  - Education and/or services deemed necessary by student's Individualized Education Program (IEP) team

# Additional Year of Special Education

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- Non-duplicative services are available through DDD
  - If a student is going to continue receiving Physical Therapy through the school, they would **not** be able to access that service with their DDD budget.
  - If the student is going to continue school **full** time, employment or day services would be duplicative, but other services that are not duplicative would be available.

Such as:

- Goods and Services
- Environmental modification
- Respite

Questions can be directed to [DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov)



# Housing Subsidy Program Eligibility

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- Eligibility criteria for individuals enrolled in the Supports Program or Community Care Program, who are seeking a housing subsidy for a self-directed, unlicensed rental unit:
- Active Medicaid.
- Current NJCAT assessment.
- Currently receiving or planning to receive DDD-funded, disability-related services.
- The person contributes 30% of their income towards the rent and the housing voucher will cover the rest of the rent cost.
- Total rent cost must be within the areas fair market rate.

Please note: DDD-funded housing subsidies provide rental assistance only and do not provide funding for disability-related services and supports. Before applying for a housing subsidy, individuals are encouraged to work with their support coordinator to ensure their budget can fund needed services within the desired rental unit.

# Housing Subsidy Program FAQ

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DDD's Housing Assistance webpage includes:

- Housing Assistance FAQ.
- Housing Subsidy Program Eligibility Determination Form.
- Housing Assistance Policy.
- Published Rent Standards.
- A webinar outlining the housing subsidy process from start to finish.

<https://www.nj.gov/humanservices/ddd/individuals/housing/>

Questions can be directed to [DDD.HousingSubsidy@dhs.nj.gov](mailto:DDD.HousingSubsidy@dhs.nj.gov)



# Participate in more...

# Other Available Presentations



## DDD Transition to Adult Services Presentations

**2023 Coming Soon!**  
Every 3<sup>rd</sup> Thursday of the Month. For more information join our listserv  
[DDD.Transitionhelpdesk@dhs.nj.gov](mailto:DDD.Transitionhelpdesk@dhs.nj.gov)

### Prepare For Adulthood

- **Preparing for a Bright Future: First Hand Experiences of a Person with a Disability**
- **Self Determination: The Importance of Self Determination Towards Choosing and Setting Life Goals**

### Learn about DDD

- **Navigating the Division of Developmental Disabilities Service System**
- **Division of Developmental Disabilities' Services: Daily Programming & Supports**

### Explore Pathways Towards Employment

- **Employment: Why Employment is Important and An Overview of Resources and Supports**
- **Getting to the Why: Utilizing the Charting the Life Course Tools to Support Future Planning Towards Employment**

\*Specialized Presentations Available for Students, Parents, School Personnel, and Community Groups. Email 38

[DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov)

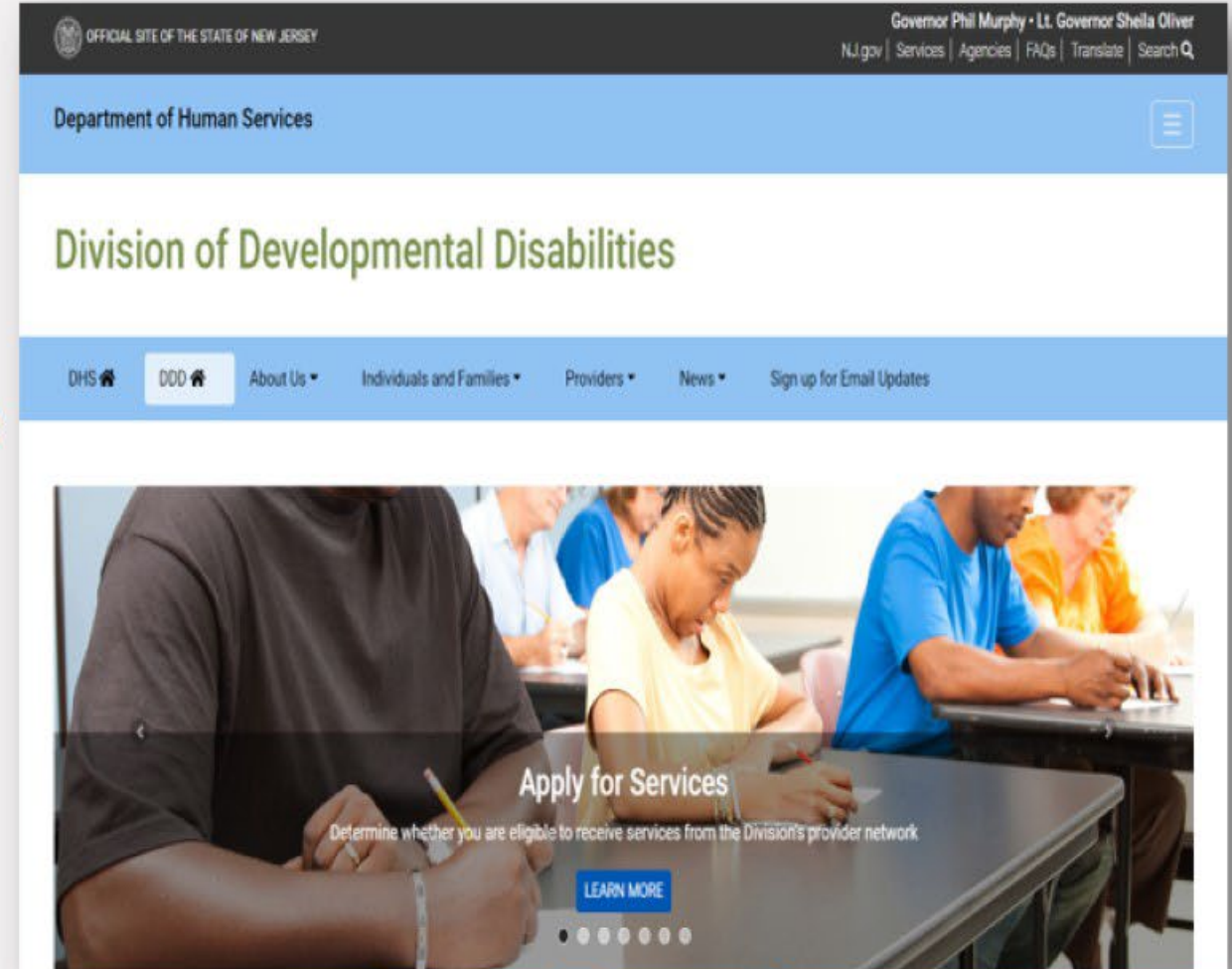


# General Resources

# Visit DDD Website

## Learn More about:

- Apply for Services
- Home and Community Based Services
- Transition from School to Adult Life
- Employment
- Housing Assistance
- Guardianship and more...





# DDD Resources

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- Community Service Offices
- <https://www.nj.gov/humanservices/ddd/about/contactus/communityservices/>
- Contact Information
  - Division Website: <https://nj.gov/humanservices/ddd/>
  - Phone Number: **1-800-832-9173**
  - Email for routine questions:  
[DDD.FeeForService@dhs.nj.gov](mailto:DDD.FeeForService@dhs.nj.gov)

# Stay Informed

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- Stakeholder e-news bulletin, Division Update
  - Send an email to [DDD.Communications@dhs.nj.gov](mailto:DDD.Communications@dhs.nj.gov) with "Division Update Subscribe" in the subject line
- Email Help Desks:
  - **Transition Help Desk:**
    - [DDD.TransitionHelpDesk@dhs.nj.gov](mailto:DDD.TransitionHelpDesk@dhs.nj.gov)
  - **Supports Program Help Desk:**
    - [DDD.SuppProgHelpdesk@dhs.nj.gov](mailto:DDD.SuppProgHelpdesk@dhs.nj.gov)
  - **Medicaid Eligibility Help Desk:**
    - [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)
  - **Fee-for-Service Implementation Help Desk:**
    - [DDD.FeeForService@dhs.nj.gov](mailto:DDD.FeeForService@dhs.nj.gov)





# Thank you!