

# The Office of Education on Self-Directed Services, Waiting List & Special Projects

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# **Division of Developmental Disabilities (DDD)**

**A Division of the Department of Human Services**

# Mission Statement

**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.**

# Community Care Program Waiting List

# Our Team



**Patricia Brennan**  
Trenton Office



**Jessica Licon**  
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**Kimberly Jessamine,**  
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Waiting List Supervisor  
Trenton Office



**Kenya Welch**  
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**William Billups**  
Waiting List Review Team  
Supervisor

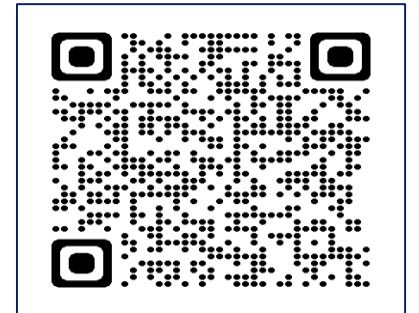
# What is the Community Care Program Waiting List?

- DDD has two waiver programs
  - Supports Program
  - Community Care Program
- Upon entering the DDD service system, you will be enrolled in the Support Program
- If you wish to access the Community Care Program in the future, you can submit a request to be added to the CCP Waiting List

# Requesting to be Added to the CCP Waiting List

- The Community Care Program Waiting List Request Form can be found here: <https://www.state.nj.us/humanservices/ddd/individuals/community/waitinglist/>
- Submit the required form, with copies of supporting documents to:
  - Support Coordinator can submit via iRecord
  - Can be submitted via Email: [DDD.CCPWaitListRequests@dhs.nj.gov](mailto:DDD.CCPWaitListRequests@dhs.nj.gov)
  - Or by Mail:

NJ DDD Waiting List Coordinator  
NJDDD  
PO Box 726  
Trenton, NJ 08625-0726







### Community Care Program (CCP) Waiting List Request

Used to request addition to the General or Priority Category of the Waiting List for CCP services.

Instructions and eligibility requirements listed at the end of this form should be carefully reviewed prior to completion and submission. Additional information can be found in [Division Circular #8 \(N.J.A.C. 10:46C\)](#).

Identifying Information	
Individual's Name: Click to enter text.	Date of Birth: Click to enter text.
DDD ID: Click to enter text.	

Support Coordination Agency Information (if applicable)	
SCA Name: Click to enter text.	
Support Coordinator Name: Click to enter text.	Phone Number / Email Address: Click to enter text.
SC Supervisor Name: Click to enter text.	Phone Number / Email Address: Click to enter text.

Waiting List Category Request (select one)	
This CCP Waiting List Request is for which category?	
<input type="checkbox"/> General	<i>If General, skip to the Requestor Information and Signature sections at the end of form.</i>
<input type="checkbox"/> Priority	<i>If Priority, check one (1) Waiting List Criteria box below that best applies to the situation, obtain the required documentation and submit the documentation with the completed request form.</i>

Priority CCP Waiting List Criteria (Select only one)	Required Documentation
<input type="checkbox"/> Both of the birth or adoptive parents are 55 years or older. If both parents are alive, but only one is the primary caregiver, the parent with sole custody is age 55.	<ul style="list-style-type: none"> <li>Proof of parents' age. (For example: copy of driver's license or birth certificate.)</li> </ul>
<input type="checkbox"/> The individual lives with a caregiver, who is not the birth or adoptive parent, provides care voluntarily and can no longer care for the individual.	<ul style="list-style-type: none"> <li>Written description of the living situation and how the individual came to be under the caregiver's care.</li> </ul>
<input type="checkbox"/> A parent under age 55 has a chronic, long-term physical or psychiatric and/or behavioral health condition(s), which significantly limits their ability to care for the individual.	<ul style="list-style-type: none"> <li>Statement from a treating physician</li> <li>Written explanation of how the condition significantly limits the parent's ability to provide care.</li> </ul>
<input type="checkbox"/> A parent is under age 55 and there is risk to the health or safety of the individual, parent or another person living in the home, due to the individual's <b>behavior(s)</b> , which cannot be effectively managed by the parent(s), even with generic or specialized supports.	<ul style="list-style-type: none"> <li>A description of the behaviors that create risk to health and safety.</li> <li>A description of services and supports used in the home in the past six months.</li> </ul>
<input type="checkbox"/> A parent is under age 55 and there is risk to the health and safety of the individual, parent or another person living in the home due to the individual's <b>physical care needs</b> (such as lifting or bathing) or <b>medical needs</b> , which cannot be	<ul style="list-style-type: none"> <li>A description of the physical care or medical needs that cannot be effectively managed in the home.</li> </ul>

	effectively managed by the parent(s), even with generic or specialized supports.	<ul style="list-style-type: none"> <li>A description of services and supports used in the home in the past six months.</li> </ul>
<input type="checkbox"/>	There is a single parent as the head of the household who requires a minimum of 40 hours of specialized or generic supports each month in order to keep a full time job.	<ul style="list-style-type: none"> <li>A description of the current living situation, explaining the supports needed to allow a single parent to keep a full time job.</li> <li>A description of all services and supports used in the home in the past six months.</li> </ul>
<input type="checkbox"/>	There is a single parent as the head of the household who is the primary caregiver to more than one person with a disability, and those persons have significant direct care needs (For example: feeding, bathing and/or toileting, etc.)	<ul style="list-style-type: none"> <li>A description of the current living situation, explaining the care needs of the individuals with disabilities in the home.</li> </ul>
<input type="checkbox"/>	The individual is residentially placed by the Local Educational Authority (LEA).  Name of funding School District: Click to enter text.	Date of Placement: Click to enter text.  Name/Address of Residential Program: Click to enter text.
<input type="checkbox"/>	The individual is residentially placed by the Department of Children & Families (DCF). Check one of the following: Children's System of Care (CSOC) <input type="checkbox"/> Child Protection & Permanency <input type="checkbox"/>	Date of Placement: Click to enter text.  Name/Address of Residential Program: Click to enter text.

The following sections are required for General and Priority Requests:

Requestor Information	
Who is making this request? Choose an item.	
Name and address of the requestor: Click to enter text.	Relationship to the individual: Click to enter text.  Requestor's phone number and email address: Click to enter text.

If guardianship has been court appointed, include a copy of the guardianship judgement with submission and ensure a copy of judgement is uploaded in iRecord. If more than one guardian is named, each guardian's signature is required.

Signature of Requestor(s)	
Signature:	Date:
Signature:	Date:

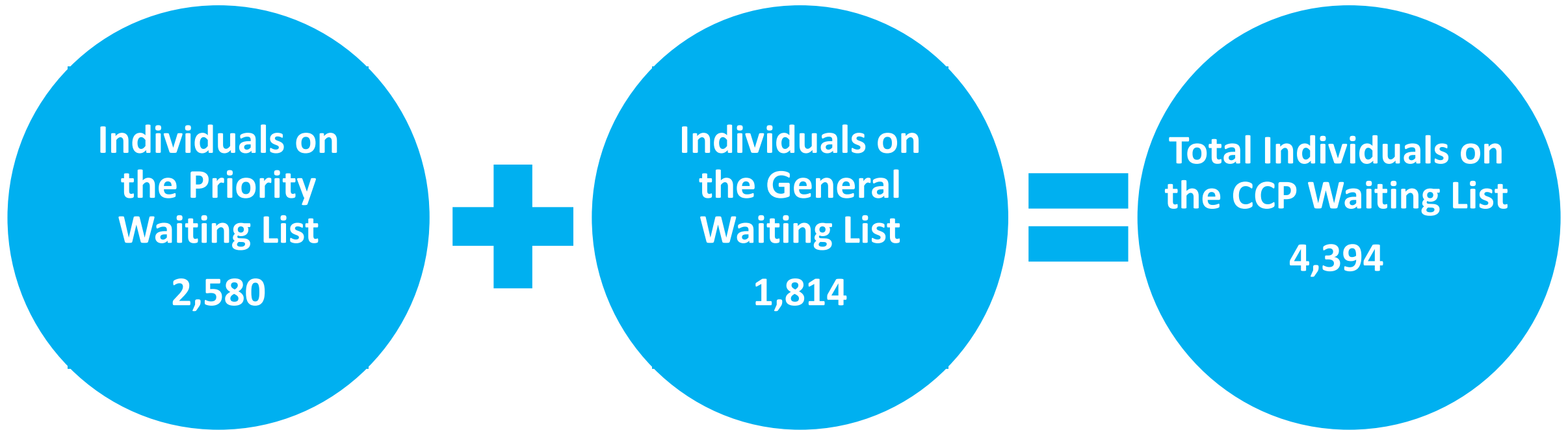


# Community Care Program

## Waiting List Overview

General Waiting List	Priority Waiting List
<ul style="list-style-type: none"><li>• People who do not meet eligibility requirements for the PWL are added to the General list.</li><li>• Do not receive Ranking Letters each year</li><li>• Must request to be added to the PWL once eligibility requirements are met, it will not occur automatically</li></ul>	<ul style="list-style-type: none"><li>• People who meet eligibility requirements are added to the PWL</li><li>• Will receive an Annual Ranking Letter to indicate their up-to-date ranking on the PWL</li><li>• Once Reached on the PWL a Transitional and Education Liaison (TEL) will be assigned to help determine which Division Waiver Service (Supports Program or Community Care Program) the person is eligible for</li><li>• Being reached on the PWL does not automatically make the person CCP eligible.</li></ul>

# The Community Care Program Waiting List



# How Many People Are Reached Each Year?

- Typically, we are able to reach between 200 and 400 people annually from the Priority Waiting List, depending on the budget allocations each fiscal year.
- **Fiscal Year 2022=200 people reached**
- **Fiscal Year 2023 = 400 people reached**
- **Fiscal Year 2024 projected budget=400 people reached**

# CCP Waiting List Helpdesk

- [DDD.CCPWaitListRequests@dhs.nj.gov](mailto:DDD.CCPWaitListRequests@dhs.nj.gov)
- Anyone can reach out to ask questions
- Waiting List Staff can provide assistance with:
  - CCP Waiting List questions
  - Requests to be added to the Waiting List
  - A person's projected rank on the Waiting List




# Annual Rank Letters

- USPS Mail: June  
(to the mailing address  
listed in iRecord)



- Emailed to person and guardian
- Uploaded into iRecord

  
**State of New Jersey**  
**DEPARTMENT OF HUMAN SERVICES**  
Division of Developmental Disabilities  
P.O. Box 726  
Trenton, NJ 08625-0726

PHILIP D. MURPHY  
Governor

TAHESHA L. WAY  
Lt. Governor

SARAH ADELMAN  
Commissioner

JONATHAN S. SEIFRIED  
Assistant Commissioner

DATE

NAME  
ADDRESS  
ADDRESS

Re: Community Care Waiver Waiting List

Dear NAME:

The Department of Human Services' Division of Developmental Disabilities (DDD) maintains the Community Care Waiver Waiting List (Waiting List) and is making an effort to provide an annual update to individuals and their families regarding status. This letter pertains to the Priority category.

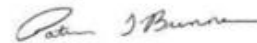
Records indicate that you currently are number **RANK** on the Waiting List.

Your number on the Waiting List will vary from year to year, as the list changes. As of the date of this letter, there are \_\_\_\_\_ people in the Priority category. It is important to note that while many new people are added annually, many people also are removed for a variety of reasons (including placement, relocation, etc.).

Please note that you must be eligible for Medicaid in order to receive services funded by DDD. In addition, in order to enroll on the Community Care Waiver (CCW), you must meet the level of care for Institutional Care Facilities for Persons with Intellectual Disabilities (ICF/ID) as defined in Appendix B of the Community Care Waiver.

For more information about the CCW, please visit our website at <http://www.state.nj.us/humanservices/ddd/services/ccw/>.

Sincerely,


  
Patricia Brennan, MSW  
Director of Waiting List and Special Projects

# Reached Letter

- Mailed to the person/guardian's mailing address that is listed in iRecord



- Uploaded into iRecord

  
**State of New Jersey**  
**DEPARTMENT OF HUMAN SERVICES**  
Division of Developmental Disabilities  
P.O. Box 726  
Trenton, NJ 08625-0726

PHILIP D. MURPHY  
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Lt. Governor

SARAH ADELMAN  
Commissioner

JONATHAN S. SEIFRIED  
Assistant Commissioner

DATE

Address  
Address  
Address


Dear INDIVIDUAL/GUARDIAN:

The Division of Developmental Disabilities (DDD) is pleased to inform you that INDIVIDUAL has been reached on the Priority Waiting List. You will receive communication within the next few weeks from a representative from the DDD Waiting List Unit to provide you with additional information regarding the next steps in the process and additional resources involving the supports and services that you will be eligible to receive.

Should you have any questions about this matter, please contact:

TEL NAME,  
Waiting List Transition and Education Liaison  
TEL EMAIL  
TEL VOIP PHONE NUMBER

Sincerely,



Tricia Brennan, MSW  
Director of Office on Education of Self Directed Services  
Waiting List and Special Projects  
NJ Division of Developmental Disabilities

# You Have Been Reached on the Priority Waiting List



- You will be assigned to a DDD **Transitional and Education Liaison (TEL)** who will contact you via the phone number listed in iRecord, to discuss the next steps and invite you to attend a virtual Welcome Session.
- Your Support Coordinator will also be informed that you reached the top of the Priority Waiting List and be invited to the virtual Welcome Session.



# Virtual Welcome Session

- In collaboration with CLEP Community Living Education Project
- Support Coordinators are invited- we ask that they attend along with the person they are assigned to that has been reached.



**You've been reached on the DDD Community Care Program Waiting List!**



**MEET YOUR HOSTS:**



Division of Developmental Disabilities  
Community Living Education Project  
Using Journeys

**Attend a Waiting List Family Networking Session for valuable tools and resources!**

**PLEASE JOIN US** for an upcoming *Waiting List Family Networking Session* with representatives from the NJ Division of Developmental Disabilities and Rutgers Community Living Education Project (CLEP)!

At this invitation-only session, you will learn about important planning tools to help you explore new ways of connecting with your community and get to meet your Transition & Education Liaison (TEL) 'in person.'

You will also hear from a diverse group of families with lived experience who will highlight person-centered planning, using a budget, self-direction, and much more!



**WEDNESDAY, OCTOBER 11**  
12:00PM - 1:45PM  
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP10-11-23>



**THURSDAY, OCTOBER 26**  
12:00 - 1:45PM  
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP10-26-23>



**TUESDAY, NOVEMBER 14**  
6:00PM - 7:45PM  
Register by scanning this QR code with your smartphone camera or visit <https://go.rutgers.edu/CLEP11-14-23>

**Once you register, you will receive a unique link from Zoom to join the meeting at the scheduled time. You only need to register for one session!**

**We look forward to meeting you!**

# When a Person is Reached on the PWL

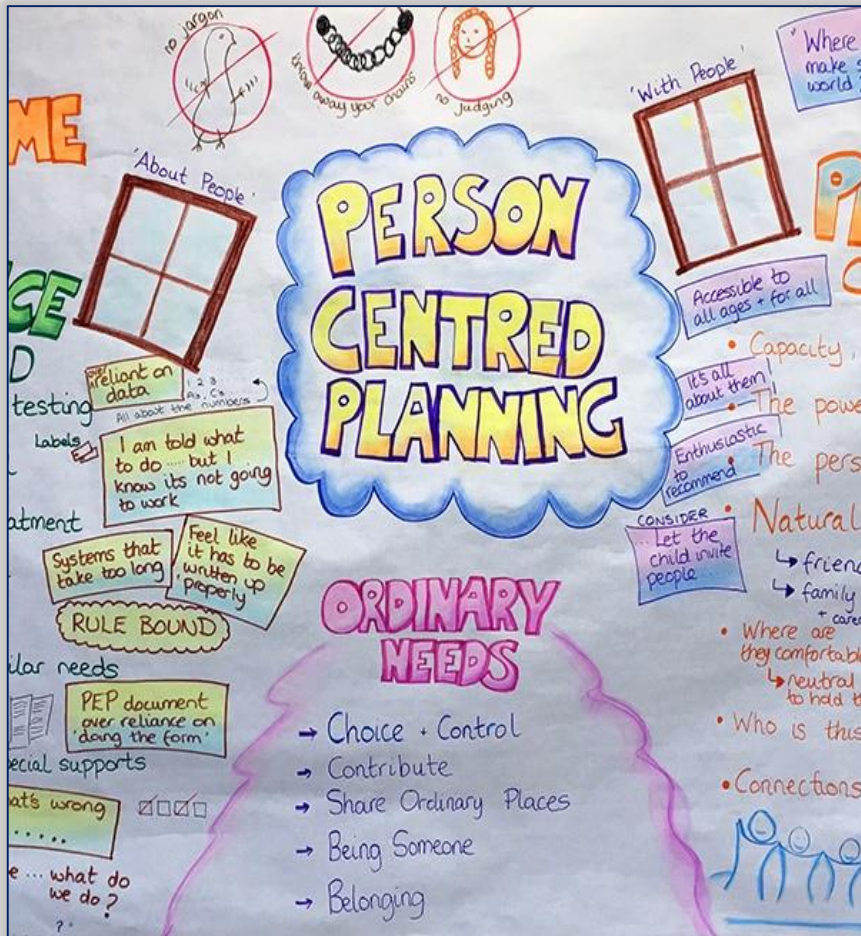
- The assigned DDD Transition and Education Liaison (TEL) will review:
  - Confirmation of Medicaid
    - if it is not active, we will assist the family with how to apply and complete a Troubleshooting form
  - Eligibility Determination Process
    - NJCAT
      - We will review with the person and family for accuracy and request a new one if necessary
    - If NJCAT score does not reflect eligibility, the next step is the option to have a Level of Care Review
    - Appeal

# Not Everyone will be Eligible for The CCP



- Discussion about additional supports available
  - Personal Preference Program (PPP)
  - Housing Subsidy
  - Reorganizing supports – is a different provider needed who could offer more of what is needed?
  - Self-Directed Services options
  - AND technology – community – natural supports
- Removal from the Priority Waiting List

# When Someone is Eligible For the CCP



- Your Support Coordinator will work with you through the person-centered planning process to develop a new individualized support plan with your CCP budget.
  - You can choose to receive your services in your own home
    - Self-Direction
    - Provider-Managed
  - You can choose to receive your services in a group home or supervised apartment
- Once the plan is approved, you will be on the CCP.
- Removal from the Priority Waiting List



# Charting the LifeCourse Tools



**CHARTING the LifeCourse**

**Life Trajectory Worksheet: Individual**

Everyone wants a good life. The bubbles on the right will help you think about what a good life means for you or your family member, and identifying what you know you don't want. You can use the space around the arrows to think about current or needed life experiences that help point you in the direction of your good life.

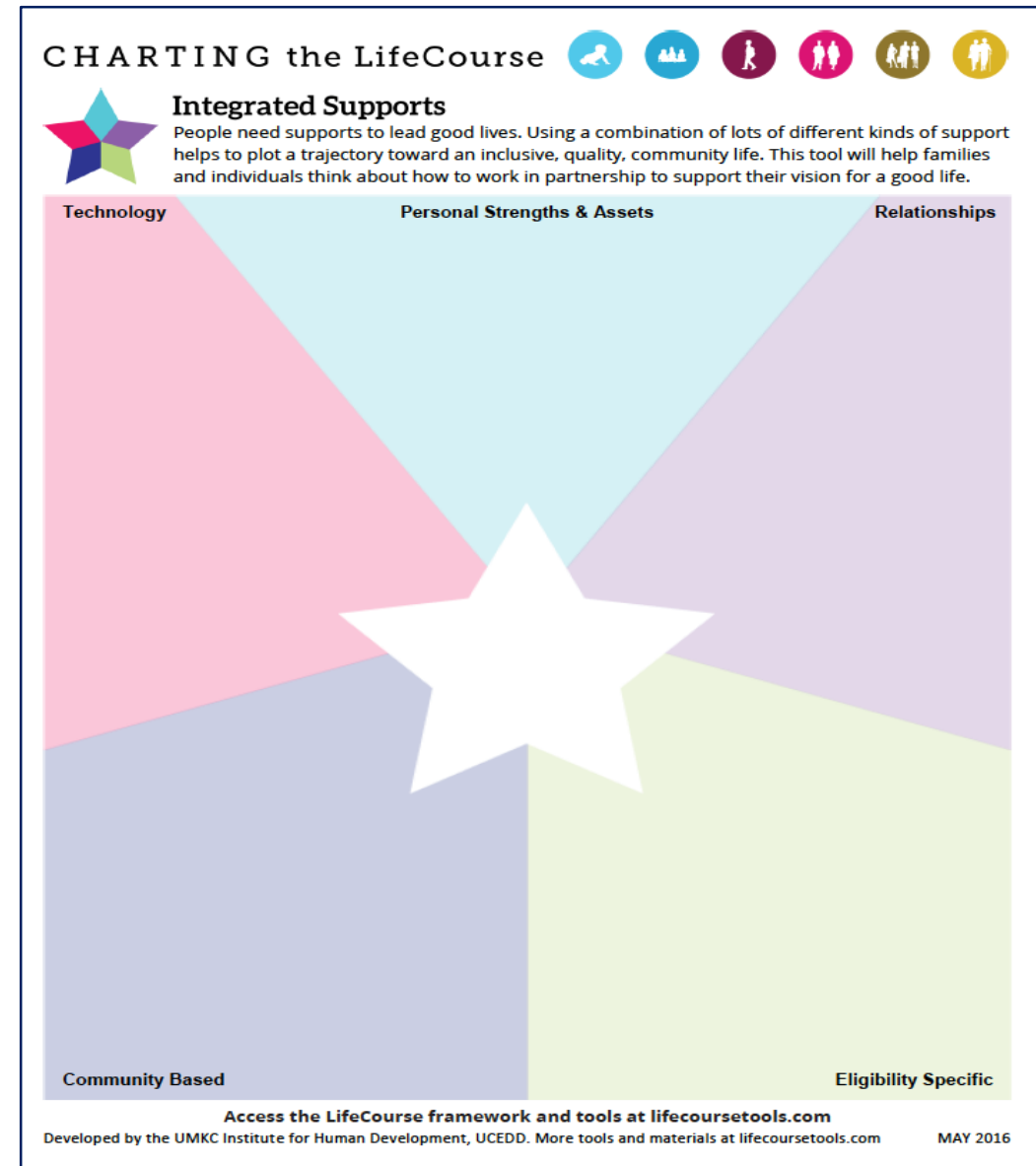
**VISION for a GOOD LIFE**

**What I DON'T Want**

Developed by the UMKC Institute for Human Development, UCEDD. More materials at [lifecoursetools.com](http://lifecoursetools.com)

May 2016

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



# **The Office of Education on Self-Directed Services (OESDS)**



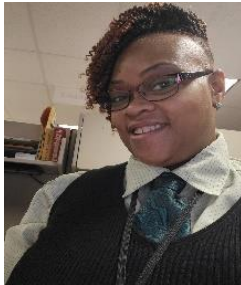
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**Ashley Ritchey,**  
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Education Liaison  
*Flanders Office*



**Aisha Jeffries,**  
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*Trenton Office*



**Bettie Gladney,**  
Transition and  
Education Liaison  
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**Asia Robinson,**  
Transition and  
Education Liaison  
*Flanders Office*



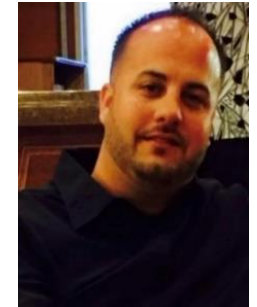
**Christine Jones,**  
Data and Quality  
Coordinator  
*Flanders Office*



**Susan Fattman,**  
Self-Direction  
Education Liaison  
*Voorhees Office*



**Marguerite Lonchambon,**  
Self-Direction Education  
Liaison  
*Mays Landing Office*



**Adam Woehr,**  
Self-Direction  
Education Liaison  
*Trenton Office*

# Meet Our Team!



# Purpose of the Office of Education on Self-Directed Services (OESDS)

- Provide a centralized place for the delivery of education and training for people with intellectual and developmental disabilities receiving services, their families, advocates, support coordinators, interested community partners and other internal and external stakeholders.
- The office is staffed by subject matter experts on best practices in Self-Directed services and provides education and supports so that people under Division services can live their best lives.

# Responsibilities of OESDS

- Education of various stakeholders utilizing guidance and tools on the benefits and responsibilities of self-direction
- Facilitation of networking meetings with people under Division services, their families, advocates, providers, and other interested parties
- Providing technical assistance for Support Brokerage services, including agencies seeking to provide the service and people and their families seeking to utilize it.
- Engaging in work to better integrate information about self-direction into the Division's service system.

# Commonly Used Terms

- Self-Direction
- Employer Authority
- Self-Directed Employee (SDE)
- Fiscal Intermediary (FI)
- Supports Broker
- Goods and Services

# Self-Directed Services



A person and their family/circle of support are in charge of all aspects of their services.

Fiscal Intermediary: A private company contracted to manage payments to self-directed employees and goods and services vendors from funds allocated by DDD.

Hiring and Supervising your own Self-Directed Employees (SDEs) that work for you, not for a provider agency.

Purchasing Goods and Services in the community that are available to everyone, not just people with disabilities.

Option to hire a Supports Broker to guide and assist you through self-directing your services.

# Employer Authority

- **Employer authority** means the person and their family/representative have the authority to recruit, hire, supervise, and terminate (when necessary) the staff they choose to provide their supports.

Recruit  
Hire people you trust  
Supervise



Train  
Schedule  
Terminate when necessary

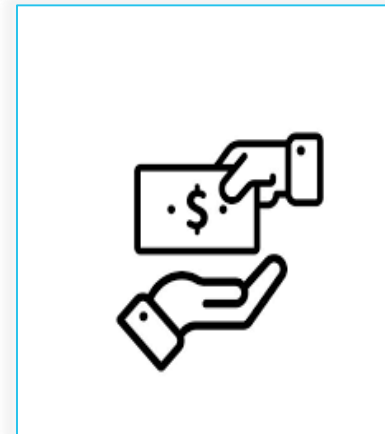
# Self-Directed Employee (SDE)



- A Self-Directed Employee is hired directly by a person and their family/representative
- An SDE receives their paycheck via a fiscal intermediary (FI).
- An SDE is supervised, trained, receives their schedule from, and has time sheets signed by the person and family that hired them.

# Fiscal Intermediary (FI)

- A Fiscal Intermediary is a private company contracted to:
    - manage payments to self-directed employees and goods and services vendors from funds allocated by DDD
    - handle payroll taxes and onboarding tasks for SDEs such as background checks, etc.
  - Two Models are offered for people to choose from:
    - Vendor Fiscal/Employer Agent: **Public Partnerships (PPL)**
    - Agency with Choice: **Easter Seals**
- ***All self-directed services are paid for via FI***
  - ***All services paid for via FI are self-directed services***





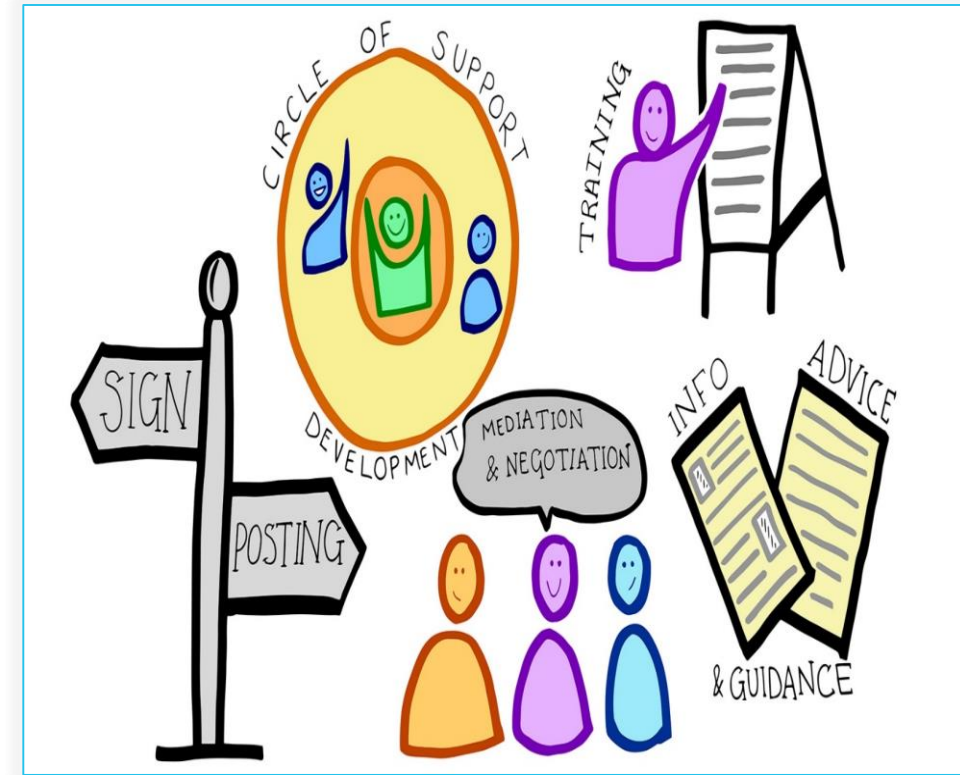
# Goods and Services



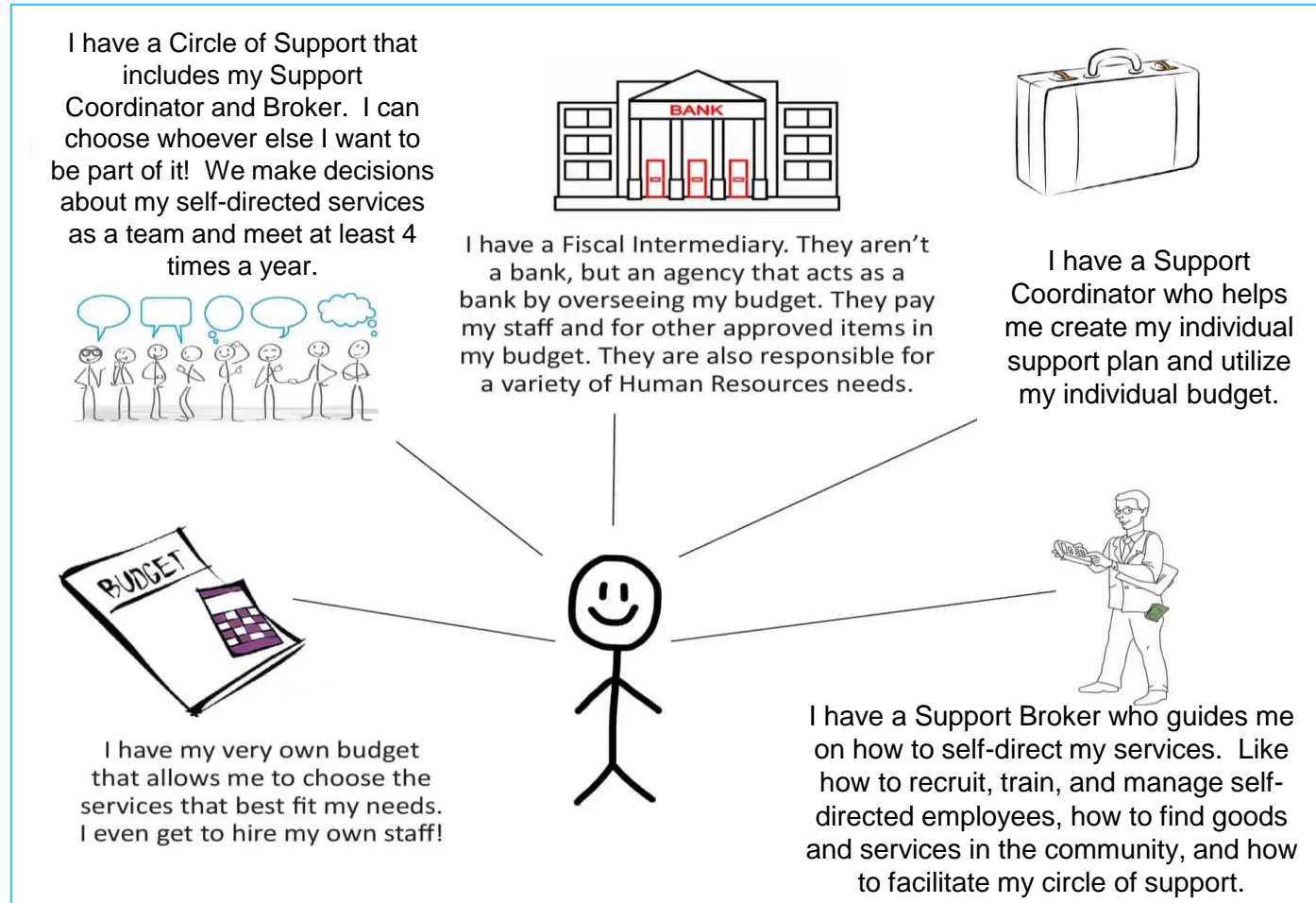
- 'Goods and Services' refers to physical objects or non-employee services that would lessen the person's reliance on Medicaid services and/or promote safety at home or community inclusion.
- A Goods and Service is not disability specific – it is a community vendor that anyone might choose to utilize.
- A Goods and Services request form is completed by the person/family and Support Coordinator and submitted for approval.
- The fiscal intermediary will send payment to vendors.

# Supports Broker

- A Supports Broker is different from your Support Coordinator.
- A Supports Broker can be hired as a service to help guide someone with self-directing their services.
- Examples:
  - Assistance with Recruiting, Hiring, and Training SDEs
  - Community Mapping to find volunteer opportunities or goods and services
  - Guidance on Developing a Circle of Support

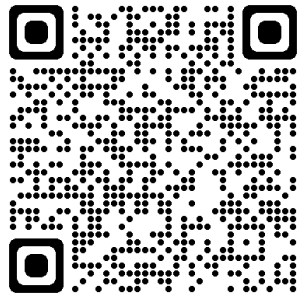


# Circle of Support



# Self-Direction Family Networking

- Family Networking Sessions are an opportunity for families who are self-directing to build connections with other families in their community, to share resources, and to engage in open discussion about all things related to self-direction.
- In-person Family Networking Sessions are being offered at different locations throughout the state. Families supporting a loved one who is self-directing their services or interested in learning more about self-direction are invited to attend.



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



# OESDS Helpdesk

OESDS Help Desk: [DDD.OESDS@DHS.NJ.GOV](mailto:DDD.OESDS@DHS.NJ.GOV)

Ask questions you have about self-direction,  
Supports Brokerage, etc.

We can help you find a Supports Brokerage  
Agency that serves the community in which you  
reside.



People/Families can ask to be added to our  
Mailing List to receive information about  
upcoming self-direction events we are hosting.

# Resources

# For Additional DDD Information

- DDD Website: <https://www.nj.gov/humanservices/ddd/>
- Division Announcements  
Email [DDD.Communications@dhs.nj.gov](mailto:DDD.Communications@dhs.nj.gov) and  
write "*Division Update Subscribe*" in the subject line
- DDD Community Services Offices listed by county of  
[www.state.nj.us/humanservices/ddd/staff/cso/index.html](http://www.state.nj.us/humanservices/ddd/staff/cso/index.html)
- DDD Intake Application  
[www.state.nj.us/humanservices/ddd/services/apply/index.html](http://www.state.nj.us/humanservices/ddd/services/apply/index.html)
- Supports Program Policies & Procedures Manual
- *(SP Full Manual)*  
<https://www.nj.gov/humanservices/ddd/assets/documents/supports-program-policy-manual.pdf>
- Community Care Program Policies & Procedures Manual
- *(CCP Full Manual)*  
<https://www.nj.gov/humanservices/ddd/assets/documents/community-care-program-policy-manual.pdf>

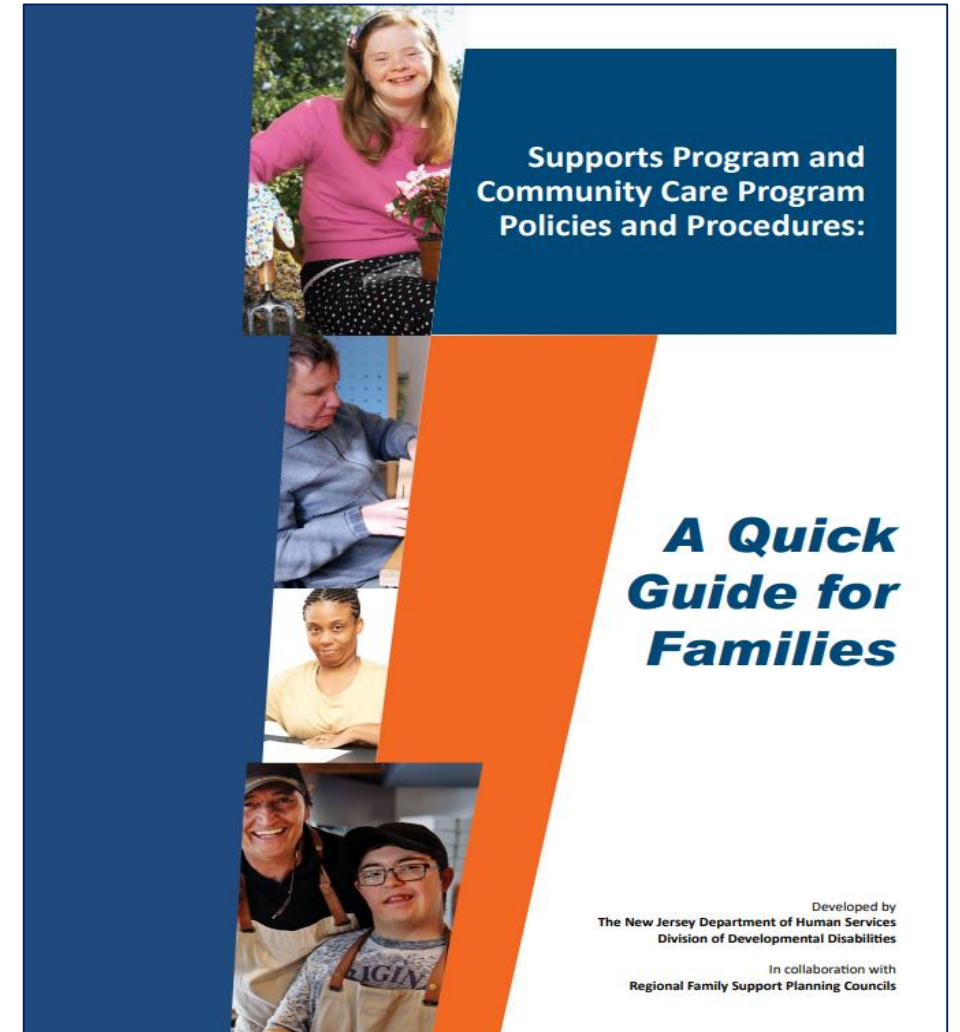




# A Quick Guide For Families – Summary of the Waivers

[A Quick Guide For Families - English version](#)

[A Quick-Guide-for-Families-Spanish version](#)





## UNDERSTANDING SELF-DIRECTED SERVICES IN NEW JERSEY AND THE ROLE OF THE SUPPORTS BROKER

### ENGLISH

Boggs Center-Understanding Self-Direction/Role of  
Supports Broker-English

### SPANISH

Boggs Center-Understanding Self-Direction/Role of  
Supports Broker -Spanish

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#### INTRODUCTION

This document is intended to serve as a guide for people with disabilities, families, Support Coordinators, and Supports Brokerage providers interested in learning more about Self-Direction in New Jersey and the role of the Supports Broker in supported self-direction. This guide is meant to supplement information provided in the Division of Developmental Disabilities (DDD) Supports Program and Community Care Program policy manuals. People are strongly encouraged to review the details found within the policy manuals.





# Deciding to Self-Direct

## Making Choices, Becoming Empowered

### A Guide for People with Disabilities



People receiving support through NJ's Division of Developmental Disabilities can choose to self-direct some or all of their services. When you self-direct, you are the boss! You choose who provides your supports and how. This guide provides information about self-directed services to help you decide if they are right for you.

English:

[Boggs-Deciding to Self-Direct - English](#)

Spanish:

[Boggs-Deciding to Self-Direct-Spanish](#)

# Questions?

