

# The New Jersey Department of Human Services **Division of Developmental Disabilities**

1

## HOW TO TRANSITION WITH THE DIVISION OF DEVELOPMENTAL DISABILITIES

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# DDD Overview

2

- A Division of the NJ Department of Human Services
- Mission:

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.



# Medicaid Based

3

- All individuals must be Medicaid eligible (and maintain Medicaid eligibility)
- All individuals will be on a waiver that provides funding for home & community based services
  - Community Care Program (CCP)
  - Supports Program (SP)
- Providers are Medicaid/DDD approved providers
  - Business entities can be utilized and receive reimbursement for services through Fiscal Intermediary



# Fee-for-Service (FFS)

4

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

# Who does DDD serve?

5

- 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
  - [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)
  - <https://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid/>



# Differences Between SP and CCP

6

- Provide federal funding for home & community based services for individuals with developmental disabilities

<u>Supports Program</u>	<u>Community Care Program</u>
Launched July 2015	In Existence Since 1982
Functional Criteria	ICF/ID Level of Care
No Waiting List	Waiting List (or Emergency)
Own/Family Home, Unlicensed Settings	Own/Family Home or Licensed Settings
Capped Individual Budgets	Increased Individual Budgets
Fee-for-Service upon Launch	Shifted to Fee-for-Service

# Community Care Program Waiting List

7

## Formerly known as **Community Care Waiver (CCW)** **Waiting List**

An individual may request addition to the CCP Priority Waiting List if they:

- meet the Division's functional criteria in accordance with N.J.A.C. 10:46
- are 18 years or older
- are Medicaid eligible
- Both Parents / Caregivers are over the age of 55\*

OR

- were found eligible to receive Division services prior to January 22, 2013, were born prior to January 1, 1997, and is Medicaid eligible.



# How to Prepare for Life after 21



# Planning & Research Prior to Accessing Services

- Identify services/supports that will be needed after exiting the school system
  - **RECIPES**
    - ✦ **R**elationships
    - ✦ **E**mployment
    - ✦ **C**hores
    - ✦ **I**ndividual Health & Wellbeing
    - ✦ **P**lace to Live
    - ✦ **E**ducation
    - ✦ **S**ocial Life



### Past Life Experiences

List past life experiences and events that have supported your vision for a good life

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

### Moving Forward

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

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

### 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"



# Services Available for Eligible Individuals through DDD



# What services are funded by DDD?

13

- 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

15

<p>Early Intervention</p> 	<p>Children's Services <i>(through age 21)</i></p> 	<p>Transition Ages 16-21</p> 	<p>Adult Services <i>(eligibility at 18)</i> <i>(services at 21)</i></p> 
<p>Department of Health (DOH)</p>	<p>School System</p> <p>Department of Children &amp; Families (DCF)</p>	<p>Planning for Adult Life Program (PFAL)</p>	<p>DDD</p> <p>Generic, Natural, Community Supports</p>

# 16-21 Years Old

16

- Transition planning
  - Get to know current skills and preferences
  - Identify adulthood dreams and goals (RECIPES)
  - Build skills needed to achieve goals
  - Make connections, identify supports, use resources
- Participate in Planning for Adult Life student/parent groups, training sessions, webinars, provider fairs, etc.  
[www.planningforadulthoodlife.org](http://www.planningforadulthoodlife.org)



# Graduates Aging out of the School System

17



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: [www.nj.gov/humanservices/ddd/services/medicaideligibility.html](http://www.nj.gov/humanservices/ddd/services/medicaideligibility.html)
- For additional help, contact: [DDD.MediEligHelpdesk@dhs.state.nj.us](mailto:DDD.MediEligHelpdesk@dhs.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: [www.nj.gov/humanservices/ddd/services/apply/index.html](http://www.nj.gov/humanservices/ddd/services/apply/index.html)

#### 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.

#### 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.PlanningForAdultLife.org](http://www.PlanningForAdultLife.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: [www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx](http://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: [www.nj.gov/humanservices/ddd/services/support\\_coordination.html](http://www.nj.gov/humanservices/ddd/services/support_coordination.html)

- Attend Boggs Center trainings on effective partnering with Support Coordination Agencies: [https://rwims.rutgers.edu/boggscenter/training/dd\\_families.html](https://rwims.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://irecord.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://irecord.dhs.state.nj.us/providersearch>
  - 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.

# 18 Years Old

18

- Supplemental Security Income (SSI) Eligibility – Medicaid
- DDD Intake/Eligibility Determination
  - Contact DDD Community Services Office or download application from the DDD website
  - Complete NJ Comprehensive Assessment Tool (NJ CAT)
- Continue to receive services from the school system
- Continue to receive services from NJ Department of Children and Families (DCF/PerformCare)



# DDD Intake Process

19

- Application for Eligibility – new SHORT application for applicants already determined eligible through DCF-CSOC/PerformCare
  - Developed in collaboration with DDD’s Family Advisory Council
  - When SHORT application is submitted, DDD will obtain individual’s DD-related records from CSOC

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



**SHORT** Application for Eligibility may be submitted

# DDD Intake Process

20

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

# DDD Intake Request Documentation

21

## **B. DOCUMENTATION OF DEVELOPMENTAL DISABILITY**

Include as many of the documents below as possible that relate to the applicant's developmental disability. The more documentation that is provided, the easier it is for DDD to process the application.

### **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

# Entering DDD Services

22

- **NJ CAT Assessment**

- Mandatory assessment tool that evaluates support needs in three main areas: (1) self-care, (2) behavioral, (3) medical
- Completed at intake.
- Establishes an individual's tier
  - ✦ Tier determines the individualized budget
  - ✦ Tier determines service reimbursement rate for most services
- Reassessment done upon request, more often if needed

# Tiers and Individualized Budgets

23

- Results of the NJ CAT establish the tier in which an individual is assigned
- Five base tiers: A-E
  - Any of the base tiers can include an acuity factor for individuals assessed with a significant clinical medical or behavioral support need, identified by a small “a” (e.g., “Aa”)
- Every tier has a corresponding up-to budget amount that funds needed services

# DDD Intake Process

24

**Applicant  
Determined  
Eligible**

Intake Worker mails letter of eligibility

Intake Worker contacts applicant to discuss selection of a support coordination (SC) agency

**Applicant  
Determined  
Ineligible**

Applicant receives letter explaining the reasons for the determination of ineligibility, including information about how to appeal that outcome



# Entering DDD Service System: Support Coordination

# Support Coordination

26

- Care Management provided through Medicaid & DDD approved Support Coordination Agencies
- Use a Person-Centered Planning process to identify outcomes and service needs
- Develop the Individualized Service Plan (ISP) that identifies the outcome, service needs, and providers

# Support Coordination

27

- Link the individual to providers
- Conduct monthly monitoring
- Individuals can choose their SCA or have DDD auto assign
- Individuals can change SCAs upon request

# 21+ Years Old

28

- Ensure individual is eligible for DDD and Medicaid
- **Fall prior to graduation:**
  - ✦ If not already done, complete the NJ CAT with DDD Community Services Office Intake Unit
- **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:
  - ✦ Planning process with Support Coordinator
  - ✦ Service plan approval



# Additional Year of Special Education

29

- Signed by Governor Murphy on June 16, 2021
- Provides a temporary one-year extension of special education and related services to 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

30

- DDD eligible students who are receiving services through their school beyond their educational entitlement will be able to access DDD services that are not duplicative to those being provided by the school district
- For example, 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

# Additional Year of Special Education

31

- 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. These include, but are not limited to, goods and services, environmental modification, and respite.
- Questions can be directed to [DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov)

# After Assignment to Support Coordination

32

3 Days

- Call from Support Coordinator

10 Days

- First meeting with Support Coordinator
- Completion of Person Centered Planning Tool (PCPT)

30 Days

- Completion of Individualized Service Plan (ISP)
- Services begin after ISP is approved



# Steps in the Service Planning Process

33

Individual or  
primary caregiver

## Assessment

- NJ CAT - measures self-care, behavior, medical needs
- Establishes Tier
- Completed by individual or primary caregiver

Support Coordinator,  
with individual and others

## Discovery

- Person-Centered Planning Tool (PCPT)
- Identify hopes, dreams, goals
- Gather information to develop ISP

Individual

## Planning

- Individualized Service Plan (ISP)
  - Identify outcomes
  - Identify services
  - Identify providers
- Budgeting for services

## Living

- Home
- Job
- Health
- Recreation
- Friends and family

# Resources

# DDD Resources

35

- Community Service Offices

<https://www.nj.gov/humanservices/ddd/about/contact-us/communityservices/>

## Contact Information

- Division Website:

<https://nj.gov/humanservices/ddd/home/>

- Phone Number: 1-800-832-9173

- Email for routine questions:

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

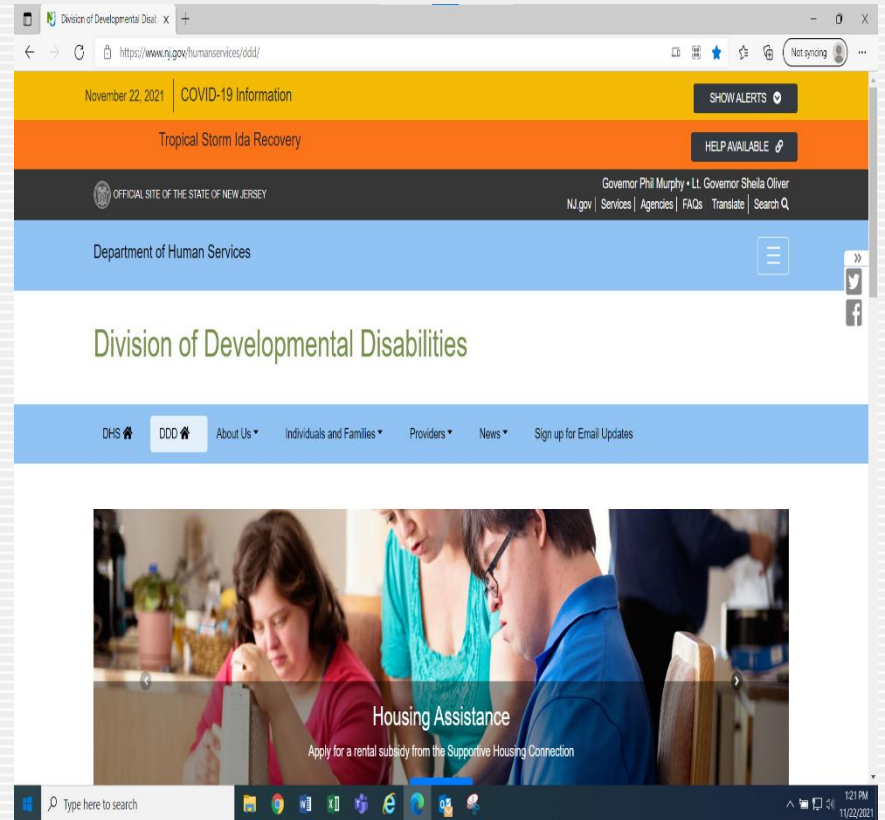


# Visit DDD on the Web

36

[www.nj.gov/humanservices/ddd](http://www.nj.gov/humanservices/ddd)

- News and Announcements
  - DDD Webinars - archived and upcoming
  - NJ CAT information
- ... and more!



# Stay Informed

37

- A timeline for students exiting school and turning 21
  - ✦ Visit  
<https://www.nj.gov/humanservices/ddd/documents/graduates-timeline.pdf>
- Supports Program and Community Care Program Policies and Procedures: A Quick Guide for Families
  - ✦ Visit  
<https://njcdd.org/nj-supports-program-policies-and-procedures-manual-a-quick-guide-for-families/>

# Stay Informed

38

- Link to NJCAT Assessment of Services

- ✦ Visit

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

- Link to Provider Search Database

- ✦ Visit

<https://irecord.dhs.state.nj.us/ProviderSearch>

# Stay Informed

39

- Link to Boggs Center Guides

- ✦ Link: on How To Select a Provider

- <https://www.rwjms.rutgers.edu/boggscenter/SelectingaServiceProvider.html>

- ✦ Link: on How To Select a Support Coordination Agency

- <https://rwjms.rutgers.edu/boggscenter/products/documents/SelectingaSupportCoordinationAgency-F.pdf>

# Stay Informed

40

- 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!