



TRANSITION MADE EASY

The Step-By-Step Process To
Accessing Services with NJ's Division of
Developmental Disabilities

Presented by:

Trisha Bailey

Trainer and Support Coordinator Supervisor
Caregivers of NJ





A smooth transition identifies the right combination of ongoing services, new supports, resources, and community connections that will help your child and family succeed.





- **New Jersey's Division of Developmental Disabilities (DDD)** provides public funding for services and supports that help NJ adults ages 21 and older, with intellectual and/or developmental disabilities (IDD), live as independently as possible. Services and supports are available in the community from independent providers and from 5 state-run developmental centers.
- DDD uses a Medicaid-based, fee-for service (FFS) reimbursement system. (standardized service rates, billed in smaller units, services purchased individually)
- Individuals will typically be enrolled onto either the **Supports Program (SP)** or the **Community Care Program (CCP)** waiver, depending on specific needs.



Steps to Becoming Eligible for DDD

This timeline applies to students who will have exhausted their educational entitlement by turning 21 years of age within the 2025-2026 school year.

Step 1: Apply for Medicaid Eligibility

To be eligible for DDD services, you
MUST be eligible for Medicaid

Medicaid:

- provides health insurance to parents/caretakers and dependent children, pregnant women, and people who are aged, blind, or disabled.
- **pays for** hospital services, doctor visits, prescriptions, nursing home care, certain medical equipment and supplies, and other healthcare needs

****Apply for Medicaid once your child turns 18.****

To Be Eligible For Medicaid, a Person MUST:

1

**Be a resident
of New Jersey**

2

**Be a US citizen
or a qualified
alien**

3

**Meet specific
standards for
financial
income and
resources**

The individual must also fall into one of the following categories:

1

**Families
w/dependent
children**

2

**People who are
65+, blind, or
permanently
disabled**

3

**Pregnant
women**

More information about Medicaid eligibility can be found at:

www.nj.gov/humanservices/ddd/services/medicaideligibility.html

Another Way to Initiate Medicaid Eligibility:

Supplemental Security Income (SSI)

- SSI is HIGHLY RECOMMENDED for individuals with IDD who turn 18 and expect to pursue DDD services.
- The SSI program pays benefits to adults with disabilities (after they turn 18) who have limited income and resources.
- The Social Security Administration does NOT count parental income and resources for SSI eligibility.
- Every NJ resident who receives SSI will automatically receive NJ Medicaid.
- Having SSI protects Medicaid eligibility for the future.

****You can apply for SSI once your child turns 18.****

For information on how to apply for SSI benefits, go to:

<https://www.ssa.gov/ssi/text-apply-ussi.htm>

If someone is NOT eligible for SSI due to having a monthly income and/or financial resources that are above SSI limits (\$750/month in general, less than \$2000 in assets), they can still apply for Medicaid:

- Visit your county board of Social Services
- Apply online at
- Call 1-800-701-0710 to request a paper application

Step 2:

Apply for DDD Eligibility

- Once your child turns 18 (and you have Medicaid in place), contact the DDD Community services office nearest your place of residence to confirm whether the short or long application needs to be filled out.
- To download the DDD Eligibility Application, go to:

www.nj.gov/humanservices/ddd/services/apply/index.html

To be eligible for DDD Services, an individual must:

1

**Be Medicaid
eligible and
maintain
eligibility at all
times**

2

**Establish that
NJ is the
applicant's
primary
residence**

3

**Meet the
functional
criteria of
having an IDD**

Functional Criteria of Having a Disability

Your child must have a chronic developmental disability (which can be physical and/or intellectual) that manifested (developed) prior to age 22 and is a lifelong condition.

This condition or combination of conditions must substantially limit your child in at least three of these areas of life activity:

self-care	learning
mobility	self-direction
economic self-sufficiency	ability to live independently
communication	

Step 3: Complete the NJ Comprehensive Assessment Tool (NJCAT)

- An assessment used by the DDD to assess an individual's support needs in three main areas: **SELF CARE, BEHAVIORAL, and MEDICAL**
- The NJ CAT results establish the tier (A-E) in which an individual is assigned.
- The tier is associated with a corresponding individualized budget
- The tier also determines the reimbursement rate that a service provider will receive for providing services for that individual
- Completed by those who know the individual's needs best

Step 4: Complete the Support Coordination Agency Selection Form

This form is completed and submitted to DDD typically when the individual is in his/her last year of school-based services and is either already 21 or nearing 21.

What is Support Coordination?

A Division-funded service that assists individuals in gaining access to needed program and state services, as well as needed medical, social, educational, and other services.



What Do Support Coordinators Do?

1

**Individual
Discovery**

2

**Plan
Development**

3

**Coordination
of Services &
Monitoring**

Individual Discovery

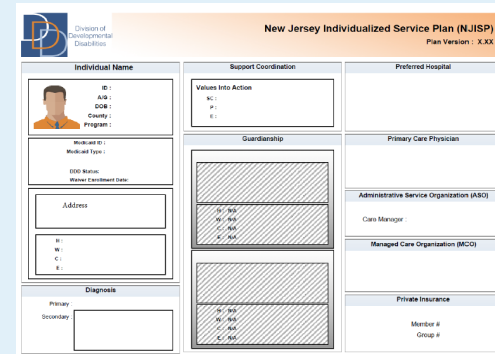
- Support Coordinators use a *person-centered* approach, always keeping in mind the individual's needs, desires, short-term and long-term goals.
- The individual is *always* involved in the planning process
- The Support Coordinator will fill out the PCPT (Person-Centered Planning Tool) with the family.



Plan Development and Coordination of Services

The Support Coordinator will write the ISP (Individualized Service Plan):

- Based on information from the NJCAT and PCPT
- Using and coordinating community resources
- With a thorough understanding of the services funded by the Division



New Jersey Individualized Service Plan (NJISP)
Plan Version : X.XX

Individual Name

ID :
DOB :
County :
Program :

Support Coordination

Values Info Action
AC :
P :
E :

Preferred Hospital

Primary Care Physician

Administrative Service Organization (ASO)

Care Manager

Managed Care Organization (MCO)

Private Insurance

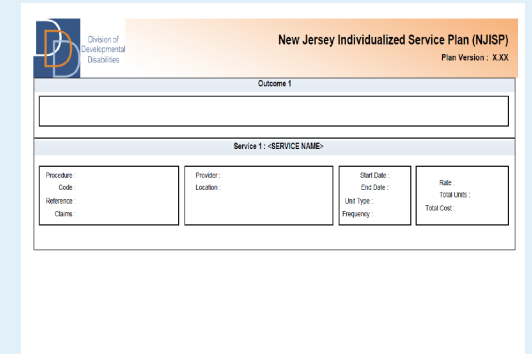
Member #
Group #

Diagnosis

Primary
Secondary

Guardianship

N / N/A
W / N/A
A / N/A
C / N/A



New Jersey Individualized Service Plan (NJISP)
Plan Version : X.XX

Outcome 1

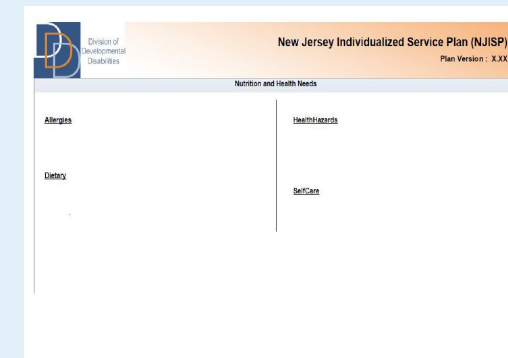
Service 1: <SERVICE NAME>

Procedures:
Code:
Reference:
Claims:

Provider:
Location:

Start Date:
End Date:
Unit Type:
Frequency:

Rate:
TOTAL LINES:
Total Cost:



New Jersey Individualized Service Plan (NJISP)
Plan Version : X.XX

Nutrition and Health Needs

Allergies

Health Hazards

Dietary

Self-Care

Monitoring

Monitoring is required to ensure:

- Services in the plan are occurring
- The individual's well-being is maintained
- Progress is made towards the individual's identified outcomes
- Services and supports remain within the allotted budget

What Does Monitoring Look Like?

1

**Monthly
Contact**
(phone call)

2

**Quarterly
Contact**
(face-to-face)

3

**Anniversary
Meeting**
(with planning team)

Examples of Division-Funded Services

Assistive Technology	Natural Supports Training	Prevocational Training
Occupational Therapy	Career Planning	Community Based Supports
Behavioral Supports	Physical Therapy	Respite
Personal Emergency Response System (PERS)	Cognitive Rehabilitation	Day Habilitation
Speech, Language and Hearing Therapy	Environmental Modifications	Goods and Services
Support Coordination	Supported Employment (Small Group)	Transportation
Fiscal Management Services	Interpreter Services	Community Inclusion
Supports Brokerage	Vehicle Modification	Supported Employment (Individual)

What Does This Timeline Look Like On A Month-To- Month Basis?

September – June Planning and Preparation

1) planningforadulthoodlife.org

- Upcoming and Archived Webinars
- Opportunity Expos
- Parent Workshops
- Lots of Resources!

Planning and Preparation

**What Does This
Timeline Look Like
On A Month-To-
Month Basis?**

2) Research Support Coordination Agencies:
<https://www.state.nj.us/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf>

What Does This Timeline Look Like On A Month-To- Month Basis?

February/March

Support Coordination Agency Selection

- Complete and submit the Support Coordination Agency Selection Form
- Identify both a first-choice and second-choice agency to increase your chance of getting an agency of your own choosing.
- If you don't select an agency, DDD will auto-assign you one



What To Look For In A Support Coordination Agency

- How long has the agency been providing Support Coordination?
- Do they have an in-house trainer where SC's obtain ongoing training?
- Will you be assigned a SC that lives in or near your county?
- Will the initial ISP be approved in 30 days or less?
- Do they approve their own plans?
- Will you talk to a live person no matter when you call?
- Are they a recommendation of someone you know?
- We say YES!



April

Support Coordination Agency Assignment

**What Does This
Timeline Look Like
On A Month-To-
Month Basis?**

DDD will assign the student to the SC Agency:

- Based on the SCA Selection Form that was completed
- And the available capacity of the agencies selected.

April - June

Service Plan Development

What Does This Timeline Look Like On A Month-To- Month Basis?

- Support Coordinator will meet with the family to discuss service needs, discuss goals, and help connect the family to services
- SC will write the Individualized Service Plan (ISP), with guidance from the planning team members, information from the NJCAT, and the PCPT

**** The ISP ideally should be completed and approved before the student exits the school system, so that services will be in place upon graduation. ****



References:

Information presented in this presentation is derived from information and material resources from Caregivers of NJ, as well as the following valuable resources:

- The Boggs Center on Developmental Disabilities, Rutgers, the State University of New Jersey
- NJ Department of Human Services, Division of Developmental Disabilities



**For additional questions
or one-on-one assistance,
please contact:**

Trisha Bailey

Support Coordinator Supervisor/Trainer

(877) 265-6360

tbailey@njcaregivers.org

familyresourcenetwork.org

We provide support coordination in the
following NJ counties:

Atlantic

Burlington

Bergen

Cape May

Cumberland

Hudson

Hunterdon

Mercer

Passaic

Salem

Somerset

Sussex

Warren