

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

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NAVIGATING THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICE SYSTEM



DDD Overview

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- 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.



Who is Eligible?

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- To be determined eligible for DDD services, an individual must:
 - Be a New Jersey resident
 - Be Medicaid eligible
 - Meet the functional criteria of having a developmental disability, and must document that s/he has a chronic physical and/or intellectual impairment that
 - ✦ Manifested in the developmental years, before age 22;
 - ✦ Is lifelong; and
 - ✦ Substantially limits the individual in at least three of the following life activities: self-care; learning; mobility; communication; self-direction; economic self-sufficiency; and the ability to live independently.
- To receive services, eligible individuals must enroll in one of DDD's two Medicaid waiver programs—the Supports Program (SP) or Community Care Program (CCP).
- Waiver programs provide services that allow individuals to live in their own homes or in a community setting.
- There is a waiting list to be evaluated for Community Care Program eligibility, but individuals can access services through the Supports Program while on that waiting list.



Timeline for Graduates Aging out of the School System

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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
- For additional help, contact: DDD.MedEligHelpdesk@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

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) 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

Learn about Support Coordination (Care 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

- Attend Boggs Center trainings on effective partnering with Support Coordination Agencies:
https://rwjms.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://record.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://record.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.

16-21 Years Old

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- Transition planning
 - ✦ Get to know current skills and preferences
 - ✦ Identify adulthood dreams and goals
 - ✦ Build skills needed to achieve goals
 - ✦ Make connections, identify supports, use resources
- Research Support Coordination Agencies and service providers
- Participate in **Planning for Adult Life** student/parent groups, training sessions, webinars, provider fairs, etc.

www.planningforadulthoodlife.org

18 Years Old

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- 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)

21+ Years Old

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What is Support Coordination?

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

21+ Years Old

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- Ensure individual is eligible for DDD and Medicaid
- **Fall prior to graduation:**
 - ✦ Initiate 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



Choosing / Changing Service Providers

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The Supports Program and Community Care Program give individuals and families the flexibility to choose and change any of the following:

Support Coordination Agency

Support Coordinator

Support Services

Service Providers

Having the Freedom and ability to choose/change the individual's Support Coordination Agency, Support Coordinator, Support Services, and Service Providers is a basic, yet crucial part of the DDD services.

All choices are made based on the individual's needs as identified in the Individualized Service Plan (ISP). The Individualized Service Plan (ISP) directs and prior authorizes all services and service providers, and any changes to services and/or service providers must be documented in the ISP. The Support Coordinator will work with the individual and their family to make sure that the individualized budget can accommodate the chosen services.

A list of available DDD services is included in this guide, on pages 20-21. The Support Coordinator will be familiar with professionals and agencies in their area that are eligible to provide DDD services. In addition, Medicaid enrolled providers are listed in the web-based [Provider Search Database](#) and are searchable by a number of criteria, such as counties served or service type.

FOR HELP CHOOSING SERVICE PROVIDERS:

- The Boggs Center on Developmental Disabilities developed guide booklets to assist individuals and their families in choosing service providers:

www.rwjms.rutgers.edu/boggscenter/SelectingaServiceProvider.html

Resource List

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Community Service Offices

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FLANDERS OFFICE

Serving Morris, Sussex, Warren
1-B Laurel Drive,
Flanders, NJ 07836
Phone: 973.927.2600

NEWARK OFFICE

Serving Essex
153 Halsey Street, 2nd Floor
PO Box 47013
Newark, NJ 07101
Phone: 973.693.5080

FREEHOLD OFFICE

Serving Ocean, Monmouth
Juniper Plaza, Suite 1 - 11
3499 Route 9 North
Freehold, NJ 07728
Phone: 732.863.4500

MAYS LANDING OFFICE

Serving Atlantic, Cape May, Cumberland, Salem
5218 Atlantic Avenue, Suite 205
Mays Landing, NJ 08330
Phone: 609.476.5200

PATERSON OFFICE

Serving Bergen, Hudson, Passaic
100 Hamilton Plaza, 7th Floor
Paterson, NJ 07505
Phone: 973.977.4004

PLAINFIELD OFFICE

Serving Union, Somerset
110 East 5th Street
Plainfield, NJ 07060
Phone: 908.226.7800

TRENTON OFFICE

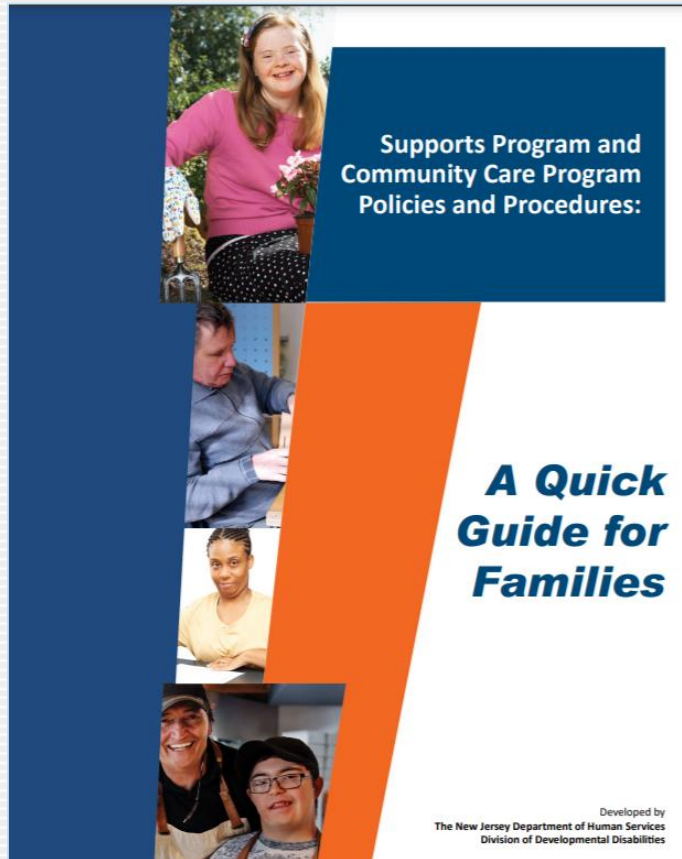
Serving Hunterdon, Mercer, Middlesex
11a Quakerbridge Plaza
Mercerville, NJ 08619
(Mail: PO Box 705, Trenton, NJ 08625)
Phone: 800.832.9173

VOORHEES OFFICE

Serving Burlington, Camden, Gloucester
2 Echelon Plaza
221 Laurel Road, Suite 210
Voorhees, NJ 08043
Phone: 856.770.5900

A Quick Guide for Families

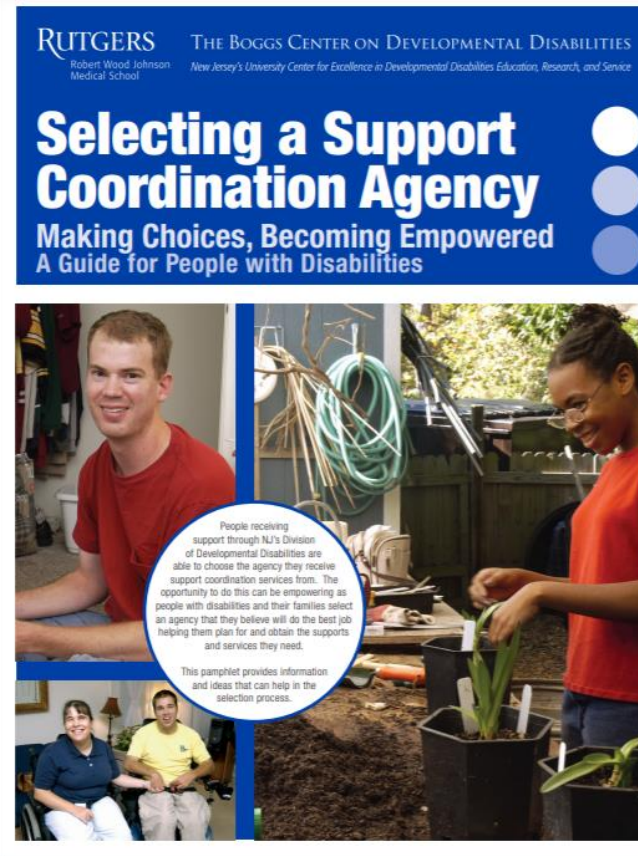
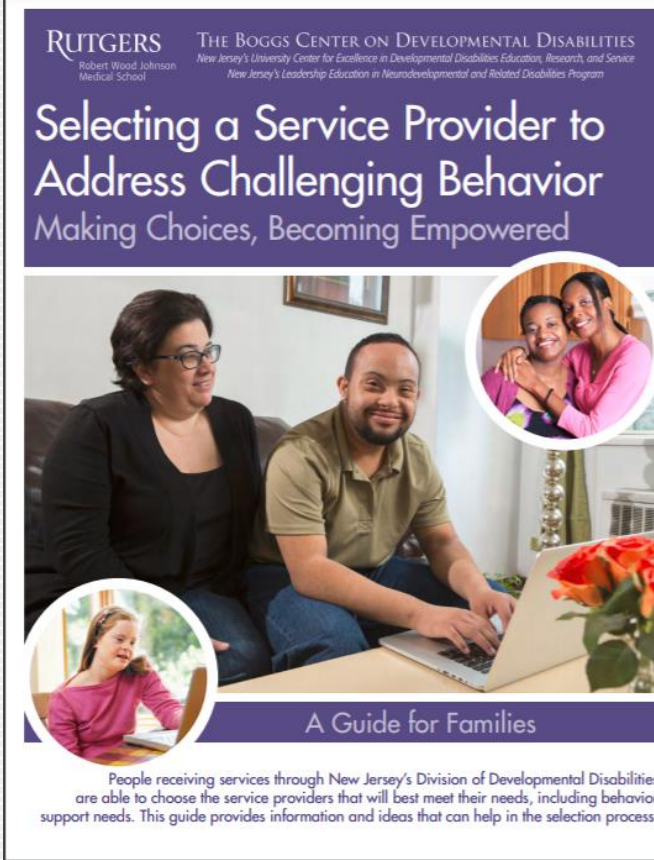
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- Quick Guide :
<https://www.state.nj.us/humanservices/ddd/documents/quick-guide-for-families-english.pdf>

How to Pick a Provider and Support Coordinator

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- Service Provider - https://rwjms.rutgers.edu/departments_institutes/boggscenter/documents/BehaviorServiceProvider-ENGLISH-fillable-617-618.pdf
- Support Coordination- <https://rwjms.rutgers.edu/boggscenter/projects/documents/ChoosingSCAgency-IndividualsFinal.pdf>

Housing FAQ

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New Jersey Department of Human Services
Division of Developmental Disabilities
www.nj.gov/humanservices/ddd



DDD Housing Assistance: Frequently Asked Questions

Will the Division of Developmental Disabilities (DDD) offer housing assistance in the Fee-for-Service system?

While "room and board" is not a Medicaid eligible service, the Division of Developmental Disabilities (DDD) recognizes that housing is an important resource for any individual. DDD is pleased to be able to provide rental subsidies to eligible individuals who have been enrolled in or transitioned into the Fee-for-Service system, to help cover the cost of housing, *as annual budget allocations allow*.

DDD-funded rental subsidies will be administered by the **Supportive Housing Connection (SHC)**, which is a partnership between the NJ Housing and Mortgage Finance Agency and the NJ Department of Human Services (DHS). Subsidies will be issued through an **SHC housing voucher**.

Who can apply for an SHC housing voucher?

To apply for an SHC housing voucher an individual must:

- Meet the functional criteria for DDD eligibility
- Have current and active Medicaid
- Have a current NJ Comprehensive Assessment Tool (NJ CAT):
www.nj.gov/humanservices/ddd/resources/njcat.html
- Have an assigned Support Coordinator



Applicants who may qualify for an SHC housing voucher include:

- Individuals with existing housing instability
- Individuals receiving or planning to receive services from the Supports Program
- Individuals enrolled on the Community Care Waiver (CCW) who are self-directing their services in an unlicensed residential setting
- Individuals on the CCW Waiting List who have been reached in the current fiscal year initiative

What type of housing does an SHC housing voucher cover?

In most cases, SHC housing vouchers will be provided for one-bedroom rental units. If an individual will be living with other paying tenants (this does not include family members or support staff), an SHC housing voucher may be approved for a rental unit with more than one bedroom. The SHC will conduct initial, annual, and any other needed unit inspections.

An SHC housing voucher will subsidize rental units that are at or below Published Rent Standards:
www.nj.gov/humanservices/ddd/documents/published_rent_standards.pdf.



- Rental units that are not licensed through DHS will be inspected by SHC and must meet and maintain Housing Quality Standards established by the United States Department of Housing and Urban Development.
- Rental units licensed through DHS will be inspected by the DHS Office of Licensing and must meet and maintain standards identified in N.J.A.C. 10:44A – *Standards for Community Residences for Individuals with Developmental Disabilities*:
www.state.nj.us/humanservices/oof/documents/10_44A_eff_4_18_05.pdf

Will the SHC housing voucher pay the individual's entire monthly rent?

The SHC housing voucher will not pay the entire monthly rent. An individual who receives an SHC housing voucher will be required to pay 30% of his/her gross income (including SSI benefit, SSD benefit if applicable, and employment wages) directly to the landlord. The SHC will pay the remainder of the monthly rent amount directly to the landlord.

Will the SHC housing voucher pay for needed services and supports?

The SHC housing voucher provides rental assistance only and does not provide funding for disability-related services and supports. Before applying for a housing voucher, it is important that an individual work with his/her Support Coordinator to ensure that his/her budget can fund needed services and supports within the desired rental unit.

How can an individual apply for an SHC housing voucher?

An individual who is interested in applying for an SHC housing voucher should talk with his/her Support Coordinator (an individual must have an assigned Support Coordinator to request an SHC housing voucher). The Support Coordinator will then take the following steps (referenced forms are located at www.nj.gov/humanservices/ddd/resources/community/):

- The Support Coordinator will complete and submit the **Housing Voucher Eligibility Determination Form** to DDD
- If the request is approved, the Support Coordinator will be provided the **Tenant Information Form** and will be directed to complete and submit it to DDD within 5 business days
- Once Tenant Information Form is received by DDD, the individual will be referred to the **Supportive Housing Connection (SHC)**

Individuals approved for an SHC housing voucher will be contacted by a **DDD Housing Subsidy Specialist**, who will explain next steps in the process.

PLEASE NOTE: When an individual applies for and accepts an SHC housing voucher, it is important that he/she understand the rules and requirements, which are included in the DDD Housing Assistance Policy and the DDD Rental Subsidy Agreement, found here: www.nj.gov/humanservices/ddd/resources/community/.

For more information, please contact **732.968.4222** and
Ask to speak with someone in the **DDD Housing Subsidy Unit**

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Stay Informed

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



Thank you!