Division of Developmental Disability
An overview of Transition & Intake Process presented at The Law & Disabilities Conference

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Division of Developmental Disabilities Mission
A Division of the NJ Department of Human Services

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 Fee For Service System

• 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
  • Supports Program (SP)
  • Community Care Program (CCP)*

• Providers are Medicaid/DDD approved providers

*ICF/ID Level of Care
An Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IDD) Level of Care means that, without the home and community-based services provided through the Community Care Program, individuals would need to live in an institution.
DDD – Manuals & Guide

- Supports Program Manual
- Community Care Program Manual
- Quick Guide for Families
Importance of Planning

- School System to Adult Service System
  - One stop to Multiple entities
  - Entitlement to Eligibility
- Preparation while still in school
  - Opportunity to try different things in a safe setting
  - Identify areas in need of skill development, growth, exploration/discovery
  - Time to research services, providers, resources
- Keys to Success:
  - Deciding what a meaningful life looks like for you
  - Having the education, experience, and exposure to make informed choices
  - Researching available supports and services
  - Having a team that is supportive of the individual’s goals for the future
14-21 Years Old

- Transition planning
  - Get to know current skills and preferences
    - RECIPES for Meaningful Life
  - Identify adulthood dreams and goals
    - Life Course Trajectory/Person Centered Planning Tools
  - Build skills needed to achieve employment and other goals
  - Make connections, identify supports, use resources
    - Integrated Supports Star
  - Consider support needs related to appropriate level of guardianship if needed
- Participate in Planning for Adult Life student/parent groups, training sessions, and webinars. More information available at www.planningforadultlife.org
Reflect, Learn, and Explore

- Reflect on the 7 areas of an individual’s life that can support planning for a successful, meaningful, and fulfilling life - RECIPES
  - Responsibilities
  - Education
  - Community Life
  - Individual's Health & Well-Being
  - Place to Live
  - Employment
  - Social Life
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 experiences that help point you in the direction of your good life.

VISION for a GOOD LIFE

What I DON’T Want

CHARTING the LifeCourse

Integrated Supports
People need supports to lead good lives. Using a combination of lots of different kinds of support helps to plot a trajectory toward an inclusive, quality, community life. This tool will help families and individuals think about how to work in partnership to support their vision for a good life.

Technology
Personal Strengths & Assets
Relationships

Community Based
Eligibility Specific

Access the LifeCourse framework and tools at lifecoursetools.com

Developed by the UMC Institute for Human Development, UCCC. More tools and materials at lifecoursetools.com
May 2016
Graduates Aging Out of the School System

New Jersey 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
To be determined eligible for services all applicants must complete either the short or the full application

STEP 1: Apply for Medicaid Eligibility
- Information about Medicaid-eligible information can be found here: www.nj.gov/humanservices/ddi/individuals/applications/medicaid
- For additional help, email DDDMedicaidEligibility@hs.nj.gov

STEP 2: Apply for DDD Eligibility
- Individuals can begin applying for DDD Eligibility anytime after 18 years old
- Call the DDD Community Services Office closest to where you live and/or download the DDD Eligibility Application here: www.nj.gov/humanservices/ddi/individuals/applications/eligibility

STEP 3: Complete NJ Comprehensive Assessment Tool (NUT/CAT)
- As part of the application process, individuals will complete the NUT/CAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where they live. Learn about the NUT/CAT here: www.nj.gov/humanservices/ddi/individuals/assessment

STEP 4: Complete the Support Coordination Agency Selection Form
- When the individual is in his/her year of receiving school-based services, the Support Coordination Agency Selection Form is completed and submitted. Research Support Coordination Agencies here: www.nj.gov/humanservices/ddi/assets/documents/individuals/support-coordination-agencies-list.pdf
- Once assigned, the Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at the school and begin working with the individual and family to develop the Individualized Service Plan (ISP).

SEPTEMBER – JUNE: Preparation and Planning
- Participate in webinars and activities offered about Transition Planning
  - Planning for Adult Life (www.planningforadultlife.org) offers monthly educational sessions for students with intellectual/developmental disabilities ages 16-21 and their families, and other issues, like:
    - webinar Wednesdays — monthly webinars on transition-related topics
    - GET PLAN IT! ONLINE LESSONS — a downloadable guide and fun instructional videos
- Participate in webinars offered by Division of Developmental Disabilities Office of Transition to Adult Life and Employment.
  - DDD Welcome Sessions and Transition Thursdays are for people and families to learn about the transition process, including services available through DDD, to sign up for DDD Transition news and announcements, scan the QR code or email DDD.TransitionEvents@hs.nj.gov

FEBRUARY/MARCH: Support Coordination Agency Selection
- Complete and submit the Support Coordination Agency Selection Form (STEP 4)
- The individual’s DDD Intake Worker will provide a Support Coordination Agency Selection Form during the eligibility application process. There is a better chance of getting a selected agency if the individual identifies both a first-choice and second-choice agency. There is an up-to-date list of Support Coordination Agencies here: www.nj.gov/humanservices/ddi/assets/documents/individuals/support-coordination-agencies-list.pdf
- Return the completed Support Coordination Agency Selection Form to the DDD Intake Worker who helped the individual with the eligibility application process.

APRIL: Support Coordination Agency Assignment
- DDD assigns the student to a Support Coordination Agency
- DDD assigns all graduating students to a Support Coordination Agency, even if they turn 21 in June, based on the completed selection form and available capacity of the person’s first-choice and second-choice agencies.
- Once assigned, the Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at the school and begin working with the individual and family 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 (individual, family, providers, etc.) and information gathered during the person-centered planning process and completion of the NUT/CAT.

Students Turning 21 July – March
- Ensure that STEP 1, STEP 2, and STEP 3 are complete
- 2-3 months before services are needed, reach out to the individual’s DDD Intake Worker to complete STEP 4

NDDO Graduates Timeline: September 2023
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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 completed prior to accessing services. Each step will be broken down into more detail.

- **Step 1**: Apply for Medicaid
- **Step 2**: Complete DDD Short or Full Application
- **Step 3**: Complete the New Jersey Comprehensive Assessment Tool
- **Step 4**: Complete the Support Coordination Agency Selection Form
DDD Intake Process Overview
The DDD Intake Process

- **Applying:**
  - Any individual who is a New Jersey resident age 18 or older can initiate the DDD intake application process, however adult services typically do not begin until the eligible individual is 21 years old. Individuals younger than 21 are encouraged to seek services through the school system and/or The Children’s System of Care.
  - The Application for Eligibility is available on the DDD website [www.state.nj.us/humanservices/ddd/services/apply/index.html](http://www.state.nj.us/humanservices/ddd/services/apply/index.html)
  - Or, contact the DDD Community Services Office that serves the applicant’s county of residence to have an application mailed to the person’s home. [www.state.nj.us/humanservices/ddd/staff/cso/index.html](http://www.state.nj.us/humanservices/ddd/staff/cso/index.html)
The DDD Intake Process

Which application is right?

- **Full Application** – required for all NEW applicants 18 and over. This means anyone not known to DDD; Anyone not known to DCF at all; Anyone who may have been receiving services through Perform Care but who did not complete the ID/DD assessment and been determined eligible.

- **Short Application** – used for all 18 and over who are previously known to DDD; Anyone 18 and older who was previously determined ID/DD eligible through DCF/Perform Care.

*Anyone 17 years or younger needing ID/DD services must apply through PerformCare*
The DDD Intake Process

Path of a DDD Application:

1. Application for Eligibility is completed and signed
   - Application and all supporting documentation is mailed to the DDD Community Services Office that serves the applicant’s county of residence; OR submit by email to DDD.NJApply@dhs.nj.gov

2. DDD Intake Worker is assigned to the application and will work with the family through the entire process.
   - Intake Worker contacts applicant to confirm receipt of application, advise if additional information is needed, and to answer questions.

3. Intake Worker and Intake Supervisor reviews application and all supporting documentation submitted with the application
   - If documentation is complete, Intake Worker schedules a time for completion of the NJCAT (NJ Comprehensive Assessment Tool)
The DDD Intake Process

Path of a DDD Application (cont.):

4. Following completion of NJCAT, the Division has up to 60 days to make a final determination of eligibility.
   - Prior to making a final determination, DDD may request a clinical review by a DDD psychologist.

5. All eligibility determinations are made by the Intake Review Team (IRT) that is assigned to each county, which consists of intake worker(s), intake supervisor and DDD psychologist.

6. The Final determination of eligibility is communicated to applicant in writing within ten days of Intake Review Team review.
The DDD Intake Process

**Applicant Determined Eligible**

- Intake Worker contacts applicant to review service needs and next steps towards engagement with a support coordination agency (SCA).
- Intake Worker mails letter of eligibility.

**Applicant Determined Ineligible**

- Applicant receives letter explaining the reasons for the determination of ineligibility, including information about appealing the decision.
Services & Supports available through DDD waivers

- 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
Reminders for recent graduates preparing to enroll

If you or your loved one has completed intake, but have not yet enrolled due to age, here are a few reminders:

- Keep the eligibility letter. Many have found it useful when filing guardianship petitions.

- The New Jersey Comprehensive Assessment Tool (NJCAT) cannot be older than 2 years at the time of initial enrollment. Therefore, for those who completed intake at age 18 or 19, it may be necessary to redo the assessment with your Intake Worker before being assigned to a Support Coordination Agency.

- It is strongly recommended that every 18+ year old obtains a valid form of identification. [https://www.state.nj.us/mvc/license/nondriverid.htm](https://www.state.nj.us/mvc/license/nondriverid.htm)
Future Events
Quarterly Welcome to DDD Sessions

Quarterly 1st Thursday of the month
12:00pm – 1:00pm

January 4, 2024
April 4, 2024
July 4, 2024
September 4, 2024

General Overview

Quarterly 4th Thursday of the month
6:00pm – 7:30pm

January 25, 2024
April 25, 2024
July 25, 2024
September 26, 2024

Topics with Breakout Sessions
DDD Quarterly Welcome Sessions
September – January – April – July

Quarterly 1st Thursday of the month
12:00pm – 1:00pm

DDD Introduction
This one-hour session will serve as an introduction to the Division of Developmental Disabilities as well as share considerations in preparing to access services and supports. With ample time for questions, participants can look forward to leaving this session with their questions answered, great information to follow up on, and several resources to look into.

Quarterly 4th Thursday of the month
6:00pm – 7:30pm

DDD Breakout Sessions
This evening session provides participants the opportunity to participate in a breakout room of their choice to learn more about a particular topic and ask questions.

This session will include breakout rooms on the following topics:
- Intake and Transition Process
- Understanding Support Coordination
- Self Directing your Services and the Community Care Program Waiting list
- Understanding Employment Options

Join our listserv to be notified of the next session
Office of Transition to Adult Life and Employment Listserv

*Scan our QR code by going to your phone camera and following the link!
Questions?
Contact Us

- DDD Community Services Offices
  - https://www.nj.gov/humanservices/ddd/about/contactus/communityservices/
    - Flanders: 973-927-2600
    - Freehold: 732-863-4500
    - Mays Landing: 609-300-1898
    - Newark: 973-693-5080
  - Paterson: 973-977-4004
  - Plainfield: 908-226-7800
  - Trenton: 609-292-1922
  - Voorhees: 856-770-5900

- Division Phone Number: 1-800-832-9173
- Email for routine questions: DDD.FeeForService@dhs.nj.gov
For Additional DDD Information

- DDD Website: https://www.nj.gov/humanservices/ddd/
- Division Announcements
  - Email DDD_Communications@dhs.nj.gov and write “Division Update Subscribe” in the subject line
- Supports Program Policies & Procedures Manual (SP Full Manual)
- Community Care Program Policies & Procedures Manual (CCP Full Manual)
- Supports Program & Community Care Program Policies & Procedures: A Quick Guide for Families
Resources Discussed: DDD Website

- CCP Waiting List Request Form and Supporting Documents
  - Form: https://www.state.nj.us/humanservices/ddd/individuals/community/communitycare/
  - Submit: DDD.CCPWaitListRequests@dhs.nj.gov

- Division Circular 8: CCP Waiting List Procedures

- Medicaid Troubleshooting
  - Form: https://www.state.nj.us/humanservices/ddd/individuals/applyservices/mediciad/
  - Submit: DDD.MediEligHelpdesk@dhs.nj.gov

- NJCAT Reassessment Request
  - Form: https://www.state.nj.us/humanservices/ddd/individuals/applyservices/assessment/
  - Submit: DDD.DDPIAssessmentRequests@dhs.nj.gov
  - Request a copy: DDD.FeeForService@dhs.nj.gov

- Selecting or Changing A Support Coordination Agency: Selection
  - Form: https://www.nj.gov/humanservices/ddd/individuals/community/care/
  - Submit: DDD.SCACchoice@dhs.nj.gov

- The Supportive Housing Connection: Housing Subsidy Program Eligibility Form
  - Form: https://www.state.nj.us/humanservices/ddd/individuals/housing
  - Submit: DDD.HousingSubsidy@dhs.nj.gov
Additional Resources Discussed

- Office of Education on Self-Directed Services
  - [https://www.nj.gov/humanservices/ddd/individuals/community/education/](https://www.nj.gov/humanservices/ddd/individuals/community/education/)
  - DDD.OESDS@dhs.nj.gov

- Employment First
  - [https://www.nj.gov/humanservices/ddd/individuals/employment/](https://www.nj.gov/humanservices/ddd/individuals/employment/)
  - [https://www.nj.gov/humanservices/involved/employmentfirst.html](https://www.nj.gov/humanservices/involved/employmentfirst.html)
  - DDD.EmploymentHelpdesk@dhs.nj.gov

- Medicaid Approved Providers Search
  - [https://irecord.dhs.state.nj.us/providersearch](https://irecord.dhs.state.nj.us/providersearch)

- Life Course Tools: Life Course Trajectory/Integrated Supports
  - [https://www.lifecoursetools.com](https://www.lifecoursetools.com)

- How to Select a Provider
  - [https://www.rwjms.rutgers.edu/boggscenter/SelectingaServiceProvider.html](https://www.rwjms.rutgers.edu/boggscenter/SelectingaServiceProvider.html)

- How To Select a Support Coordination Agency