

# NAVIGATING THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICE SYSTEM

Presented by:

Office of Transition to Adult Life & Employment

Division of Developmental Disabilities

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

# 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.

# DDD Medicaid Based Fee-For-Service System

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

# DDD Medicaid-Based Fee-For-Service System

- Provides federal funding for home & community-based services & support for individuals with intellectual and developmental disabilities
- All individuals must be Medicaid eligible (and maintain Medicaid eligibility)
- Individuals access services through one of two programs
  - Community Care Program (**CCP**)
  - Supports Program (**SP**)
- Services are accessed through Medicaid-approved providers
- Service planning provided through Support Coordination Agencies

# Who Does DDD Serve?

- Adults at least 21 years of age
- Individuals diagnosed with intellectual & developmental disabilities (occurred before age 22 and is lifelong)
- Meet Functional Criteria of DD
- Resident of New Jersey
- Eligible for Medicaid

# Preparing to Transition to Adult Services & Supports

# 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**
  - **R**esponsibilities
  - **E**ducation
  - **C**ommunity Life
  - **I**ndividual's Health & Well-Being
  - **P**lace to Live
  - **E**mployment
  - **S**ocial Life

# Charting the Life Course

## Life Course Trajectory

Envision your “good life” and identify the steps or experiences needed to get there. The Trajectory Planning Tool highlights past life experiences that are leading or moving you away from your vision and then provides space for your current goals and things to avoid moving forward.

[www.lifecoursetools.com](http://www.lifecoursetools.com)



LIFE TRAJECTORY | PLANNING

Past Life Experiences

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

Moving Forward

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

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”

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

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

Developed by the Charting the LifeCourse Nexus - LifeCourseTools.com  
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NEW JERSEY  
HUMAN SERVICES



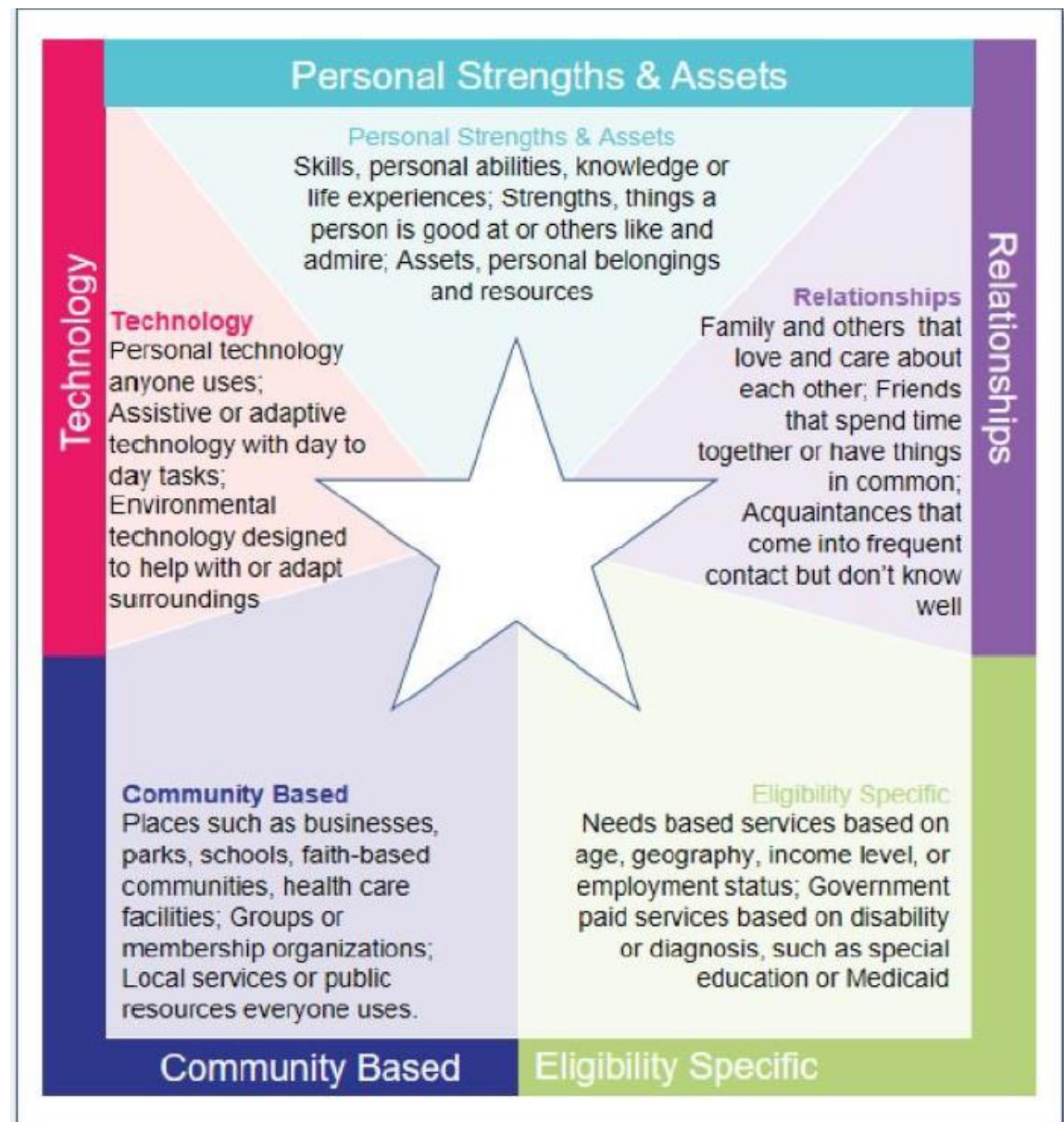
# Charting the Life Course

## Integrated Supports Star

Identify the supports you are using now and think supports that may be helpful. The right supports can help ensure your quality of life.

Some supports are centered around relationships, technology, or personal strengths & assets. Others are based on eligibility criteria or supports anyone in the community can access. Using a variety of supports in combinations can help you achieve your vision of a “good life”.

[www.lifecoursetools.com](http://www.lifecoursetools.com)



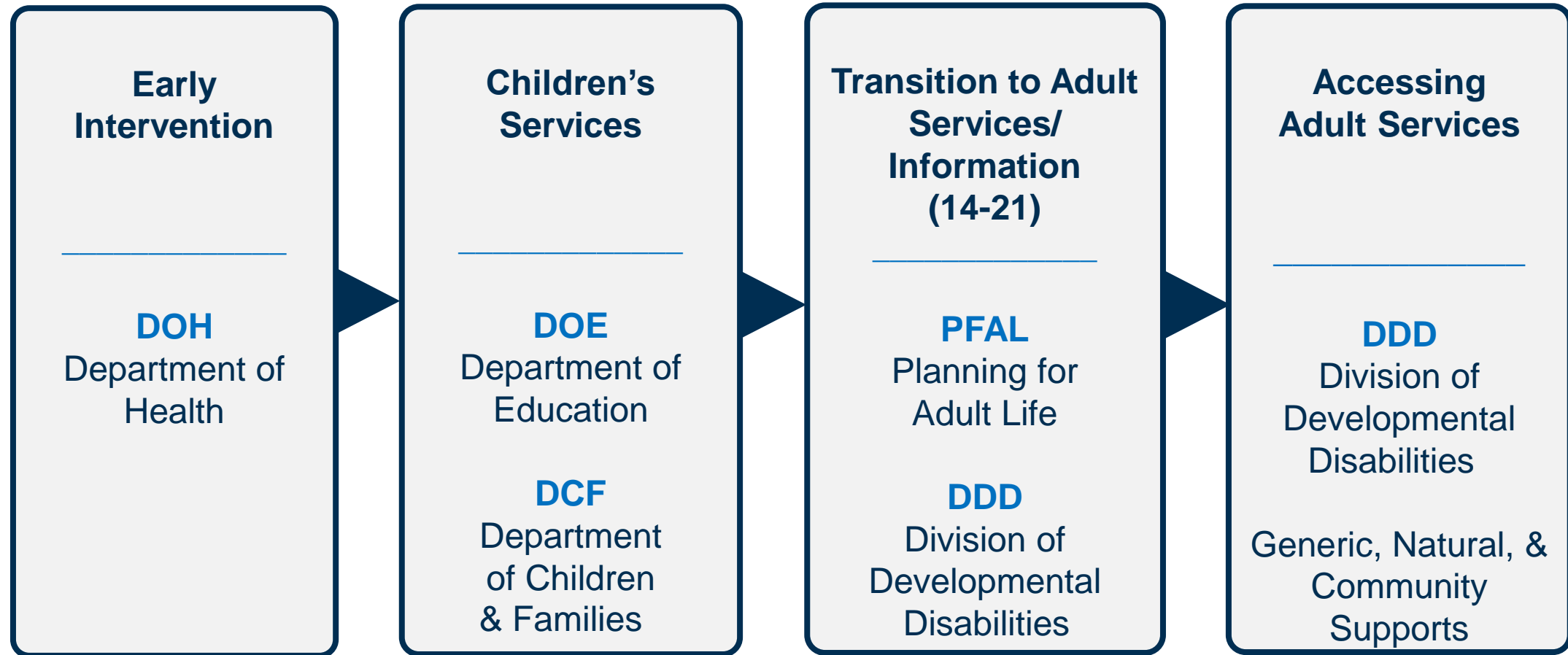
# Available Services & Supports for Eligible DDD Recipients

# DDD Services & Supports

- 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



# 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 goals
  - Make connections, identify supports, use resources
    - Integrated Supports Star
- Participate in **Planning for Adult Life** student/parent groups, training sessions, and webinars. More information available at [www.planningforadulthoodlife.org](http://www.planningforadulthoodlife.org)



# 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 eligibility information can be found here: [www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid](http://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid)
- For additional help, email [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)

#### □ STEP 2 Apply for DDD Eligibility

- Individuals can begin applying for DDD Eligibility any time 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/ddd/individuals/applyservices](http://www.nj.gov/humanservices/ddd/individuals/applyservices)

#### □ STEP 3 Complete NJ Comprehensive Assessment Tool (NJCAT)

- As part of the application process, individuals will complete the NJCAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where they live. Learn about the NJCAT here: [www.nj.gov/humanservices/ddd/individuals/applyservices/assessment](http://www.nj.gov/humanservices/ddd/individuals/applyservices/assessment)

#### □ STEP 4 Complete the Support Coordination Agency Selection Form

- When the individual is in their last 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/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf](http://www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf)

### SEPTEMBER – JUNE: Preparation and Planning

#### ✓ Participate in webinars and activities offered about Transition Planning

- Planning for Adult Life ([www.planningforadulthood.org](http://www.planningforadulthood.org)) offers monthly educational sessions for students with intellectual/developmental disabilities ages 16-21 and their families, and other resources, like:
  - Webinar Wednesdays – monthly webinars on transition-related topics
  - GOT PLANS? 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.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov).



DDD Community Services  
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

NJDDD Graduates Timeline: September 2023

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#### ✓ Explore person-centered planning tools to help individuals in identifying their vision for work and life and the supports needed to achieve this vision

- To get started, review the DDD 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)
- Use Charting the Life Course tools during the person-centered planning process: [www.lifecoursetools.com](http://www.lifecoursetools.com)

#### ✓ Learn about Support Coordination (Care Management)

- Support Coordination is the care management model used by DDD to help people access DDD services and other needed medical, social and educational services. Learn more about Support Coordination here: [www.nj.gov/humanservices/ddd/individuals/community/care](http://www.nj.gov/humanservices/ddd/individuals/community/care)

#### ✓ Learn about Service Providers

- Use the DDD Provider Search Database to find 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 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/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf](http://www.nj.gov/humanservices/ddd/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 NJCAT.

#### 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.

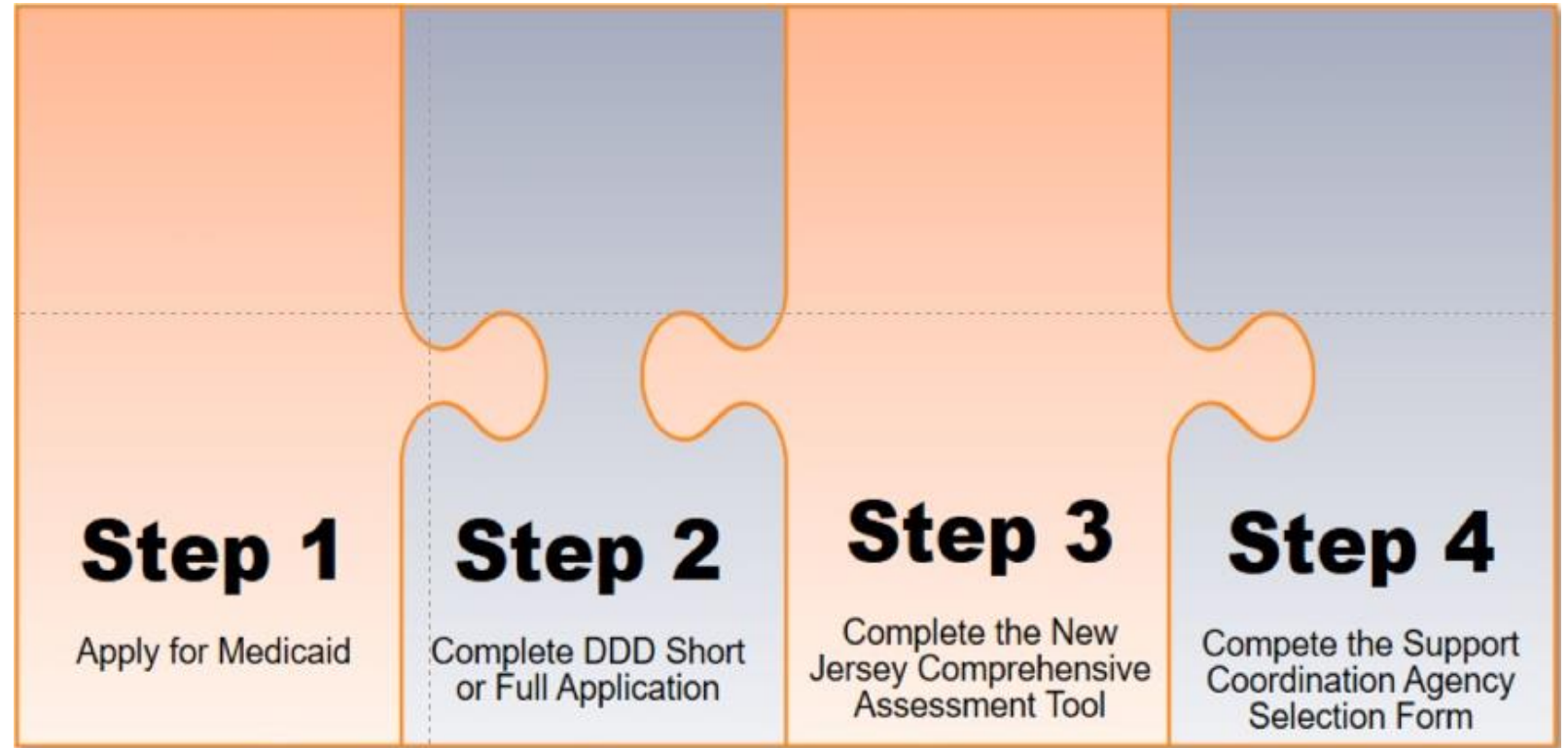
NJDDD Graduates Timeline: September 2023

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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 Eligibility



## Allowable Types of Medicaid for the Supports Program

- Supplemental Security Income (SSI) Medicaid
- NJ WorkAbility
- New Jersey Family Care
- Supports Program Medicaid Only

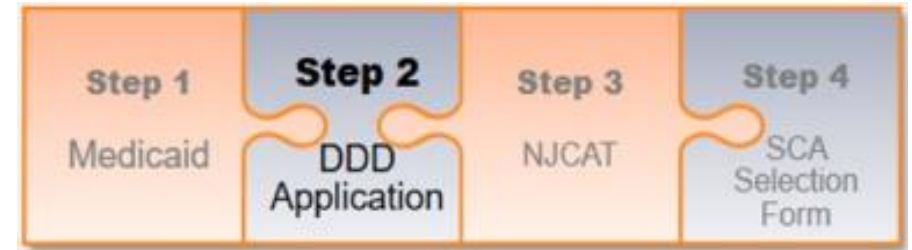
## Allowable Types of Medicaid for the Community Care Program

- Supplemental Security Income (SSI) Medicaid
- NJ WorkAbility
- New Jersey Family Care
- Community Care Program Medicaid Only

# DDD Medicaid Eligibility Helpdesk

- Provides extra assistance **AFTER** applying for Medicaid
- Complete Medicaid Eligibility Troubleshooting Form
  - <https://www.nj.gov/humanservices/ddd/individuals/applyservices/mediciad/>
- Email completed form to the Medicaid Eligibility Helpdesk
  - [DDD.MediEligHelpdesk@dhs.nj.gov](mailto:DDD.MediEligHelpdesk@dhs.nj.gov)

# Step 2: DDD Application for Eligibility



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

# DDD Application for Eligibility

Contact any DDD Community Services Office or download the application from the DDD website



# Requested Documentation for DDD Eligibility Application

## Necessary

- Medical Documentation of Disability
- Most Recent Psychological Evaluation (IQ Score)
- Neurological Evaluation
- Most Recent Child Study Team or School Reports
- DVRS Assessment
- All Available Psychological Reports

## Helpful But Not Necessary

- Most Recent IEP
- Speech Therapy Evaluations
- Occupational Therapy Evaluations
- Physical Therapy Evaluations
- Hospital Records
- Social Summaries

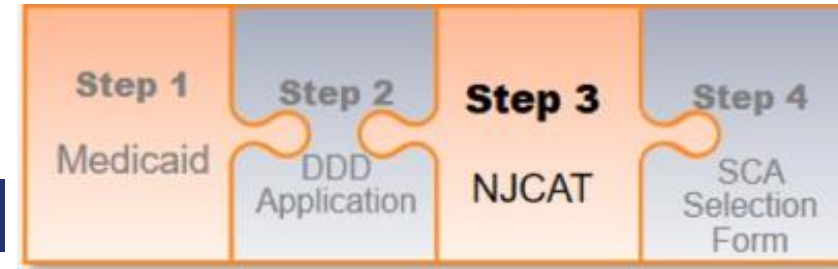
# New Jersey Non-Driver Identification for Persons with a Disability

- Can be obtained by New Jersey residents 14 years of age or older
- Useful to apply for state agency services
- Can be used for proof of residency
- Useful when applying for a job
- Used for ID purposes only (not a license to drive)



To learn more go to the New Jersey Motor Vehicle Commission (NJ MVC) <https://www.nj.gov/mvc/>

# Step 3: New Jersey Comprehensive Assessment Tool



- **NJCAT Assessment**

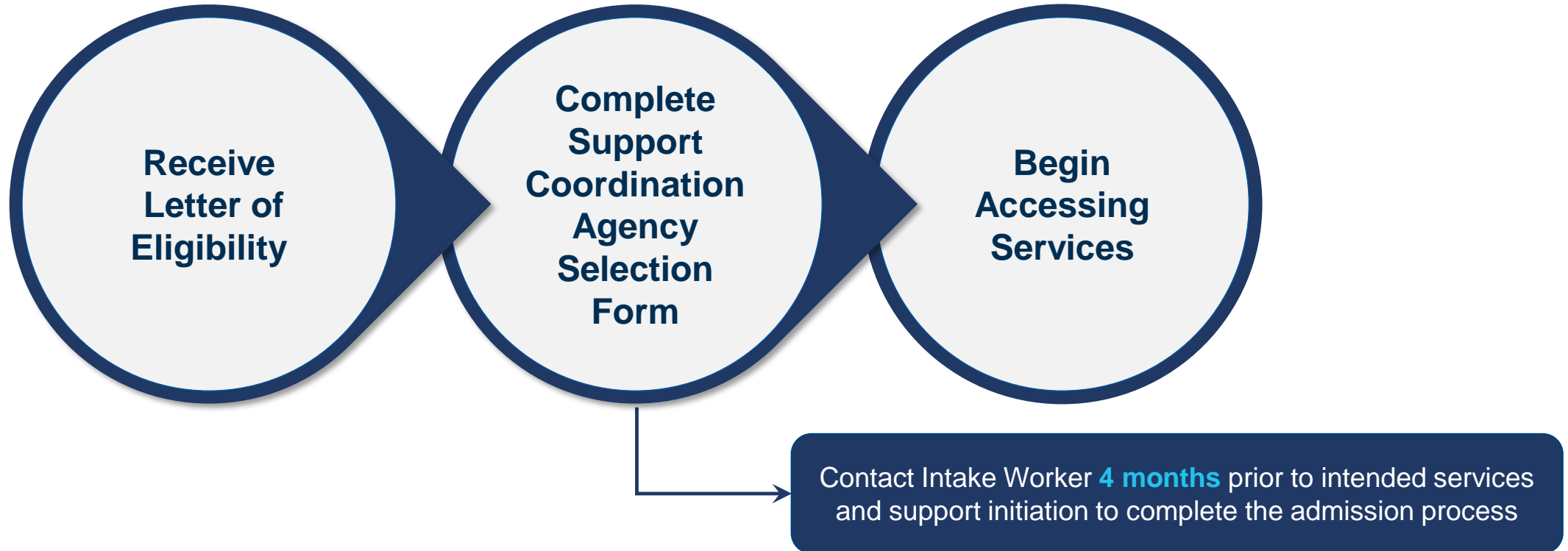
- Mandatory assessment tool that evaluates support needs in three main areas:
  - Self-Care
  - Behavioral
  - Medical
- Completed at intake
- Establishes an individual's tier
- Reassessment done upon request

# Tiers and Individualized Budgets

- Five base **Tiers: A-E**
  - Any of the base **Tiers** can also result in an **Acuity** factor for individuals assessed with High Clinical Support Needs based on Medical, and/or Behavioral concerns, identified by a small “a” (e.g., “Aa”)
- Tier Determines:
  - Individualized up-to-budget amount
  - Service reimbursement rate for most services



# Eligibility Determination



**Applicants Determined Ineligible** will receive a letter explaining the reasons for the determination of ineligibility, including information about how to appeal the outcome.

# What is Support Coordination?

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

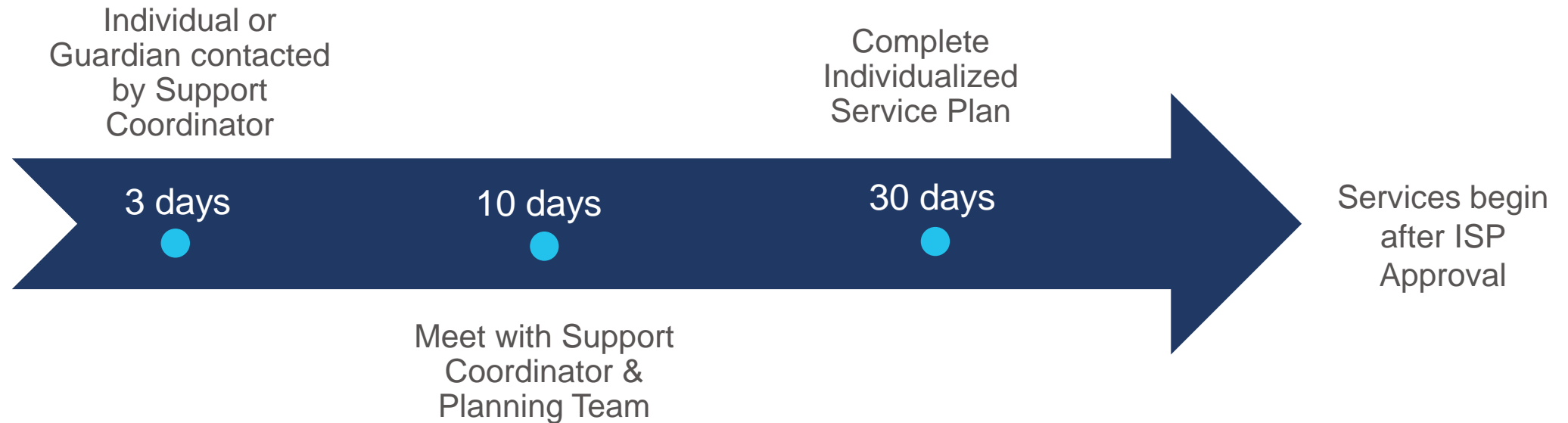
# How Do You Access Support Coordination?

- Individual chooses or is auto assigned a Support Coordination Agency
- Support Coordination Agency assigns a **Support Coordinator** to work with the individual
- Full list of available Support Coordination Agencies can be found at <https://irecord.dhs.state.nj.us/providersearch>

# How To Work With Your Support Coordinator?

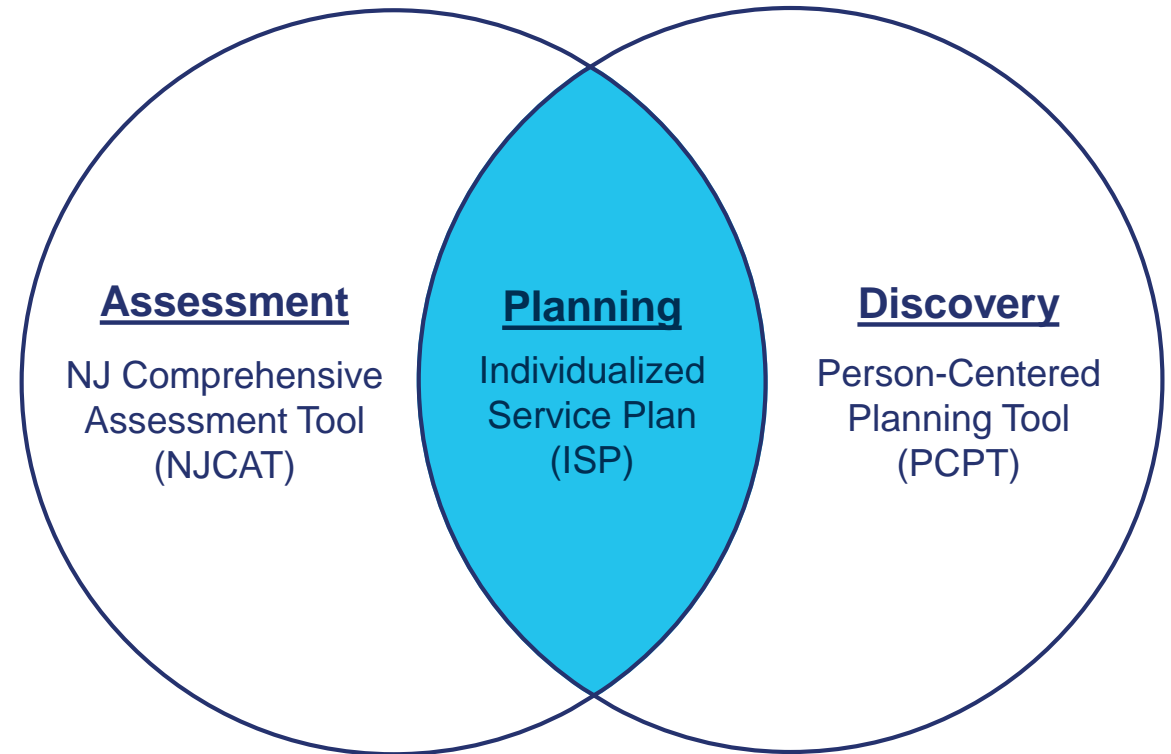
- Individual and Support Coordinator will, together, identify people to include on the **Service Planning Team** (family members, providers, school, etc.)
- Use a **Person-Centered Planning** process to identify outcomes and service needs
- Individual, Support Coordinator, and Service Planning Team develop the **Individualized Service Plan** (ISP) that identifies the outcomes, service needs, and providers
- Individual and Support Coordinator participate in monthly contacts

# Support Coordination: Getting Started

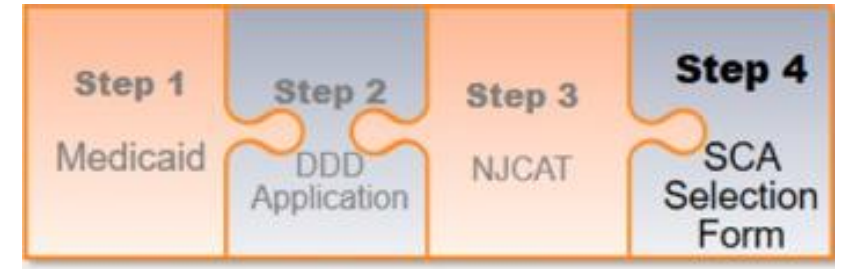


# Steps in the Service Planning Process

- Review needs identified through the NJCAT and other evaluations or assessments
- Learn person's preferences identified in the Person Centered Planning Tool
- Include the individual's personally defined outcomes in the Individualized Service Plan
- Access supports and services



# Step 4: Support Coordination Agency Selection Form



- **Fall prior to graduation:**
  - If not already done, ensure the individual is eligible for DDD, has maintained Medicaid, and has completed the NJCAT if initially completed 2 or more years prior to service initiation.
- **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:**
  - Begin planning process with Support Coordinator
  - ISP approved and individual begins to access services upon graduation

# Support Coordination (SC) Monitoring Tool

- Identifying information
- Outstanding issues, outcomes of corrective actions
- Medicaid eligibility status
- Budget and assessment
- Service plan
- Provider satisfaction
- Behavior
- Community Involvement
- Friendships and social interactions
- Choice and decision making
- Employment
- Communication
- Health and Safety
- Unusual Incident Reports (UIR)
- Quarterly Face-to-Face review
- Acknowledgments

These areas are reviewed every calendar month with the individual by the Support Coordinator



# Housing Subsidy Program Eligibility

- Eligibility criteria for individuals enrolled in the Supports Program or Community Care Program, who are seeking a housing subsidy for a self-directed, unlicensed rental unit:
  - Active Medicaid
  - Current NJCAT assessment
  - Currently receiving or planning to receive DDD-funded, disability-related services
  - The person contributes 30% of their income towards the rent and the housing voucher will cover the remainder of the rent cost
  - Total rent cost must be within DDD's Published Rent Standards

Please note: DDD-funded housing subsidies provide rental assistance only and do not provide funding for disability-related services and supports. Before applying for a housing subsidy, individuals are encouraged to work with their support coordinator to ensure their budget can fund needed services within the desired rental unit.

# Housing Subsidy Program FAQ

- DDD's Housing Assistance webpage includes:
  - Housing Assistance FAQ
  - Housing Subsidy Program Eligibility Determination Form
  - Housing Assistance Policy
  - Published Rent Standards
  - A webinar outlining the housing subsidy process from start to finish

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

Questions can be directed to [DDD.HousingSubsidy@dhs.nj.gov](mailto:DDD.HousingSubsidy@dhs.nj.gov)

# Participate in More...

# Other Available Presentations

## DDD Transition to Adult Life Presentations

**Coming Soon!**  
Every 3<sup>rd</sup> Thursday  
of the Month  
Transition Thursday  
Webinar Series

For more information,  
join our listserv



### Prepare For Adulthood

- **Preparing for a Bright Future: First Hand Experiences of a Person with a Disability**
- **Self Determination: The Importance of Self Determination Towards Choosing and Setting Life Goals**

### Learn about DDD

- **Navigating the Division of Developmental Disabilities Service System**
- **Division of Developmental Disabilities' Services: Daily Programming & Supports**

### Explore Pathways Towards Employment

- **Employment: Why Employment is Important and An Overview of Resources and Supports**
- **Getting to the Why: Utilizing the Charting the Life Course Tools to Support Future Planning Towards Employment**

Specialized Presentations available for Students, Parents, School Personnel, and Community Group  
Email [DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov)

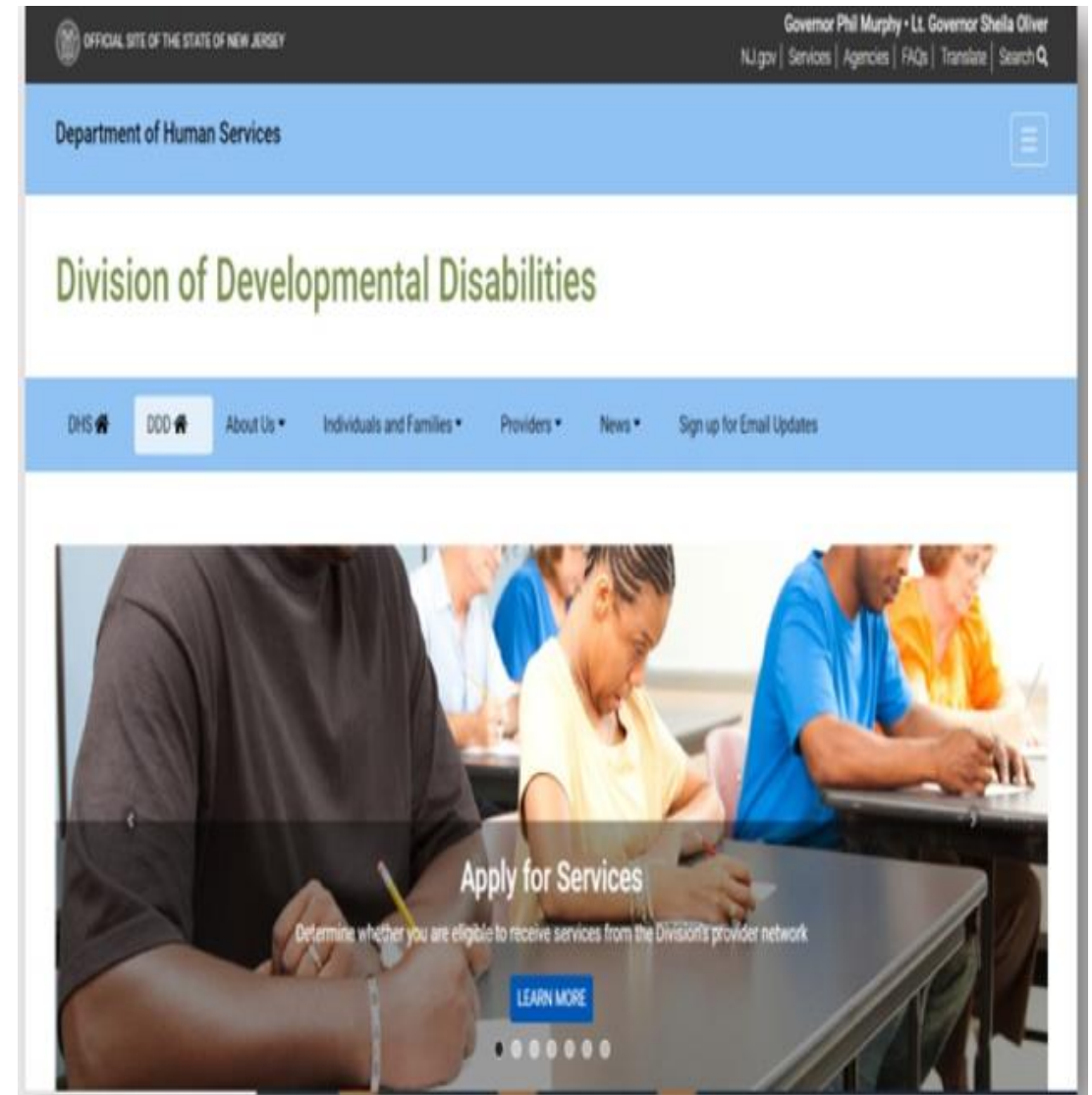
# General Resources

# Visit DDD on the Web

## Learn More!

- Apply for Services
- Home and Community-Based Supports
- Transition from School to Adult Life
- Employment
- Housing Assistance
- Guardianship and more...

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



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

# Stay Informed

- Division Updates – Stakeholder e-news bulletin
  - Email [DDD.Communications@dhs.nj.gov](mailto:DDD.Communications@dhs.nj.gov) and write “***Division Update Subscribe***” in the subject line
- DDD 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!**