



NJ DEPARTMENT OF HUMAN SERVICES

DIVISION OF DEVELOPMENTAL DISABILITIES

NAVIGATING THE DIVISION OF DEVELOPMENTAL DISABILITIES SERVICE SYSTEM

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Division of Developmental Disabilities



DDD Overview

- 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

- 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)

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



Who Does DDD Serve?

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



Differences Between SP and CCP

- 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

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.

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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**
 - Responsibilities
 - Education
 - Community Life
 - Individual's Health & Well-Being
 - Place to Live
 - Employment
 - Social Life



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Past Life Experiences

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

Empty light blue box for listing past life experiences that supported the vision.

Moving Forward

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

Empty light blue box for listing current or future life experiences or goals.

Vision for What I Want

List what you want your "GOOD LIFE" to look like

Large empty light blue box for describing the vision for a good life.

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

Empty light blue box for listing past life experiences that pushed the trajectory toward things not wanted.

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

Empty light blue box for listing things to avoid that could hinder the good life vision.

What I Don't Want

List the things you don't want or what is NOT a "good life"

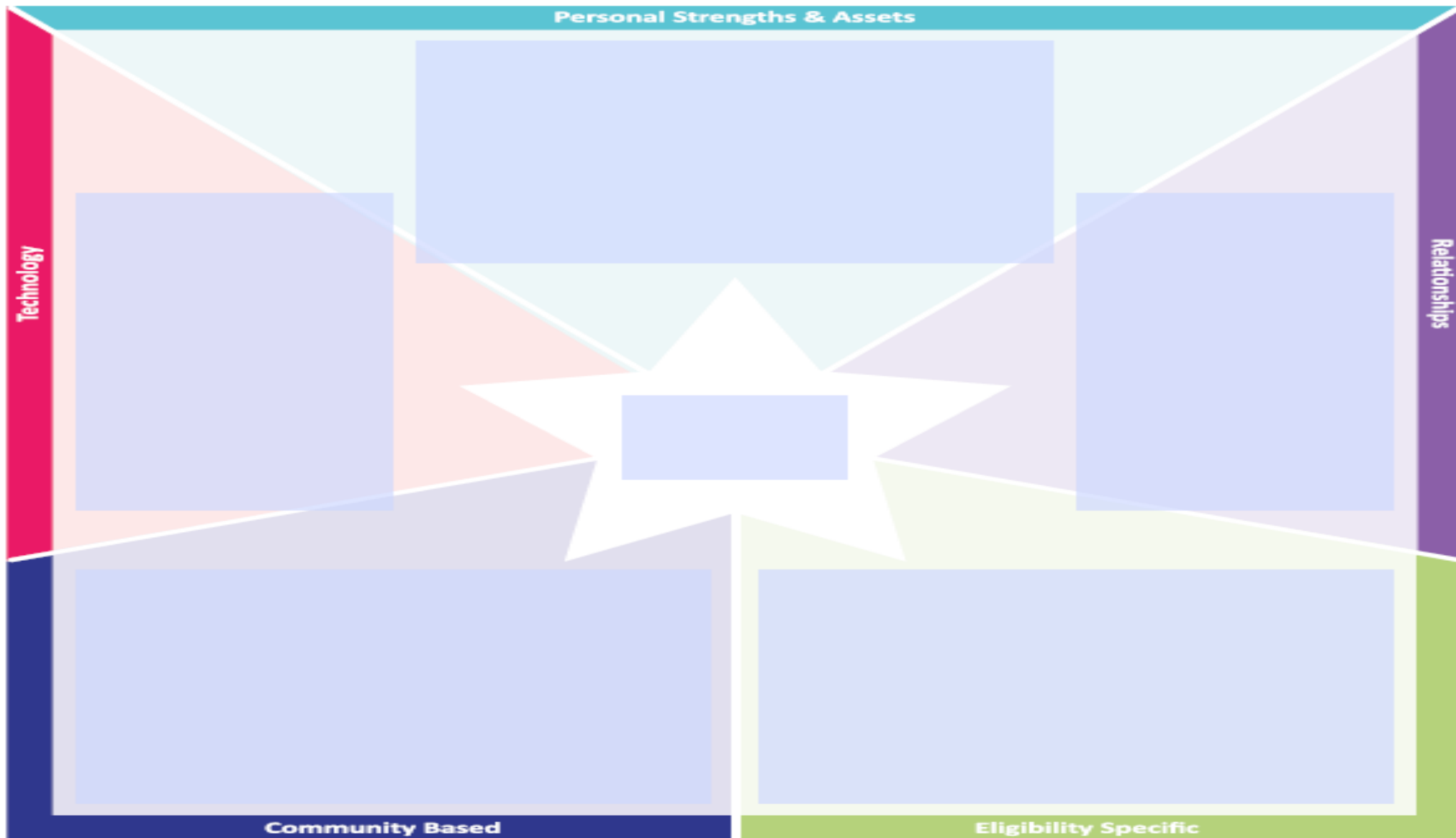
Empty light blue box for listing things that are not wanted or not a good life.





INTEGRATED SUPPORTS STAR

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Services Available for Eligible Individuals through DDD



What Services are Funded By DDD?

- 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

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Steps to Access DDD Services

Vision for Support Across the Life Course



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

16-21 Years Old

- 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

Graduates Aging out of the School System



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.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

STEP 3 Complete the NJ Comprehensive Assessment Tool (NJCAT)

- The NJCAT 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://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 NJCAT.
 - *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

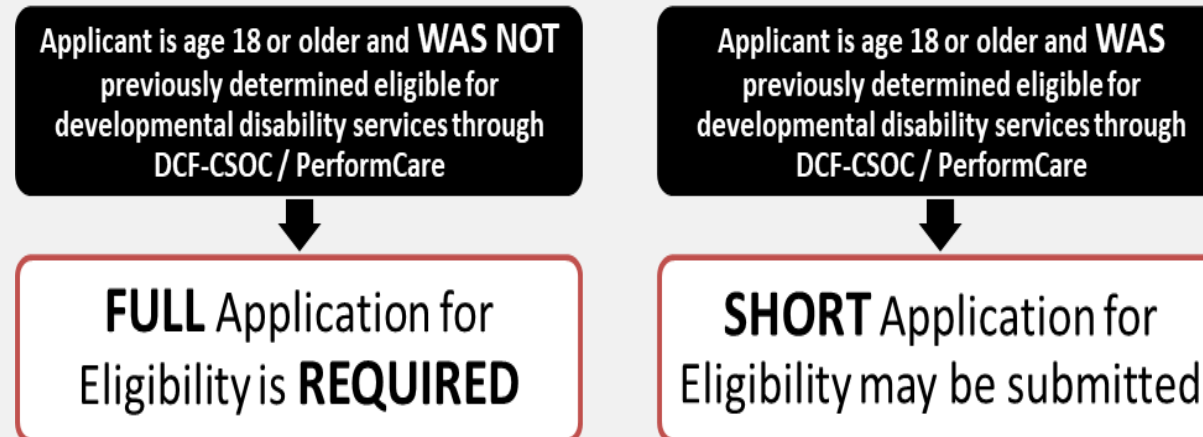
- Follow the timeline and DDD will assign the student a Support Coordination Agency in April.

18 Years Old

- 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

- 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



DDD Intake Process

- 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

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

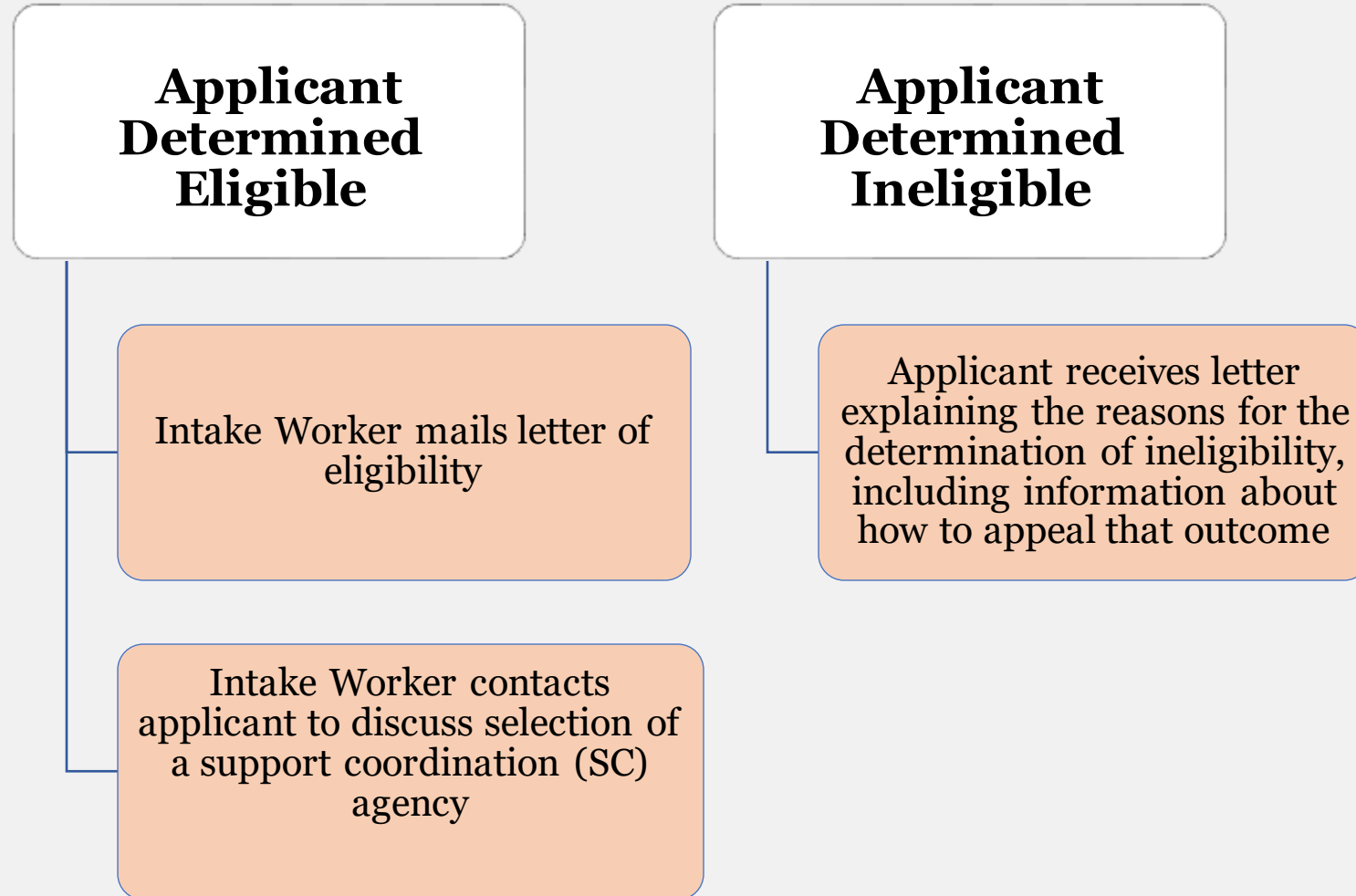
- **NJ CAT Assessment**

- 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

Tiers and Individualized Budgets

- 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



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Entering DDD Service System: Support Coordination

Support Coordination

- 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

- Links 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

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



Steps in the Service Planning Process

Individual or
primary caregiver

Support Coordinator,
with individual and others

Individual

Assessment

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

Discovery

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

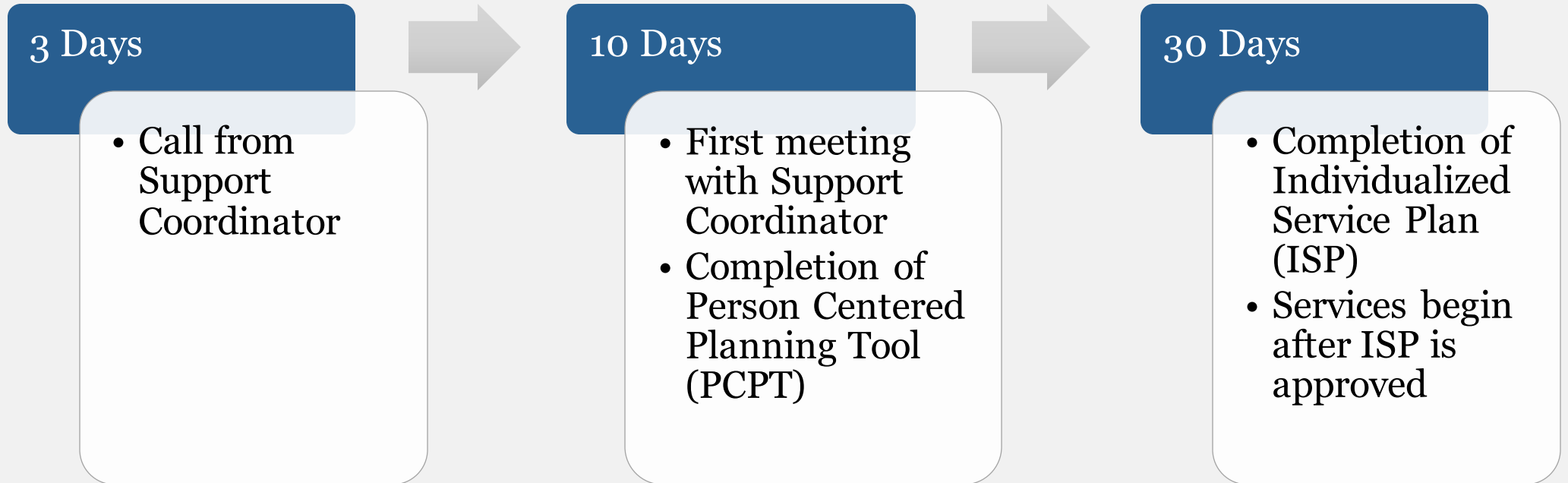
Planning

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

Living

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

After Assignment to Support Coordination



Additional Year of Special Education

- 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

- 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



- 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

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Resources



DDD Resources

- Community Service Offices

<https://www.nj.gov/humanservices/ddd/about/contactus/communityservices/>

- Contact Information

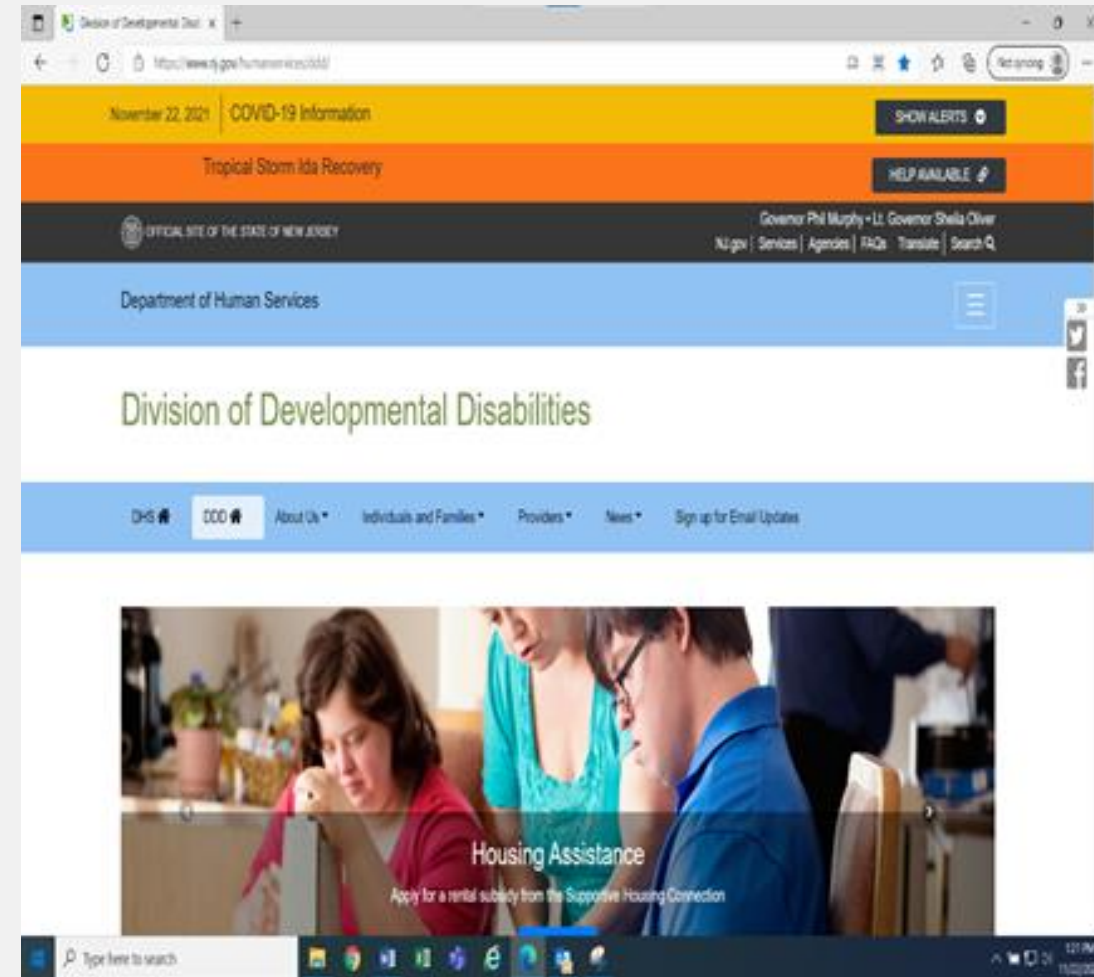
- Division Website: <https://nj.gov/humanservices/ddd/>
- Phone Number: **1-800-832-9173**
- Email for routine questions: DDD.FeeForService@dhs.nj.gov



Visit DDD on the Web

www.nj.gov/humanservices/ddd/

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



Stay Informed

- 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

🔗 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

- 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

- 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@dhs.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

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Thank you!