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

Division of
Developmental
Disabilities

2017 Graduates Aging Out of the School System:

Steps to Accessing Services/Supports from the Division of Developmental Disabilities (DDD)

This timeline applies to students who have exhausted their educational entitlement by turning 21 years of age within the 2016/2017 school year

October 2016 – JANUARY 2017 Eligibility /Intake

√ Ensure you are eligible for DDD

- If you have not already been deemed eligible for DDD, contact the Intake Unit within your DDD Community Services Office. You can also start the application process through the DDD website at:
 www.nj.gov/humanservices/ddd/services/apply/index.html

√ Ensure you are eligible for Medicaid

- Information on Medicaid eligibility as it relates to DDD is available at:
www.nj.gov/humanservices/ddd/services/medicaideligibility.html

- If you need assistance with applying for Medicaid or have not been able to become eligible, complete the Medicaid Eligibility Troubleshooting Form available on the website provided above and send it to:
DDD.MediElighelpdesk@dhs.state.nj.us

- Questions can be directed to the DDD Medicaid eligibility help desk at:
DDD.MediElighelpdesk@dhs.state.nj.us

√ Complete the NJ Comprehensive Assessment Tool (NJ CAT)

- Contact the Intake Unit within your **DDD Community Services Office** to request access to complete the NJ CAT through the online survey or via phone call.

> **DDD Community Service Offices**
>
> Flanders: (973) 927-2600
> Paterson: (973) 977-4004
> Newark: (973) 693-5080
> Plainfield: (908) 226-7800
> Freehold: (732) 863-4500
> Trenton: (609) 292-1922
> Mays Landing: (609) 476–5200
> Voorhees: (856) 770-5900
>
> More information can be found at:
>
> www.nj.gov/humanservices
> /ddd/staff/cso

ONGOING: DECEMBER 2016 – JUNE 2017 Planning

√ Participate in activities offered through the *Planning for Adult Life* project

- Visit www.PlanningforAdultLife.org for details about training sessions, resource materials, webinars, student groups, and parent groups covering topics for students with intellectual and developmental disabilities between the ages of 16-21 and their families. Topics covered through this project include but are not limited to transition planning, guardianship, employment/post-secondary education, housing, self-direction, self-advocacy/awareness, legal/financial planning, health/behavioral health, guardianship, building/maintaining community ties, and friendships.

√ Identify the student's vision for work and life and what supports he/she may need through Person-Centered Planning

- You can use DDD's Person-Centered Planning Tool (PCPT) available at:
www.nj.gov/humanservices/ddd/documents/person_centered_planning_tool.doc to help get you started.

√ Research Service Providers and Support Coordination Agencies

- Potential Support Coordination Agencies may be found through the **Provider Search Database** at https://irecord.dhs.state.nj.us/providersearch, using the following four steps: **(1)** under Filter, select "Service" and check Support Coordination; **(2)** select "Medicaid Approved" and check the box; **(3)** select "County Served" and select the county in which the individual resides; and **(4)** click the magnifying glass. If you do not have a preference, you can choose to have the Division auto-assign one to you.

- The Provider Search Database could also be used to identify potential providers in your area and the services they cover.

FEBRUARY/MARCH 2017 Selection

√ Complete and submit the *Support Coordination Agency Selection Form*

- This form will be provided through the Intake Unit within your DDD Community Services Office or is available on the Supports Coordination page at:
www.nj.gov/humanservices/ddd/services/support_coordination.html
- The completed SCA Selection form should be submitted to DDD.SCAChoice@dhs.state.nj.us.
- DDD will process these forms to confirm (1) DDD eligibility (2) Medicaid eligibility (3) Completion of the NJCAT, but the Support Coordination Agency will not be assigned until April 2017.
*Review the Research Service Providers and Support Coordination Agencies section above.

APRIL 2017 Assignment

√ DDD Assigns the Support Coordination Agency

- DDD will assign Support Coordination Agencies based on the completed selection form. To maximize the possibility of being assigned to an agency of your choice, DDD encourages that two agencies be identified on the form. If you do not have a preference, please indicate that on the Support Coordination Agency Selection Form and one will be auto assigned for you.

⟶ • **Once assigned, Support Coordination Agencies can receive DDD funding to attend exit IEP and/or transition related meetings at the school and begin developing the Individualized Service Plan (ISP).**

APRIL – JUNE 2017 Service Plan

√ Develop DDD's *Individualized Service Plan* (ISP)

- The Support Coordinator will be responsible for writing the ISP, with guidance from the planning team (individual, support coordinator, family, providers, etc.), through the Person-Centered Planning process and information gathered from the NJ CAT.****The ISP should be completed and approved prior to exiting the school system in order for services/supports to be available upon graduation****

Preparation CHECKLIST for Students and Their Families

☐ Confirm Medicaid Eligibility   ☐ Complete and Submit the Support Coordination Agency Selection Form
☐ Confirm DDD Eligibility   ☐ Receive Support Coordinator
☐ Complete (NJ CAT)   ☐ Begin Planning Process with Support Coordinator
☐ Research Support Coordination Agencies and   ☐ Complete/Approve ISP
   Service Providers   ☐ Access DDD Services upon Graduation