

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

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**WALKING THROUGH THE TIMELINE FOR  
2017 GRADUATES AGING OUT OF THE  
SCHOOL SYSTEM**

Nkechi Ugoji, MSW, LSW  
Senior Coordinator, Training, Policy, & Transition

**NOVEMBER 16, 2016**



# DDD Overview

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- Division of the NJ Department of Human Services (DHS)

- Mission:

The Division of Developmental Disabilities (DDD) assures the opportunity for individuals with developmental disabilities to:

- receive quality services and supports
- participate meaningfully in their communities
- exercise their rights to make choices



# Fee-for-Service (FFS)

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

# System Reform & Quality Improvement

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- Medicaid-based fee-for-service system
- Equity of services
- Community inclusion
- Employment
- Individual choice
- Quality services and supports
  - Supports Program
  - Community Care Waiver (CCW)
- Stakeholder input

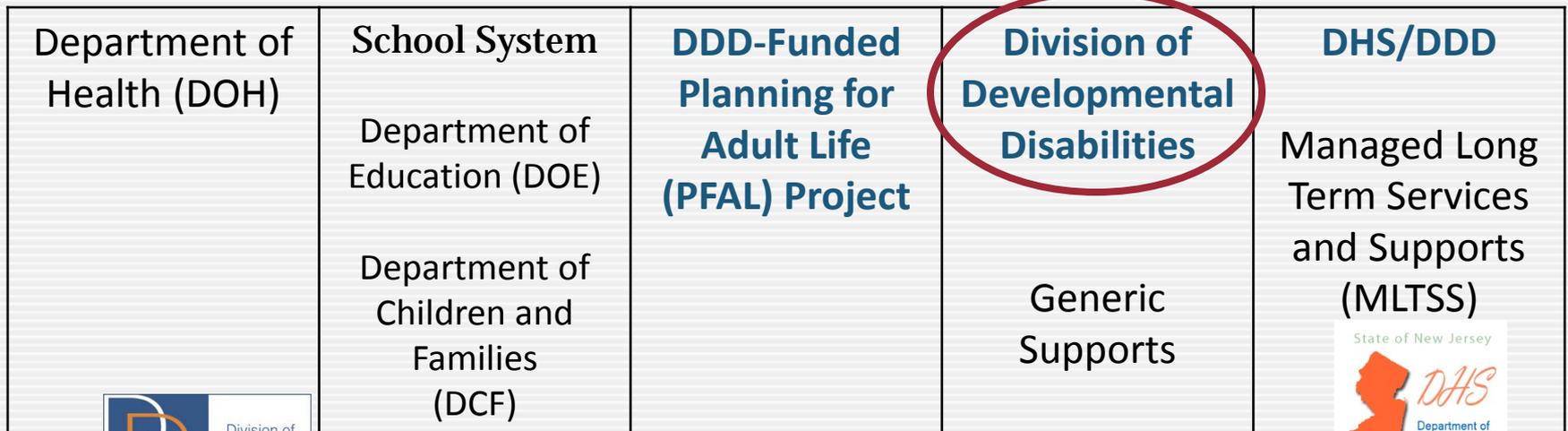
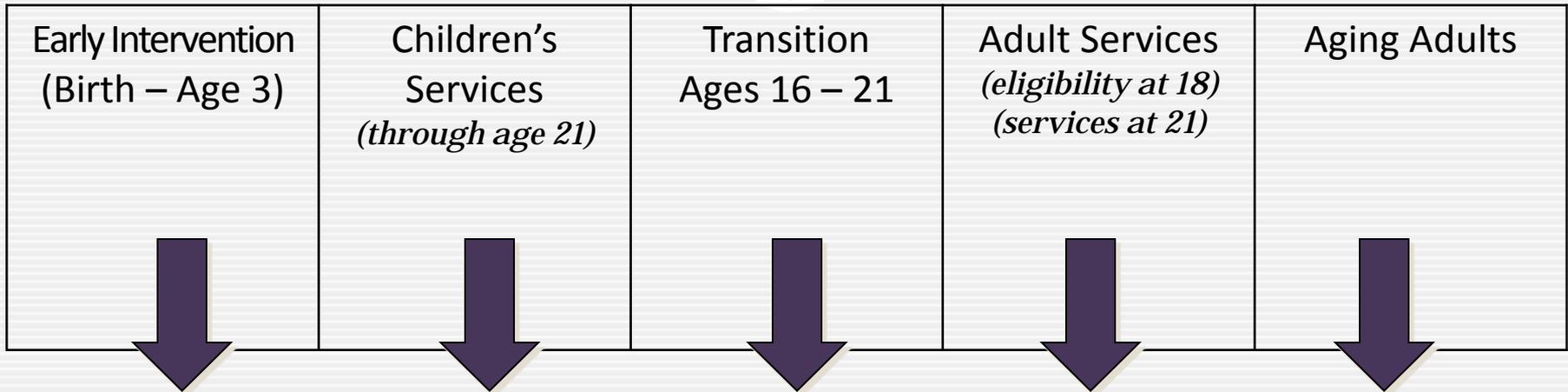


# Preparing to Enter Adulthood (including the DDD System)



# Vision for Support Across the Life Course

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# 16-21 Years Old

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- **Transition Planning**

- Get to know current skills & preferences
- Identify adulthood goals & dreams
- Build skills needed to achieve goals
- Make connections, identify supports, use resources

- **Research Support Coordination Agencies & Service Providers**

- Participate in Planning for Adult Life student groups, parent groups, training sessions, webinars, provider fairs, etc.

[www.planningforadulthoodlife.org](http://www.planningforadulthoodlife.org)



# 2017 Graduates Aging Out of the School System

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New Jersey Department of Human Services  
Division of Developmental Disabilities  
[www.nj.gov/humanservices/ddd](http://www.nj.gov/humanservices/ddd)



## 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](http://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](http://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.MedElighelpdesk@dhs.state.nj.us](mailto:DDD.MedElighelpdesk@dhs.state.nj.us)
- Questions can be directed to the DDD Medicaid eligibility help desk at: [DDD.MedElighelpdesk@dhs.state.nj.us](mailto:DDD.MedElighelpdesk@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

Flinders: (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](http://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](http://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](http://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](http://www.nj.gov/humanservices/ddd/services/support_coordination.html)
- The completed SCA Selection form should be submitted to [DDD.SCAChoice@dhs.state.nj.us](mailto:DDD.SCAChoice@dhs.state.nj.us).
- DDD will process these forms to confirm (1) DDD eligibility (2) Medicaid eligibility (3) Completion of the NICAT, 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

- |   |   |
|---|---|
| <input type="checkbox"/> Confirm Medicaid Eligibility                                 | <input type="checkbox"/> Complete and Submit the Support Coordination Agency Selection Form |
| <input type="checkbox"/> Confirm DDD Eligibility                                      | <input type="checkbox"/> Receive Support Coordinator  |
| <input type="checkbox"/> Complete (NJ CAT)  | <input type="checkbox"/> Begin Planning Process with Support Coordinator                    |
| <input type="checkbox"/> Research Support Coordination Agencies and Service Providers | <input type="checkbox"/> Complete/Approve ISP   |
|   | <input type="checkbox"/> Access DDD Services upon Graduation                                |

# 18 Years Old

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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:  
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NJ Division of Developmental Disabilities

October 2016



Division of  
Developmental  
Disabilities

- **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) – arranged through Intake Unit
- **Continue to receive services from the school system, Department of Children & Families (DCF)**



# Entering DDD services

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- **NJ CAT Assessment**
  - Mandatory assessment tool that evaluates support needs in three main areas: (1) self-care, (2) behavioral, (3) medical
  - Completed online or over the phone
  - Establishes an individual's **tier**
    - Tier determines the individualized budget
    - Tier determines reimbursement rate for some services
  - Re-assessment done every five years, more often if needed

# Tiers & Individual Budgets

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- Results of the NJ CAT establish the tier in which each individual is assigned
- Tiers are from A to E and can include an acuity differentiated factor for individuals with high/specialized clinical support needs based on medical/behavioral concerns
- An individual's tier results in an up to individual budget amount to fund needed services
- Tiers also determine the rate for some services

# 21+ Years Old

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- Ensure the individual is eligible for DDD & Medicaid
- **Fall prior to graduation** - initiate NJ CAT through DDD Intake Unit in Community Services Office
- **Feb/March** of graduation year- submit Support Coordination Agency (SCA) Selection Form
- **April of graduation year** - SCA assignment begins
- **April-June**- Planning Process with Support Coordinator & Service Plan Approval



Support Coordination Agency Selection Form		
<p>In order to access services funded by the New Jersey Division of Developmental Disabilities, you will need to have a Support Coordination Agency (SCA).</p> <p>You may find potential SCAs through the Provider Search Database at <a href="https://irecord.dhs.state.nj.us/providersearch">https://irecord.dhs.state.nj.us/providersearch</a>, 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.</p> <p>A Guide to assist individuals and families in choosing a Support Coordination Agency is also available at The Boggs Center on Developmental Disabilities at <a href="http://njims.rutgers.edu/boggscenter/projects/infopeopisandfamilies.html">http://njims.rutgers.edu/boggscenter/projects/infopeopisandfamilies.html</a>.</p>		
<p><b>Preferred Option:</b> Email completed form to <a href="mailto:DDD.SCACHoice@dhs.state.nj.us">DDD.SCACHoice@dhs.state.nj.us</a></p> <p>-OR-</p> <p>Mail the completed form to: New Jersey Division of Developmental Disabilities Central Office c/o SCA Selection Forms PO Box 726 Trenton, NJ 08625-0700</p>		
Individual's Name:	DDD ID:	County of Residence:
	Date Of Birth:	
<p>I need a Support Coordinator that speaks <input type="checkbox"/> Spanish <input type="checkbox"/> Other Language: _____</p> <p><b>Please indicate if any of the following apply</b></p>		
<p><input type="checkbox"/> I am a graduating student (please note that the Division begins assigning SCAs for graduating students in April) Graduation Date: _____</p>		
<p><input type="checkbox"/> I would like to <b>CHANGE</b> my current SCA Current SCA: _____</p>		
<p><input type="checkbox"/> My SCA is <b>CLOSING</b> Current SCA: _____</p>		
<p><b>Please indicate your choice of SCA OR auto-assign option</b></p> <p>We encourage that two SCA's be provided to improve your chances of being assigned to an agency of your choice. If the agency you choose does not provide services within your county, or does not have the capacity to provide you with services at this time, you will be auto assigned.</p>		
<p>My first choice for a Support Coordination Agency is:</p> <p>*I prefer a particular Support Coordinator in the above agency - Name: _____</p>		
<p>My second choice for a Support Coordination Agency is:</p> <p>*I prefer a particular Support Coordinator in the above agency - Name: _____</p>		
<p><b>Auto-Assign</b></p> <p>I do not have a preference for Support Coordination Agency. Please auto-assign me. <input type="checkbox"/> (check here if applicable)</p>		
<p>*Please be aware that Support Coordination Agencies cannot guarantee, nor are they required to, assign your preferred Support Coordinator.</p>		
Signature:	Date:	
Print Name:	Phone:	
Email (for notification purposes):		

SCA Form 4.0

September 2016



# Support Coordination

## Entering DDD Service System

# What is Support Coordination?

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- **Services that assist participants in gaining access to needed program and State plan services, as well as needed medical, social, educational and other services**
- **Case Management**

# Support Coordination

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- How Does Support Coordination Work?
  - The individual chooses or is assigned by DDD to a **Support Coordination Agency**
  - The Support Coordination Agency assigns a **Support Coordinator** to work with the individual
  - Together with the individual, the Support Coordinator identifies people to be part of the **Service Planning Team** (family members, providers, etc.)
  - Service Planning Team meets, service planning begins



# After Assignment to Support Coordination

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# Steps in the Service Planning Process

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Individual or  
Family Primary Caregiver

Support Coordinator, with Individual and

Individual!

## Assessment

- NJ CAT - measures self-care, behavior, medical needs
- Establishes Tier, which corresponds to an Individualized Budget

## Discovery

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

## Planning

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

## Living

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

# Minimum Contact Requirements

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- Monthly (can be by phone)
- Quarterly Face-to-Face
- Annual Home Visit
- Some services require a review of the setting where services are provided

# SC Monitoring Tool

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- Identifying Information
- Outstanding Issues/Outcomes of Corrective Actions
- Medicaid Eligibility Status
- Budget & Assessment
- Service Plan
- Provider Satisfaction
- Behavior
- Community Involvement
- Friendships and Social Interactions
- Choice and Decision Making
- Employment
- Communication
- Health & Safety
- Unusual Incident Reports (UIR)
- Quarterly Face-to-Face Review
- Annual In-Home Review
- Acknowledgements

**These areas are reviewed every calendar month by the Support Coordinator**

# Support Coordination Policy and Practice Requirements

# Important Policy & Practice Requirements

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- **Support Coordination Agencies must adhere to DDD Policies & Practices**
  - Documented prior to becoming an approved provider (conflict free)
  - Monitored via auditing & quality assurance
- **Agencies may be sanctioned for non-compliance with policies, substantiated individual/family complaints, or not meeting deliverables**

# Zero Reject/Discharge Policy

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- SCA must accept all individuals as assigned and cannot discharge individuals from services
- DDD may discharge individuals for failure to comply with eligibility requirements or policies
- A SCA cannot focus on serving one type of developmental disability or “specialize” in serving a specific group of people

# 24 Hour Coverage Policy

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- SCA must ensure that Support Coordination services are available at all times – minimally via phone contact
- Answering service is acceptable as long as there is a SC available on-call
- SCA must schedule meetings to accommodate individuals/families that cannot meet during business hours

# Summary: Preparation Checklist

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- ❑ Confirm Medicaid eligibility
- ❑ Confirm DDD eligibility and complete intake process
- ❑ Complete NJ CAT
- ❑ Research Support Coordination Agencies and service providers
- ❑ Complete and submit the Support Coordination Agency Selection form, including stated preferences
- ❑ Receive Support Coordination Agency assignment and Support Coordinator
- ❑ Begin planning process with Support Coordinator
- ❑ Support Coordinator completes ISP, delivered prior to graduation
- ❑ Access DDD Services upon graduation

# Resources

# Find out More

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

Visit for:

- News and Announcements
- Webinars
- NJ CAT
- And more



A screenshot of the Division of Developmental Disabilities website homepage. The page features a navigation menu on the left with links to 'DHS Home', 'Division of Developmental Disabilities Home', 'About DDD', 'Developmental Centers', 'Services and Supports', 'Major Programs and Initiatives', 'Important Resources', 'News, Publications and Reports', 'Information for Providers &amp; Stakeholders: Contracts, Legal Notices', 'Division Staff &amp; Contact Information', 'Public Advisory Boards, Commissions &amp; Councils', and 'Important Alerts'. The main content area is titled 'Division of Developmental Disabilities Home' and includes a section for 'Services for Adults with Intellectual and Developmental Disabilities' with a paragraph of text and a link to 'Planning for Adult Life'. There is also a 'I want to:' section with links to 'Apply for DDD Services', 'Become a Provider of DDD Services', 'Get the latest DDD News and Announcements', 'Attend upcoming DDD Webinars or listen to archived DDD Webinars', and 'Subscribe to Division Update'. A 'Contact Us' section at the bottom provides a toll-free number and a link to send an email message. The page also features logos for NJHelps.org, NJ 211 Partnership, New Jersey Housing Resource Center, New Jersey Mental HealthCares, and FAMILYCARE. A search bar and navigation links for Governor Chris Christie and Lt. Governor Kim Guadagno are visible at the top right.



# DDD Informational Webinars

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- Live webinars available regularly – check the DDD Announcements page for upcoming sessions & registration details
- <http://www.nj.gov/humanservices/ddd/news/news/index.html>
- Links to archived webinars are also available through the DDD website
  - Primarily under Fee-for-Service Webinars / Slide Presentations on the FFS Implementation page
- [http://www.nj.gov/humanservices/ddd/programs/ffs\\_implementation.html](http://www.nj.gov/humanservices/ddd/programs/ffs_implementation.html)

# Staying Up-to-Date

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- Stakeholder e-news bulletin, *Division Update*  
Send an email to [DDD.Communications@dhs.state.nj.us](mailto:DDD.Communications@dhs.state.nj.us) with Division Update Subscribe in the subject line
- Email Help Desks
  - Supports Program Help Desk
    - [DDD.SuppProgHelpdesk@dhs.state.nj.us](mailto:DDD.SuppProgHelpdesk@dhs.state.nj.us)
  - Medicaid Eligibility Help Desk
    - [DDD.MediEligHelpdesk@dhs.state.nj.us](mailto:DDD.MediEligHelpdesk@dhs.state.nj.us)
  - Fee-for-Service Implementation Help Desk
    - [DDD.FeeForService@dhs.state.nj.us](mailto:DDD.FeeForService@dhs.state.nj.us)
- Quarterly Division Update Meetings for Families
  - Next meeting is Tuesday, December 6, 5:00 PM – 7:00 PM



# Thank You

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**QUESTIONS?**

**EMAIL:**

**DDD.SUPPPROGHELPDESK@DHS.STATE.NJ.US**

