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

Division of
Developmental
Disabilities

2016 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 2015/2016 school year

DECEMBER 2015 – JANUARY 2016

Ensure you are eligible for DDD
- If you have not already been deemed eligible for DDD contact the Intake/Intensive Unit of 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**.
- A list of DDD Community Services Offices is available at **www.state.nj.us/humanservices/ddd/staff/cso/**.

Ensure you are eligible for Medicaid
- Information on Medicaid eligibility as it relates to DDD is available on DDD's Medicaid Eligibility page at **www.nj.gov/humanservices/ddd/services/medicaideligibility.html**.
- If you need assistance applying for Medicaid or have not been able to become eligible, complete the Medicaid Eligibility Troubleshooting Form (available on the Medicaid Eligibility page) and submit it to the DDD's Medicaid Eligibility Help Desk at **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)
- The NJ CAT must be completed by all individuals who wish to receive DDD services. Contact the Intake/Intensive Unit of your DDD Community Services Office (**www.nj.gov/humanservices/ddd/staff/cso/**) to request access to complete the NJ CAT through a password-protected online survey or over the telephone.

ONGOING: DECEMBER 2015 – JUNE 2016

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 employment/post-secondary education, housing, self-direction, self-advocacy/awareness, legal/financial planning, health/behavioral health, 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
- To help get you started, you can use DDD's Person-Centered Planning Tool (PCPT), available at **www.nj.gov/humanservices/ddd/documents/person_centered_planning_tool.doc**.

Research service providers
- A list of DDD approved Support Coordination Agencies is available on DDD's Support Coordination page at **www.nj.gov/humanservices/ddd/services/support_coordination.html**.

- Information about service providers in your area can be obtained by attending provider fairs offered throughout the state and through DDD's Planning for Adult Life project, your DDD Community Services Office, and/or through your Support Coordination Agency. ***Look for DDD's Provider Database Coming Soon!***

FEBRUARY/MARCH 2016

Complete and submit the *Support Coordination Agency Selection Form*
- This form is provided through the Interim/Intensive Unit of the DDD Community Services Office or is available on the Support Coordination page: **www.nj.gov/humanservices/ddd/services/support_coordination.html**.
- DDD will process these forms to confirm (1) DDD eligibility, (2) Medicaid eligibility, and (3) completion of the NJ CAT, *but the Support Coordination Agency will not be assigned until April 2016*.
- A list of currently approved Support Coordination Agencies is available on the Support Coordination page.

APRIL 2016

DDD assigns the Support Coordination Agency
- DDD will assign a Support Coordination Agency (SCA) based on the individual's/family's indicated preference. You can also indicate on the form that you do not have a preference, and an SCA 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 to begin developing the Individualized Service Plan (ISP).

APRIL – JUNE 2016

Develop DDD's *Individualized Service Plan* (ISP)
- The Support Coordinator is 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

* *Detailed information about how and when to complete these steps is provided in the timeline above.*

☐ Confirm Medicaid Eligibility

☐ Confirm DDD Eligibility

☐ Complete NJ Comprehensive Assessment Tool (NJ CAT)

☐ Research Support Coordination Agencies and Service Providers

☐ Complete & Submit the Support Coordination Agency Selection Form

☐ Receive Support Coordination Agency Assignment

☐ Begin Planning Process with Support Coordinator, Complete/Approve ISP

☐ Access DDD Services upon Graduation