



## 2019 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 2018-2019 school year.*

**ALL NEW GRADUATES BORN AFTER 1/1/97 MUST GO THROUGH THE FULL INTAKE PROCESS TO ENSURE ELIGIBILITY.**

## SEPTEMBER 2018 – FEBRUARY 2019 Eligibility/Intake

**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](http://www.nj.gov/humanservices/ddd/staff/cso)

Eligibility/ Intake can be completed between 18-21 years old	<input type="checkbox"/> <b>STEP 1: Ensure Medicaid Eligibility</b> Information on Medicaid eligibility as it relates to DDD is available at: <a href="http://www.nj.gov/humanservices/ddd/services/medicaideligibility.html">www.nj.gov/humanservices/ddd/services/medicaideligibility.html</a> If the student needs assistance with applying for Medicaid or has not been able to become eligible, complete the Medicaid Eligibility Troubleshooting Form available on the website above and send it to: <a href="mailto:DDD.MediElighelpdesk@dhs.state.nj.us">DDD.MediElighelpdesk@dhs.state.nj.us</a>	
	<input type="checkbox"/> <b>STEP 2: Ensure DDD Eligibility</b> To determine eligibility, contact the Intake Unit within your DDD Community Services Office. <b>Eligibility must be confirmed after the individual turns 18 years old regardless of past approval.</b> The student can also start the application process through the DDD website at: <a href="http://www.nj.gov/humanservices/ddd/services/apply/index.html">www.nj.gov/humanservices/ddd/services/apply/index.html</a>	
	<input type="checkbox"/> <b>STEP 3: Complete the NJ Comprehensive Assessment Tool (NJ CAT)</b> 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.	
	<input type="checkbox"/> <b>STEP 4: Complete the Support Coordination Agency Selection Form</b> During the students last year of educational entitlement they must complete the SCA Selection Form. (See step 4 info on the back).	Enrollment

## ONGOING: SEPTEMBER 2018 – JUNE 2019 Planning

### ✓ Participate in activities offered through the *Planning for Adult Life* project (PFAL)

- 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.
- Attend PFAL **Opportunity Expos** that occur throughout the state. Opportunity Expos feature a variety of exhibitors including: state and county government entities, community service providers, support coordination agencies, local health care support and recreation providers, and additional information and referral services. During these events, families have the opportunity to meet area providers and learn about services they offer.

### ✓ Identify the student’s vision for work and life, and supports that may be needed, through **Person-Centered Planning**”

For help getting started, review DDD’s 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).

## ✓ Research Service Providers and Support Coordination Agencies

- Potential Support Coordination Agencies can be found through the **Provider Search Database** at <https://irecord.dhs.state.nj.us/providersearch>, using the following three steps: **(1)** under Filter, select “Service” and check Support Coordination; **(2)** select “County Served” and select the county in which the individual resides; and **(3)** click the magnifying glass.
- The Provider Search Database can also be used to identify potential providers in your area and the services they cover.

## FEBRUARY/MARCH 2019 Support Coordination Agency Selection

### ☐ STEP 4: Complete and submit the *Support Coordination Agency (SCA) Selection Form*

- The SCA Selection Form will be provided through the Intake Unit within your DDD Community Services Office. To maximize the possibility of being assigned to an agency of your choice, DDD encourages that **two agencies** be identified on the form. If the student does not have a preference, please indicate that on the Support Coordination Agency Selection Form and an agency will be auto-assigned.
- The completed SCA Selection Form should be submitted to [DDD.SCChoice@dhs.state.nj.us](mailto:DDD.SCChoice@dhs.state.nj.us).
- DDD will process these forms to confirm **(1)** DDD eligibility **(2)** Medicaid eligibility **(3)** completion of the NJCAT
- The Support Coordination Agency will not be assigned until April 2019.  
\*Review the “Research Service Providers and Support Coordination Agencies” section above for help identifying agencies.

## APRIL 2019 Support Coordination Agency Assignment

### ✓ DDD assigns the Support Coordination Agency

- DDD will assign the Support Coordination Agency based on the completed Support Coordination Selection Form and the available capacity of the agencies selected.
- • **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 2019 Service Plan Development

### ✓ Develop the *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.), and information gathered during the Person-Centered Planning process and completion of the NJCAT. **\*\*The ISP should be completed and approved prior to exiting the school system in order for services/supports to be available upon graduation\*\***

### For Those Turning 21 between July 2018 – June 2019

If your 21 <sup>st</sup> birth date is between...		
July 2018 to March 2019		April 2019 to June 2019
<p><b>If an immediate service is needed (such as continuation of service provided, behavioral services, respite, etc.),</b> the individual can be assigned a Support Coordinator upon turning 21 and the receipt of all necessary documentation.</p>	<p>Please follow the following steps:</p> <ul style="list-style-type: none"> <li>• Complete steps: <b>STEPS 1,2 &amp; 3</b></li> <li>• Complete <b>STEP 4</b> and indicate need for immediate service</li> <li>• Submit <b>STEP 4</b> one to two months prior to the 21<sup>st</sup> birthday.</li> </ul>	<p>Follow the above and a Support Coordinator will be assigned in April</p>
<p><b>If services are only needed upon graduation,</b> services will become available following graduation.</p>	<p>Follow the timeline and a Support Coordinator will be assigned in April.</p>	