NEW JERSEY 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

To be determined eligible for services all applicants must complete either the short or the full application

☐ **STEP 1 Apply for Medicaid Eligibility**
- Learn about Medicaid eligibility for DDD services here:
  www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid
- For additional help, email DDD.MediEligHelpdesk@dhs.nj.gov

☐ **STEP 2 Apply for DDD Eligibility**
- Individuals can begin applying for DDD Eligibility any time after 18 years old.
- Call the DDD Community Services Office closest to where you live and/or download the DDD Eligibility Application here:
  www.nj.gov/humanservices/ddd/individuals/applyservices

> **DDD Community Services**
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> Flanders: 973-927-2600
> Freehold: 732-863-4500
> Mays Landing: 609-300-1898
> Newark: 973-693-5080
> Paterson: 973-977-4004
> Plainfield: 908-226-7800
> Trenton: 609-292-1922
> Voorhees: 856-770-5900

☐ **STEP 3 Complete NJ Comprehensive Assessment Tool (NJCAT)**
- As part of the application process, individuals will complete the NJCAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where they live. Learn about the NJCAT here:
  www.nj.gov/humanservices/ddd/individuals/applyservices/assessment

☐ **STEP 4 Complete the Support Coordination Agency Selection Form**
- When the individual is in their last year of receiving school-based services, the Support Coordination Agency Selection Form is completed and submitted.
- Research Support Coordination Agencies here:
  www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf

SEPTEMBER – JUNE: Preparation and Planning

✓ **Participate in webinars and activities offered about Transition Planning**
- Planning for Adult Life (www.planningforadultlife.org) offers monthly educational sessions for students with intellectual/developmental disabilities ages 16-21 and their families, and other resources, like:
  - Webinar Wednesdays – monthly webinars on transition-related topics
  - GOT PLANS? ONLINE LESSONS – a downloadable guide and fun instructional videos

✓ **Participate in webinars offered by Division of Developmental Disabilities Office of Transition to Adult Life and Employment**
- DDD Welcome Sessions and Transition Thursdays are for people and families to learn about the transition process, including services available through DDD.
- To sign up for DDD Transition news and announcements, scan the QR code or email DDD.TransitionHelpdesk@dhs.nj.gov.

- ✓ **Explore person-centered planning tools to help individuals in identifying their vision for work and life and the supports needed to achieve this vision**
  - To get started, review the DDD Person-Centered Planning Tool: www.nj.gov/humanservices/ddd/documents/person-centered-planning-tool.docx
  - Use Charting the Life Course tools during the person-centered planning process: www.lifecoursetools.com
- ✓ **Learn about Support Coordination** (*Care Management*)
  - Support Coordination is the care management model used by DDD to help people access DDD services and other needed medical, social and educational services. Learn more about Support Coordination here: www.nj.gov/humanservices/ddd/individuals/community/care
- ✓ **Learn about Service Providers**
  - Use the DDD Provider Search Database to find 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 individual's DDD Intake Worker will provide a Support Coordination Agency Selection Form during the intake and eligibility process. There is a better chance of getting a selected agency if the individual identifies both a first-choice and second-choice agency. Research Support Coordination Agencies here: www.nj.gov/humanservices/ddd/assets/documents/individuals/support-coordination-agencies-list.pdf
  - Return the completed Support Coordination Agency Selection Form to the DDD Intake Worker who helped the individual with the intake and eligibility process.

APRIL: Support Coordination Agency Assignment

- ✓ **DDD assigns the student to a Support Coordination Agency**
  - DDD assigns all graduating students to a Support Coordination Agency (even if they turn 21 in June) based on the completed selection form and available capacity of the person's first-choice and second-choice agencies.
  - Once assigned, the Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at the school and begin working with the individual and family 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 (individual, family, providers, etc.) and information gathered during the person-centered planning process and completion of the NJCAT.

Students Turning 21 July – March
- Ensure that STEP 1, STEP 2, and STEP 3 are complete
- 2-3 months before services are needed, reach out to the individual's DDD Intake Worker to complete STEP 4.