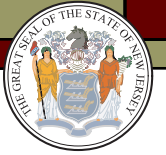


Division of Developmental Disabilities (DDD)

Community Development Unit (CDU)

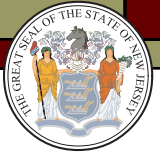
New Provider Orientation

June 30, 2011



Community Development Unit

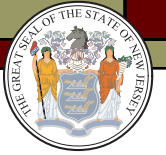
- CDU is the primary contact for agencies in identifying individuals to be placed residentially.
- Communication between CDU and an Agency begins with the initial identification of individuals for the residence. This communication continues as any vacancies, changes in level of service or other program changes occur.
- CDU tracks residential vacancies & maintains vacancy data, such as the profile of individuals in the home, description of the home, supports available, etc.
- CDU sends all residential E-blasts and referral packages.
- Agencies are responsible for reporting vacancies, relocations, development efforts, etc. to CDU.



Points of Access to Placement Services

EMERGENCIES

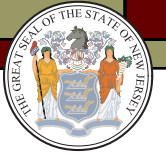
- The majority of out-of-home & in-home placement services for adults or children are accessed as the result of emergent need.
- Emergency is determined by “homeless” or “imminent peril” criteria as defined by NJAC 10:46B-3.3
- Case Management presents cases to Regional Administrator to determine if an emergency exists.



Points of Access to Placement Services

COMMUNITY SERVICES WAITING LIST

- Individuals, their guardians or caregivers may request to have a service recipient's name added to the Waiting List for in or out-of-home services that do not rise to the level of an emergency.
- Each year DDD may receive funding to provide services/supports for individuals identified chronologically from the Priority category of the Waiting List.

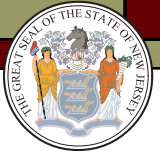


Points of Access to Placement Services

Other Sources of Referrals

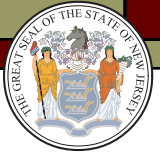
- In-Home CPEP
- Olmstead
- Return Home New Jersey

These cases are generally managed through the Support Coordination process with direct communication to CDU and the Region.



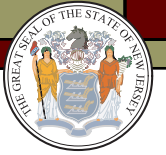
Support Coordination & CDU

- Support Coordination (SC): Contracted agencies that provide person-centered efforts to secure in home support services and out of home residential placement.
- SC coordinates service provision for individuals being placed through the Olmstead and Return Home NJ initiatives.
- CDU facilitates referrals to SC for community based individuals who meet the criteria for emergency or those identified through the CSWL initiative when services will be:
 - In-home for adults self-directed (family coordinates service providers);
 - In-Home CPEP (children's services);
 - Out-of-home;
 - Other special circumstances.



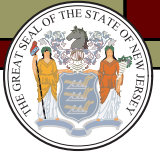
Emergency Placement Process

- ✓ Emergency declaration by Regional Administrator
- ✓ Based on the nature of residential need E-blasts may be generated through CDU or SC.
- ✓ CDU search for funded, contracted vacancies via direct referral or “E-Blast”.
- ✓ If funded vacancy cannot be located, CDU requests a “DDRT” assessment to establish level of care need & “UP TO” funding amount. The DDRT rate includes residential and day program costs.
- ✓ E-Blast for unfunded vacancies. E-Blast will include DDRT information.



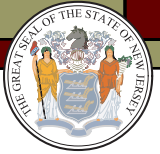
Provider Agency Response

- ✓ Respond using “E-Blast Provider Response Form”
- ✓ Ensure your agency has appropriate ICSS qualifications for type of support as well as medical/behavior levels.
- ✓ Agency response to include site location with program ID and address, funding status (vacancy/expansion) and narrative of supports to be provided. If home is to be developed state that information in your response.



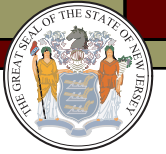
Referral/Acceptance Process

- ✓ CDU or SC will send out referral package upon receipt of official response from the agency.
- ✓ Agency to determine continued interest after review of referral package and meeting with client/guardian/family.
- ✓ Agency will advise CDU, usually within 2 weeks of referral, by returning the “Provider Response Form” noting the outcome/plan to move forward.
- ✓ If Agency accepts referral – Offer of Placement Letter sent to guardian/family from Regional Administrator.



Referral/Acceptance Process

- ✓ If offer accepted for an **existing vacancy** – identify admission date with the guardian/family and case manager and proceed with placement.
- ✓ If offer accepted for a **home in development** – continue to work with Program Developer, Case Management and the individual/guardian/family towards admission.
- ✓ If offer accepted and **additional funding needed** - Agency to send Additional Funding Request to the Region for review. Funding can not exceed the residential portion of the DDRT rate. A budget request (BRATS) is submitted by CDU.
- ✓ Placement may occur after funding is approved.



Statewide CDU Contacts

Northern Region (NRO)

Bergen, Passaic, Hudson, Morris, Sussex, Warren

Darlene Yannetta (973)927-2688

Upper Central Region (UCRO)

Essex, Union, Somerset

Gale Young-Jackmin (908)412-7757

Lower Central Region (LCRO)

Hunterdon, Mercer, Middlesex, Monmouth, Ocean

Linda Rizzo (732)863-4505

Southern Region (SRO)

Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Salem

Shanonn Voll (856)770-5422