



Division Update for Individuals, Families and Providers

May 22, 2025

Agenda

- Next DDD Update Webinar
- New Process for Residential Referrals
- National Core Indicators (NCI) Surveys
- VF/EA Fiscal Intermediary Transition Update
- Upcoming Family Networking Sessions
- Virtual Peer-to-Peer Networking Session
- May Information Session on Agency with Choice Self-Directed Employee Model
- Developmental Disability Education Day
- NJ Election 2025
- Resources

Next DDD Update Webinar

- June Update Webinar:
 - Thursday, June 26, 2025 – 10:30 am
 - [Register for the June Webinar](#)
- The 2025 schedule of DDD Update Webinars, including registration links, is available on the Division's [Public Update Meetings](#) webpage

New Process for Residential Referrals

- A notice was recently emailed to providers with information about DDD's revised referral process for individuals interested in moving into or relocating to a different congregate residential setting, such as a group home.
 - Previously, referrals were broadly distributed via e-blasts from both DDD and Support Coordination Agencies (SCAs), leading at times to inefficiencies and less effective matches due to high volume.
 - DDD will use its established File Transfer Program Secure (FTPS) system as the primary platform for referrals.
 - Support Coordinators (SCs) will retain the ability to make direct referrals to providers upon request by an individual or their guardian.

New Process for Residential Referrals

Key Changes

- Each FTPS referral will include a contact identified on the Provider Response Form.
- A Supervisor in the DDD Community Development Unit (CDU) will be assigned to each provider and will conduct routine outreach to discuss available vacancies. Meeting cadence will be determined and communicated.
- For urgent or complex cases, a CDU Unit Director may contact Executive-level staff directly for expedited referral consideration.
- Provider Response Forms will only be required for acceptance of individuals or for direct referrals by CDU or Support Coordination.



National Core Indicators® - Intellectual and Developmental Disabilities (NCI®-IDD)
State of the Workforce and Family Surveys:
Deadline to Complete is
June 30, 2025



NCI State of the Workforce Survey

- Invitations emailed to eligible providers March 2025 – to email address on file in iRecord
- Providers should contact DDD.NCI@dhs.nj.gov if they did not receive the invitation



NCI Family Survey

- Letter with personal link mailed to family members of individuals receiving at least one service in addition to Support Coordination
- Family members can contact DDD.NCI@dhs.nj.gov with questions or to request a hard copy survey in English or another language

VF/EA Fiscal Intermediary Transition

Revised Guidance for Individuals in Cohorts 1 – 4

- Effective immediately, the time-limited cohort enrollment windows have been condensed into a single **Open Enrollment Window**, which runs now through **June 30, 2025**.
- It is still important that individuals in Cohorts 1 – 4 (or their authorized representative or guardian) complete their Acumen enrollment **as soon as possible** to avoid delays due to unforeseen issues.
- If an individual was included in Cohorts 1 – 4 but does not have any service with PPL as FI (vendor or SDE) in their current plan, they do not need to complete Acumen enrollment. The individual's SC needs to advise Acumen to remove them from the cohort.

VF/EA Fiscal Intermediary Transition

Revised Guidance for Individuals in Cohorts 1 – 4

- When enrolling with Acumen, **an Authorized Representative is always identified** and there can only be one Authorized Representative.
- When no additional person (such as a guardian or family member) is enrolled as the Authorized Representative, the individual is their own Authorized Representative.
 - A guardian may assist an individual to enroll with Acumen even if that guardian will not be the individual's Authorized Representative for Acumen services.
- The Authorized Representative has authority to sign off on invoices and timesheets and therefore should be someone who can confirm that services were delivered.

VF/EA Fiscal Intermediary Transition

Revised Guidance for Support Coordinators for Cohorts 1 – 4

- On May 20, DDD released updated guidance for SCs: [Support Coordinator Guidance: Plan Revisions for Participants in Cohorts 1-4](#)
- Two key changes from previous SC guidance:
 1. Condensed Open Enrollment Window (**now through June 30**) for all individuals in Cohorts 1 – 4.
 2. SCs do not need to wait until an individual in Cohort 1 – 4 (or their authorized representative or guardian) completes their Acumen enrollment before revising and approving their plan, as long as the plan revision aligns with the timeline dates provided in the guidance.

VF/EA Fiscal Intermediary Transition

Revised Guidance for Support Coordinators for Cohorts 1 – 4

- When the revised plan of an individual in Cohort 1 – 4 is approved, iRecord will auto-generate and transmit a new prior authorization to Acumen for processing. (Plan revision must align with timeline dates in SC guidance document).
- Vendor will continue to provide services without interruption but will submit invoices to PPL for service units delivered on or before the PPL service end date and to Acumen for service units delivered on or after the Acumen service start date.
- For vendor services to be paid through Acumen, both the individual (or their authorized representative or guardian) and the vendor must have completed their Acumen enrollment.

VF/EA Fiscal Intermediary Transition

Guidance for Vendors

- In mid-April, Acumen distributed [Vendor Enrollment Notifications](#) to all PPL vendors. Many vendors have already completed Acumen enrollment.
- Vendors that received a notification and/or that currently deliver (or recently delivered) a DDD-funded good or service (e.g., gym membership, class) billed and paid through Public Partnerships LLC (PPL) should enroll with Acumen as soon as possible.
- For ongoing vendor services, vendors should receive an **updated Service Detail Report** from the SC, once the SC has revised and approved the plan in which there is a revised PPL service end date, and a new Acumen service start date (PPL service end date should be one day before the Acumen service start date).

VF/EA Fiscal Intermediary Transition

Valid Email Address Requirement

- A valid email address ensures that an individual or their guardian can receive and respond to important communications quickly.
 - Every individual receiving DDD services (or their guardian) should maintain a valid email address, provide it to the individual's SC, and make sure it has been entered into the DDD iRecord.
- **Participants in the VF/EA Self-Directed Services Model with Acumen as the FI are required to have a valid email address,** (regardless of residential setting), which needs to be on file in the DDD iRecord and in the Acumen system. This includes the individual or their authorized representative or guardian, employers of record, and SDEs.

VF/EA Fiscal Intermediary Transition

Valid Email Address Requirement

- Individuals who live in a congregate and/or licensed residential setting, such as a group home (or the individual's authorized representative or guardian) need to have their own email address - an agency, residence, or staff email address should not be used.
 - The email address is used to log in to the Acumen portal, where an individual's self-directed services' (SDS) budget and service information are viewable.
 - A person who has enrolled with Acumen as an authorized representative for more than one individual will automatically have access to the SDS information of every person for whom they are the authorized representative.

VF/EA Fiscal Intermediary Transition

- If you are an individual who participates in the VF/EA Self-Direction Model with PPL as the fiscal intermediary (or their authorized representative, guardian, or employer of record), and you did not receive or misplaced your Cohort Assignment Notification, please contact the Acumen Customer Service Team as soon as possible and do the following:
 - Provide them with a valid email address (all VF/EA participants must have an email address)
 - Ask them which Cohort you are assigned to
 - Ask them when and how you can complete your Acumen enrollment

Acumen Customer Service Team

Phone: 848-400-5903 | Email: enrollment-nj@acumen2.net

VF/EA Fiscal Intermediary Transition

Where to go on the web for FI Transition information

- [Acumen-New Jersey](#)
 - Training Materials (How to enroll, How to access DCI web portal, How to submit hours and invoices, etc.)
 - Information for: Employers/Authorized Representatives, Self-Directed Employees, Vendors, Support Coordinators, Supports Brokers
- [DDD | 2025 Fiscal Intermediary Transition \(PPL to Acumen\)](#)
 - Transition Updates
 - Transition FAQ

Upcoming Family Networking Sessions

The DDD [Office of Education on Self-Directed Services \(OESDS\)](#) hosts networking sessions for people and families who are:

- self-directing services
- interested in self-direction

All sessions are held in-person unless otherwise noted.

Advance registration is required for all sessions.

Download/print the [flyer](#).

Date and Time	County and Location	Registration Link
Wed., May 28 1 – 3 p.m.	Monmouth County Monmouth County Library	Register for May 28 Session
Tues., June 3 1 – 3 p.m.	Cape May and Atlantic Counties Ocean City Free Public Library	Register for June 3 Session
Wed., June 24 1 – 3 p.m.	Burlington County Burlington County Library	Register for June 24 Session

Virtual Peer-to-Peer Networking Session

An opportunity for adults with intellectual and/or developmental disabilities who are (*or are interested in*) self-directing some or all of their DDD services to meet their peers, share resources, and discuss their experiences with self-direction.

When: Tuesday, June 3, 2025, 6 – 7:30 PM

Where: Online, via Zoom

Register: [Virtual Peer-to-Peer Networking Session](#)

May Information Session on Agency with Choice Self-Directed Employee Model

- Learn about the Agency with Choice Self-Directed Employee (SDE) model available to individuals interested in self-directing some or all of their DDD-funded services.

WHAT: Agency with Choice (AwC) Model Information Session, hosted by Easterseals NJ

WHEN: Thursday, May 29, 2025, 12 – 1 p.m.

REGISTER: [Register for May 29 AwC Information Session](#)


- To learn more about self-directed services and the two models available through DDD, visit the DDD [Self-Directed Services](#) web page.

Developmental Disability Education Day

Passing the Baton: Future Planning for Individuals with Disabilities and Their Families

Hosted by the NJ Council on Developmental Disabilities and its Regional Family Support Planning Council

- Saturday, May 31, 2025, 9:30 am – 3:30 pm
- Open to All
- Attend in-person or online via Zoom
- [Register Here for May 31 DD Education Day](#)
- [Download the flyer](#)







NEW JERSEY REGIONAL FAMILY SUPPORT PLANNING COUNCILS | **DEVELOPMENTAL DISABILITY Education Day**

PASSING THE BATON

future planning for individuals with disabilities and their families

9:30 - 3:30
a.m. p.m. **Saturday, May 31, 2025**

HYBRID MEETING

 [REGISTER HERE](#)  Attend by  or in-person at 
800 US-130, Hamilton Township, NJ 08690

"How can I ensure my loved one with disabilities will continue to be well cared for and thrive when I'm gone?" This forum will address several key areas for successful future planning for individuals with developmental disabilities and their caregivers. Attendees will gain tools to effectively communicate and collaborate with potential successors, Support Coordinators, and other key persons in your loved one's life.

SPECIAL SPEAKERS AND PANELISTS

- Open remarks: **Jonathan Seifried**, Assistant Commissioner, Division of Developmental Disabilities, New Jersey Department of Human Services
- Guardianship, Supported Decision-Making, finance and legal considerations: **Gabrielle Bohon, Esq. and Ellen Nalven**
- Healthcare: **Melanie Ayers, DNP, RN, CNE** and **Dr. Jennifer LeComte, DO**
- Services and Supports, Community Living, and Transition: **Kate De Luca, and Melanie McGackin**
- Housing options: **Patricia Brennan and Dotty Blakeslee**
- Care Guide: **Cathy Tamburello**

Multi-lingual closed captioning will be available. For questions and special accommodation requests, please contact Kyoko.Coco@njcdd.org, 609-341-3112.



NJ Election 2025

2025 Dates to Remember

- **September 20:** Mailing of Mail-In Ballots for General Election Begins
- **October 14:** Voter Registration Deadline for General Election
- **October 25 – November 2: Early Voting Period**
- **October 28:** Deadline to apply for a Mail-In Ballot by Mail for General Election
- **November 3 (by 3 p.m.):** Deadline for In-Person Mail-In Ballot Applications for General Election
- **November 4: General Election Day**

Are You Registered to Vote?

- [Voter Search Tool](#) – to find out if you are registered to vote
- [Register to Vote](#) – to register to vote online
- [Voter Registration Paper Applications](#) – to download and print a paper register-to-vote application

Resources

- [NJ Gubernatorial Candidates' Positions Related to Disability Issues](#)
 - From the NJ Council on Developmental Disabilities (NJCDD) and its affiliates, the New Jersey Family Support Planning Council and the NJCDD Self-Advocate Advisory subcommittee
- [Voting: It's Your Right](#) – guide to voter rights and voting in NJ for people with disabilities (see also *Voting: It's Your Right* [E-Learning Course](#))
 - Developed by The Boggs Center on Disability and Human Development, in collaboration with New Jersey's Developmental Disabilities Network Partners, Disability Rights New Jersey and the NJ Council on Developmental Disabilities

Resources

Community Resources

- [Disability Rights New Jersey](#)
800-922-7233 (toll-free in New Jersey only)
- [Ombudsman for Individuals with Developmental Disabilities and their Families](#)
609-984-7764
- [New Jersey Council on Developmental Disabilities](#)
800-792-8858
- [The Boggs Center on Disability and Human Development](#)
732-235-9300

DDD Resources

- For issues, call the DDD [Community Services Office](#) for your county or 800-832-9173.
- For routine questions:
DDD.FeeForService@dhs.nj.gov
- To report suspected abuse, neglect or exploitation: call 800-832-9173, then press 1.