



Office of Transition to Adult Life and Employment

Division of Developmental Disabilities

A Division of the NJ Department of Human Services

Mission

DDD assures the opportunity for individuals with developmental disabilities to receive quality services and supports, participate meaningfully in their communities and exercise their right to make choices.

Who Does DDD Serve?

To be eligible for DDD services a person must:

- Have an intellectual and/or developmental disability that began before age 22 and is expected to be lifelong
- Be age 21* or older
- Be a legal U.S. citizen and resident of New Jersey
- Be eligible for Medicaid
- Meet the functional criteria for a developmental disability

Services Available Through DDD

- Assistive Technology
- Behavioral Supports
- Career Planning
- Cognitive Rehabilitation (SP only)
- Community Based Supports (SP only)
- Community Inclusion Services
- Community Transition Services (CCP only)
- Day Habilitation
- Environmental Modifications
- Goods & Services
- Individual Supports (CCP only)
- Interpreter Services
- Natural Supports Training
- Occupational Therapy
- Personal Emergency Response System (PERS)
- Physical Therapy
- Prevocational Training
- Respite
- Speech, Language, and Hearing Therapy
- Supported Employment
- Supports Brokerage
- Transportation
- Vehicle Modifications

Graduates Aging Out of School System



New Jersey Department of 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

- Information about Medicaid eligibility information can be found 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

STEP 3 Complete NJ Comprehensive Assessment Tool (NICAT)

- As part of the application process, individuals will complete the NICAT with a DDD Intake Worker, usually from the DDD Community Services Office closest to where they live. Learn about the NICAT 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.planningforadulthood.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



NJDDO Graduates Timeline: September 2023

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DDD Community Services

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

- 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 eligibility application process. There is a better chance of getting a selected agency if the individual identifies both a first-choice and second-choice agency. There is an up-to-date list of 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 eligibility application 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 NICAT.

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.

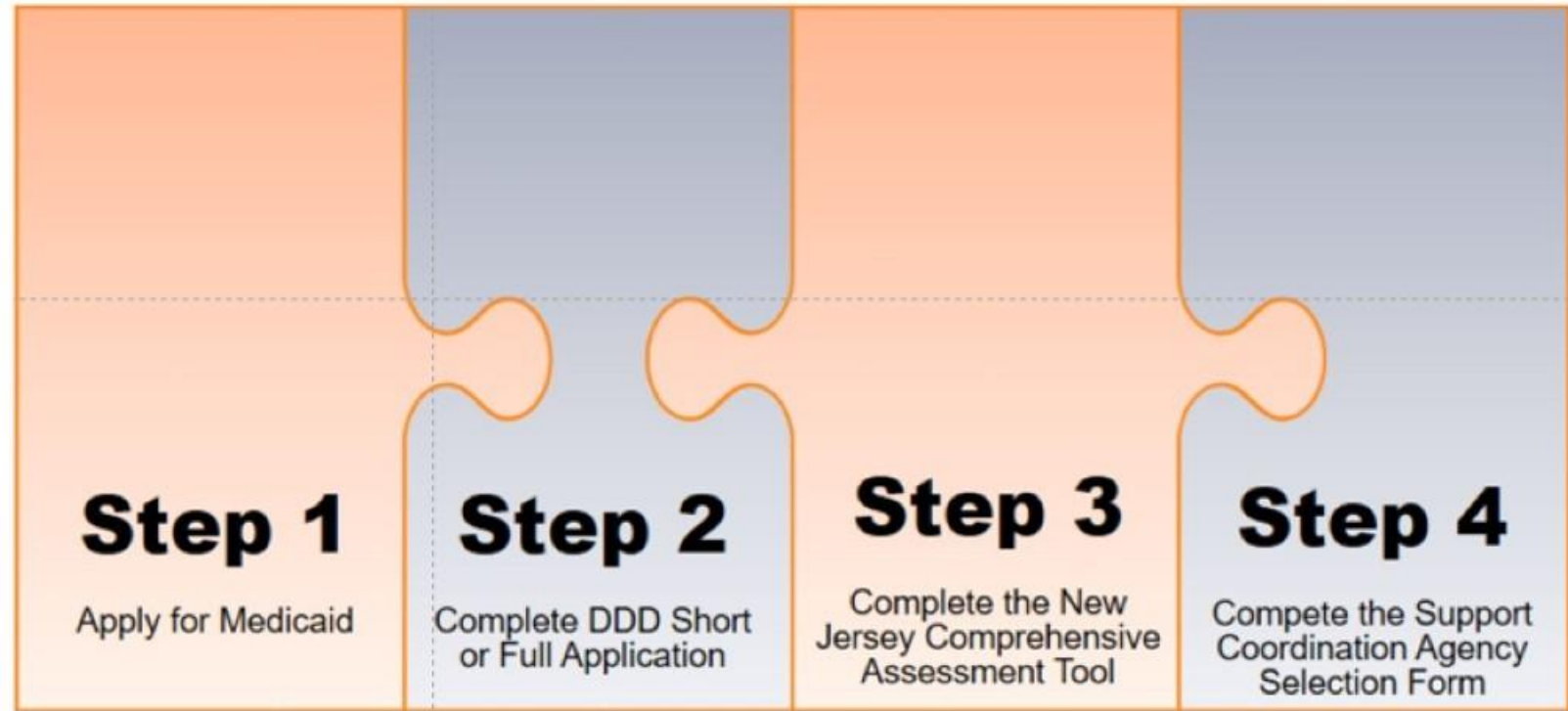
NJDDO Graduates Timeline: September 2023

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Steps to Accessing DDD Services

Eligibility Determination

- Steps 1, 2, & 3 are part of the intake and eligibility determination process.
- Step 4 is completed after a person is determined eligible, prior to accessing services.



Office of Transition to Adult Life & Employment

Transition To Adult Life & Employment Specialist

Mays Landing Office

Counties Served:
Atlantic - Cape May -
Cumberland - Salem

Voorhees Office

Counties Served:
Burlington - Camden -
Gloucester

Freehold Office

Counties Served:
Ocean - Monmouth

Plainfield Office

Counties Served:
Union - Somerset,

Newark Office

County Served:
Essex

Patterson Office

Counties Served:
Bergen - Hudson -
Passaic

Flanders Office

Counties Served: Morris
- Sussex - Warren

Contact us at 800.832.9173, #2
DDD.TransitionHelpDesk@dhs.nj.gov

Presentations Available from Office of Transition to Adult Life and Employment

Navigating the DDD Service System

- Overview of DDD service system and steps necessary to complete intake and eligibility process.
- Services available through the Community Care Program and Supports Program
- Support Coordination (care management)
- Available in English and Spanish.

Preparing for a Bright Future: First Hand Experiences of a Person with a Disability

- Geared toward students with disabilities but available to all audiences.
- The perspective of a person with a disability working in Transition to Adult Life & Employment.
- Discusses available services, resources on choosing a career, identifying personal skills, understanding higher education opportunities, and becoming aware of employment resources.

Employment: Why It's Important and An Overview of Resources and Supports

- DDD is dedicated to ensuring that each individual with IDD who wants to work has opportunities to do so.
- Overview of how to prepare a student with IDD for employment, including services available to support people with IDD in finding and maintaining competitive integrated employment in the general workforce after they have exited the school system.

Request a DDD Resource Day

During a DDD Resource Day, schools can schedule 15- to 20-minute time slots for school personnel, students, and/or family members to meet one-on-one with a DDD staff member to ask questions and seek guidance. DDD will work with schools to organize a transition or employment related Resource Day.

Resource Days can be held during or after school hours, virtually or in person. We encourage schools to hold Resource Days bi-annually or quarterly, depending on student the needs.

To request a Resource Day, reach out to your DDD Liaison or visit the [Transition to Adult Life and Employment](#) webpage.

Request a DDD Information/Exhibit Table

DDD is available to participate in school/transition fairs and conferences with an information/exhibit table, with at least one DDD information specialist on hand to provide information and answer questions.

To request our attendance or find out where we will be next, visit the [Transition to Adult Life and Employment](#) webpage.

Transition Thursdays

Webinar Series



Scan our QR code with your phone camera to join our listserv!

1st Thursday - Quarterly

Welcome Session - General
Noon – 1PM

2nd Thursday - Monthly

Intake Process & Transition
Resources
6PM-7:00PM

3rd Thursday - Monthly

Topic of the Month
Noon – 1PM

4th Thursday - Quarterly

Welcome Session (with Breakouts)
6PM – 7:30 PM

Quarterly

September | January | April | July

Monthly

Quarterly Welcome Sessions

September – January – April – July

DDD Introduction

Quarterly – 1st Thursday of the Month
Noon – 1 p.m.

This 1-hour session is an introduction to DDD and discusses how to prepare to access DDD services. With plenty of time for questions, participants will leave this session with their questions answered, great information to follow up on, and many resources to look into.

DDD Breakout Sessions

Quarterly – 4th Thursday of the Month
6 – 7:30 p.m.

In this evening session, participants can join breakout rooms of their choice to learn more about a particular topic and ask questions. Breakout room topics include:

- Intake and Transition Process
- Understanding Support Coordination
- Self Directing your Services and the Community Care Program Waiting list
- Understanding Employment Options

Monthly Webinars

Learn About DDD Intake and Transition to Adult Life

2nd Thursday of the Month
6 – 7 p.m.

This 1-hour webinar discuss a wide array of topics for individuals and families, including navigating the adult service system, future planning, employment and more. There will be plenty of time for questions.

Topic of the Month

3rd Thursday of the Month
Noon –1 p.m.

In this 1-hour evening session, participants have an opportunity to learn about the DDD application and intake process necessary to be determined eligible for DDD services. They will also learn about valuable resources that can help them in planning for the transition process. There will be plenty of time for questions.

Register for the Next Welcome Session!

DDD Introduction

Wednesday July 3rd

Noon – 1PM



DDD Breakout Sessions

Thursday July 25th

6 – 7:30 p.m.



Scan the QR code with your phone and follow the link to register!

Join the Office of Transition to Adult Life & Employment Listserv



Scan the QR code with your phone and follow the link to sign up for email news and updates from the Division (Division Update)!

Join the DDD Communications Listserv



Scan the QR code with your phone and follow the link to sign up for email news and updates from the Division (Division Update)!

Contact Us

DDD Community Services Offices

- 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

Division Phone Number: 1-800-832-9173

Email for routine questions: DDD.FeeForService@dhs.nj.gov

For Additional DDD Information

DDD Website www.nj.gov/humanservices/ddd/

Sign up for DDD Email Updates: email DDD.Communications@dhs.nj.gov and write “*Division Update Subscribe*” in the subject line

Supports Program Policies & Procedures Manual

www.nj.gov/humanservices/ddd/assets/documents/supports-program-policy-manual.pdf

Community Care Program Policies & Procedures Manual

www.nj.gov/humanservices/ddd/assets/documents/community-care-program-policy-manual.pdf

Supports Program & Community Care Program: A Quick Guide for Families

<https://njcdd.org/nj-supports-program-policies-and-procedures-manual-a-quick-guide-for-families/>

Additional Resources

Office of Education on Self-Directed Services

www.nj.gov/humanservices/ddd/individuals/community/education/
DDD.OESDS@dhs.nj.gov

Employment First

www.nj.gov/humanservices/ddd/individuals/employment/
www.nj.gov/humanservices/involved/employmentfirst.html
DDD.EmploymentHelpdesk@dhs.nj.gov

Medicaid Approved Providers Search

<https://irecord.dhs.state.nj.us/providersearch>

Life Course Tools: Life Course Trajectory/Integrated Supports

www.lifecoursetools.com

How to Select a Provider

www.rwjms.rutgers.edu/boggscenter/SelectingaServiceProvider.html

How To Select a Support Coordination Agency

<https://rwjms.rutgers.edu/boggscenter/products/documents/SelectingaSupportCoordinationAgency-F.pdf>



Thank You!

DDD.TransitionHelpdesk@dhs.nj.gov