



Division of  
Developmental  
Disabilities

Office of  
Transition to Adult Life &  
Employment

*For Individuals & Families*

## TRANSITION THURSDAYS WEBINAR SERIES!

- A variety of opportunities to learn about what DDD has to offer and how to prepare for adult life!
- [Join the Transition Listserv](#) to receive registration information and links!

### Monthly

- **2nd Thursday**  
**6-7:30 p.m.**  
*Transition and Intake Process*
- **3rd Thursday**  
**Noon-1:00 p.m.**  
*Topic of the Month*

### Quarterly

October-January-April-July

- **1st Thursday**  
**Noon-1:00 p.m.**  
*Welcome Session*
- **4th Thursday**  
**6-7:30 p.m.**  
*Welcome Session with Breakout Rooms*

#### CONNECT WITH US!

Office of Transition to Adult Life and Employment  
Email: [DDD.TransitionHelpdesk@dhs.nj.gov](mailto:DDD.TransitionHelpdesk@dhs.nj.gov)  
Phone: 609-808-3867

Join the  
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Listserv!





Division of  
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*Welcome Individuals & Families!*

## JOIN US FOR VIRTUAL DDD WELCOME SESSIONS!

Learn about what DDD has to offer and how to prepare for adult life

Virtual DDD Welcome Sessions are offered twice each quarter:

**OCTOBER – JANUARY – APRIL – JULY**

*Join the Transition Listserv to receive registration information and links!*

### ● **1st Thursday** **Noon–1 p.m.**

An introduction to the Division of Developmental Disabilities (DDD) and how to prepare to access DDD services and supports, with plenty of time for Q&A!

### ● **4th Thursday** **6–7:30 p.m.**

This evening session is an opportunity to join breakout rooms to learn in-depth about:

- Support Coordination
- Self-Directing some or all of your services
- Community Care Program Waiting List
- Employment Options
- Housing

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## 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](http://www.nj.gov/humanservices/ddd/individuals/applyservices/medicaid)
- For additional help, email [DDD.MediEligHelpdesk@dhs.nj.gov](mailto: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](http://www.nj.gov/humanservices/ddd/individuals/applyservices)

#### 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

#### □ 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](http://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](http://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](http://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](mailto: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](http://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](http://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](http://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

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- ✓ 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](http://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

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- ✓ 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

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- ✓ 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**.