

**RESOURCES FOR DUAL DIAGNOSIS
(MENTAL HEALTH AND INTELLECTUAL/DEVELOPMENTAL DISABILITIES)
INFORMATION ON NJ STATE AGENCIES:**

**Division of Developmental Disabilities
Division of Mental Health and Addiction Services
Division of Disability Services**

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**NEW JERSEY DEPARTMENT OF HUMAN SERVICES: DIVISION OF
DEVELOPMENTAL DISABILITIES**

The New Jersey Department of Human Services, Division of Developmental Disabilities (DDD), funds services and supports to help individuals diagnosed with intellectual and developmental disabilities, 21 years of age and older, to live as independently and productively as possible. The majority of DDD eligible adults reside with their family at home. Other residential options include community-based residences such as group homes, supervised apartments, a Community Care Residence overseen by a family caregiver, or Developmental Center. According to the Division's mission statement, "DDD assures the opportunity for individuals with intellectual/developmental disabilities to receive quality services and supports, participate meaningfully in their communities, and exercise their right to make choices."

MEDICAID

In order to receive services and supports funded through DDD, an individual must first be determined eligible for Medicaid. Applying for Medicaid requires an in-person visit to your local Social Services office. To ensure that you have the mandatory documents when applying, consult the Medicaid Document Verification Checklist available online: <http://www.state.nj.us/humanservices/ddd/services/medicaideligibility.html>
For additional information and support contact the DDD Medicaid Eligibility Helpdesk at DDD.MediEligHelpdesk@dhs.state.nj.us or phone: 609-631-6505

SUPPLEMENTAL SECURITY INCOME (SSI)

The Supplemental Security Income (SSI) program pays benefits to individuals with disabilities who have limited income and resources following their 18th birthday. New Jersey residents who have been deemed eligible for SSI, will also be entitled to receive New Jersey Medicaid. For additional information, the Supplemental Security Income (SSI) Fact Sheet can be accessed online: <http://www.state.nj.us/humanservices/ddd/services/medicaideligibility.html>

DETERMINING ELIGIBILITY FOR DDD-FUNDED SERVICES AND SUPPORTS

To attain eligibility an individual is required to meet the functional criteria of having a intellectual/developmental disability that is evident before the age of 22, is lifelong in nature, and significantly limits the individual in at least three of the following areas:

- Self-Care
- Learning
- Mobility
- Communication
- Self-Direction
- Economic Self-Sufficiency
- Ability to Live Independently

INITIATING THE ELIGIBILITY DETERMINING PROCESS: DDD INTAKE APPLICATION

Individuals may apply for DDD eligibility at 18 years of age. However, eligible individuals will only begin to receive DDD-funded services when they turn 21 years of age. Once Medicaid eligibility has been established, the DDD Intake Application, available online at <http://nj.gov/humanservices/ddd/services/apply/> in both English and Spanish, can be completed. Naturally, proof that New Jersey is the person's primary residence is required. A parent or legal guardian of the individual may apply for services on the person's behalf. Completed applications forms can be mailed to the Community Services Office serving your county. There are nine Community Services Offices serving all 21 counties. Check the DDD online site entitled "DDD's Community Services Offices" to locate the appropriate office. In addition, if you have any questions simply click on the Community Services Structure table for the name and contact information of the respective Directors.

NEW JERSEY COMPREHENSIVE ASSESSMENT TOOL (CAT)

The NJ Comprehensive Assessment Tool (CAT) is a mandatory needs assessment survey utilized by DDD to decide an individual's eligibility for DDD-funded services. The CAT is completed in conjunction with the DDD Intake and Application process. The NJ CAT evaluates a person's support needs focusing on self care, behavior, and medical issues. The CAT can be completed by the individual, family member, or someone who is the designated caregiver, and is very familiar with the person's special needs, for example, a service provider representative. The results of the CAT are used to assign a tier, which is associated with an individualized budget, as well as the reimbursement rate that a service provider can receive for delivering specialized services to the individual. The Developmental Disabilities Planning Institute (DDPI) of Rutgers University conducts the NJ CAT assessment for DDD either online or via phone with a DDPI representative. Additional information can be obtained at www.DDPIAssessmentUpdate.com or by contacting DDPI at 732-640-0730.

FEE-FOR SERVICE IMPLEMENTATION

DDD is in the process of transitioning from a contract-based system of service reimbursement to a Medicaid-based, Fee-for Service (FFS) reimbursement system. Detailed information about FFS and resources can be found on the DDD website: www.state.nj/humanservices/ddd/ , or by contacting the Fee-for Service Help Desk. Some of the FFS online resources include:

- Graduates Aging Out of the School System Timeline
- Fee-for Service Individual Budgets: Quick Reference Guide
- Fee-for Service Rate Schedule: Quick Reference Guide

- Supports Program Policies and Procedures Manual

After the new FFS system is operational, adults will be determined eligible for the Supports Program or Community Care Waiver Program.

SUPPORTS PROGRAM

The DDD Supports Program funds services and supports for individuals, 21 years of age and older, diagnosed with intellectual and developmental disabilities who reside in a non-licensed setting. Once Medicaid and DDD eligibility has been confirmed (see application process previously outlined), the individual will proceed as follows:

- Complete the Support Coordination Agency Selection Form
- Be assigned to a Support Coordination Agency
- Sign the Supports Program Participant Enrollment Agreement form
- Work with their Support Coordinator on the Person-Centered Planning Tool (PCPT)
- Work with their Support Coordinator on the Individualized Service Plan (ISP)

Support Program services and supports include employment/day program services, individual and family supports, and supported employment. For more details and to obtain answers to your questions, consult the **Supports Program Policies and Procedures Manual**, including **A Quick Guide for Families**, and/or contact the Supports Program Help Desk on the following DDD website: http://www.nj.gov/humanservices/ddd/programs/supports_program.html

COMMUNITY CARE WAIVER

The Community Care Waiver (CCW) is funded by both the State of New Jersey, and the federal government's Medicaid program. The CCW is available to individuals, 21 years and older, affected with intellectual and developmental disabilities, and pays for community-based services and supports. The federal government approved the use of waivers to give people with intellectual/ developmental disabilities the choice to reside in a community setting instead of living in an institution. Gaining access to the CCW can occur either chronologically on the CCW Waiting List or the individual's status can be deemed an emergency by DDD. It is important to note that the individual must meet all functional criteria, be covered by Medicaid, and meet the CCW level of care standard. For additional information, including a Frequently Asked Questions (FAQ) section, go to the DDD website: <http://www.state.nj.us/humanservices/ddd/services/ccw>

DDD-FUNDED SERVICES AND SUPPORTS

A list of DDD-funded services and supports under the Supports Program (SP) and Community Care Waiver (CCW) can be accessed at <http://www.nj.gov/humanservices/ddd/services/>

TRANSITION OF DDD CASE MANAGEMENT SERVICES TO A SUPPORT COORDINATION MODEL

DDD Case Management Services has begun changing to Support Coordination as a result of the transition from a contract-based service delivery model to a Medicaid-based, fee-for-service system. All DDD eligible persons will either choose or be assigned to a Support Coordination Agency (SCA). The SCA will assign a Supports Coordinator to complete the Person-Centered Planning Tool (PCPT), and create the Individualized Service Plan (ISP) with the individual and their family. The Elizabeth Boggs Center has created the following guide books to aid individuals and their families in this process:

- Selecting a Support Coordination Agency: A Guide for People with Disabilities
- Selecting a Support Coordination Agency: A Guide for Families

These publications are available on the DDD website:

http://www.nj.gov/humanservices/ddd/services/support_coordination.html

FAMILY SUPPORT SERVICES

Family Support services were established to provide needed support for uncompensated caregivers for individuals with intellectual/developmental disabilities who reside at home and have been determined eligible for DDD-funded services. Requests for Family Support are evaluated on a case by case basis based on an individual's needs, their existing services and supports, and DDD resources. Respite, Summer Camp Funding Assistance, Assistive Technology Devices, and Home Vehicle Modifications are typically the services offered. Find additional information at: <http://www.nj.gov/humanservices/ddd/services/fss/>

SELF-DIRECTED SERVICES

For some individuals diagnosed with intellectual and developmental disabilities, self-directing their services and supports is a way to exercise their right and desire to make choices about how they wish to live in the community. Self-directed services adhere to the principles of person-centered planning, with a strong focus on a person's strengths, abilities and preferences. For more details, including eligibility key points check the following DDD website: <http://www.state.nj.us/humanservices/ddd/programs/selfdirected/>. An online **Self-Directed Services Policies and Procedures Manual** is also available on the same website.

ADULT DAY SERVICES

Adult Day Programs offer opportunities for employment, day program, self-directed day services, or a blend of these service models. The New Jersey Division of Vocational Rehabilitation Services (DVRS) helps individuals with intellectual/developmental disabilities who are in search of employment by conducting an evaluation to determine if a person is eligible for DVRS services. Check <http://www.state.nj.us/humanservices/ddd/services/day/> to access related links.

RESIDENTIAL SERVICES

Group homes, supervised apartments, supportive housing, community care home are some of the residential options available to persons with intellectual/developmental disabilities when the need becomes apparent. Individuals transitioning to a residential placement will be required to contribute to the cost of their care, including food, shelter, etc. This is known as the "contribution to care" and is summarized in NJAC 10:46D within the Division Circular 3A, which can be accessed at

<http://www.state.nj.us/humanservices/ddd/services/residential/>

CRISIS RESPONSE SYSTEM (CRS)

The Crisis Assessment Response and Enhancement Services (CARES) provides statewide crisis response and stabilization services to individuals, age 21 and older, affected with intellectual and developmental disabilities, who are experiencing mental health or behavioral crises. CARES staff provide mobile response in an effort to avoid unnecessary hospitalizations. Technical support, training and connecting individuals, families, and service providers to

pertinent resources are some of the services offered by **CARES, which can be reached at 1-888-393-3007, 24 hours a day, 7 days a week.**

THE DDD OFFICE ON AUTISM (OOA)

The DDD Office on Autism (OOA) established in August 2010 provides a centralized location for DDD staff to address challenges associated with autism. Additional information, related links, as well as a Resource Guide can be accessed on following website:

<http://www.state.nj.us.humanservices/ddd/home/ooa.html>

CONTACTING DDD

For emailing, go to <http://www.state.nj.us/humanservices/ddd/staff/email/index.html>

Toll Free Number: DDD Information: 800-832-9173

Mailing Address: P.O Box 726, Trenton, NJ 08625-0726

For information on DDD eligibility or to access services contact the **DDD Community Services Office**, which serves your county.

HOW TO RECEIVE DDD UPDATES AND ANNOUNCEMENTS

To subscribe to the **DDD e-news bulletin, entitled Division Update**, send an email to DDD.Communications@dhs.state.nj.us

DIVISION OF MENTAL HEALTH AND ADDICTION SERVICES

The NJ Division of Mental Health and Addiction Services (DMHAS) is the state mental health authority (SMHA) and the Single State Authority on Substance Abuse (SSA) that plans, monitors, evaluates and regulates New Jersey's mental health and substance abuse prevention, early intervention, treatment and recovery efforts. DMHAS is responsible for the operation of three regional adult psychiatric hospitals (Ancora, Greystone Park and Trenton), and one specialized facility providing maximum security (Ann Klein). All Hospitals, are accredited by The Joint Commission on Accreditation of Healthcare Organizations (JCAHO). All three regional adult psychiatric hospitals are also certified by Centers for Medicare & Medicaid Services (CMS).

In addition to the hospitals, DMHAS oversees New Jersey's adult system of community-based behavioral health services which is currently provided through the administration of third-party and fee-for-service contracts with private non-profit agencies and governmental entities. These agencies provide a full array of services, including substance abuse prevention and early intervention, emergency screening, outpatient and intensive outpatient mental health and addictions services, partial care and partial hospitalization, case management, medication assisted treatment for substance abuse, and long and short term mental health and substance abuse residential services, in addition to other evidence-based practices such as the Program for Assertive Community Treatment (PACT), supported employment and education, and supportive housing. DMHAS is in the process of moving to a managed care environment.

DMHAS has primary screening centers and affiliated psychiatric screening centers in each of the 21 counties throughout the state. In order to be admitted to an inpatient short-term facility inpatient psychiatric unit the individual needs to be screened at a screening center and committed. There are no direct admits to inpatient involuntary units from the community. DMHAS and DDD provide braided funding for Crisis Assessment Response and Enhanced Services (CARES, see p.) More detailed information about DMHAS can be found on their website: <http://nj.gov/health/integratedhealth/dmhas/>

NEW JERSEY DEPARTMENT OF HUMAN SERVICES: DIVISION OF DISABILITY SERVICES

The NJ Department of Human Services, Division of Disability Services (DDS) provides access to information and services for all people affected with disability throughout the state. DDS annually publishes a directory of available disability-related services and supports entitled, “New Jersey Resources”, as well as the “New Jersey Guide to Accessible Parking.” These guides, available in English, Spanish and audio, can be obtained in hard copy print by calling 1-888-285-3036, or electronically on the DDS website:

<http://www.state.nj.us/humanservices/dds/home/> *

DDS SERVICES AND SUPPORTS

- Information and Referral Services
- Traumatic Brain Injury Services
- Managed Long Term Services and Supports (MLTSS)
- Personal Preference Program (PPP)
- Personal Assistance Services Program (PASP)
- NJ Workability
- Disability Health and Wellness Initiatives
- NJ Delegation Project

* More detailed information about these services and supports is available on the DDS website listed above.