

## Supported Employment Information for Parents & Guardians

- [Link to Recording of April 23 event](#)
- Welcome, Brief Housekeeping on Zoom
- Reimagining the Possibilities
- Importance of Employment and a Good Discovery Process
- Department of Vocation Rehabilitation Services
- How Department of Developmental Disabilities Fits In

[www.rcan.org/disabilities](http://www.rcan.org/disabilities)

973-497-4309

[Anne.Masters@rcan.org](mailto:Anne.Masters@rcan.org)



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<https://jobs.covid19.nj.gov/?Facets.filterbox.filter0=%5B%5D&Facets.filterbox.filter1=%5B%5D>



## Jessica Cole

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<https://careerconnections.nj.gov/>



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## Dignity of Work



The virtue of industriousness is also an expression of a person's dignity and solidarity with others. All working people are called to contribute to the common good by seeking excellence in production and service.

USCCB, *Economic Justice for All*, 102



Persons with disabilities have rights and responsibilities, and “must be helped to participate in every aspect of family and social life. Anything less would deny common humanity and be serious discrimination. ...

Great attention must be paid not only to the physical and psychological work conditions, to a just wage, to the possibility of promotion and the elimination of obstacles

*Compendium of the Social Doctrine of the Church*, 148

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## Employment Status within Archdiocese of Newark by County Individuals with Intellectual or Ambulatory Disability 18 to 64 years old

Estimates	%						
	NJ	RCAN	Bergen.	Essex	Hudson	Union	
Total:	5,553,122		1892806	583,059	497,753	463,548	348,446
<b>In labor force</b>	4,368,055		1,496,255	459,020	390,111	366,895	280,229
Employed	4,082,887		1,388,626	438,296	349,813	340,587	259,930
<b>With cognitive or ambulatory</b>	<b>88,157</b>	<b>28</b>	<b>31,927</b>	<b>8,155</b>	<b>9,847</b>	<b>9,429</b>	<b>4,496</b>
No disability	3,920,159	76	1,338,690	426,360	332,677	327,265	252,388
Unemployed	285,168		107,629	20,724	40,298	26,308	20,299
<b>With cognitive or ambulatory</b>	<b>23,674</b>	<b>6</b>	<b>6,908</b>	<b>839</b>	<b>3,321</b>	<b>2,399</b>	<b>349</b>
No disability	256,475	6	97,997	19,316	35,274	23,609	19,798
			0				
<b>Not in labor force</b>	1,185,067		396,551	124,039	107,642	96,653	68,217
<b>With cognitive or ambulatory</b>	<b>289,528</b>	<b>65</b>	<b>73,445</b>	<b>17,418</b>	<b>26,052</b>	<b>18,701</b>	<b>11,274</b>
No disability	947,678	18	323,728	107,393	82,621	78,336	55,378
Total in and out of labor							
With cognitive or ambulatory			112,280	26,412	39,220	30,529	16,119
No disability			1,760,415.00				

B18120: EMPLOYMENT STATUS BY DISABILITY STATUS AND TYPE - Universe: Civilian noninstitutionalized population 18 to 64 years 2015 American Community Survey 1-Year Estimates

Source: U.S. Census Bureau, 2009-2011 American Community Survey

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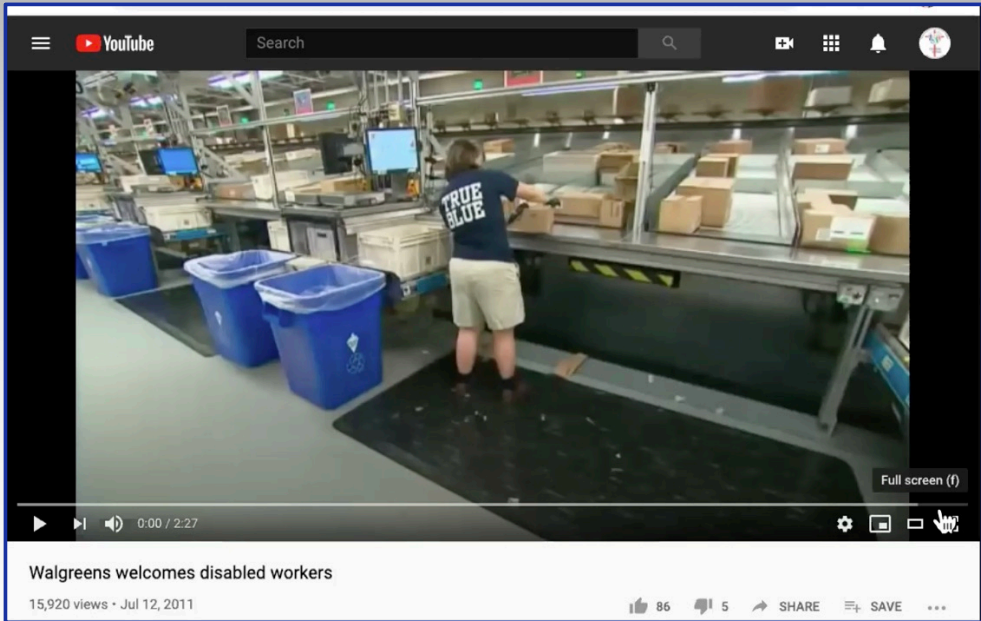
## Importance of Expectations & Good Business Sense

- **3.6 times more likely** to have a paid job after graduation if family expects they will\*
- **2.5 times more likely** to be in paid jobs after graduation if had paid work experiences in school\*
- Importance of Employment: health and safety, power, status, purpose, acceptance, relationships, respect, "independence" or perhaps, *more effective interdependence*\*
- Good For Business: Increased Bottom Line: Less turnover, Increased efficiency, Benefits across all employees<sup>o</sup>
- Good For Business: Employees – Dedicated, Positive attitudes, Shop up, less absenteeism, Enjoy opportunity to work<sup>o</sup>

\*\*Working Towards Employment, Division of Developmental Disabilities, Planning for Adult Life presented by Katelynne Collick, Arc of NJ

<sup>o</sup> Good For Business YouTube Video on slide 12 <https://www.youtube.com/watch?v=CRHnlyJI0dg&feature=youtu.be>

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Apologies, but due to technical issues, sound not audible, so will need to view online on your own at <https://youtu.be/8ZPcKmf7lo> or Google title of video.

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## Vocational Rehabilitation Services Mission Statement



The mission of the New Jersey Division of Vocational Rehabilitation Services (DVRS) is to enable eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities and capabilities.

[https://careerconnections.nj.gov/careerconnections/plan/foryou/disable/vocational\\_rehabilitation\\_services.shtml](https://careerconnections.nj.gov/careerconnections/plan/foryou/disable/vocational_rehabilitation_services.shtml)

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## The Boggs Center on Developmental Disabilities

Lots of great information.  
Go to website below, select  
“Projects” for a list of  
important topics, including  
Employment. This is under  
Publications.

<http://www.rwjms.umdj.edu/boggscenter>

rwjms.umdj.edu/boggscenter/publications/SelectingaSupportedEmploymentAgency.html

RUTGERS Robert Wood Johnson Medical School

THE BOGGS CENTER ON DEVELOPMENTAL DISABILITIES  
New Jersey's University Center for Excellence in Developmental Disabilities Education, Research, and Service

PUBLICATIONS

Selecting a Supported Employment Agency: Making Choices, Becoming Empowered

Selecting a Supported Employment Agency: Making Choices, Becoming Empowered is a guide for individuals with intellectual and/or developmental disabilities receiving services through New Jersey's Division of Developmental Disabilities. The ability to evaluate programs and choose the agency that will provide the highest quality of service can be empowering for people with disabilities and their families. This guide provides an overview of best practices in supported employment so that individuals can select a service provider that will best support their employment goals.

June 2019. 12 page booklet.

[View Selecting a Supported Employment Agency - English \(PDF\)](#)  
[View Selecting a Supported Employment Agency - Spanish \(PDF\)](#)

Limited quantities are available in hard copy format.  
[Order from The Boggs Center](#)

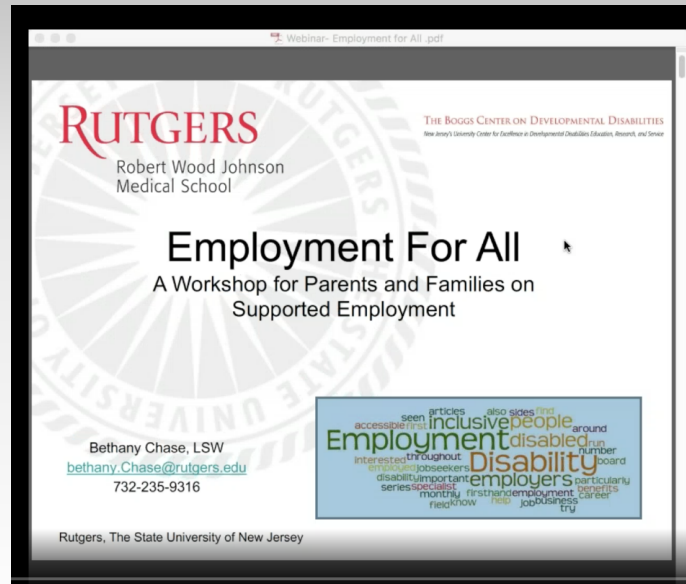
Accessibility Statement  
Some documents on this web site require a PDF reader. Download the latest version of Adobe Reader.

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## The Boggs Center on Developmental Disabilities

More great stuff, Bethany  
Chase is a great presenter  
and SE professional!

<http://www.rwjms.umdnj.edu/boggscenter>



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## Additional Resource Links

From Jenn: [NJ COVID-19 Jobs and Hiring Portal](#)

Elizabeth Boggs Center:

[Selecting a Supported Employment Agency: Making Choices, Becoming Empowered](#)

[Employment For All: A Workshop for Parents and Families on Supported Employment](#) (35 minutes, downloadable mp4 file)

Great links that help to imagine new possibilities:

- [Walgreens welcomes disabled workers](#)
- [Mark Wafer: Enabling the Disabled](#)
- [Business owner makes money by hiring disabled workers](#)
- [Colletley's Cookies](#)
- [College - possible for students with intellectual disabilities | Edie Cusack | TEDxCharleston](#)

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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

*(Students born after 1/1/1997 must go through the entire eligibility application process)*

#### □ STEP 1 Apply for Medicaid Eligibility

- For Medicaid eligibility information, go to:  
[www.nj.gov/humanservices/ddd/services/medicaideligibility.html](http://www.nj.gov/humanservices/ddd/services/medicaideligibility.html)
- For additional help, contact: DDD.MediEligHelpdesk@dhs.state.nj.us

#### □ STEP 2 Apply for DDD Eligibility

- After the student turns 18, contact the DDD Community Services Office nearest your place of residence.
- To download the DDD Eligibility Application, go to:  
[www.nj.gov/humanservices/ddd/services/apply/index.html](http://www.nj.gov/humanservices/ddd/services/apply/index.html)

#### □ STEP 3 Complete the NJ Comprehensive Assessment Tool (NJCAT)

- The NJCAT is completed with the Intake Unit of the DDD Community Services Office nearest your residence, as part of the eligibility application process.

#### □ STEP 4 Complete the Support Coordination Agency Selection Form

- When the student is in his/her last year of school-based services and is 21 or turning 21, the Support Coordination Agency Selection Form is completed and submitted.

**DDD Community Services Offices**

Flanders: 973.927.2600  
 Freehold: 732.863.4500  
 Mays Landing: 609.476.5200  
 Newark: 973.693.5080  
 Paterson: 973.977.4004  
 Plainfield: 908.226.7800  
 Trenton: 609.292.1922  
 Voorhees: 856.770.5900

## SEPTEMBER – JUNE: Preparation and Planning

#### ✓ Participate in activities offered through Planning for Adult Life

- Planning for Adult Life ([www.PlanningForAdultLife.org](http://www.PlanningForAdultLife.org)) has a variety of resources available for students with intellectual and developmental disabilities age 16-21 and their families, including:
  - **Webinar Wednesdays** – covers topics of interest related to transition to adult life
  - **Opportunity Expos** – events held in different areas of the state throughout the school year, where students and families can meet and learn about support coordination agencies and service providers.

#### ✓ Through person-centered planning, assist the student in identifying his/her vision for work and life and supports that may be needed to achieve this vision

- For help getting started, review DDD’s 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)

#### ✓ Learn about Support Coordination (Care Management)

- Support Coordination is the care management model used by DDD to assist individuals in accessing DDD services and other needed medical, social and educational services. To learn more about Support Coordination, visit: [www.nj.gov/humanservices/ddd/services/support\\_coordination.html](http://www.nj.gov/humanservices/ddd/services/support_coordination.html)

- Attend Boggs Center trainings on effective partnering with Support Coordination Agencies: [https://rwjms.rutgers.edu/boggscenter/training/dd\\_families.html](https://rwjms.rutgers.edu/boggscenter/training/dd_families.html)

### Research Support Coordination Agencies and Service Providers

- Use DDD’s Provider Search Database to find Support Coordination Agencies and 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 Support Coordination Agency (SCA) Selection Form will be provided during the eligibility application process. When completing the SCA Selection Form, identify both a first-choice and second-choice agency to increase your chance of getting an agency of your own choosing. The list of SCA’s can be found at <https://irecord.dhs.state.nj.us/providersearch>
- The SCA Selection Form should be returned to the DDD Intake Worker assisting the student with the eligibility application process..

## APRIL: Support Coordination Agency Assignment

### ✓ DDD assigns the student to a Support Coordination Agency

- DDD will assign the student a Support Coordination Agency based on the SCA Selection Form that was completed and on the available capacity of the agencies selected.

- **Once assigned, a Support Coordination Agency can receive funding to attend exit IEP and/or transition-related meetings at school, and 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 (student, family, providers, etc.) and information gathered during the Person-Centered Planning process and completion of the NJCAT.

**\*The ISP should be completed and approved before the student exits the school system, so that services will be in place upon graduation.**

## For graduating students who will need immediate services at 21

### Students turning 21 July – March

- Complete **STEP 1, STEP 2, and STEP 3**
- Complete **STEP 4** and indicate the need for immediate services at 21
- Submit the SCA Selection Form to the student’s DDD Intake Worker 1-2 months before turning 21**
- If immediate services are needed at 21 (for example, behavioral supports or respite)—and as long as all required documentation has been received—DDD will assign the student a Support Coordination Agency upon turning 21.*

### Students turning 21 April – June

- Follow the timeline and DDD will assign the student a Support Coordination Agency in April.



**Join our Listserv by emailing: [DDD.Communications@dhs.state.nj.us](mailto:DDD.Communications@dhs.state.nj.us)**

The New Jersey Department of Human Services  
**Division of Developmental Disabilities**

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**IMPORTANCE OF  
WORK & THE  
DISCOVERY PROCESS**



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**What are your hopes &  
dreams for your loved ones  
with disabilities?**



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## Commonly Reported Hopes & Dreams

- Personal growth
- Independence
- Fiscal Stability
- Sense of belonging
- Relationships
- Purpose – meaningful life
- Health & Safety
- Happiness
- Place to Live



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## The One Thing that Can Address All of These Hopes & Dreams...

- **Competitive employment in the general workforce!**
  - Personal growth
  - Independence
  - Fiscal Stability
  - Sense of belonging
  - Relationships
  - Purpose – meaningful life
  - Health & Safety
  - Happiness
  - Place to Live



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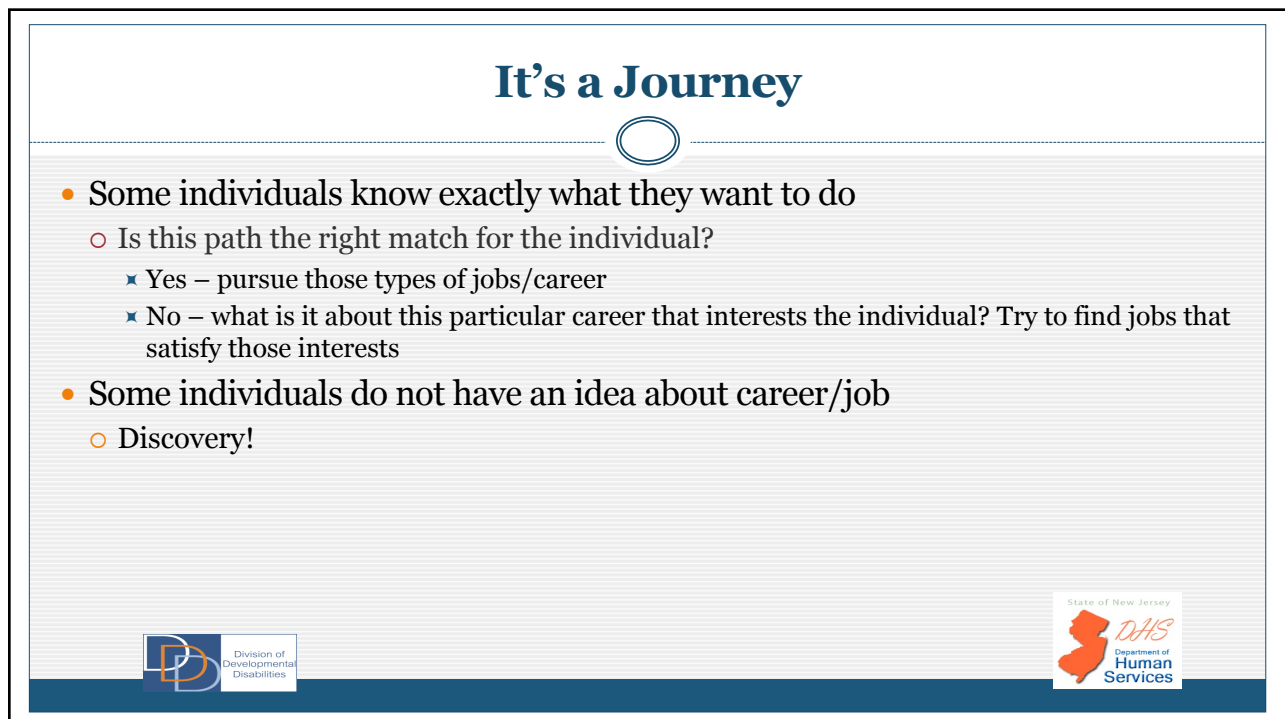


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## How do we know what career/employment direction to pursue?





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## It's a Journey

- Some individuals know exactly what they want to do
  - Is this path the right match for the individual?
    - ✦ Yes – pursue those types of jobs/career
    - ✦ No – what is it about this particular career that interests the individual? Try to find jobs that satisfy those interests
- Some individuals do not have an idea about career/job
  - Discovery!



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## Get to Know the Person

- What are the person's hopes, dreams, interests, skills, support needs, etc.
- How do we get this information?
  - Talk to the person – what does the person enjoy about their day, what do they want to do for fun, what is important to them...
  - Talk to the person's parents, loved ones, friends, professional supports, etc.
  - Observe – situational assessments, job sampling...



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## Match Person with Potential Jobs

- Are there existing jobs that match the individual?
  - Pursue those jobs – resumes (including video resumes), interviews, job trials, etc.
- Are there businesses that would benefit from creating this type of job?
  - Network with businesses to learn about their needs, propose the individual as someone who can meet these needs...
- Is this a job an entrepreneurial opportunity?
  - Assist the individual in starting their own business




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## Remember the Journey...

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- **Your plan**  
Start → Destination
- **Reality**  
Start → Destination
- **Sometimes the journey takes years... That's OK!**
  - In the meantime, do things to help with the skill building needed for employment - volunteer, take classes...



The diagram illustrates two paths from 'Start' to 'Destination'. The first path, labeled 'Your plan', is a straight orange line with arrows at both ends. The second path, labeled 'Reality', is a winding orange line that loops and zig-zags between 'Start' and 'Destination'.





The New Jersey Department of Human Services  
**Division of Developmental Disabilities**

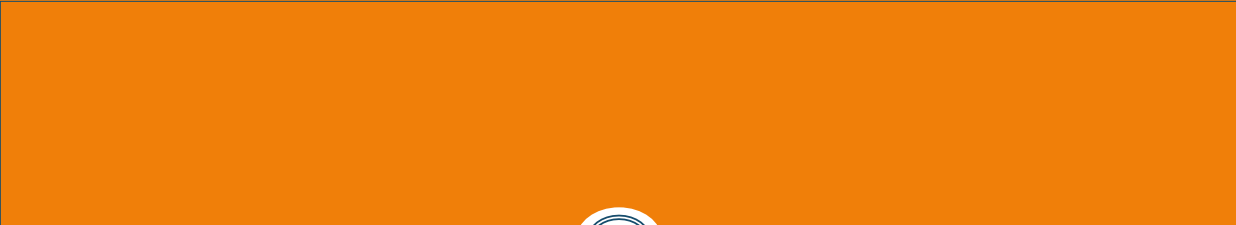
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**OVERVIEW OF DDD**

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**Overview of the DDD  
System**



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## Adult Service System

- Children services (under 21) transferred to the Department of Children & Families (DCF) Children's System of Care (CSOC) in January 2013
- Determination of DDD eligibility can be made beginning at 18 years of age
- Delivery of services available at 21 years of age – majority of services are not available until educational entitlement has been exhausted



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## Medicaid Based



- All individuals will be on a waiver providing funding for home & community based services
  - Community Care Program (CCP)
  - Supports Program
- All individuals must be Medicaid eligible (and maintain Medicaid eligibility)
- Providers are Medicaid/DDD approved providers
  - Business entities can be utilized and receive reimbursement for services through Fiscal Intermediary



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## Fee-for-Service



- Standardized rates for services
- Services are prior authorized
- Providers claim to Medicaid for payment after services have been rendered
- Individuals have choice of providers and can change providers as needed (including Support Coordination Agencies)



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## Individualized Budgets

- Tiers (reflecting level of support need) are assigned based on result of NJ Comprehensive Assessment Tool (NJ CAT)
  - Tiers are from A to E and can include an acuity differentiated factor for individuals with high/specialized clinical support needs based on medical/behavioral concerns
- Each tier is assigned an individual budget
  - Employment/Day Services
  - Individual/Family Supports
  - Individual Supports (supports provided in residential settings) – CCW only
- Additional SE funding if needed



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## Support Coordination

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- Care Management provided through Medicaid & DDD approved Support Coordination Agencies
- Use a Person-Centered Planning process to identify outcomes and service needs
- Develop the Individualized Service Plan (ISP) that identifies the outcome, service needs, and providers
- Link the individual to providers
- Conduct monthly monitoring
- Individuals can choose their SCA or have DDD auto assign
- Individuals can change SCAs upon request



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## DDD Services & Supports



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## Waiver Services

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- 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






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## DDD Employment Services

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- **Supported Employment (Individual Employment Support & Small Group Employment Supports)**
  - Provided through VR Agency first, if available
  - Follow-along through DDD
  - Additional SE can be provided through DDD (second job, for example)
  - SE used for discovery can be funded through DDD, as needed, prior to VR Agency funding becomes available
- **Career Planning**
  - Provided through VR Agency first, if available
  - DDD provides when not available through VR Agency or during the discovery process as needed
- **Prevocational Training**
  - This service is usually not one provided by VR Agency, but it would be funded through VR Agency first if available
  - Typically funded through DDD

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## Supported Employment - Individual

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- Activities needed to help a participant obtain and maintain an individual job in competitive or customized employment, or self-employment, in an integrated work setting in the general workforce
- Services are individualized and may include but are not limited to: training and systematic instruction, job coaching, benefit support, travel training, and other workplace support services including services not specifically related to job-skill training that enable the participant to be successful in integrating into the job setting.



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## Supported Employment – Small Group

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- Services and training activities provided to participants in regular business, industry and community settings for groups of two to eight workers with disabilities
- Services must be provided in a manner that promotes integration into the workplace and interaction between participants and people without disabilities
- Services may include but are not limited to: job placement, job development, negotiation with prospective employers, job analysis, training and systematic instruction, job coaching, benefit support, travel training and planning



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## Career Planning

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- A focused, time-limited service engaging a participant in identifying a career direction and developing a plan for achieving competitive, integrated employment
- The outcome of this service is documentation of the participant's stated career objective and a career plan used to guide individual employment support
- If a participant is employed and receiving supported employment services, career planning may be used to find other competitive employment more consistent with the person's skills and interests or to explore advancement opportunities in his or her chosen career



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## Prevocational Training

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- Services that provide learning and work experiences, including volunteer work, to develop general, non-job-task-specific strengths and skills that contribute to employability
- Services may include training in effective communication with supervisors, co-workers and customers; generally accepted community workplace conduct and dress; ability to follow directions; ability to attend to tasks; workplace problem solving skills and strategies; and general workplace safety and mobility training
- Prevocational Training is intended to be a service that participants receive over a defined period of time and with specific outcomes to be achieved in preparation for securing competitive, integrated employment



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## DDD Employment Related Services

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- Individual Supports (CCP) or Community Based Supports (Supports Program)
  - One-to-one supports available on a job site to assist with safety concerns, breaks/lunches, attending to task, daily living skills, etc. (usually in addition to SE not to replace SE)
- Goods & Services
  - Classes, fees associated with hire (drug testing, uniform purchase, etc.)
- Assistive Technology
- Transportation
- Behavioral Supports
- Vehicle Modifications
- PERS



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## Additional DDD Services

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- Community Inclusion Services
- Community Transition Services (CCP Only)
- Cognitive Rehabilitation (SP Only)
- OT, PT, ST
- Day Habilitation
- Environmental Modifications
- Interpreter Services
- Natural Supports Training
- Respite
- Supports Brokerage



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## For Additional Information

- DDD Website

<http://www.nj.gov/humanservices/ddd/home/>

- Division Announcements

- Email [DDD.Communications@dhs.state.nj.us](mailto:DDD.Communications@dhs.state.nj.us) and write “Division Update Subscribe” in the subject line

- Supports Program Policies & Procedures Manual

[http://www.nj.gov/humanservices/ddd/documents/supports\\_program\\_policy\\_manual.pdf](http://www.nj.gov/humanservices/ddd/documents/supports_program_policy_manual.pdf)

- CCP Policies & Procedures Manual

[http://www.nj.gov/humanservices/ddd/documents/community\\_care\\_waiver\\_policy\\_manual.pdf](http://www.nj.gov/humanservices/ddd/documents/community_care_waiver_policy_manual.pdf)

- Provider Search Database

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



Division of  
Developmental  
Disabilities





60 State Street Suite 203 , Hackensack NJ 07601,
(201) 996-8970 / (201) 996-8880 (FAX) / (201) (973) 968-6556 (VP)

CONFIDENTIAL REFERRAL FORM

Vocational Rehabilitation Agencies assist individuals with disabilities to prepare for, obtain and/or keep suitable jobs. The rehabilitation services the agency can provide depend on the availability of State and Federal funds and on the availability of other programs and services. All individuals have the responsibility to: participate financially in their plan to the best of their ability; obtain services only with prior written approval; cooperate by using community services when they can be of help in the rehabilitation program; maintain regular contact with the VR agency counselor; and go to work when the VR program is completed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ NJ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Social Security #: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Have you ever applied to DVRS before? [ ] Yes [ ] No If Yes, When? : \_\_\_\_\_

Are you physically able to come to this office? [ ] Yes [ ] No

Referral Source Name/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Disability: \_\_\_\_\_

Do you receive Social Security Benefits? (check all that apply) [ ] SSI [ ] SSDI

Do you receive Welfare Benefits? (check all that apply) [ ] GA [ ] TANF [ ] FS

Primary Language: [ ] English [ ] Spanish [ ] ASL [ ] Other: \_\_\_\_\_

If records documenting disability are available, please include with referral to expedite eligibility process.

To Be Completed by DVRS Staff:

Assigned to: \_\_\_\_\_ Previous Case Closure #: \_\_\_\_\_

Initial Appointment: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

[ ] Application [ ] "00": \_\_\_\_\_



**CONFIDENTIAL REFERRAL FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ DOB: \_\_\_\_\_

Highest Grade of School Completed: \_\_\_\_\_

What is your Disability: \_\_\_\_\_

Are you physically able to come to this office? Yes \_\_\_\_\_ NO \_\_\_\_\_

Have you ever applied to DVRS before? Yes \_\_\_\_\_ NO \_\_\_\_\_

If Yes, where? \_\_\_\_\_ When? \_\_\_\_\_

Do you speak English? Yes \_\_\_\_\_ NO \_\_\_\_\_

Referred by: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Completed forms can be accepted by any local DVRS location (click link below) or faxed to Central Office at (609) 292-8347. <http://lwd.dol.state.nj.us/labor/dvrs/content/DVRSLocations.html>