



# The New Jersey Comprehensive Assessment tool (NJ CAT): A Guide for Caregivers

## For individuals seeking support from the Division of Developmental Disabilities

### What is the NJ CAT?

The New Jersey Comprehensive Assessment Tool (NJ CAT) is the **mandatory** needs-based assessment used by the Division of Developmental Disabilities as part of the process of determining an individual’s eligibility to receive Division funded services. The NJ CAT assesses an individual’s support needs in three main areas: Self-care, Behavioral and Medical.

The Developmental Disabilities Planning Institute (DDPI) of Rutgers University conducts the NJ CAT assessment on behalf of DDD. It is completed in one of two ways:

- ⇒ Online via a password protected link that is sent from DDPI to the person completing the assessment
- ⇒ Over the telephone with a representative from DDPI

### The NJ CAT cannot be submitted by postal mail or fax.

To ensure that your information is up to date for completion of the NJ CAT, or to request the NJ CAT be taken, visit [bit.ly/ddpiassessment](http://bit.ly/ddpiassessment) or you can contact DDPI by phone at 732.640.0730.

When is the NJ CAT completed?	Who completes the NJ CAT?	Why does the NJ CAT need to be completed?	Resources
<ul style="list-style-type: none"> <li><b>Individuals 18 and older applying for DDD services for the first time.</b> The NJ CAT is completed as part of the DDD Intake Application Process. (Division-funded services are not available until 21 or older) <a href="http://bit.ly/applyforddsservices">bit.ly/applyforddsservices</a></li> <li><b>Students who are turning 21 and transitioning out of school</b> can complete the NJ CAT in the fall/winter of their last year of school. (students are entitled to remain in school through 21, and are encouraged to do so as the Division only funds services for individuals 21 and older).</li> <li>During DDD's transition to a fee-for-service system, individuals who already receive services must be reassessed through the NJ CAT.</li> </ul>	<ul style="list-style-type: none"> <li>The NJ CAT is completed by the individual, family member or other responsible person. It should be completed by someone who spends a significant amount of time with the individual and is the primary person responsible for assisting with the individual’s daily support needs.</li> <li>In some cases, the service provider may complete the NJ CAT.</li> <li>If an individual needs an <u>interpreter</u> to complete the NJ CAT contact the case manager, support coordinator or DDPI directly at 732.640.0730.</li> </ul> <p><b>* Important Note:</b> Once you submit the assessment, you cannot go back and make changes.</p>	<ul style="list-style-type: none"> <li>In the fee-for-service system, results of the NJ CAT establish the tier which an individual is assigned. The tier is associated with a corresponding budget.</li> <li>All individuals must be assessed by the NJ CAT, even if the person is currently receiving DDD services. A person cannot be placed in DDD’s Supports Program unless the NJ CAT is completed.</li> <li>Once the NJ CAT is completed and a tier is established, DDD will send a tier assignment letter to the individual (in cases where the person does not reside with the guardian, the letter will be mailed to the guardian as well).</li> </ul> <p><b>**Type all links exactly as seen including any capital and lowercase letters, and numbers.</b></p>	<p><b>NJ CAT Sample:</b> <a href="http://bit.ly/ddnjcatsample">bit.ly/ddnjcatsample</a></p> <p><b>Webinar: Completing the NJ CAT:</b> <a href="http://bit.ly/ddnjcatwebinar">bit.ly/ddnjcatwebinar</a></p> <p><b>DDD NJ CAT FAQ:</b> <a href="http://bit.ly/ddnjcat">bit.ly/ddnjcat</a></p> <p><b>DDD Fee for Service Help Desk</b> – <a href="mailto:DDD.FeeForService@dhs.state.nj.us">DDD.FeeForService@dhs.state.nj.us</a></p> <p><b>The Arc of New Jersey Family Institute</b> – If needed, Family Institute staff can provide support to a family who may need help completing the NJ CAT.</p> <p>732.246.2525 x38 or 24 <a href="mailto:thefamilyinstitute@arcnj.org">thefamilyinstitute@arcnj.org</a> <a href="http://www.thearcfamilyinstitute.org">www.thearcfamilyinstitute.org</a></p>