



The New Jersey Comprehensive Assessment Tool (NJCAT): A Guide for Caregivers

For individuals seeking support from the Division of Developmental Disabilities

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

When is the NJCAT completed?	Who completes the NJCAT?	Why does the NJCAT need to be completed?	Resources
<ul style="list-style-type: none"> • Individuals 18 and older applying for DDD services for the first time. The NJCAT is completed as part of the DDD Intake Application. (DDD services are available for adults 21 or older) bit.ly/applyfordddservices • Students turning 21 and transitioning out of school can complete the NJCAT 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.) • If an interpreter is needed to complete the NJCAT, contact the local DDD intake office. (See reversed side for contact information.) • NJCAT Reassessments & Your Rights: bit.ly/njcatyourrights 	<ul style="list-style-type: none"> • A trained DDD facilitator will conduct a face-to-face meeting with the individual and his or her guardian. The individual or guardian may invite other family members, service providers and or caregivers to participate in the meeting as well. • The facilitator will access the NJCAT online and, as prompted by the screen, will verbally ask each NJCAT question. The facilitator will enter each answer online only after the answer has been agreed upon by all meeting participants. • When all questions have been answered, the facilitator will submit the completed NJCAT electronically. 	<ul style="list-style-type: none"> • Results of the NJCAT establish the tier which an individual is assigned. Each tier has a corresponding annual budget that is used to access needed services. • To enroll in either the Supports Program or Community Care Program, an individual must have a completed NJCAT and an established tier. • Once the NJCAT is completed and a tier is established, a tier letter will be mailed to DDD-eligible individuals and their guardians (in cases where the person does not reside with the guardian, the letter will be mailed to the guardian as well). <p>*Tier letters are not sent if the final outcome is that the person is not DDD eligible. Call your local county DDD intake office for more information.</p>	<ul style="list-style-type: none"> • NJCAT Sample: bit.ly/njcatddd • DDD Fee for Service Help Desk: DDD.FeeForService@dhs.state.nj.us • Appeal Procedure: bit.ly/NJCATappeal • The Arc of New Jersey Family Institute — If needed, Family Institute staff can provide support to a family who may need help completing the NJCAT. • Family Institute Check List for the NJCAT: bit.ly/njcatchecklistfi • DDD Eligibility Go Bag: bit.ly/dddgobag <p>**Type all links exactly as seen including any capital and lowercase letters, and numbers.</p>