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Dear Individuals and Families,

Welcome! Thank you for choosing Karing Associates for your support coordination services. We understand that choosing a Support Coordination Agency is an important step as you navigate services in the Division of Developmental Disabilities (DDD) and the adult services world. There will be lots to consider when we plan for the future, with the types of services and opportunities available to you. The first steps can be challenging and overwhelming, but we assure you that the Karing Associates are here to help and guide you.

We look forward to getting to know you and your family as we start this journey together. If we haven’t already, we will contact you soon to schedule an initial meeting to develop your first *ISP* *(Individual Service Plan)*. The ISP will include information of what is “important for” you, to be sure you are safe, healthy, and have assistance for day-to-day tasks. The *PCPT (Person Centered Planning Tool)* will be completed along with the ISP and focuses on what is “important to” you. The PCPT focuses on your interests, strengths, preferences, and dreams. Please see page 2 for more information on what information will be needed for the ISP and PCPT.

The ISP and PCPT documents are required by DDD, but they are also created to assist your family and your service providers to help you achieve what you want for your life. Examples of things we can help to plan for include: a job or volunteering opportunities, activities that interest you, your ideal place to live, ways to maintain a healthy lifestyle, or other paths that can help you reach for your dreams. Whether you are looking for a day or work program, a residential program, or a hybrid of services with a focus on self-direction, the Karing Associates are here to help.

## At Karing Associates we will support and guide you, but it's important to remember that you and the people you care about are all vital members of the team. The Karing Associates strives to listen to what and who is important to you, to help you to pinpoint your needs, and focus on your dreams about the future. Then we will connect you to those who can help and keep in touch to check-in.

Sincerely...

***The Karing Associates***

Karen Aguanno Founder/Support Coordinator Supervisor [Karen@Karing.info](mailto:Karen@Karing.info) (732) 245-7599

Heather Ivers, Support Coordinator [Heather@Karing.info](mailto:Heather@Karing.info)  (908) 505-8445

Kristen Jiosi, Support Coordinator [Kristen@Karing.info](mailto:Kristen@Karing.info)  (201) 575-0291

Aria Karimi, Support Coordinator [Ari@Karing.info](mailto:Ari@Karing.info)  (201) 492-0429

Website <https://www.karing.info/>  Learn more about us, link to advocacy organizations and potential providers.

*Do not hesitate to contact us if you have any questions.*

DDD requires Support Coordinators to maintain contact, at least monthly, over the phone and see you for a face-to-face meeting once every three months, at your home or in the community. At least once a year, a face-to-face meeting is held at your home.

**To start building your ISP and PCPT. And required by DDD, we will need the following information/documents:**

*\* Please email or text to us.*

1. \*Copy of guardianship papers - for court appointed legal guardians.
2. \*Copy of Medical Insurance cards (Medicare, Medicaid card, and private insurance, as applicable)
3. \*List of all doctors and specialists with their name, address, phone number, and the date of the last appointment.
4. Medical conditions and the \*Medications/Supplements you take regularly.
5. Evaluations, school documents (IEP, etc.) (only if applicable)
6. DVR paperwork/assessment (only if applicable)
7. DDD required forms- Signed by the individual or their guardian (attached to the email):

-\*PEA -Participant Enrollment Agreement

- \*R-R -Rights and Responsibilities form

- \*HIPAA Release of Information form

**We will also need the following information** (we will discuss together during the initial meetings)**:**

* Day to day self-care needs, like maintaining your hygiene, meal prep, household maintenance, laundry, and finance management.
* Allergies, special diet, adaptive devices
* Preferred pharmacy
* Preferred hospital
* Information about voting, have you done so, or would like to learn to vote.
* Religious and cultures preferences
* To complete the *Person-Centered Planning Tool*

- your interests

-dreams for the future

-people/relationships that are important to you

-what do you do for fun

-qualities others like about you

- achievements

- goals for employment or volunteering

- community connections

-ways you communicate

- qualities you prefer in support staff (some examples, patient, outgoing, quiet, funny, or flexible.)

*Long Term Planning –* Plan for the future

Ask your Karing Associate about things to consider doing now, that can help in the future.

These include:

* developing a referral cover letter
* writing “My Story”
* applying for the CCP Waiting List
* applying for PPP (Personal Preference Program)
* applying for Social Security benefits
* SNAP/Utility Assistance
* DDD or State of NJ Housing Subsidy