**NJCAT Reassessment Process**

Please review the revised New Jersey Comprehensive Assessment Tool (NJCAT) Reassessment Process:

**Requesting NJ CAT Reassessment**

An individual may experience changes in his/her self-care, behavior, or medical needs that result in the need for a NJ CAT reassessment. The process for submitting a request to be reassessed is as follows:

1.      The individual requests a copy of the most recently completed NJ CAT from his/her Support Coordinator

2.      The individual reviews the NJ CAT and notes any changes directly on the assessment

3.      The individual completes the “Request for Reassessment Form” found on the Division’s website at [www.nj.gov/humanservices/ddd/documents/request\_for\_njcat\_reassessment.xlsb](http://www.nj.gov/humanservices/ddd/documents/request_for_njcat_reassessment.xlsb).

4.      The individual submits the completed “Request for Reassessment Form,” NJ CAT changes, and any supporting documents to the assessment request email address at

[DDD.DDPIAssessmentRequests@dhs.state.nj.us](mailto:DDD.DDPIAssessmentRequests@dhs.state.nj.us) or mail the documents to the following address:

Department of Human Services

Division of Developmental Disabilities

P.O. Box 726

Trenton, NJ 08625-0726

Attention: NJ CAT Reassessment Unit

5.      The Division designee assigned to the mailbox will gather information about the change(s) that has led to the request and reach out to the designated “informant” within 3 business days from the initial contact.

6.      The Division designee will submit the gathered information to the Division’s Intake Director or designee for review to determine if a reassessment will be conducted.

7.      The Division designee assigned to the mailbox will be notified whether the request for reassessment has been approved or denied and will inform the individual of the decision within 3 weeks of Director or designee review.

8.      If the reassessment request is approved, details to conduct the reassessment will be provided to the informant.

9.      If the reassessment request is denied, the requester will be informed that a reassessment is not warranted at this time via confidential email or written correspondence.