

Requesting to Complete the NJ CAT

For individuals receiving Division-funded services and residing in their own home or with family

Go to www.DDPIAssessmentUpdate.com and submit the following information:

- Individual's name, six-digit DDD ID#, and email address
- Informant's name, email address, phone number, and relationship to the Individual (the informant is a person who best knows the individual and his/her needs)

One to two weeks after the information is submitted, the identified informant will receive an email with a link to complete the NJ CAT online and a password. (If the informant does not have access to a computer, the information can be submitted by calling [732.640.0730](tel:732.640.0730), and the NJ CAT can be completed over the phone with a DDPI representative.)

For contracted residential providers

Complete these four steps:

1. Create a spreadsheet with the following information for individuals who are served residentially by your agency and have not yet completed the NJ CAT:

Client Name	Client MIS#	Client Email	Respondent Name	Respondent Email	Respondent Relation to Client	Respondent Phone

2. Go to: <https://secureupload.dhs.state.nj.us/su>.
3. From the DDD SD Unit dropdown menu, select **Residential Assessment Request**.
4. Upload the spreadsheet.

To Subscribe to Division Update, send an email to DDD.Communications@dhs.state.nj.us with **Division Update Subscribe** in the subject line.

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