The Arc of New Jersey

Criminal Justice Advocacy Program

985 Livingston Avenue
North Brunswick, NJ 08902
T 732.246.2525 | F 732-733-6804 | www.cjapnj.org

Advocating for equal justice for people with intellectual and developmental disabilities

I. Program Information

The Criminal Justice Advocacy Program (CJAP) is a clearinghouse for information about offenders with intellectual and developmental disabilities (I/DD). This Program is the only one of its kind in New Jersey that helps identify community-based alternatives to incarceration for individuals with I/DD who are defendants in the criminal justice system. The Program serves as a liaison between the criminal justice and human services and advocates for people with I/DD and works with State and community providers.

Upon opening a file for an individual with criminal charges pending, a CJAP Community Resource Coordinator (CRC) will provide information to attorneys and the court about the person's disability and needs and will draft a Personalized Justice Plan for counsel and the court to help identify and connect the individual to services so that appropriate supports in the community may be considered as alternatives to detention, prosecution, incarceration or commitment.

II. Personalized Justice Plan

The Personalized Justice Plan (PJP) is a combination of community services compiled to supplement the particular needs of the client and minimize the risk of recidivism. The PJP is presented to the court system as a potential alternative at various steps in the criminal justice system such as detention or incarceration.

The PJP emphasizes the use of least restrictive community-based alternatives to incarceration as early as possible in the criminal justice process, while holding individuals accountable for their behavior.

When presented, for example, as a special condition of probation or parole, the PJP can help stabilize the individual in the community due to the way supports are identified, coordinated, and monitored.

Once a client is placed on probation or parole, the Program monitors the PJP until the client completes their sentence. Monitoring can be weekly, bi-weekly, monthly, quarterly, or annual depending on the needs of the individual.

Every PJP increases the individual's accountability and responsibility in the community. The goal in every case is to help the client successfully complete probation and/or remain successfully in the community.

III. Eligibility

Referrals must be involved in the criminal justice system with pending criminal charges, prison, probation, or parole. Referrals must also be willing to comply with program requirements.

All referrals must be eligible for New Jersey Division of Developmental Disabilities (DDD) services. To check a person's eligibility status, contact DDD directly at the regional office where that individual resides.

- Morris, Sussex, and Warren Counties- (973) 927-2600
- Bergen, Hudson, and Passaic Counties- (973) 977-4004
- Union and Somerset Counties- (908) 226-7800
- Essex County- (973) 693-5080
- Hunterdon, Mercer, and Middlesex Counties- (609) 292-1922
- Monmouth and Ocean Counties- (732) 863-4500
- Burlington, Gloucester, and Camden Counties- (856) 770-5900
- Atlantic, Cape May, Cumberland, and Salem Counties- (609) 476-5200

SERVICE AGREEMENT

This Agreement sets forth the responsibilities that the CJAP Community Resource Coordinator (CRC) will have regarding the consumer's criminal matter and responsibilities the CRC cannot assume. By signing this Agreement, the consumer, or the consumer's guardian, will make every effort to comply with the requirements set forth below:

Client Agrees to:

- Keep CRC informed about all court dates;
- Keep CRC informed about all meeting dates with any service provider, support coordinator or staff;
- Provide contact information for the attorney, support coordinator and other related parties;
- Sign the attached **Release of Information Form** which allows access to all documents related to planning by any agency and will authorize all service providers to communicate with the CRC.

CJAP Community Resource Coordinator (CRC) will:

- Provide advocacy on consumer's behalf with the court and counsel;
- Assist in preventing incarceration, identify gaps in service and locate a continuum of care;
- Provide consumer with a copy of the Personalized Justice Plan;
- Keep consumer and interested parties informed about court dates and meetings;
- Continue to work with the individual during a probationary sentence.

Community Resource Coordinators CANNOT:

- Provide Transportation;
- Provide medication monitoring;
- Provide legal advice;
- Provide any direct support services or financial assistance or assume responsibility for a consumer's welfare;

TALK TO YOUR ATTORNEY FOR ALL LEGAL ADVICE ABOUT YOUR CASE. CONTINUE TO WORK WITH YOUR SUPPORT COORDINATOR AND DIRECT SERVICE PROVIDERS.

_____ _____

Client or Guardian Signature Date Signed

*Electronic Signature Accepted: Typed signature with date indicates electronic verification of the information provided.

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CLIENT INTAKE FORM

Please complete as much of this form as possible. The information provided will be used to assist us in advocating for the client. The Release of Information must be signed by the client or legal guardian and returned with this Intake Form.

CLIENT INFORMATION **Date Completed:** _____

Last Name: _____

First Name: _____

Date of Birth: _____ **Age:** _____ **Gender:** ☐M / ☐F

County: _____ **Phone:** _____

Main Contact for Client: _____ **Phone:** _____

Main Contact's Email: _____

Who is referring this client? _____ Relationship: _____

Organization: _____ Phone: _____

Fax: _____ Email:_____

Please select the client's living arrangements:

Group Home ☐ Supported Housing ☐ Family Home ☐

Independently ☐ Boarding Home/SRO ☐ Other (specify) _____

Provide the following information regarding the client's residence:

Name (If group home/supported housing): _____

Address: _____

City, State, Zip: _____

Phone Number: _____

CURRENT CRIMINAL MATTER

Is there an upcoming court date? ☐**YES** / ☐**NO** If yes, please provide the information below:

Court Date & Time: _____

Is the case being heard in: ☐ **Municipal Court** or ☐ **Superior Court**

If Municipal Court, what town? _____

If Superior Court, what county? _____

Please list all charges: _____

_____

Complaint # (if available): _____

Has the client applied for a public defender? ☐YES / ☐NO

Is the client currently in jail? ☐YES / ☐NO If yes, SBI number (if known): _____

In which county? _____

CLIENT SERVICES

(Please select one)

Is the client receiving Division of Developmental Disabilities (DDD) services? ☐**YES** / ☐**NO** / ☐**APPLYING**

If yes, please provide the following: DDD # _____

DDD Case Manager: _____

Case Manager Phone # _____ Email: _____

Support Coordinator Agency: _____

Support Coordinator's Name: _____

Support Coordinator's Phone # _____ Email: _____

Are other agencies involved with this client? ☐**YES** / ☐**NO** If yes, please list each agency and what services they provide: _____

Is the client their own guardian? ☐**YES** / ☐**NO** ** **If no, please provide guardianship information and a copy of guardianship order.** Guardian Name: _____

Relationship: _____ Phone: _____

Guardian Email: _____

Does the client have a payee? ☐**YES** / ☐**NO** If yes, please provide payee information below:

Name: _____

Relationship: _____ Phone: _____

Does the client receive any state or federal benefits? (Select all that apply)

☐SSI ☐SSDI ☐Medicaid ☐Medicare Other: _____

CLIENT HISTORY

Does the client have a prior history with the criminal justice system? ☐YES / ☐NO If yes, please specify:

_____

Is the client currently on Probation or Parole? ☐YES / ☐NO If yes, please provide the information below:

Please specify: ☐Probation or ☐Parole

Officer's name and phone #: _____

_____

If available, please provide us with the following:

(Select One)

Attorney Name: _____ ☐Private or ☐Public Defender

Address:_____ Phone: _____

Email: _____ Fax: _____

Judge's Name: _____

Court Address: _____

Court Phone: _____ Fax: _____

Prosecutor's Name: _____

Address:_____ Phone: _____

Email: _____ Fax: _____

Additional Information: _____

_____

Please return this form along with the signed Release of Information Form by email, fax or standard mail.
Questions? Call 732-733-6804 for assistance.

Mailing address:
The Arc of New Jersey
Criminal Justice Advocacy Program
985 Livingston Avenue
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Completed forms can be email or faxed directly to:

Email: cjap@arcnj.org

Fax # 732-733-6804

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Authorization to Disclose Information

I, _____**(Client or Legal Guardian Name)** hereby authorize the agency or service provider in receipt of this form to release all confidential information, **including but not limited to** records, documents, evaluations, reports and any other written or electronic document to the Arc's Criminal Justice Advocacy Program (CJAP). This information will be used by the Program to develop a Personalized Justice Plan (PJP) or provide any other appropriate services that **can address** my status with the criminal justice system. I also permit the Criminal Justice Advocacy Program to release or disclose any information to other agencies, service providers, or involved persons they deem appropriate to assist in order to fulfill this purpose. I authorize the Criminal Justice Advocacy Program to provide necessary information when contacting such parties. This information may include but is not limited to physical, psychological, psychiatric, educational, social, medical, and criminal history, in-patient admission and/or discharge, medication management, continuing care, and drug and alcohol usage. I further authorize the Criminal Justice Advocacy Program to participate in meetings and share information on my behalf.

I understand that I have the right to inspect the information to be disclosed and that I have a right to receive a copy of this document. I understand that I have the right to ask any questions regarding my file or services to be received. I understand that I may refuse to sign this authorization and that my refusal to sign may result in the closing of my file with no further action. I may inspect or copy any written information used/disclosed under this authorization. ***A complete copy of this form will be maintained in the consumer file.***

I understand that if the person or entity that receives the information is not a services provider or health plan covered by federal privacy regulations, the information described above may be re-disclosed and no longer protected by these regulations. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.

I understand that I may revoke this authorization in writing at any time except to the extent that this action has been taken in reliance on this authorization. The request to revoke this authorization must be provided in writing to the Criminal Justice Advocacy Program. This revocation will be effective on the date that the Criminal Justice Advocacy Program receives the request. Any information disclosed prior to the revocation of authorization will not constitute a breach of my confidentiality. I understand that the terms of this authorization are governed by Health Insurance Portability and Accountability Act (HIPAA) of 1996 and other applicable State and Federal regulations.

This form has been explained to me; I understand its purpose to the best of my ability. Unless otherwise indicated, this authorization will remain in effect until I revoke my consent, the Program determines that I am no longer in need of their services, or one year after the authorization date, whichever comes first. I understand that I may renew my authorization once a year.

_____ _____

Client or Legal Guardian Signature (Required) Date Authorized (Required)

*Electronic Signature Accepted: Typed signature with date indicates electronic verification of the information provided.
This form expires one (1) year from the date indicated above, and must be annually.