

# Coordinated Career Pathways

## Service Code 956

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April 30, 2024



# What is CCP

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- Originated through WIC 4870.2, which was added for the '22/'23 fiscal year. Required DDS to develop a new employment service option.
- Geared towards those who recently exited a work activity program or other subminimum wage setting, or **within two years of exiting secondary education.**
- Two new services are being created for those who qualify
- They are...



# Career Pathway Navigator Subcode NVG

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## Services to include

- Development of a Person-Centered Career Plan (PCCP) that provides guidance on employment resources identification of career options, and navigation of RC and generic services.
- Plan to be developed in a manner that allows the individual to monitor their own progress.
- Used to inform the IPP in goal setting relating to choice of career.



# The Role of the CPN

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The CPN assists the individual with career planning through development of a PCCP, which can include but is not limited to;

- Career planning through a person-centered process that includes the individual's circle of support and leads to the development of the PCCP with measurable and achievable milestones.
- The plan is holistic and includes information from all aspects of the job seekers life, including their culture, home, community, and work experiences to help identify pathways and barriers to employment.
- Assisting individuals and their families in acquiring and navigating employment-related regional center and generic services and supports to address barriers and meet their unique needs.

# The Role of the CPN

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Responsibilities include the following;

- Developing a PCCP for employment, community engagement, postsecondary education, and non-work supports to achieve CIE. Works with the IPP team, service coordinator and individual to include PCCP goals and measurable objectives into the IPP. Supports individual in the goal setting and monitoring of their own progress. Attends IPP and IEP planning meetings as requested.
- Provide 1:1 guidance, resources, and information on career pathway options including community integration, vocational training, postsecondary education, and careers to help individuals develop their path.
- Assist with coordination of interpreters, translation, and plain language materials as needed for individuals and their representatives.
- Assist individuals and their families in acquiring and navigating employment-related regional center and generic services and supports to address barriers (e.g., transportation).
- Monthly review of progress with individual to address unmet need and to modify PCCP as needed

# The Role of the CPN

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- For individuals in secondary education, attend IEP meetings as requested, partner with regional center service coordinators to support the transition from regional center youth to adult services, partner with school district representatives to encourage paid work experience at the high school level.
- Quarterly reporting on milestones achieved, services provided, and employment outcomes along with an annual progress report. Shares information with service coordinator regarding any needed updates to the IPP or referrals to meet person's employment goals.
- Assist individuals to obtain personalized benefits planning and tools for financial empowerment.
- Working with the service coordinator to assist in the transition to ongoing individual supported employment services or requests an extension of CCP based on individual needs.

# The PCCP

The PCCP may include, but is not limited to the following;

- Career Exploration
- Community engagement and integration
- Postsecondary Education/Vocational Training
- Work experiences (Internships, volunteering, temp work, part time work)
- Supported Employment (job preparation, search, placement, coaching)

# The PCCP Cont.

- Customized employment
- Technology assistance
- Self-employment/microbusiness launch
- Benefits education (SSI, food assistance, housing)
- Transportation
- Financial empowerment and savings





# Customized Employment Specialist Subcode CES

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## Services to include

- Discovery of vocational interests
- Job Search Planning
- Job Development and negotiation of customized jobs
- Placement Support-assisting with securing accommodations and other workplace support as needed
- Post Employment Support and Transition Planning to address long term support needs and career development

# The Role of the CES

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The Customized Employment Specialist will be used if Customized Employment is identified as a need within the PCCP. CE is an employment service that is designed for any person who wants to work, regardless of the severity of their disability, limited exposure to community and work experience, or support needs. CE is carried out through discovery, job search planning, job development and negotiation, placement support and post-employment support. CE results in CIE through a customized, negotiated job that matches the interests, skills, abilities, and work conditions of the individual to the business needs of an employer.

# The Role of the CES Cont.

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Responsibilities include the following;

- The discovery process to profile a job seeker's interests, strengths, life experience, preferred employment settings, etc.
- Developing long-term business relationships to identify employer needs and advocate for the value individuals with disabilities add to the workplace.
- Presenting potential business solutions to employer and negotiates a customized position.
- Providing post-CE placement support to organize position and onboard new employee.
- Working with employer, supervisors, and co-workers in the employment setting to develop natural supports.
- Self-employment, micro enterprise, or gig-based economy opportunities are supported as other CE options.

# Details

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WRC NVG will be reimbursed at \$89.49 per hour.

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Qualifications include 4 year degree with 3 years exp or AA with 5 years exp, be PCT trained, and hold either ACRE or APSE certification

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WRC CES will be reimbursed at \$64.70 per hour.

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Qualifications include minimum of HS diploma and ACRE certification

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Service can last up to 18 months, with an extension to 24 months with planning team approval.

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Available to those in SDP, but will be a carve out funded through traditional authorization, like Coordinated Family Supports.

# Referral and Service Evaluation Form

Consumer Name: \_\_\_\_\_

UCI Number: \_\_\_\_\_

Confidential Consumer Information  
See California Welfare and Institutions  
Code Sections 4514 and 5328

Service Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_

**Directions:** **Step 1:** The service coordinator will complete Section 1, criteria for referral prior to meeting with the Individual Program Plan (IPP) team. **Step 2:** The service coordinator and the IPP team will complete Section 2. **Step 3:** The service coordinator will authorize CCP services and provide the completed referral form to the identified CCP provider.

## Section 1: (Completed by Regional Center Service Coordinator)

1. Age: \_\_\_\_\_
2. Preferred language: \_\_\_\_\_
3. Communication device or assistive technology used by individual:  
\_\_\_\_\_
4. Technology/Specialized Equipment Used:  
\_\_\_\_\_
5. Residence status: \_\_\_\_\_
6. Any known cultural considerations the CCP provider should be aware of:  
\_\_\_\_\_

## Eligibility

Any individual, irrespective of their level of disability or adaptive behavior, who expresses an interest in learning or seeking employment is eligible for this service if they meet one of the following referral criteria:

- A.** The individual is a student who is enrolled in special education (or has an IEP) and is within 2 years from transitioning from secondary education. This includes students who have chosen to exit secondary education. Yes  No
- B.** The individual currently attends or is transitioning from a Work Activity Program (WAP).  
Yes  No
- C.** The individual attended a WAP within the last 5 years. Yes  No
- D.** The individual is or is transitioning from a non-WAP subminimum wage setting.  
Yes  No

# Referral and Service Evaluation Form

**Section 2: (Completed by IPP Team)**

Reason for Referral:

[Redacted]

Career Pathways

Please check the statement from the following options that most accurately characterizes the individual's current position on their career path.

- 1.  The individual is not sure about a job in the community and needs help to learn more about job options, working in CIE, and earning money.
- 2.  The individual wants to work in CIE and needs help to explore job options and opportunities and get a job.
- 3.  The individual is already working in a CIE job and needs help to keep, improve, or advance in the job.
- 4.  Other (please describe)

[Redacted]

Work Experience in the Last Five Years

Please check all that apply.

- No work experience
- Work-based learning experience (internship, job shadowing, informational interview, etc.)
- Student Services (Department of Rehabilitation) in school
- WAP paid work, non CIE
- Supported Employment-Group Placement, non CIE
- Supported Employment-Individual Placement, CIE
- Paid work experience, CIE, with job coaching/support
- Paid work experience, CIE, no job coaching/support

Current Work Status

- currently working
- not currently working, insert year of most recent job or n/a [Redacted]

Please complete the following if applicable:

Name of current or last employer [Redacted]

Job title, occupation, or main job duties [Redacted]

Hours worked per week [Redacted] Rate of pay [Redacted]

# of months/ years employed [Redacted]

# Referral and Service Evaluation Form

## Needs, Issues, or Challenges to Employment

Check all that apply:

- Low expectation/uncertainty about the ability to work in CIE
- Does not have a clear idea of what to do for a job
- Fear of loss of benefits
- Transportation to and from work
- Behaviors that may affect the workplace
- Social and interpersonal skills for the workplace
- Safety
- Independence in the community
- Postsecondary education or training
- Assistance and training to navigate employment systems and other resources
- Preferred method of communication: \_\_\_\_\_
- Medical/health issues that affect work
- Workplace accommodations, services and supports
- Other, please describe: \_\_\_\_\_

## **Section 3 (to be completed by Service Coordinator):**

Date of Referral to CCP Provider: \_\_\_\_\_

CCP Provider Name: \_\_\_\_\_

CCP Vendor Number: \_\_\_\_\_

CCP Provider Point of Contact (Staff Name): \_\_\_\_\_

CCP Provider Phone Number: \_\_\_\_\_

Date of Service Authorization Request Approval: \_\_\_\_\_

Date Service Begins: \_\_\_\_\_

The following documents are included with this referral:

- CDER
- IPP
- Most recent regional center report (i.e. Quarterly, Semi-annual or Annual)
- Any pertinent assessments (behavioral, vocational, etc.)
- Person-Centered Career Plan Provider Fact Sheet

**Next Steps:** The service coordinator will send the completed form to the identified CCP provider. The CCP provider will meet with the individual, family, and other supporters designated by the individual to complete a PCCP. Include timeline for returning PCCP to the Service Coordinator.



# CCP Program Design Requirements



A CCP program design is required to have the following;



Purpose and goals of the service



Anticipated participant outcomes stated as measurable objectives



Program components that address the Career Pathway Navigator (CPN), the Person-Centered Career Plan (PCCP), and the Customized Employment Specialist (CES)



Outline of how service will be inclusive and serve all populations, including underserved populations and those with a primary language other than English



Description of locations where service will occur (community, office, residence, etc)



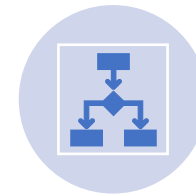
# CCP PD Continued



CCP program design req's



Attendance policy, including need to notify RC on or before 5<sup>th</sup> day of unplanned absence



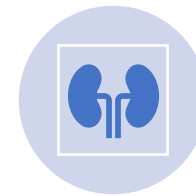
Affirmation that service will be 1:1



Schedule of direct service operating hours



Staff training plan for new hires and ongoing



Entrance/Exit criteria, including intake procedure, any screening process, and procedure for transitioning participants out of service

# CCP PD Continued

For Career Pathway Navigator

- Participant assessment Procedure and timeline including
  1. Process for developing PCCP
  2. Specifying how the PCCP will inform the IPP objectives specific to employment
  3. Detailing how the PCCP will be used to determine the path of future services, such as CES or other employment services
- Use of assessment data for determining activities and program services the participant receives
- Evaluation process for determining progress toward outcomes

# CCP PD Continued

For Customized Employment Specialist

- Descriptions of service steps including the following;
  1. Discovery
  2. Job search planning
  3. Job development and negotiation
  4. Placement support and post-employment support
- Evaluation process for determining progress toward outcomes

# CCP PD Continued

## General requirements

1. Description of the process to collect and complete required reporting including the following;
2. Participant entry survey, semiannual progress surveys, and exit survey
3. Quarterly progress and outcome reporting for CPN
4. Quarterly progress and outcome reporting for CES
5. Annual program assessment (successes, barriers, etc)
  - Internal participant grievance procedure

# Program Design Modifications

Proposed changes in the following require, at least 30 days in advance, submittal of a revised program design to the RC and notice to the participants and/or their authorized representative;

- Location where service occurs
- Program components
- Approved Service Code
- Entrance/Exit criteria
- Hours of operation



Questions?