Service Title: Coordinated Career Pathways (CCP)

Service Code: 956

Service Description:
A regional center shall classify a vendor as a Coordinated Career Pathways (CCP) provider when the vendor plans, coordinates, and provides services identified below to individuals exiting work activity programs, subminimum wage settings, or within two years of exiting secondary education to achieve Competitive Integrated Employment (CIE). The CCP services shall be tailored to the unique needs of individuals with complex barriers to employment and provided in a manner that respects their language and culture. CCP services are time limited and includes but is not limited to:

Career Pathway Navigator (CPN)
Subcode: NAV
CPN applies a person-centered approach to provide individualized and targeted supports to help individuals create and navigate their own career pathway to CIE in a way that incorporates the cultural background of the individual and their family. Responsibilities of the CPN includes but is not limited to:

1. Developing a Person-Centered Career Plan (PCCP) for employment, community engagement, postsecondary education, and non-work supports to achieve CIE. Works with the Individual Program Plan (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.
2. Providing 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.
3. Assisting with coordination of interpreters, translation, and plain language materials as needed for individuals and their representatives.
4. 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 (e.g., transportation).
5. Monthly review/reassessment of progress with the individual and/or to address unmet needs. Modifies PCCP as needed and expedites any changes to the plan.
6. 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.
7. Reporting on a quarterly basis 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.
8. Assisting individuals to obtain personalized benefits planning and tools for financial empowerment.
9. 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.

Minimum qualifications for CPN include a Bachelors-level degree with 3 years' experience in the field of developmental disabilities service systems or an Associates-level degree with 5 years' experience. The CPN must have completed a course or training in person-centered thinking/planning and hold either an Association of Community Rehabilitation Educators (ACRE) certificate with an emphasis on Customized Employment or Association of People Supporting Employment First (APSE) Employment Support Professionals (CESP) credentialed. Must be knowledgeable of the service delivery systems including the regional center and generic services for community integration and employment.

Customized Employment (CE)
Subcode: CES
CE is a person-centered and multi-strategy approach for achieving CIE or self-employment. CE services may vary in intensity and duration depending on individualized needs. A Customized Employment Specialist (CES) provides 1:1 CE services to the individual and employer including discovery, job search planning, job development and negotiation, placement support, and post-employment support. The CES may supervise other employment staff who provide workplace supports (e.g., training, job coaching, assistive technology).

Customized employment includes but is not limited to:
1. The discovery process to profile a job seeker's interests, strengths, life experience, preferred employment settings, etc.
2. Developing long-term business relationships to identify employer needs and advocates for the value individuals with disabilities add to the workplace.
3. Presenting potential business solutions to employer and negotiates a customized position.
4. Providing post-CE placement support to organize position and onboard new employee.
5. Working with employer, supervisors, and co-workers in the employment setting to develop natural supports.
6. Self-employment, micro enterprise, or gig-based economy opportunities are supported as other CE options.

The CES should have a strong track record of relevant work experience and qualifications, including demonstrated professionalism, effective communication, problem solving aptitude, adaptability, and client/individual focus. The CES must possess skills for implementing CE elements such as business engagement, job analysis, discovery, and systematic instruction. The CES requires ACRE Certification with an emphasis on CE or CESP Certification. The CES qualifications include an Associates-level degree (preferred) or a high school diploma (or equivalent).

For both CPN and CES, proficiency in the languages of the individuals supported is preferred. Exceptions to the minimum qualifications, along with the justification, shall be submitted to the regional center. Regional center shall provide recommendations and submit to the Department of Developmental Services for determination. CCP providers shall provide training and coaching to CPN, CES, and staff by a qualified subject matter expert on the implementation of CE services to assure proficiency in the delivery services.