

## Standard Program Design Requirements for Coordinated Career Pathways

This outline is generated from the DDS Coordinated Career Pathways Guidance dated March 25, 2024. It is designed to be utilized as a quick reference tool. For specific language or sections, refer directly to the regulation.

Key considerations for writing your program design:

- The program design is part of your contract with the regional center and will be used to hold you accountable for the services you provide.
- Describe the *who, what, when, where, why, and how* of your program services.
- Your program design will be used as a tool by service coordinators to assess your program for appropriateness for our clients
- Be sure that all spelling, grammar, and formatting is correct.
- Be specific and concise.
- Do not cut and paste Title 17 and 22 Regulations into your Program Design.
- This program design is specific to services provided to clients of Alta Regional Center. To avoid confusion, do NOT include policies and procedures that only apply to private pay or insurance funded clients.

**All pages:** The page number, name of program, and date of submission must be included in the footer of each page.

### 70 Page Max - Limit

Please limit your submission to no more than 70 pages (including Appendix/Attachments). All Program Designs submitted outside of the 70-page max will be returned.



## Table of Contents- Sample

Include each of the following sections (as applicable to your service delivery), with the page numbers on which they can be found.

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### Pursuant to DDS Coordinated Career Pathways Guidance dated March 25, 2024:

In October 2022, the State’s Budget Trailer Bill for developmental services, SB 188 (Chapter 49, Statutes of 2022) added [Welfare and Institutions Code section 4870.2](#), requiring the Department of Developmental Services (Department) to establish an employment pilot program. The Department developed Coordinated Career Pathways (CCP) as a new employment service option. This service was developed in consultation with a variety of individuals, experts, state agencies, and groups representing the local communities served and focuses on Competitive Integrated Employment (CIE), postsecondary education, and career readiness for individuals exiting work activity programs or secondary education. The service is time-limited, person-centered, evidence based, and geared towards preparing individuals for careers. The purpose of this guidance is to outline services available to eligible participants beginning June 2024.

## Section A:

The following is an outline of the program design elements for the purpose of becoming a Coordinated Career Pathways (CCP) vendor.

1. A program description which includes:
  - a. The purpose and goals of service
  - b. Anticipated participant outcomes resulting from participation in the program stated as measurable objectives
  - c. Program components that address two services.
    - i. Career Pathway Navigator (CPN) and the Person-Centered Career Plan (PCCP) (required)
    - ii. Customized Employment Specialist (CES) and customized employment (CE)
  - d. A statement outlining how the service is inclusive and efforts that will be made to effectively serve all populations, including underserved populations and those who have a primary language other than English.
  - e. Description of the location(s) in which services occur, community, office setting, the participant's place of residence or a natural environment. Include counties to be served
  - f. Participant attendance policy which includes the following:
    - i. The requirement for the vendor to notify the regional center on or before a participant's fifth consecutive day of unplanned absence.
    - ii. The attendance requirements for participants to remain enrolled in the program.
    - iii. The efforts the service will make to assure attendance as consistently as determined necessary by the Individual Program Plan (IPP) Team.
  - g. Statement affirming the staffing ratio will be 1:1
  - h. Schedule of the vendor's direct service operating hours.
2. A description of the entrance/exit criteria, including:
  - a. including the intake procedure and any screening processes used by the vendor and procedures for transitioning participants out of services
  - b. demographics of clients served
3. For CPN: A description of the process used to determine how the vendor will assist each participant served in achieving their IPP objectives specific to employment including:
  - a. Participant assessment procedures and timelines, including an explanation of how the following are used in assessing the participant's needs:
    - i. Process for developing PCCP.
    - ii. The PCCP is used to inform the IPP objectives specific to employment.
    - iii. The PCCP is used to determine the path of further services: customized employment (working with the Customized Employment Specialist) or other employment path (working with the Career Pathway Navigator).
  - b. Utilization of assessment data for determining the specific activity and program services that participants receive.
  - c. Evaluation procedures used to determine the extent of a participant's progress toward achieving the specific outcomes in each IPP employment objective for which the vendor is

responsible.

4. For CES: A description of the process used to determine how the vendor will assist each participant served in achieving their IPP objectives specific to employment for which the vendor is responsible including:
  - a. A description of the key steps for CE: discovery, job search planning, job development and negotiation, placement support and post-employment support.
  - b. Evaluation procedures used to determine the extent of a participant's progress toward achieving the specific outcomes in each IPP objective for which the vendor is responsible.

## Section B:

### 5. Reporting Requirements:

- a. A description of the process to collect and complete required program reporting through the designated data entry method.
  - i. Participant entry survey, semiannual progress surveys, and exit survey.
  - ii. Quarterly progress and outcomes reporting from CPN.
  - iii. Quarterly progress and outcomes reporting from CES.
  - iv. Annual program assessment (i.e., successes, barriers).
- b. Special Incident Reporting: Pursuant to Title 17 §56727, all vendors shall report to the regional center any reasonably suspected abuse/exploitation of clients 24 hours via telephone, electronic mail, or fax immediately, but no more than 24 hours after learning of the occurrence of the special incident. Vendors shall also submit a written report within 24 hours.

## Section C:

### 6. Organizational Structure and Responsibilities. Pursuant to section § 58811 and DDS Coordinated Career Pathways Guidance:

1. A staff-training plan;
  - a. A staff training plan, that includes a plan for new staff orientation and on-going staff training.
    - i. Pursuant to the DD CCP Directive dated March 25<sup>th</sup>, 2024:
      1. CPN staff must have 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 ACRE certificate with an emphasis on CE or Association of People Supporting Employment First (APSE) Certified Employment Support Professional (CESP) credentialed.

2. CES staff must have an Associates-level degree (preferred) OR a high school diploma (or equivalent). The CES requires ACRE certification with an emphasis on CE or CESP credentialed.
2. A description of the internal consumer grievance procedures pursuant to Welfare and Institutions Code, Section 4705;
  3. A description of the program's quality management system;
  4. Program design modifications:
    - a. When modifications are made to the program design, which constitute a change in the type of services provided, the vendor must, at least 30 days prior to the change, notify the participants or their authorized participant representatives and submit to the vendoring regional center, a revised program design as described above. A revised program design is required when any of the following elements of the program design are changed:
      - i. Locations in which services occur
      - ii. Program components
      - iii. Approved service code
      - iv. Entrance and/or exit criteria
      - v. Hours of operation
      - vi. Discontinuation of Services and Change of Ownership of the Practice