



North Los Angeles County Regional Center

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CIE INCENTIVE PROGRAM ADDENDUM

Agency: _____

Vendor Number: _____ Service Code: _____

Welfare and Institutions Code (WIC) was amended effective July 1, 2016 to add section 4870(d-g) to increase sustained competitive integrated employment (CIE) placements by regional center service providers. CIE is full or part-time work for which an individual is paid minimum wage or greater in a setting with others who do not have disabilities. Section 4870(d) authorizes funding to the Department of Developmental Services for incentive payments to providers for placement and retention of regional center consumers, consistent with a consumer's Individual Program Plan (IPP). To assist you with your addendum, please respond to the following prompts and provide any additional narrative that is applicable to this new addition of your services.

I. Vendor Process and Description

- a. Program Purpose and Goals:
- b. Describe outcomes as defined by CIE:
- c. Describe your approaches to creating CIE opportunities, including any new and innovative approaches to job development you have:

II. Person Centered Planning

- a. **Participant Choice**: Describe how employment opportunities will be person centered and support the individualized goals of the person served.
- b. **Skills Assessment**: Describe the assessment process(s) you will utilize with consumer participation to determine their goals, interests, aptitudes and talents and how that information will guide you in assisting consumers in finding meaningful employment opportunities.
- c. **Assessment of Progress**: Describe how progress toward IPP goals will be measured and tracked as well as the role of the consumer in this process.

- d. **Supports Available**: Describe how you will meet the individualized support needs of the consumer both during the assessment and employment procurement process, and also during work. Discuss the “handing off process” if your agency does not plan to provide supports once the individual is employed.
- e. **Service and Support**: Please indicate the locations and range of working hours you are able to provide supports.

III. Strategies

- a. Describe the strategies that will be deployed to help ensure consumers sustain placement after *30 consecutive days, 6 consecutive months, and 12 consecutive months*, keeping in mind consumer choice. Also, describe the process should a consumer wish to change jobs.
- b. Please make a statement that all employers to be worked with in securing CIE for consumers must operate their business in compliance with California State laws.
- c. Describe your process for assisting consumers in negotiating their wages with employers. Please also make a statement regarding compliance with the state or local minimum wage that will be expected of employers.
- d. Describe your strategies and plans for addressing transportation needs as new CIE opportunities are created.

IV. Referral and Intake

- a. **Referral Process**: Please describe how you will receive and respond to referrals for CIE opportunities.
- b. **Entrance Criteria**: Please describe the program’s entrance requirements as well as any limitations on your ability to provide support for individuals who require assistance with personal care, behavioral issues, medical supervision, etc.
- c. **Intake Process**: Please describe the step-by step process an individual would go through to participate, beginning with referral.
- d. **Program Capacity**: What is the maximum number of CIE participants the

program will support at any given time? Address Contingency plans for staff absences.

V. Staffing:

- a. **Job Descriptions**: Please attach copies of new and/or updated job descriptions for personnel who will support the CIE program. Staff must meet staff criteria for service code being utilized for PIP program.
- b. **Staff Supervision**: Please describe how direct service staff will receive supervision.
- c. **Staffing Ratios**: For most CIE opportunities, the ratio is 1:1. Please describe any circumstances where that ratio might change, and how that will be evaluated in light of CIE requirements.

VI. Grievance Process and Accountability

- a. Describe your grievance process for participants and methods for resolving challenges between all parties.
- b. Provide a statement regarding program accountability and achievement of program goals reporting to be submitted to NLACRC following the Guidelines for Implementation of Competitive Integrated Employment Incentive Payments issued by DDS on August 5, 2016.

VII. Documentation

- a. **Data Collection**: What types of individual and program data will you collect and maintain and at what intervals? Please attach samples of reports, forms, logs, etc. that will be used in data collection. Include the following:
 - i. Pay Stubs
 - ii. Employment Setting
 - iii. Consumer Satisfaction
 - iv. Type of Work Performed
 - v. Types of Support Provided
 - vi. Exit Reasons
- b. **Evaluation**: Describe the methods by which the effectiveness of the program will be evaluated and attach a current or proposed evaluation form or survey.