

COORDINATED CAREER PATHWAYS PROGRAM DESIGN GUIDANCE

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.
 - 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.
 - i. A staff training plan, that includes a plan for new staff orientation and on-going staff training.
2. A description of the entrance/exit criteria, including the intake procedure and any screening processes used by the vendor and procedures for transitioning participants out of services.
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.
5. A description of the process to collect and complete required program reporting through the designated data entry method.
 - a. Participant entry survey, semiannual progress surveys, and exit survey.
 - b. Quarterly progress and outcomes reporting from CPN.
 - c. Quarterly progress and outcomes reporting from CES.
 - d. Annual program assessment (i.e., successes, barriers).
6. A description of the internal participant grievance procedures.

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:

1. Locations in which services occur
2. Program components
3. Approved service code
4. Entrance and/or exit criteria
5. Hours of operation