



COORDINATED CAREER PATHWAYS SERVICES PILOT PROGRAM Service Code 956

Rates: \$89.49 - Ratio: 1:1 SUBCODE NVG

Rates: \$64.70 - Ratio 1:1 SUBCODE CES

Description of Resource Need:

A regional center shall classify a vendor as a Coordinated Career Pathways (CCP) provider when the vendor plans, coordinates and provides services identified below:

- A. To individuals who are exiting work activity programs,
- B. To individuals who are exiting subminimum wage setting,
- C. To individuals who are **within two years** of exiting secondary education to explore and achieve inclusive options including, but not limited to, paid internship, Competitive Integrated Employment (CIE), self-employment, microenterprises, and post-secondary education.
- D. Services shall be tailored to the unique needs of the individual (ratio of 1:1) with complex barriers to employment.
- E. Services are provided in a manner that respects the individual's language and culture.
- F. Services are time-limited to eighteen (18) months, but can be extended to a maximum of twenty-four (24) months.
- G. For Referral and Service Need Evaluation information, see **Enclosure C**.
- H. All participants of CCP are required to have a Person-Centered Career Plan (PCCP) (**Enclosure B**). The planning process is based on an awareness and understanding of the individual's lifestyle, cultural background, and familial context. The written plan includes the individual's career interests and goals, strengths, challenges and barriers, regional center and generic services and supports, short term milestones, action steps, and timeline. The plan should be written or recorded in a way that the individual can monitor their own progress. The PCCP is used to inform the Individual Program Plan (IPP) with their regional center.

There are two (2) new services are available through CCP:

- I. Career Pathway Navigator (CPN)
- II. Customized Employment Specialist (CES)

I. Career Pathway Navigator (CPN)

- A. **Service:** For individuals and their family, this includes (for Service Details, see **Enclosure A**):
 - 1. The development of a Person-Centered Career Plan (PCCP) that is customized to the individual's circumstances, preference, and needs, aligning with what is important to them (for PCCP Fact Sheet, see **Enclosure B**).
 - 2. Develop a strengths-based discovery process and the identification of components of an ideal job that are best suited for the individual.
 - 3. Guidance on employment resources and information.
 - 4. Assistance in identifying career options.
 - 5. Navigating regional center and generic services.
 - 6. Monitoring progress.
 - 7. Develop a Person-Centered Career Plan (PCCP).
 - 8. Develop a holistic plan that 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.

9. Assist individuals and their families in acquiring and navigating employment related region center and generic services and supports to address barriers and meet their unique needs.

B. CPN Qualifications:

1. Must have a bachelor's-level degree with 3 years' experience in the field of developmental disabilities service systems **OR** an associate-level degree with 5 years' experience.
2. Must have completed a course or training in person-centered thinking/planning.
3. Hold either an ACRE certificate with an emphasis on Customized Employment (CE) **OR** Association of People Supporting Employment First (APSE) Certified Employment Support Professional (CESP) credentialed.

II. Customized Employment Specialist (CES)

A. **Services:** To assist individuals in securing a job tailored to their unique talents, skills and interests that match the needs of an employer (for CCP Fact Sheet, see **Enclosure D**). Customized Employment includes the following services:

1. A strengths-based discovery process and the identification of components of an ideal job that are best suited for the individual.
2. Working collaboratively with the individual and the employer to negotiate a customized job, provisions of support, and terms of employment for the individual.
3. Providing coordination or assistance with acquiring employment supports, training, and stabilization as well as any extended services needed for success at the workplace.
4. Assisting with transition planning with CPN and regional center service coordinator to address long-term career development and support needs.

B. CES Qualifications:

1. Must have an associate-level degree (preferred) **OR** a high school diploma (or equivalent).
2. Hold either an ACRE certificate with an emphasis on Customized Employment (CE) **OR** Association of People Supporting Employment First (APSE) Certified Employment Support Professional (CESP) credentialed.

Overview of the Scope of Services may include, but is not limited to:

- A. Developing a Person-Centered Career Plan for employment, community engagement, postsecondary education, and non-work support to achieve CIE. Works with the individual program plan team, service coordinator, and individual to include PCCP goals and measurable objectives into the IPP. Supports the individual in the goal setting and monitoring of their own progress.
- B. Attending IPP and IEP planning meeting as requested.
- C. Identifying and providing support necessary to careers, college, internship, benefit planning, and how to apply for employment.
- D. Providing technology assistance.
- E. Providing 1:1 guidance, resource and information on career pathway options including community integration, vocational training, post-secondary education, and careers to help individuals develop their path.
- F. Assisting with transition planning with CPN and regional center service coordinator to address long term career development and support needs.
- G. Supporting with benefit education and analysis (SSI, food assistance, housing).
- H. Reporting on a quarterly basis milestones achieved, services provided, and employment outcomes along with an annual progress report. Share information with the service coordinator regarding any needed updates to the IPP or referrals to meet person's employment goals.
- I. Working with the service coordinator to assist in the transition to ongoing individual supported employment services or request an extension of CCP based on individual's needs.
- J. Identifying and providing supported employment (job preparation, search, placement, coaching).

*****CPP shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the Individual served and their family are receiving.***

Additional Qualifications for the Applicant:

1. Must have an office located in a business zone within the South Central Los Angeles Regional Center (SCLARC) catchment area.
2. Must have knowledge and/or experience in each of the following:
 - Knowledge of people with developmental disabilities through lived experience and/or 3 years of formal paid experience.
 - Training in Person-Centered Thinking, planning, and/or approaches.
 - Understanding of the Lanterman Developmental Disabilities Services Act.
3. Must not have had any corrective action plans within the last 12 months, been terminated for vendorization by a regional center, received a non-compliance letter from a regional center, and/or be currently under investigation for non-compliance.
4. Must complete SCLARC vendor application process including but not limited to:
 - The person/entity must have a vendor number and be approved for vendorization prior to providing services.
 - Sign an agreement as to the services to be provided, as per the DDS Directive of July 28, 2022.
 - Completion of a Vendor Application for SCLARC (including but not limited to Form DS1890) – DS1890 is a form to provide basic information, such as the name, and address of the person/entity to be reimbursed. All sections of this form are to be completed (including Social Security Number (SSN) or Employer Identification Number (EIN) of person/entity receiving the reimbursement.
 - Completion of Applicant/Vendor Disclosure Statement (Form DS1891) - Every applicant or vendor must complete and submit this disclosure statement as part of a complete application packet for vendorization or upon request of the vendoring regional center. This form requires that the applicant provide his/her Social Security Number. For entities, SSNs of board members/owners are also required.
 - HCBS Provider Agreement/Medi-Cal Provider Form – as a federally reimbursed system, we are required to have all applicants complete this form.
 - Completion of a Coordinated Career Pathways Program Design (see **Enclosure F**).
 - Completion of a W-9 form.
 - Completion of an eBilling form.
 - Copy of certificate, license, or credential that exhibit the applicant's qualification.
 - Copy of valid and current identification, such as a driver's license, CA ID, or passport.
 - Copy of Social Security Number or IRS statement for the EIN.
 - Copy of insurance criteria and requirements (see **Enclosure G**).

Application Package (all items must be included):

1. Submit a letter of interest summarizing your qualification and/or experience.
2. Provide an office address in a business zone within SCLARC's catchment area.
3. Submit resume and educational degree(s).
4. Copy of the ACRE certificate with an emphasis on Customized Employment OR Association of People Supporting Employment First (APSE) Certified Employment Support Professional (CESP) credentialed.

Costs for Proposal Submission:

Applicants responding to this Request for Proposal shall bear all costs associated with the development and submission of their RFP Application Packet. No costs shall be charged to SCLARC, the Department of Developmental Services, or the State of California.

Deadline:

Application Packets will be stamped with the date and time of receipt and reviewed in the order they were received (first come, first served).

* Packets received after the April 24th deadline will be reviewed and considered once the first round process is complete.

Submit:

By e-mail to: vendocs@sclarc.org

By mail or drop off to: Department of Community Services & Family Support
South Central Los Angeles Regional Center
2500 S. Western Avenue, Los Angeles, CA 90018

❖ Publish Date:	April 8, 2024
❖ Information Meeting:	April 19, 2024 at 10:30 a.m.
❖ Request for Proposal Due Date:	April 24, 2024, at 4:00 p.m. *
❖ Committee Review:	May 1 - 7, 2024
❖ Interviews and Recommendation:	May 20 - 24, 2024
❖ Contract Signed by All Parties:	June 30, 2024
❖ Services to Begin:	June 2024

Additional Information

- Enclosure A – [Service Code Description](#)
- Enclosure B – [PCCP Service Provider Fact Sheet](#)
- Enclosure C – [CCP Referral and Service Need Evaluation Form](#)
- Enclosure D – [CCP Fact Sheet for Potential Providers](#)
- Enclosure E – [CCP Fact Sheet for Individuals And Families](#)
- Enclosure F – [CCP Program Design Guidance](#)
- Enclosure G – [SCLARC Insurance Requirements](#)

SCLARC will host a virtual informational session to support potential applicants and to address questions about this unique opportunity via Zoom on April 19, 2024, from 10:30-11:30 a.m.

<https://us06web.zoom.us/j/86857977084?pwd=rBzIIjACmMHojpndXnlDukLQnPrPH.1>

Meeting ID: 868 5797 7084

Passcode: 967943

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