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TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: COORDINATED CAREER PATHWAYS

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.

### **CCP Service Description**

CCP is designed for individuals who are exiting or have recently exited work activity programs or other subminimum wage settings, or within two years of exiting secondary education, to explore and achieve inclusive options including but not limited to paid internship, CIE, self-employment, microenterprises and post-secondary education.

Two new services are available through CCP, a Career Pathway Navigator (CPN) and a Customized Employment Specialist (CES). Services are time-limited to 18 months but can be extended to a maximum of 24 months. Service code descriptions and the minimum qualifications for the CPN and CES are in Enclosure A.

### **Career Pathway Navigator**

CPN services for individuals and their family include the development of a Person-Centered Career Plan (PCCP), guidance on employment resources and information, assistance in identifying career options, navigating regional center and generic services and monitoring progress.

All participants of CCP are required to have a 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.

The individual's PCCP may include but is not limited to the following activities and services:

- career exploration
- community awareness, engagement, and integration
- postsecondary education, vocational training
- internships and or other work experiences (volunteering, temporary work, part time paid work)
- supported employment (job preparation, search, placement, coaching)
- customized employment
- technology assistance
- self-employment or microbusiness launch
- benefits education and analysis (SSI, food assistance, housing)
- transportation
- financial empowerment and savings

A PCCP does not automatically assume an individual will go into customized employment. An individual will pursue customized employment if it fits the needs and wants of the individual based on the desired outcomes of the PCCP.

### **Customized Employment Specialist**

The goal of customized employment is job placement that meets the specific abilities of the individual job seeker and the business needs of the employer in a competitive integrated setting rather than the traditional approach of matching a person to an existing job.

The CES will expand on initial information from the PCCP to direct, assist and support the individual through an individualized, person-centered, customized employment process which includes:

- Discovery: Gathering information from the individual and their supporters to identify their interests, skills, preferences, and ideal work conditions. Through this process a personal profile is developed to determine the individual's skills, abilities, ideal work conditions, and vocational areas of interests to guide the job customization process.
- Job Search Planning: Developing a plan for seeking and negotiating a customized position, including a list of potential employers.

- Job Development and Negotiation of a Customized Job: Working collaboratively with the individual and the employer to negotiate a customized job, provisions of support, and terms of employment for the individual that meets the needs of the individual and employer.
- Placement Support: Providing accommodations and support, including orientation to the job and training for success in the workplace. Collaboration with the employer to engage supervisors and co-workers in the provision of job supports, as with all employees, including new hire orientation.
- Post-Employment Support and Transition Planning: Assists with transition planning post customized employment placement with CPN and regional center service coordinator to address long term support needs and career development.

### **CCP Rates and Funding**

The Department has established rates for CCP which can be found [here](#).

### **Referral for CCP**

The Department created a standard referral form (Enclosure C) for regional center service coordinators to use when referring and evaluating individuals for CCP. Service coordinators may refer eligible participants who have an interest and/or goal for employment, postsecondary education, or career readiness.

### **CCP Vendorization and Outreach**

Recognizing that CCP is a new service, over the next 60 days, regional centers should establish an outreach plan to promote CCP to individuals who are exiting work activity programs or other subminimum wage settings, regional center staff, potential service providers and the community. Availability of CCP should be no later than June 2024.

The Department developed fact sheets to assist regional centers with informing potential service recipients, families, and providers about CCP services (Enclosures D and E). Regional centers are encouraged to add their logos and contact information to the fact sheets, post them on their websites, and distribute them to key points of contact.

Each regional center will work with their local community partners to identify vendors who will provide this service. Regional centers should make every effort to assist prospective providers with the vendorization process and seek to vendorize a diverse pool of providers. To assist in the vendorization process, the Department created a Program Design Outline (Enclosure F).

### **Reporting**

Providers will be required to submit quarterly reports to the Department on participant progress and satisfaction, services provided as well as employment and outcomes.

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The metrics used for reporting, the link to the reporting platform, and instructions will be provided in future correspondence.

Regional centers will be required to submit quarterly reports on the implementation of CCP. A link to the quarterly reporting survey will be sent to regional center primary and secondary CCP contacts.

**Regional Center CCP Contacts**

Please notify the Department of your primary and secondary points of contact by April 5, 2024. This information should be submitted to the Department via the email address below.

If you are an individual served or family member and have questions about this guidance, please contact your regional center service coordinator. If you are a regional center and have questions about this guidance, please email [EmploymentPilot@dds.ca.gov](mailto:EmploymentPilot@dds.ca.gov).

Sincerely,



ERNIE CRUZ  
Deputy Director  
Community Services Division

Enclosures

cc: Regional Center Administrators  
Regional Center Community Services Directors  
Regional Center Directors of Client Services  
Association of Regional Center Agencies  
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