

LETTER OF INTEREST GUIDELINES Coordinated Career Pathways (CCP) Services

Harbor Regional Center (HRC) is accepting applications for the following Purchase of Services (POS):

Service Type	Coordinated Career Pathways
Service Code	956 Newly Established by DDS
HRC DDS Set Rate	\$65.51 per hour (Customized Employment) and \$90.47 per hour (Career Pathway Navigator)
Location	Harbor Regional Center catchment area (see map)
Application Deadline	May 24, 2024 5PM
Service Delivery	As soon as possible – applicants should be ready to begin the vendorization process in June

Service Description

Coordinated Career Pathways (CCP) is a new service designed for individuals exiting work activity programs, subminimum wage settings, or within two years of exiting secondary education to achieve or advance in competitive integrated employment (CIE). 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.

Career Pathway Navigator

All individuals using this service will first develop a Person-Centered Career Plan (PCCP) with a Career Pathway Navigator (CPN). The plan includes the individual's career goal or interests, strengths, challenges and barriers, regional center and generic services and supports, short-term milestones, action steps, and timeline. The CPN will provide direct assistance in the implementation of the plan including, guidance and information, and direct assistance accessing regional center and generic services. Monthly monitoring of progress occurs, allowing necessary adjustments to be made to the PCCP as required.

The PCCP may include, but is not limited to, the following activities and services:

- career exploration
- community 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 recommendation for CE services and/or other RC services to meet individual needs to achieve CIE will be a part of the Person-Centered Career Plan.

Customized Employment (CE) is an employment service that is designed for any person who wants to work, regardless of the severity of their disability, limited exposure to community and work experience, or support needs. CE is carried out through discovery, job search planning, job development and negotiation, placement support and post-employment

support. CE results in CIE through a customized, negotiated job that matches the interests, skills, abilities, and work conditions of the individual to the business needs of an employer.

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.

Please refer to the DDS Website for full details of the Coordinated Career Pathways found here, including Enclosures A-F:

<https://www.dds.ca.gov/services/coordinated-career-pathways-ccp-services/>

We encourage interested applicants to register for one of the two DDS webinars to introduce CPP to community-based organizations and other interested parties. This information is located on the same website above.

Current service providers are encouraged to consider expanding their service portfolio to include CCP. Prospective service providers with an interest in serving individuals with developmental disabilities and their families, especially those with diverse backgrounds, are also encouraged to consider becoming a CCP provider.

Applicants must disclose any potential conflicts of interest per Title 17 Section 54500. Applicants, including members of governing boards, must be in good standing concerning all services vendored with any regional center. For partnership submissions, all partners should have full knowledge of the contents of the proposal submitted and must demonstrate commitment to the project during start-up as well as on-going operations.

Requirements and Expectations

- CCP staff working with the individual and their family must communicate in the individual's preferred language and must be respectful of the individual and family's culture.
**Please note that HRC's primary languages after English are Spanish, Cambodian, Korean, and Tagalog- however, the capacity to accommodate any additional languages are welcome and encouraged.*
- Service Provider must have a proven history demonstrating the ability to provide direct services/supports to adults with intellectual and developmental disabilities;
- All staff are required to show proof of and/or obtain CPR and First Aid certifications, TB test, fingerprint clearance, and pass criminal background checks;
- Service provider will not discriminate in the provision of services on the basis of race, religion, age, disability, sex, or national origin of the individual, or their parents, guardian, or conservator;
- Must have a proven history of positive working relationships with the community and with applicable government agencies;
- Only upon HRC approval to move forward in the resource development process for the identified service need, the service provider will acquire a physical business office and a business license for the associated city within the HRC catchment area;
**P.O. Boxes are only permitted as a mailing address, and do not qualify to meet the local office requirement*

- Must have or obtain **Commercial General Liability AND Professional Liability, Abuse, and Molestation Insurance Policies** in the amounts of **\$1 million per occurrence/\$3 million aggregate** with HRC listed as **additionally insured** prior to finalization of the vendorization process.

Required LOI Application Materials

Please include all information requested below. Limit submissions to a maximum of 10 pages total.

1. Share the CPP applicant's relevant service history and experience to be able to provide CPP. **Please refer to Attachment A for the minimum qualifications for both the CPN and CES.**
2. Describe, in your own words, the purpose and goals of CCP.
3. Explain how supports will be provided in a manner that is respectful of the culture, ethnicity, and linguistic preferences of the individual and their family.
4. Describe the assessment process, timelines, and tools that the CPP applicant will utilize to identify the needs and desires of the individual receiving CPP.
5. Describe how assessment data will be utilized to determine specific service needs, establish goals and outcomes, and the development a CPP plan to implement the CPP needs that have been identified.
6. Describe the process used to determine how the CPP applicant will assist each individual served in achieving his or her IPP objectives for which the service provider would be responsible.
7. Describe the range of approaches and strategies the CPP applicant will utilize to identify and access various resources, provide education, etc. when providing CPP services.
8. Describe the evaluation and reporting procedures that will be used to determine the extent of an individual's progress toward achieving the specific outcomes identified for the individual receiving CPP.

Please also attach

- HRC Service Provider Inquiry Cover Page
- HRC Preliminary Service Provider Inquiry Experience and Qualifications Form
- Professional Resumes of owner/primary contact/qualified professional(s) and required certifications for CPN and CES (refer to Enclosure A for details).
- DS1891 Applicant/Vendor Disclosure Form

**The purpose of the DS1891 form is to identify prospective vendors that may be ineligible for vendorization because the Service Provider has been convicted of a crime related to the Medicare, Medicaid or Title XX programs or has been convicted of abuse or neglect of an elder, dependent adult, or child. An applicant or vendor entity must provide an original, signed DS1891 Form to the Regional Center for each program that is separately vendored by the Regional Center. All Service Providers are required to comply with vendorization requirements established in the Welfare & Institutions Code, Section 4648.12 and California Code of Regulations (CCR), Title 17, Section 54311, including other requirements established in the regulations regarding the Service Provider's eligibility to provide services.*

Please submit all application materials to:

Resource.Development@harborrc.org

Application Deadline: Friday, May 24, 2024 by 5:00 PM