COMPETITIVE INTEGRATED EMPLOYMENT ROADMAP REFERENCE GUIDE

DDS Department of Developmental Services

DOR DEPARTMENT of REHABILITATION
Employment, Independence & Equality

DEPARTMENT OF EDUCATION
STATE OF CALIFORNIA

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Disclaimer

Note: Guidance documents prepared in whole or in part by the California Department of Education (CDE), such as this, are provided as a reference, do not have the force or effect of law, and are not meant to suggest that the reader has obligations that go beyond those set forth in the cited statutes or legislative rules. Additionally, all reference links to outside resources are provided for the reader's convenience only, the contents and accuracy of which are not otherwise endorsed by the CDE.

Introduction

The California Department of Developmental Services (DDS), Department of Education (CDE), and Department of Rehabilitation (DOR) have jointly created the Competitive Integrated Employment (CIE) Roadmap and accompanying Reference Guide. CIE means a workplace environment in which a person with a disability (i) works alongside people without disabilities (ii) earns at least minimum wage and (iii) is given equal opportunity to compete for professional advancement with their non-disabled co-workers.

The CIE Roadmap and Reference Guide are designed to be used as a non-binding resource for educators, regional center service coordinators, vocational rehabilitation counselors, and other community service professionals who work with, and support school aged and adult individuals and their families. The goal of the CIE Roadmap and Reference Guide is to assist service professionals to prepare and support students and adults in seeking CIE. For the purpose of this Reference Guide, a regional center student is a young person who is served by the regional center and is currently enrolled in high school participating in special education, and who is old enough to legally work in California. They may already receive services from the CDE, DOR, and DDS, or may be eligible for them.

The CIE Roadmap and Reference Guide aim to provide information on the service delivery choices and potential service funding options. The Roadmap aims to provide potential pathways for an individual to achieve CIE, identifying opportunities for sequenced and braided funding between CDE, DOR and the regional center.

The Roadmap contains many service options to achieve CIE. However, the Roadmap does not include every possibility for delivery of services. Services will be unique for each individual. The Roadmap is intended to be used as a guide when developing a service plan.

Education professionals are encouraged to use the Roadmap during the development of secondary transition planning as part of the Individualized Education Program (IEP) process to inform students and families of available service options that will lead to CIE. The services and opportunities offered may vary, depending on student interest, goals, aptitude, and the local availability of programs (i.e., WorkAbility I). Additionally, the Roadmap may be used by the regional center and DOR service providers as they plan and coordinate services for individuals during the development of regional center-Individualized Program Plan (IPP) and the DOR Individualized Plan for Employment (IPE).

Acknowledgements

The California Department of Developmental Services, the California Department of Education and Department of Rehabilitation would like to thank each department's leadership for their support and guidance in the development of the Roadmap. Additionally, each agency would like to acknowledge the representatives of local education agencies, regional centers, DOR, advocacy organizations and community service providers that are listed below for their participation in the review and thoughtful recommendations during the development of the CIE Roadmap:

- Alta Regional Center
- Department of Developmental Services
- Department of Rehabilitation
- Disability Rights California
- Inland Regional Center
- Integrated Resources Institute
- Lodi Unified School District
- North Bay Regional Center
- Pathpoint
- Progressive Employment Concepts
- Regional Center of Orange County
- Sacramento County of Education
- San Jacinto School District
- Santa Clara County Office of Education
- San Diego County Office of Education
- State Council on Developmental Services
- State Council on Developmental Disabilities

College 2 Career

Service Description

College 2 Career (C2C) is a partnership with select community colleges and Department of Rehabilitation (DOR) to serve individuals with intellectual/developmental disabilities (ID/DD).

C2C provides employment preparation and soft skills training in addition to some instruction in independent living skills, and campus inclusion. Students are expected to be included in these specialized services in addition to regular educational or vocational classes provided by the community college. The goal of the program is for the C2C students to become employed in a competitive integrated community-based jobs. The C2C programs are offered at select colleges within the California community college system.

Service Referral Guideline

- Postsecondary community college program for people with ID/DD.
- The individual attends community college and meets eligibility requirements to receive DOR services.
- Individual may be referred to C2C by the DOR counselor or the C2C program.

Inter-agency Service Coordination Options

- Students participating in C2C services may also benefit from participating in a regional center Paid Internship Program (PIP).
- DOR and the regional center service coordinator may collaborate on complimentary services.
- A local education agency or regional center may inform the student/individual about the C2C program and work with DOR to start the application process for referral.

Funding/Funding Codes

- C2C is funded through a contract between DOR and the community college.
- Federal vocational rehabilitation funds through DOR.
- DOR uses AWARE case management system coding for contract funding.
- PIP services are funded by regional center.

Oversight Agency

- Department of Rehabilitation

Authorizing statute/Guidance

- 2014 Workforce Innovation Opportunity Act (WIOA)
- California Welfare and Institutions Code sections 19008 and 19013

Contact

- DOR Cooperative Programs Section
  (Voice) 916.558.5422
  Email Collaborative Services Section

C2C Programs

- College of Alameda
- West Los Angeles College
- Los Rios Community College District/Sacramento City College
- North Orange County Community College District
- Santa Rosa Junior College
- Shasta-Tehama-Trinity Joint Community College District/Shasta College
- San Diego Community College District
- State Center Community College District/Fresno City College

Customized Employment

Service Description

Department of Rehabilitation (DOR)

Customized Employment (CE) is a tailored job opportunity facilitated by a DOR rehabilitation counselor for job seekers with customized employment in their Individual Plan for Employment (IPE). Services are provided by an approved Community Rehabilitation Program (CRP). CE services are a personalized discovery of an individual's strengths, interests, and ideal conditions of employment that address an employer's needs.

Service Referral Guideline

- **DOR** – The DOR counselor and individual would determine if CE is the most appropriate service. DOR counselor refers to a CRP for the delivery of service.

Inter-agency Service Coordination Options

- DOR may fund CE service elements - Business Negotiation, Job Site Analysis & Onsite Training and Supports after regional center funding of first two CE service elements.

Funding/Funding Code

- **DOR Procedure Codes**
  - 276CRPa - CE Discovery
  - 276CRPb - CE Planning for Customized Employment
  - 276CRPc - CE Business Negotiation and Job Site Analysis
  - 276CRPd - CE Onsite Training and Supports
- **Regional Center Codes**
  - Service code 956 Subcode CES

Oversight Agency

- Department of Rehabilitation

Authorizing statute/Guidance

- DOR
  - 2014 Workforce Innovation Opportunity Act (WIOA)
  - California Welfare and Institutions Code sections 19008 and 19013

Agency Contact

- Department of Rehabilitation - DOR local office

Paid Internship Program

Service Description

Paid Internship Program (PIP) is a Department of Developmental Services (DDS) program administered through regional centers that allows an individual 18 years or older served by the regional center system to work in an internship and receive wages up to 1,040 hours per year for each internship. Internships must meet competitive integrated employment (CIE) standards, be paid at least minimum wage or equal wages for what the position would typically pay, work alongside individuals without disabilities and have the same opportunity for benefits and advancement as all other staff. Services are provided by community service providers funded by DDS.

Service Referral Guideline

- Individual receiving regional center services.
- 18 years or older
- An exemption is required if the student is still in high school (California Code, WIC 4648.55)
- Paid internships are available as a stand-alone service, however most individuals will have a natural support structure or a service in place to provide on-the-job supports.
- After high school completion, an individual can use a PIP in supported employment program or a day program with individualized support using Tailored Day Service.

Interagency Service Coordination Options:

- The PIP is available to individuals who are at least 18 years old and served by a regional center regardless of how the internship opportunity was developed.
- An individual may access work experience programs funded by local education agencies (LEA) and or the Department of Rehabilitation (DOR). An individual may explore PIP through the regional center by contacting the service coordinator.
- Service coordination may be an option with the DOR when an individual is being served by both the regional center and the DOR, for example, when:
    - Based on the students' interests and supports, the regional center and DOR can coordinate services such as short term supports.
    - It is beneficial to leverage worksites established by the LEA or DOR to support consistency in the individual's CIE placement.
    - DOR Counselors and regional center service coordinators should consider utilizing a vendor that is approved by both departments to provide short-term supports.
- Individuals may receive short term supports (job coaching) from DOR during a PIP experience.

Funding/Funding Codes:

- **DDS/regional center funded program** – for initial placement services and support
- **A PIP exemption (see Welfare & Institutions link below)** may be granted in either of the following circumstances:
    - For participation in a paid internship or CIE that is an outcome of a paid internship if the IPP planning team determines that the individual could benefit from participation in a paid internship or CIE.

- Participation in a paid internship or CIE, that is an outcome of a paid internship does not preclude an individual from continuing to receive public education services to the extent those services are determined to continue to meet the individual's needs.

DOR funded – short-term supports

- Short Term Supports authorizations must be created at the rate based on the DOR participant work location within a regional center catchment area and mirror that regional center rate for supported employment job coaching.
- Use the DOR Short Term Supports Rate Reference Sheet to determine the rate at which to authorize services based on the geographical location of the worksite.
- Regional Center service code – PIPW

Oversight Agency

- Department of Developmental Services
- Department of Rehabilitation

Authorizing statute/Guidance

- DDS PIP directive (August 2021)
- PIP Exemption: Welfare and Institution Code Section 4648.55

Contact

- Regional center service coordinator
- Department of Developmental Services – workservices@dds.ca.gov

Self-Employment

Service Description

"Self-Employment Setting" allows the individual to choose a vocational goal/occupation as an employment outcome in a setting where the individual can work as self-employed instead of as an employee. A Department of Rehabilitation (DOR) counselor and the individual will agree upon a vocational goal and the services necessary to assist the individual to achieve that goal. A DOR Individualized Plan for Employment (IPE) would be developed. Requirements of a self-employment plan include:

- Must involve sole proprietorship and control and responsibility for decisions affecting the conduct of the business by the individual
- Must enable the individual to meet ongoing living expenses and be intended to become a majority source of income for the individual
- Must comply with relevant state, federal, and local laws and regulations

Service Referral Guideline

- An individual seeking self-employment services may be referred through the regional center service coordinator, local education agency (LEA) or self-referral.
- The individual would express interest in self-employment during the intake interview with the DOR and/or regional center staff.

Inter-agency Service Coordination Options

- When appropriately established and approved by the regional center a Paid Internship Program can be used when starting self-employment.

Funding/Funding Codes

- The specific DOR services necessary to achieve self-employment would be outlined in the individuals' IPE and DOR would fund/authorize services as appropriate to achieve CIE.

Oversight Agency

- Department of Rehabilitation

Authorizing statute/Guidance

- DOR
- 2014 Workforce Innovation Opportunity Act (WIOA)
    - California Welfare and Institutions Code sections 19008 and 19013

Agency Contact

- Local DOR field office

Student Services - Department of Rehabilitation

Service Description

Department of Rehabilitation (DOR) Student Services are available for students with a disability age16 to 21, who have not exited from secondary or post-secondary education, potentially eligible or eligible for DOR services. DOR Student Services may include:

- Job counseling
- Work based learning
- Education/training planning support
- Work habit training support
- Self-advocacy services

Service Referral Guideline

An individual may be referred to DOR Student Services by:

- Self-referral
- Local education agency
- DOR Transition Partnership Program (TPP) or We Can Work (WCW) program
- Regional Center Service Coordinator

Inter-agency Service Coordination Options

- DOR and the regional center may coordinate the provision of work-based learning experience hours

Funding/Funding Codes

DOR PROCEDURE CODES

- **Job Exploration Counseling**
  - P1-CRP Job Exploration Counseling, Individual
  - P1-CRPg Job Exploration Counseling, Group
  - P1CRPg-ASG Job Exploration Counseling, Group, Add Student

- **Paid Work Experience**
  - P2-CRP Pre-ETS Paid Work Experience Service
  - P2-CRPw Work Experience Wages Paid

- **Postsecondary Counseling**
  - P3-CRP Postsecondary Counseling, Individual
  - P3-CRPg Postsecondary Counseling, Group
  - P3CRPg-ASG Postsecondary Counseling, Group, Add Student

- **Workplace Readiness Training**
  - P4-CRP Workplace Readiness Training, Individual
  - P4-CRPg Workplace Readiness Training, Group

- P4CRPg-ASG Workplace Readiness Training, Group, Add Student

- **Self-Advocacy Training**
  - P5-CRP Self-Advocacy Training, Individual
  - P5-CRPg Self-Advocacy Training, Group
  - P5CRPg-ASG Self-Advocacy Training, Group, Add Student

Oversight Agency

- DOR

Authorizing statute/Guidance

- 2014 Workforce Innovation Opportunity Act (WIOA)

Agency Contact

- Local DOR office

Supported Employment

Service Description

Supported Employment (SE) services include employment placement and ongoing support services, needed to support and maintain an individual in an integrated employment setting for the term of employment. Department of Rehabilitation (DOR) partners with Community Rehabilitation Programs (CRP), which provide a range of vocational rehabilitation services directly to individuals, including employment preparation, job development, job placement and job coaching. DOR SE services are limited to 24 months. When an individual achieves employment stabilization, any need for ongoing supported employment support service is transitioned into extended services funded by the regional center. Regional center funds extend SE services and job coaching support for the life of the individual's employment. Natural supports from business supervisors, friends, or family members may also be provided at no cost.

Service Referral Guideline

- Individuals may apply to DOR directly and request supported employment services.
- The regional center service coordinator may refer individuals to DOR for SE Services.
- The Local Education Agency (LEA) or the regional center service coordinator may refer directly to a community service provider for SE services.
- The CRP may refer individuals to DOR or regional center to request supported employment services.

Inter-agency Service Coordination Options

- The regional center service coordinator may refer to DOR to request supported employment/job coaching services/ short term supports aligning with Individual Program Plan goal for Paid Internship Program (PIP) and competitive integrated employment (CIE).
- DOR and regional center can identify shared community service providers/vendors for ease of coordinating employment services and funding.
- In planning for high school exit the LEA may coordinate referral with DOR & regional center service coordinator to request supported employment services that may be included in the development of the Individualized Education Plan/Individualized Transition Plan.

Funding/ Funding Codes

- DOR
    - 124CRP Employment Services Intake
    - 125CRP Employment Services Employment Preparation
    - 126CRP Employment Services Job Development and Placement
    - 44CRPr Supported Employment Retention
    - 71CRPih Supported Employment Job Coaching

- **Regional center**
    - Service code 952

Authorizing statute/Guidance:

- 2014 Workforce Innovation Opportunity Act (WIOA)

Contact

- DOR local office
- Local Regional Center

Transition Partnership Program

Service Description

The Department of Rehabilitation (DOR) Transition Partnership Program (TPP) provides enhanced, coordinated vocational services including DOR Student Services, employment preparation, job development, and short-term support services to successfully transition students with disabilities into meaningful employment. TPP are developed between the local secondary education system and the DOR.

Service Referral Guideline

- Student is potentially eligible or eligible for DOR services.
- Student has or is eligible for a 504 Plan or has an Individualized Education Plan (IEP).
- Has a disability (or others think the student has a disability).
- Is between the ages of 16 to 22 years of age.
- TPP services end at age 22 or when student exits an Adult Transition Program (ATP), or when the individual is no longer attending secondary education.

Inter-agency Service Coordination Options

- The Local Education Agency (LEA) includes DOR and the regional center in the student IEP planning to incorporate available TPP services for the student.
- DOR and regional center may coordinate funding to maximize the student's participation in a work experience placement by using DOR and regional center PIP services (as allowable).

Funding/Funding Codes

- Funded through a contract between the DOR and LEA.
- DOR – each cooperative program has a unique program code in AWARE case management system.

Authorizing statute/Guidance

DOR

- Code of Federal Regulations (CFR) 361.28 third party cooperative arrangements

Contact

- DOR local office
- Local TPP
- Cooperative Programs Section
  (Voice) 916.558.5422
  Email Collaborative Services Section

We Can Work

Service Description

Department of Rehabilitation (DOR) funded programs with local secondary education systems education agencies within California. We Can Work (WCW) programs provide DOR Student Services which may include:

- Job Exploration, Post-secondary Counseling, Skills for Work, Self-Advocacy, and Work Experiences.
- Work experience consists of short-term placements either on or off campus.
- Work experience may include paid/unpaid internship.
- Paid employment, volunteerism, summer work experience, work exploration, and job shadowing.

Service Referral Guideline

- Students with a disability (SWD), ages 16 through 21, who are in high school, or a secondary education transition program and may be potentially eligible or who receive DOR vocational services.

Inter-agency Service Coordination Options

- Local Education Agency (LEA) includes DOR and regional center in the student's Individualized Education Plan (IEP) development to incorporate available WCW services for the student.
- DOR and regional center may coordinate funding to maximize the student's participation in a work experience placement by using DOR and regional center Paid Internships Program (PIP) (as allowable).

Funding/Funding Codes

- DOR funded programs
- Refer to DOR AWARE system for specific contract funding code

Authorizing statute/Guidance

- 2014 Workforce Innovation Opportunity Act (WIOA)

Contact

Cooperative Programs Section916.558.5422
(Voice)

- Email Collaborative Services Section
- Local DOR office - https://dor.ca.gov/Home/ContactUs
- Local We Can Work Program

WorkAbility I

Service Description

WorkAbility I (WAI) seeks to provide comprehensive pre-employment skills training, employment placement, and follow-up for mainly high school students in special education who are making the transition from school to work, independent living, and post-secondary education or training (California *Education Code* (*EC*) Section 56472). The WAI Program seeks to offer students who have an individualized education program (IEP) the opportunity to complete their secondary education while gaining marketable job skills and developing an understanding of effective job-seeking and job-keeping practices. Eligible applicants for WAI shall include LEAs, including school districts, county offices of education, state special schools, and charter schools (*EC* Section 56471(d)).

Service Referral Guideline

- Students are typically 14 years old up to 22 years old with an IEP. Please refer to *EC* Section 56026 for the outer age limit for students with IEPs.

- While many WAI grantees primarily serve high school students, some also provide services to students in middle school. At the middle school level, these services typically differ from those for high school and may not include paid work experience. Instead, these services may focus on pre-employment transition activities such as vocational assessments, work-readiness skill development, job seeking skills, and career awareness exploration.

Inter-agency Service Coordination Options

Possible options include, but are not limited to:

- Hold joint planning meetings with local agency partners to align student IEP goals with employment services.
- WAI programs can identify students who are ready for work-based learning and coordinate with their local Department of Rehabilitation (DOR) office to provide DOR student services, and regional centers to authorize job coaching or transportation (*EC* Section 56470; See also *EC* Section 56345.1 for transition services information.)

Funding/Funding Codes

- CDE funded program
- Standardized Account Code Structure (SACS) Resource and
    - Revenue Object Codes: 6520/8590

Authorizing Statutes

- California Education Code (EC) Section 56470

- **Contact**
- California Department of Education: Workability1@cde.ca.gov