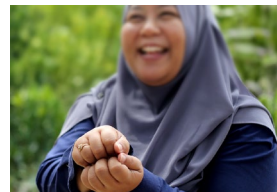


Coordinated Career Pathways Data Collection Technical Assistance Session for Vendors

November 19, 2025



Housekeeping



Interpretación en español: haga clic en el globo blanco en la parte inferior de la pantalla con la etiqueta "Interpretation." Luego haga clic en "Spanish" y seleccione "Mute original audio."



ASL interpreters have been "Spotlighted" and live closed captioning is active



This meeting is being recorded

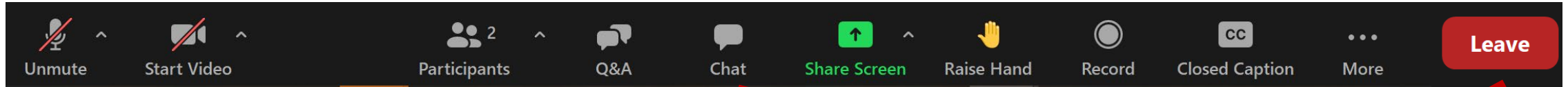


Materials will be shared with you after the session



Questions can be sent to EmploymentPilot@dds.ca.gov

Zoom Tips



If you would like a response to your question, please use Q&A

Chat is available for everyone, but questions for the presenters need to be entered in the Q&A to be addressed

Leave the webinar at the end of the meeting



- For attendees, your video and microphone will not be available
- You will only see/hear DDS staff and presenters on screen



- Features will vary based on the version of Zoom and device you are using
- Some Zoom features are not available for telephone-only participants

Sonya Fox, Employment Services Branch Manager

Michael Luna, Chief, Employment Services

Stephanie Crist, Assistant Chief, Employment
Development

Pilot Program Data Collection



- The goal for the session
- The importance for collecting data on this new pilot
- Participant surveys to collect feedback on the individual's experience
- Vendor data reporting to track progress and collect information on outcomes

Participant Surveys



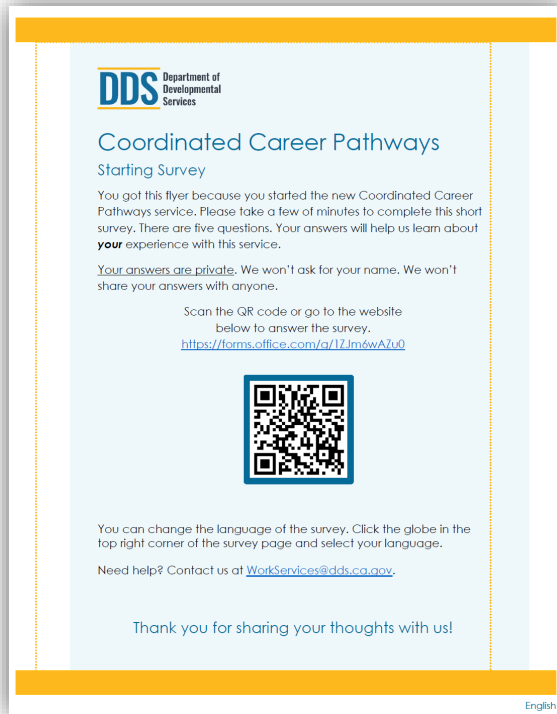
Participant Surveys

There are **three** different surveys for individuals participating in Pathways

1. Participant Starting Survey
 2. Participant Survey
 3. Participant Ending Survey
- Each survey is offered in five languages—English, Chinese Traditional, Chinese Simplified, Spanish, and Vietnamese
 - Each survey has a corresponding **survey flyer** (in the same five languages) you will use to distribute the survey to participants
 - The regional center will provide you with the PDFs of these flyers

Participant Starting Survey

- Distribute this survey flyer to each individual **within one month** of starting services.
- We understand that there are individuals who have already started Pathways and are past the one-month mark.
- For these individuals, please distribute the survey as soon as possible.



Participant Survey

- Distribute this survey flyer to each individual **six months** after their start date, regardless of when they were sent the starting survey.
- Redistribute every subsequent **six months** for as long as the individual is participating in Pathways.

DDS Department of Developmental Services

Coordinated Career Pathways Participation Survey

You got this flyer because you are part of the new Coordinated Career Pathways service. You will get this same flyer every 6 months while you are in the program.

Please take a few minutes to fill out this short survey. There are six questions. Your answers will help us learn about **your** experience.

Your answers are private. We won't ask for your name. We won't share your answers with anyone.

Scan the QR code or go to the website below to answer the survey.
<https://forms.office.com/g/inAK7rZLrc>



You can change the language of the survey. Click the globe in the top right corner of the survey page and select your language.

Need help? Contact us at WorkServices@dds.ca.gov.

Thank you for sharing your thoughts with us!

English

DDS Department of Developmental Services

協調職涯發展路徑 參與調查

您之所以收到這份傳單，是因為您是新的協調職涯發展路徑服務之一部分。在您的參與計畫期間，您每 6 個月都會收到該相同的傳單。

請花幾分鐘時間填寫這份簡短的調查，共有六個問題。您的回答將有助於我們了解您的體驗。

您的答案是保密的。我們不會詢問您的名字。我們不會與任何人分享您的答案。

掃描二維碼或造訪下面網站回答調查。
<https://forms.office.com/g/inAK7rZLrc>



您可以變更調查的語言。點擊調查頁面右上角的地球儀並選擇您的語言。

需要幫助嗎？請透過 WorkServices@dds.ca.gov 與我們聯繫。

感謝您與我們分享您的想法！

Chinese - Traditional

DDS Department of Developmental Services

Rutas Profesionales Coordinadas Encuesta de participación

Recibiste este folleto porque eres parte del nuevo servicio de Rutas Profesionales Coordinadas. Recibirás este mismo folleto cada 6 meses mientras estés en el programa.

Tómese unos minutos para completar esta breve encuesta. Hay seis preguntas. Sus respuestas nos ayudarán a conocer **su** experiencia.

Tus respuestas son privadas. No te preguntaremos tu nombre. No compartiremos tus respuestas con nadie.

Escanea el código QR o visita el sitio web a continuación para responder la encuesta.
<https://forms.office.com/g/inAK7rZLrc>



Puede cambiar el idioma de la encuesta. Haga clic en el globo terráqueo en la esquina superior derecha de la página de la encuesta y seleccione su idioma.

¿Necesitar ayuda? Contáctenos en WorkServices@dds.ca.gov.

¡Gracias por compartir tus pensamientos con nosotros!

Spanish

Participant Ending Survey

- Distribute this survey flyer to each individual **after completing** Pathways services, but no latter than **one month** after completion.

DDS Department of Developmental Services

Coordinated Career Pathways Exit Survey

You got this flyer because you have finished the Coordinated Career Pathways service. Please take a few minutes to complete this short survey. There are seven questions. Your answers will help us learn about **your** experience with this service.

Your answers are private. We won't ask for your name. We won't share your answers with anyone.

Scan the QR code or go to the website below to answer the survey.
<https://forms.office.com/g/rRMSPwr8aG>



You can change the language of the survey. Click the globe in the top right corner of the survey page and select your language.

Need help? Contact us at WorkServices@dds.ca.gov.

Thank you for sharing your thoughts with us!

English

DDS Department of Developmental Services

協調職涯發展路徑 退出調查

您之所以收到這份傳單，是因為您已經完成了協調職涯發展路徑服務。請花幾分鐘時間完成這項簡短的調查。共有七個問題。您的回答將幫助我們了解使用這項服務的體驗。

您的答案是保密的。我們不會詢問您的名字。我們不會與任何人分享您的答案。

掃描 QR 圖碼或造訪下面網站回答調查。
<https://forms.office.com/g/rRMSPwr8aG>



您可以變更調查的語言。點擊調查頁面右上角的地球儀並選擇您的語言。

需要幫助嗎？請透過 WorkServices@dds.ca.gov 與我們聯繫。

感謝您與我們分享您的想法！

Chinese - Traditional

DDS Department of Developmental Services

Rutas Profesionales Coordinadas Encuesta de salida

Recibiste este volante porque has finalizado el servicio de Rutas Profesionales Coordinadas. Tómese unos minutos para completar esta breve encuesta. Hay siete preguntas. Sus respuestas nos ayudarán a conocer **su** experiencia con este servicio.

Tus respuestas son privadas. No te preguntaremos tu nombre. No compartiremos tus respuestas con nadie.

Escanea el código QR o visita el sitio web a continuación para responder la encuesta.
<https://forms.office.com/g/rRMSPwr8aG>



Puede cambiar el idioma de la encuesta. Haga clic en el globo terráqueo en la esquina superior derecha de la página de la encuesta y seleccione su idioma.

¿Necesitar ayuda? Contáctenos en WorkServices@dds.ca.gov.

¡Gracias por compartir tus pensamientos con nosotros!

Spanish

Questions on Participant Surveys?

Vendor Data Reporting



Quarterly Data Reporting



Vendor reporting for Pathways will be collected through **CASPIO**.



This data will be used to collect information on **each individual's progress** and **employment outcomes**.



To ensure access is provided to only the relevant individuals, **DDS will register each Pathways vendor** in CASPIO.



Regional centers will be responsible for providing DDS with the contact information for each Pathways vendor.



Vendors will receive an email from EmploymentPilot@dds.ca.gov with their login **credentials**.



There is only **one vendor profile**, and therefore only **one login**, for each vendor



Coordinated Career Pathway Hub

For Vendors

1.Intake Data

When a **new participant** first starts Pathway services, begin with filling in the **one-time** [Intake Data](#) Form.
Please copy all information as provided in the referral form.

For making corrections to the Intake Data Form, please use the [Intake Data Update Form](#).

2a. Career Pathway Navigator Quarterly Reporting

Everyone will start Pathway services working with the Career Pathway Navigator.

For **new participants**, please use this form: [Career Pathway Navigator](#).

For **returning quarterly reporting**, please use the [Career Pathway Navigator Update Form](#).

2b. Customized Employment Quarterly Reporting

If the participant is working with a Customized Employment Specialist (CES), you will need to complete the Customized Employment (CE) quarterly reporting in addition to the Navigator form above.

For **new participants**, please use this form: [Customized Employment](#).

For **returning quarterly reporting**, please use the [Customized Employment Update Form](#).

3. Outcomes Reporting

At the conclusion of receiving Pathway services, it is important to provide information about each person's experiences.
Recording these results will help generate feedback about the effectiveness of these services.

Please report Outcomes for each participant here: [Outcomes Reporting](#)

Please make correction to Outcomes report for each participant here: [Outcomes Reporting Correction](#)

Note: You will only complete one outcomes report for each individual depending on if they worked with just the Navigator (Navigator Outcomes only) or both the Navigator and CES (CE Outcomes only).

Coordinated Career Pathway Hub

For Vendors

1. Intake Data

When a **new participant** first starts Pathway services, begin with filling in the **one-time Intake Data** Form.
Please copy all information as provided in the referral form.

[Link to the Intake Form](#)

For making corrections to the Intake Data Form, please use the **Intake Data Update Form**.

Only use to make
corrections to existing
Intake Form

2a. Career Pathway Navigator Quarterly Reporting

Everyone will start Pathway services using the Career Pathway Navigator.

For **new participants**, please use the **Career Pathway Navigator**.

Step 1: Intake Data

This information should be entered when an individual starts Pathways. This information comes from the referral form and will provide a baseline to measure outcomes.

If the participant is working with a Customized Employment Plan, please complete the Intake Data form in addition to the Navigator form above.

ing in addition to the Navigator form above.

3. Outcomes Reporting

At the conclusion of receiving Pathway services, it is important to provide information about each person's experiences. Recording these results will help generate feedback about the effectiveness of these services.

Please report Outcomes for each participant here: [Outcomes Reporting](#)

Please make correction to Outcomes report for each participant here: [Outcomes Reporting Correction](#)

Note: You will only complete one outcomes report for each individual depending on if they worked with just the Navigator (Navigator Outcomes only) or both the Navigator and CES (CE Outcomes only).

Intake Form

DDS

Department of
Developmental
Services

Intake Form

UCI * 

Confirm UCI * 

Regional Center * 

Enter 7 digits only

Please re-enter UCI

select your RC

Vendor ID *

Confirm Vendor ID *

Vendor ID

Confirm Vendor ID

Date Starting CCP pilot *

enter date of CCP intake

Individual is exiting/has exited secondary education * 

Select

Individual is exiting/has exited a subminimum wage setting * 

Select

Received student services in school through Department of Rehabilitation * 

Select

Work-based learning experience (internship, job shadow, information interview, etc.) * 

Select

Has the individual worked in the last 5 years? *

Select

Current Work Status * 

Select

Write in: Year of most recent job or n/a * 

enter yyyy

Date of Form Completion *

Version 1

SUBMIT

The Intake Form captures the information collected in the referral form.

Date of Form Completion means the date the form was entered here and submitted.

Questions on Intake Form?

Coordinated Career Pathway Hub

For Vendors

1.Intake Data

When a **new participant** first starts Pathway services, begin with filling in the **one-time Intake Data Form**.
Please copy all information as provided in the referral form.

For making corrections to the Intake Data Form, please use the [Intake Data Update Form](#).

2a. Career Pathway Navigator Quarterly Reporting

Everyone will start Pathway services working with the Career Pathway Navigator.

For **new participants**, please use this form [Career Pathway Navigator](#).

For **returning quarterly reporting**, please use the [Career Pathway Navigator Update Form](#).

For entering quarterly
reporting data for the first
time (for each individual)

For subsequent quarterly
reporting data entry

2b. Customized Employment Quarterly Reporting

If the participant is working with a Customized Employment Specialist (CES), you will need to complete Customized Employment (CE) quarterly reporting in addition to the Navigator form above.

Step 2a: Career Pathway Navigator Quarterly Reporting
This is the quarterly reporting form that needs to be completed for each individual by the reporting deadline.

Career Pathway Navigator (CPN) Form

Instructions: The quarterly reporting was designed as a checklist to monitor the progress of the individual for the quarter. If any work or activities occurred during the reporting period for each category, select the date the work started and select "Yes" for the specific activities.

UCI *	Confirm UCI *
Enter 7 digits	Please re-enter UCI
Vendor ID *	Confirm Vendor ID *
Vendor ID	Please confirm Vendor ID
	CPN Start Date *
	please click calendar icon

Quarterly Reporting Checklist

Person-Centered Career Plan (PCCP) Milestones

PCCP Start Date	please click calendar icon
Completed PCCP pre-planning meeting *	No
Completed Person-Centered Career Plan (PCCP) *	No
Completed written PCCP in preferred language *	No
Met with participant every month to review PCCP milestones and progress *	No
New modification of plan *	No
Transition plan established with service coordinator *	No

Education and Training for Individual and Family

Education & Training Start Date	please click calendar icon
Provided resources to individual and family *	No
Provided education on employment options *	No
Provided info & resources on benefits planning, ABLE Accounts, or other financial resources *	No

Regional Center and Generic Service Referral

RC and Generic Services Referral Start Date	please click calendar icon
Submitted PCCP to regional center service coordinator *	No
Applied for new generic program or services *	No
Individual waiting for approval of new regional center service *	No
Individual received new regional center service *	No
Individual waiting for approval for new generic service *	No
Individual received new generic service *	No

Navigator Quarterly Reporting Form

The quarterly reporting was designed as a checklist to monitor the progress of the individual for the quarter. If any work or activities occurred during the reporting period for each category, select the date the work started and select "Yes" for the specific activities.

If any work was done on the Person-Centered Career Plan, enter the date the work began, and select "Yes" for any of the milestones completed in the category.

If any work was done but no milestones were completed, select the date the work began but leave the milestones noted as "No"

Navigator Quarterly Reporting Form cont.

Employment-Related Activities	
Employment-related Activities Start Date 	please click calendar icon
Acquired benefits counseling *	No
Acquired new transportation *	No
Savings program *	No
New assistive technology *	No
Work Experience	
Work Experience Start Date 	please click calendar icon
Career exploration *	No
Customized employment *	No
Volunteer work *	No
Paid Internship Program *	No
Other paid internship *	No
On the job training *	No
Job applications *	No
Self-employment or microenterprise *	No
CIE job placement *	No
Other:	
Education	
Education Start Date 	please click calendar icon
Individual enrolled in degree/certificate program prior to CCP services *	No
Enrolled in a public or private college/vocational course(s) *	No
Enrolled in post-secondary education program for students with ID/DD *	No
Received post-secondary education degree *	No
Received career/technical/vocational certificate *	No
Received a certificate from a post-secondary education program for students with ID/DD *	No
Date when the data is entered for the quarter: *	Date when the data is entered
Year when data is Entered	
Quarter	
Version 1	
SUBMIT	

Continue through the rest of the categories the same way, only entering dates for work that began that quarter.
If no work or not relevant, leave it as-is.

When you enter data for the next quarter using the second link, your previous answers will be displayed. All you need to do is note any updates for that quarter.
Start dates for each category should not be updated if already entered, just mark any new milestones met.

Enter the date you are submitting the quarterly data.

These will be calculated automatically.

Questions on Navigator Quarterly Reporting?

Coordinated Career Pathway Hub

Step 2b: Customized Employment Quarterly Reporting
This is the quarterly reporting form for customized employment. This form is only required for those individuals that are working with the customized employment specialist. The reporting deadline is the same as the Navigator quarterly reporting form.

Everyone will start Pathway services with the Career Pathway Navigator.
For **new participants**, please use the [Career Pathway Navigator](#).
For **returning quarterly reporting**, please use the [Career Pathway Navigator Update Form](#).

2b. Customized Employment Quarterly Reporting

If the participant is working with a Customized Employment Specialist (CES), you will need to complete the Customized Employment (CE) quarterly reporting form.

For **new participants**, please use this form: [Customized Employment](#).
For **returning quarterly reporting**, please use the [Customized Employment Update Form](#).

For entering quarterly reporting data for the first time (for each individual)

For subsequent quarterly reporting data entry

3. Outcomes Reporting

At the conclusion of receiving Pathway services, it is important to provide information about each person's experience. Recording these results will help generate feedback about the effectiveness of these services.

Please report Outcomes for each participant here: [Outcomes Reporting](#)

Please make correction to Outcomes report for each participant here: [Outcomes Reporting Correction](#)

Note: You will only complete one outcomes report for each individual depending on if they worked with just the Navigator (Navigator Outcomes only) or both the Navigator and CES (CE Outcomes only).

CUSTOMIZED EMPLOYMENT (CE)

Instructions: The quarterly reporting was designed as a checklist to monitor the progress of the individual for the quarter.

If any work or activities occurred during the reporting period for each category, select the date the work started, the number of hours spent on tasks in that category for the quarter, and select "Yes" for the specific activities.

UCI * 	Please enter UCI again to confirm * 	Vendor ID *
please enter 7 digit UCI	re-enter UCI	
Please confirm Vendor ID *	CE Start Date * 	
	please click calendar icon	

Customized Employment Quarterly Reporting Checklist (mark only if NEW for the quarter)

Discovery

Discovery Start Date 	please click calendar icon
Discovery Number of hours: * 	0
Provided overview of CE process to individual and family *	No
Conducted observations and interviews *	No
Career exploration *	No
Completed job seeker profile and submitted to CPN and service coordinator *	No

Job Search Planning

Job Search Start Date 	please click calendar icon
Job Search Planning Number of hours: * 	0
Developed plan for seeking and negotiating a customized position *	No
Identified a list of potential employers *	No

Job Development and Negotiation

Job Development and Negotiation Start Date 	please click calendar icon
Job Development and Negotiation Number of hours * 	0
Conducted informational interviews with employers *	No
Completed a representational portfolio or visual resume for the job seeker *	No
Negotiated a customized job placement for the job seeker *	No

CE Quarterly Reporting Form

The quarterly reporting was designed as a checklist to monitor the progress of the individual for the quarter. If any work or activities occurred during the reporting period for each category, select the date the work started and select "Yes" for the specific activities.

If any work was done in the Discovery category, enter the date the work began, enter the total number of hours spent on this category, and select "Yes" for any of the milestones completed in the category.

The number of hours you enter is the **running total** of hours you spent on that category up until the reporting period.

If any work was done but no milestones were completed, select the date the work began but leave the milestones noted as "No"

Job Placement Support

Job Placement Start Date ?

please click calendar icon

Job Placement Support Number of hours * ?

0

Develop job description with employer *

No

Provided onboarding *

No

Set up accommodations with the employer *

No

Provided individualized training to learn job duties *

No

Worked with employer to facilitate natural supports *

No

Post-Employment Support

Post-Employment Start Date ?

please click calendar icon

Post-Employment Support Number of hours * ?

0

Provided training to employer/staff *

No

Transition planning with CPN and service coordinator *

No

Self-Employment/Microenterprise

Only update if individual is participating in self-employment or microenterprise. Otherwise, leave as-is.

Self-Employment/Microenterprise Start Date ?

please click calendar icon

Self-Employment/Microenterprise Number of hours * ?

0

Completed discovery *

No

Identified customized support needs and business feasibility *

No

Completed business plan with individual *

No

Implemented business plan with the individual *

No

Deliver ongoing support as needed *

No

Coordinated transition planning with CPN and service coordinator *

No

Date when entered for the quarter: *

Year of quarter

Quarter

Version 1

SUBMIT

CE Quarterly Reporting Form cont.

Continue through the rest of the categories the same way, only entering dates for work that began that quarter and total hours spent on each category.
If no work was conducted, leave it as-is.

Only update the Self-Employment/Microenterprise category if it is relevant to the individual. Otherwise, leave it as-is.

When you enter data for the next quarter using the second link, your previous answers will be displayed. All you need to do is note any updates for that quarter.
Start dates for each category should not be updated if already entered, just add the total hours spent through the quarter and mark any new milestones met.

Enter the date you are submitting the quarterly data.

These will be calculated automatically.

Questions on CE Quarterly Reporting?



Coordinated Career Pathway Hub

For Vendors

1. Intake Data

When a **new participant** first starts Pathway services, begin with filling in the **one-time Intake Data Form**.
Please copy all information as provided in the referral form.

For making corrections to the Intake Data Form, please use the [Intake Data Update Form](#).

Step 3: Outcomes Reporting
Outcomes reporting is due when the individual completes Pathways.
This form collects information on the expected employment or educational outcomes.

If the participant is working with a Customized Employment Specialist (CES), you will need to complete the Customized Employment (CE) quarterly reporting in addition to the Navigator form above.

For **new participants**, please use the form: [Customized Employment](#).

For **returning quarterly reporting**, please use the [Customized Employment Update Form](#).

3. Outcomes Reporting

At the conclusion of receiving Pathway services, it is important to provide information about each person's experiences.
Recording these results will help generate feedback about the effectiveness of these services.

Please report Outcomes for each participant here: [Outcomes Reporting](#)

Please make correction to Outcomes report for each participant here: [Outcomes Reporting Correction](#)

Note: You will only complete one outcomes report for each individual depending on if they worked with just the Navigator (Navigator Outcomes only) or both the Navigator and CES (CE Outcomes).

Link to the Outcomes
Reporting Form

Only use to make
corrections to existing
Outcomes Reporting
Form

Outcomes Reporting



Outcome Reporting

Instructions: Complete **only one** outcomes report for each individual depending on if they worked with just the Navigator (Navigator Outcomes only) or both the Navigator and CES (CE Outcomes only).

UCI *	Please enter 7-digit UCI
Confirm UCI *	Confirm UCI
Vendor ID *	Please enter vendor ID
Confirm Vendor ID *	Confirm Vendor ID
Outcomes for Customized Employment or Career Pathway Navigator. * ?	Select one ▼

Employment Outcomes

Employment Start Date *	use calendar
Employment End Date (if applicable)	use calendar
Average number of hours worked per week *	
Amount of pay *	example: 10.50
How often paid?	Select ▼
Employer *	
Position/Title *	
Job Sector *	Select ▼
Benefits received through employment *	▼
Job promotion or advancement available *	Select ▼
Did the individual resign or get terminated? ?	Not Applicable ▼

Only complete one outcomes form per individual completing the service.

If the individual **ONLY** worked with the Navigator, select “Career Pathway Navigator”
If the individual worked with **BOTH** the Navigator and Customized Employment Specialist, select “Customized Employment Specialist”

The first section collects employment information for a job that was attained as a result of the service.

Amount of pay is the dollar amount.
How often paid is the schedule.
Ex \$16.50 hourly or \$2,000 monthly

Outcomes Reporting cont.

Educational Outcomes	
Institution * ?	Enter N/A if not applicable
Program * ?	Enter N/A if not applicable
Does the individual have a date of completion or expected completion? *	Select
Date of completion or expected completion. ?	Do not fill if it does not apply
Does the individual have a plan for employment once they complete their education goals? *	Not Applicable
Outcomes data submission date *	Outcomes data submission date
SUBMIT	

Version 1

This section collects educational outcomes that were a result of the service.

If there were no educational goals for the individual, enter N/A or Not Applicable for this section.

Outcomes data submission date is the date of submission.

Questions on Outcomes Reporting?

Data Collection Summary



Participant Surveys Reporting Summary

Participant Starting Survey	➡	At the start of services, no later than 1 month after starting
Participant Survey	➡	Every 6 months while in Pathways
Participant Exit Survey	➡	At the end of services, no later than 1 month after exiting

Vendor Data Reporting Summary

Intake Form



At the start of services, no later than initial quarterly reporting

Navigator Quarterly
Reporting Form



Quarterly for all, due the 15th of the following month

CES Quarterly
Reporting Form



Quarterly for those in CE, due the 15th of the following month

Outcomes Reporting Form



At the end of services, no later than the next quarterly reporting

Vendor Quarterly Reporting Schedule

Reporting Period	Reporting Due Date
Start – December 31, 2025	January 15, 2026
January 1 – March 31, 2026	April 15, 2026
April 1 – June 30, 2026	July 15, 2026
July 1 – September 30, 2026	October 15, 2026
October 1 – December 31, 2026	January 15, 2027

Q&A



Closing Comments

For questions or additional comments, please contact EmploymentPilot@dds.ca.gov

