



Person-Centered Career Plan Service Provider Fact Sheet

(Enclosure B)

All individuals using the Coordinated Career Pathways (CCP) service are required to have a Person-Centered Career Plan (PCCP). The Career Pathway Navigator (CPN) will facilitate the planning process, document the plan, oversee its implementation, and monitor progress.

1. What is a PCCP?

The PCCP is a tailored approach to career development for individuals with developmental disabilities. It is a person-centered plan that specifically focuses on career-related goals and what is needed to achieve these goals. It identifies an individual's strengths, what is important to the individual inclusive of values, interests, and preferences for employment. The PCCP outlines activities, services, and supports needed to achieve educational, vocational, and/or career goals.

2. How is the PCCP used in CCP?

The PCCP informs and contributes to the Individual Program Plan (IPP) and where applicable, the Individual Education Plan (IEP) and Individual Plan for Employment (IPE).

3. Who should be involved in Person-Centered Career Planning?

To the greatest extent possible, the individual should take the lead in the planning process along with the CPN. Person-centered career planning is a collaborative approach and should include anyone the individual wants to participate and who knows them well, such as family members, caregivers, professionals, and others. Understanding the linguistic and cultural preferences of the individual and family can help tailor services and supports effectively to better meet their needs, such as identifying effective services for the individual. Additionally, other supporters may offer advice, guidance, contacts, and connections for employment.

4. How should the PCCP be documented, implemented, and monitored?

The PCCP should be documented, implemented, and monitored in a manner that is customized to the individual's circumstances, preferences, and needs, aligning with what is important to them.

The plan should be written or recorded in the individual's preferred language and in a way that the individual can monitor their progress. This may include incorporating templates and visual aids such as personal photos, images, or symbols.

5. What documentation is required?

The core components of the PCCP include, but are not limited to:

- **Vision for Employment:** This includes personal preferences, goals, and aspirations for the individual's career.
- **Background Information Relevant to Employment:** This covers academic skills, education level, work history, social security and other public benefits, transportation, where and with whom they live, community and work experience, work skills, behaviors, and communication abilities, including language and interpretation needs.
- **Career Exploration and Evaluation:** This involves various assessments or other career exploration approaches to understand career interests, skills, and preferences to develop a career path. It is important to note that there is no test to determine readiness for work or success.

- **Personal Profile/Job Seekers Profile:** This profile highlights the individual's skills and strengths as well as their preferred work environment, communication, cultural and linguistic preferences, and any necessary accommodations. This profile aids in matching them with suitable job opportunities or customized methods to finding the right job.
- **Barriers to Achieving Competitive Integrated Employment:** Any existing or potential barriers hindering the individual and family from achieving the desired career are described.
- **Services, Supports, and Action Planning:** The PCCP outlines the steps to be taken over the duration of the service; recommends natural, regional center, and generic services and supports; sets a time frame for completing these steps; and identifies the resources, services, and supports to achieve the individual's career goal.

6. What should be included in the implementation?

Implementation of the PCCP involves assisting the individual and their family to navigate and access the activities, services, and supports outlined in the PCCP. This can include but is not limited to:

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

7. How is progress monitored and reported?

The CPN and the individual monitor the progress being made and revise the PCCP to address any changes that occur with the individual. The CPN works with the service coordinator to assist the individual in accessing generic services and supports related to their employment goal. A copy of the completed PCCP will be submitted to the individual's service coordinator for review and for determining regional center services in the IPP.

8. Are there additional person-centered career planning resources?

- [Charting the Life Course Focus on Employment](#)
- [Helen Sanderson and Associates](#)
- [Making Action Plans \(MAPS\)](#)
- [Planning Alternative Tomorrow with Hope \(PATH\)](#)
- [Personal Profile: Person Centered Career Planning](#)
- [The Career Planning Process: A Guide to Person Centered Career Planning in Connecticut](#)