



Direct Service Professional (DSP) Training Stipend Program

Service Provider Webinar

October 25, 2023

DSP Training Stipend Program

Per DDS Guidance September 12, 2023:

- DSPs can receive up to two (2) \$625 (before taxes) stipends when they complete approved training courses through June 30, 2024.
- Providers are eligible to receive \$150 for employer related costs.

Purpose:

- Enhance the quality of services received by individuals
- Improve DSP retention
- Increase interest among DSPs in skills development and continuous learning

For HRC Service Providers--1

DSP Stipend Eligibility:

DSPs, including some frontline supervisors and clinical staff, must meet the following eligibility requirements:

- ✓ Works as a paid DSP an average of 10 hours or more per week
- ✓ Perform direct support tasks for individuals served by the RC
- ✓ Spend at least 50% of work hours doing direct support tasks
- ✓ Employed by an RC vendor or by an SDP participant

For HRC Service Providers--2

The following are NOT eligible even if a portion of their work involves providing direct support:

- Staff paid through a funding source other than the RC, such as Medi-Cal, health insurance or a school district;
 - With the exception of DSPs working in ICF/DD, ICF/DD-H, ICH/DD-N
- Those who only provide intermittent service such as home modification and/or meal delivery services
- Staff hired through a temporary personnel agency
- Contract or 1099 workers
- Volunteers
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work

For HRC Service Providers--3

The Overall Process

1. Provider will contact HRCWorkforce@harborrc.org to initiate process
2. HRC will email DSP Training Stipend Agreement via DocuSign
3. Once agreement is returned and approved, HRC will add **T\$DSP** subcode to Vendor Number and service code
4. Provider will inform staff about the DSP Training Stipend Program
5. DSP will register to create an ARCA Learn account at <https://provider.arcalearn.org>

For HRC Service Providers--4

The Overall Process (continued)

6. DSP will complete training and survey, receive certification of completion via email
7. Provider/employer will issue payment (no later than three [3] months after the conclusion of training)
8. HRC will access weekly activity reports via ARCA Learn
9. HRC will email DSP Training Stipend Confirmation/Invoice and provider will confirm activity, employment eligibility, and vendor number
10. HRC will pay vendors within 30 days of receiving confirmation/invoice

For HRC Service Providers--5

Definition of a DSP (DOL):

- A Direct Support Professional works directly with people who have intellectual or developmental disabilities. DSPs aim to assist people in realizing their full potential.
- Historically, DSPs primarily served as caregivers for the people they supported. However, the needs of those served changed, and the roles of DSPs changed as well. The role of a DSP goes beyond caregiving and focuses more broadly on supporting people with disabilities to participate fully in their communities, live in integrated settings, and seek competitive integrated employment.

For HRC Service Providers--6

HRC DSP Training Stipend Program

Email: HRCWorkforce@harborrc.org

❖ If you have questions whether your program is eligible for the DSP Training Stipend Program, please contact us.

HRC website: www.harborrc.org

/Service Providers

/Current Service Providers

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For HRC Service Providers--7



Direct Service Professional (DSP) Training Stipend Program

Handout for DSPs
October 2023



For Direct Support Professional (DSPs)

DSP Training Stipend Program

- DSPs can receive up to two (2) \$625 (before taxes) stipends when they complete approved training courses through June 30, 2024.

DSPs must meet the following eligibility requirements:

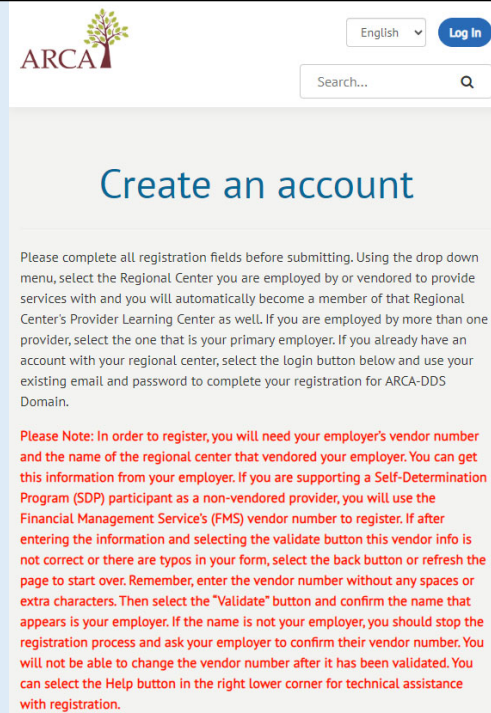
- ✓ Works as a paid DSP an average of 10 hours or more per week
- ✓ Perform direct support tasks for individuals served by the RC
- ✓ Spend at least 50% of work hours doing direct support tasks
- ✓ Employed by an RC vendor or by an SDP participant

For HRC DSPs--1

The DSP will register to create an ARCA Learn account at:

<https://provider.arcalearn.org>

For HRC DSPs



To register, the DSP must complete all fields, including:

***RC Vendored With (only for Service Providers)**

- select the Regional Center associated with their employer's Vendor Number

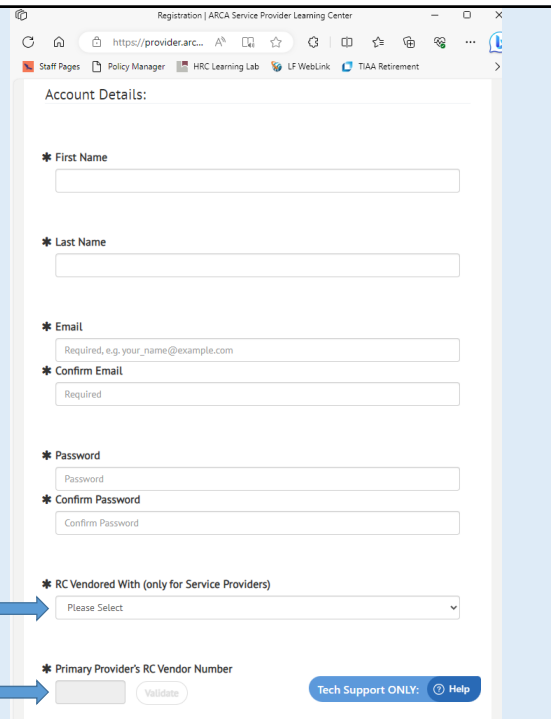
***Primary Provider's RC Vendor Number**

- input the Vendor Number provided by your employer (starts with a letter and has 6 characters)
- then click Validate

Harbor Regional Center

Vendor #: _____

For HRC DSPs--2



DDS Approved Courses

1. Code of Ethics (must be taken first)
2. Informed Decision-Making
3. Person Centered Supports: DSPs and the HCBS Final Rule

❖ You can take all three (3) courses but you can only receive the stipend for two (2)

For HRC DSPs--3

DSP Training Stipend Program

- ❖ Your employer must issue payment no later than 3 months after the conclusion of training
- ❖ Your employer must have a DSP training stipend agreement in place to receive reimbursement for the stipend

For more information go to, DDS website:

<https://www.dds.ca.gov/initiatives/workforce-initiatives/>
/DSP Training Stipend

Thank you!

For HRC DSPs--4

HRC DSP Training Stipend Program

Email: HRCWorkforce@harborrc.org

- ❖ If you have questions whether your program is eligible for the DSP Training Stipend Program, please contact us.
- ❖ To initiate the process, contact us and HRC will email the DSP Training Stipend Agreement via DocuSign.
- ❖ To confirm activity and eligibility, return DSP Training Stipend Confirmations/Invoices to this email.

Thank you!

For HRC Service Providers

DIRECT SERVICE PROFESSIONAL (DSP) TRAINING STIPEND AGREEMENT

Harbor Regional Center is asking that you identify a primary contact within your agency for ongoing communication and processing of DSP stipends.

Regional Center:	Harbor Regional Center	
Vendor Name:		
Contact Name & Title:		
Vendor Phone #:		
Vendor E-mail:		
Vendor Address:		
Vendor Number (s):		Service Code (s):
Sub-Code:	T\$DSP	

** Please utilize the last page of this document to enter additional vendor numbers and sub codes.*

Regional center shall reimburse vendors of DSPs who complete approved training courses through ARCA Learn, which are designed to enhance the quality of services provided to individuals with developmental disabilities. For each DSP that completes an approved training course, the DSPs employer will be paid \$775, not exceed two (2) courses per DSP. Of the \$775, \$625 must be paid as gross wages by the vendor to the DSP and \$150 is to be retained by the vendor for their employer related costs. The DSP Training Stipend Program is time-limited and courses must be completed by June 30th, 2024.

For the vendor number (s) and service code identified above, I hereby certify that \$625 of the \$775 reimbursement amount will be paid as gross wages to the DSP who completes the approved training courses and meet the eligibility criteria below:

- Works as a paid DSP an average of 10 hours or more per week;
- Perform direct support tasks like skill development, guidance, and personal assistance to individuals served by a regional center as a regular part of their job duties;
- Spend at least 50% of work hours doing direct support tasks; and
- Are employed by a regional center vendor, or by a participant of in the Self-Determination Program.

The following **are not** eligible even if a portion of their work involves providing direct support:

- Staff paid through a funding source other than the regional center, such as Medi-Cal, health insurance or a school district;
- Those that only provide intermittent services such as home modification, and/or meal delivery services;
- Staff hired through temporary personnel agency;
- Contract or 1099 workers;
- On-call or PRN workers;
- Volunteers; and
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work.

DSP's must be paid no later than 90 days after conclusion of the training. HRC will reimburse the vendor within 30 days of receipt confirmation that the DSP completed the training course/s and met the eligibility criteria.

Please return agreement form to hrcworkforce@harborrc.org.

Vendor Signature

Date

Regional Center Signature

Date

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- On-call or PRN workers;
- Volunteers; and
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work.

Accessing the Training Courses

DSPs may access approved online training courses through the ARCA Learning Center (ARCALearn) at <https://provider.arcaclearn.org>. DSPs are required to register with ARCALearn before taking a course, including providing their employer's vendor number and regional center. DSPs should ask their employer for this information.

To obtain the first training stipend, DSPs must complete the *Code of Ethics* training, which was developed by the National Alliance for Direct Support Professionals (NADSP). DSPs can receive a second stipend after they complete an additional Department of Developmental Services (Department) approved course. A list of Department approved online courses can be found under the DSP Training Stipend Program tab [here](#). While multiple training courses are available, DSPs will only receive a maximum of two stipend payments. All trainings offered as part of this program can be credited towards meeting continuing education units (CEUs) requirements through Community Care Licensing.

Regional centers should share the enclosed Fact Sheet (Enclosure A) with their vendors with instructions to have them distribute the Fact Sheet to all DSPs. Also enclosed are Frequently Asked Questions (Enclosure B), and the required Training Stipend Agreement (Enclosure C).

Billing Process and Payments to DSPs

Weekly activity reports, generated every Monday, titled "DSP Completion Report for RC Payment" contain information that can be used by regional centers to generate invoices for vendors. Vendors will confirm which of the DSPs identified were working for them at the time of the training. Using sub-code "T\$", regional centers will reimburse vendors, within 30 days of the receipt of the confirmation, a total \$775 for each training course completed by the vendor's employees. This consists of \$625 gross payment to be paid by the vendor to the DSP, and a \$150 administrative fee for the vendor. The administrative fee is intended to cover costs which may include but are not limited to employer payroll taxes, wages while the employee completes the training course, etc.

Regional centers and providers will sign and use the enclosed Training Stipend Agreement (Enclosure C) which outlines payment responsibilities for both the regional center and vendor. Per [W&I Code section 4699.2\(d\)](#), DSPs must be paid no later than three months after the conclusion of the training.

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Points of Contact at Regional Centers

Within 14 days of the date of this guidance, regional centers must submit the following information to Workforce@dds.ca.gov:

- Contact information for the regional center representative(s) who will receive the “DSP Completion Report for RC Payment” reports from ARCALearn.
- Contact information for the primary and secondary points of contact for this program.
- The regional center email address that DSPs may use to submit payment inquiries. This information will be posted on the Department’s website.

Regional centers should share this guidance with vendor advisory committees. Vendors and DSPs should contact their local regional center with any questions. Regional center questions may be directed to Workforce@dds.ca.gov.

Sincerely,

Original Signed by:

VICKI L. SMITH, Ph.D.
Deputy Director
Policy and Program Development

Enclosures

cc: Regional Center Administrators
Regional Center Community Services Directors
Regional Center Directors of Consumer Services
Association of Regional Center Agencies
Nancy Bargmann, Department of Developmental Services
Brian Winfield, Department of Developmental Services
Ernie Cruz, Department of Developmental Services
Jim Knight, Department of Developmental Services
Suzy Requarth, Department of Developmental Services
Jennifer Niklas, Department of Developmental Services



DIRECT SERVICE PROFESSIONAL (DSP) TRAINING STIPEND PROGRAM

Beginning this fall, DSPs may receive **up to two \$625 (before taxes) stipends** when they complete online training courses approved by the Department of Developmental Services (Department). The Training Stipend Program **ends June 30, 2024**, and all courses must be completed by that date.

DSPs, including some frontline supervisors and clinical staff, who meet the following criteria are eligible for the training stipend:

- Work as a paid DSP an average of 10 hours or more per week;
- Perform direct support tasks like skills development, guidance, and personal assistance to regional center consumers as a regular part of their job duties;
- Spend at least 50% of work hours doing direct support tasks; and
- Are employed by a regional center vendor or by a participant in the Self-Determination Program.

Approved DSP training courses are available in the ARCA Learning Center at <https://provider.arcalearn.org>. To register, the DSP must input their employer's vendor number, verify the vendor's name, and input the name of the regional center associated with the vendor number. DSPs should ask their employer for this information, or for DSPs supporting individuals through Participant-Directed Services or in the Self-Determination Program, the Financial Management Services (FMS) vendor. To obtain the first training stipend, DSPs must complete the *Code of Ethics* training, which was developed by the National Alliance for Direct Support Professionals (NADSP). DSPs can receive a second stipend after they complete an additional Department approved course. A list of Department approved online courses can be found under the DSP Training Stipend Program tab found [here](#).

Other important information about the training stipend:

- The stipend payments are considered taxable income.
- The online training courses are about one hour long. They can be taken at any time.
- These online courses can be paused and resumed at the DSP's convenience.
- The trainings count towards Continuing Education Units (CEUs) for Community Care Licensing.

More information can be found at: <https://www.dds.ca.gov/initiatives/workforce-initiatives/>



DIRECT SERVICE PROFESSIONAL (DSP) TRAINING STIPEND PROGRAM

DSPs may receive up to two **\$625 (before taxes) stipends** when they complete online training courses approved by the Department of Developmental Services (Department).

DSPs can register for the training stipends at: <https://provider.arcalearn.org>

The Training Stipend Program **ends June 30, 2024, and all courses must be completed by that date.**

Q1. Who is eligible for the DSP training stipend?

A1. DSPs, including some frontline supervisors and clinical staff, who meet the following are eligible for the training stipend:

- Work as a paid DSP an average of 10 hours or more per week;
- Perform direct support tasks like skills development, guidance, and personal assistance to individuals served by a regional center as a regular part of their job duties;
- Spend at least 50% of work hours doing direct support tasks; and
- Are employed by a regional center vendor, or by a participant in the Self-Determination Program.

For the purpose of this training stipend program, the following are not eligible even if a portion of their work involves providing direct support:

- Staff paid through a funding source other than the regional center, such as Medi-Cal, health insurance or a school district;
- Those who only provide intermittent service such as home modification, and/or meal delivery services;
- Staff hired through temporary personnel agency;
- Contract or 1099 workers;
- On-call or PRN workers;
- Volunteers; and
- Administrative or supervisory staff, unless they spend 50% or more of their time doing direct support work.

- Q2 What information is needed to register for the training stipends?**
A2. DSPs will need their employer's vendor number, the vendor's name, and the regional center associated with the vendor number. DSPs should ask their employer for this information before attempting to register for the Training Stipend Program. It is the DSP's responsibility to ensure the vendor number used to register on ARCALearn is accurate.
- Q3. I am a DSP for a Self-Determination participant, am I eligible for the training stipend?**
A3. Yes. You must use the vendor number and name of the employer that pays your wages when registering for the trainings.
- Q4. I am a DSP for a regional center consumer receiving Participant-Directed Supports. Am I eligible for the training stipend?**
A4. Yes. You must use the vendor number and name of the Financial Management Service that pays your wages when registering for the trainings.
- Q5. Which training courses can I take to get the training stipend?**
A5. DSPs can receive up to two training stipends for completing Department approved online courses available in the ARCA Learning Center at <https://provider.arcaclearn.org>. Taking the *Code of Ethics* training produced by the National Alliance for Direct Support Professionals (NADSP) is required for the first payment. After taking the *Code of Ethics* training, DSPs may choose any other of the Department approved courses on ARCALearn for the second stipend. A list of Department approved online courses can be found under the DSP Training Stipend Program tab found [here](#).
- Q6. How will my personal and training information be used?**
A6. Personal identifying information will not be tracked, analyzed or shared. Information from the post-training survey will be used to make improvements to the trainings and the learning management system.
- Q7. Will the training count as Continuing Education Units (CEUs) required by Community Care Licensing?**
A7. Yes, the trainings offered as a part of this program will count towards CEUs for Community Care Licensing.
- Q8. Who will pay me after I complete the training and how long will it take?**
Q8. Your employer will pay you within 90 days after the training. You should let them know you completed the training, and they can check with the regional center to get information on how to get the money for you.
- Q9. How will I get the training stipend if I work for more than one employer at the same time?**
A9. The employer you identified when you registered for the training will pay you the stipend.
- Q10. Will I have to pay taxes on the training stipend payments?**
A10. Yes

Q11. How long are the training courses?

A11. The online training courses are about one hour long but can be paused and resumed at the DSP's convenience.

Q12. When can I take the trainings?

A12. The online training courses can be taken any time before June 30, 2024.

Q13. Can I take the training during regular work hours?

A13. DSPs can take trainings during regular work hours, but they should first check with their employer.

Q14. Can I get the training stipends if I take the training outside of regular work hours?

A14. Yes.

Q15. Is this training part of the DSP University?

A15. The DSP Training Stipend Program is not a part of the DSP University. The DSP Training Stipend Program is time-limited and will be operational through the end of June 30, 2024.

Q16. I work for a transportation provider. Am I eligible for the training stipend?

A16. If you work for a vendored transportation provider and meet the requirements in Question 1, you are eligible.

