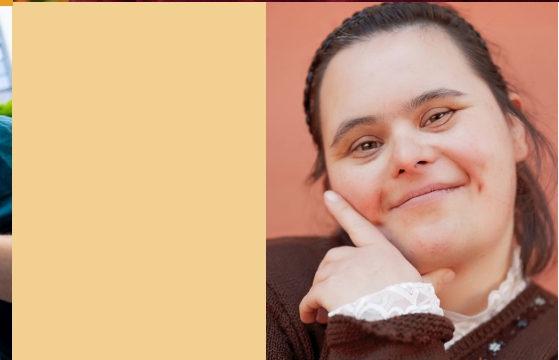


Direct Service Professional (DSP) Training Stipend Program for DSPs Supporting Participants in the Self-Determination Program

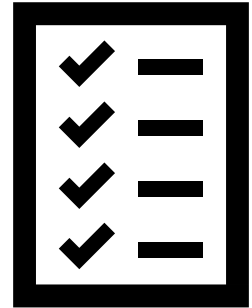


April 17, 2024



AGENDA

- Purpose and Summary of the DSP Training Stipend Program
- DSP Training Stipend Eligibility
- DSP Training Stipend Process
- Frequently Asked Questions
- Questions and Answers



Purpose and Summary of the DSP Training Stipend Program

Purpose and Summary of the DSP Training Stipend Program

Enhance the quality of services received by individuals

Improve DSP retention

Increase interest among DSPs in skills development and continuous learning

Purpose and Summary of the DSP Training Stipend Program

DSP Training Stipend Program:

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



DSP Training Stipend Eligibility

DSP Training Stipend Eligibility

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.

DSP Training Stipend Eligibility

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 (with the exception of DSPs working in ICF/DD, ICF/DD-H, ICF/DD-N, ICF/DD-CN, and ICF/DD-CN), health insurance, or a school district;
- 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;
- 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 Training Stipend Process


ARCA Learn Introduction

The Association of Regional Center Agencies (ARCA) promotes, supports, and advances regional centers in achieving the intent and mandate of the Lanterman Developmental Disabilities Services Act.

ARCA has offered DDS the use of its Learning Management System (LMS), called ARCA Learn, to host the DSP Training Stipend Program courses.

DSP Training Stipend Process

Accessing the Training Courses



English

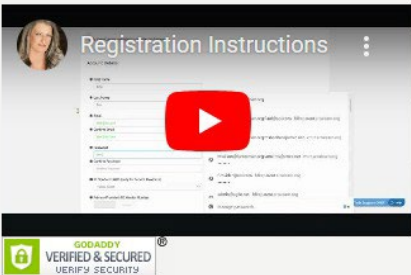
Log In

Welcome to the ARCA Provider Learning Center. If you are a new user, select "Register" to create an account here and login. If you are a returning user, enter your email address and password and select "Login". If you are a provider with an account with a Regional Center and selected Forgot Password, and did not receive an email to reset, please select Register to create a new account with a different/new email address. Click the Play Button below and the Full Screen icon bottom right [] to watch a tutorial on how to create an account.

[Forgot your password?](#)

Log In


Register



Registration Instructions

GOADDY VERIFIED & SECURED VERIFY SECURITY

Welcome to the ARCA Learning Center



English

Log In

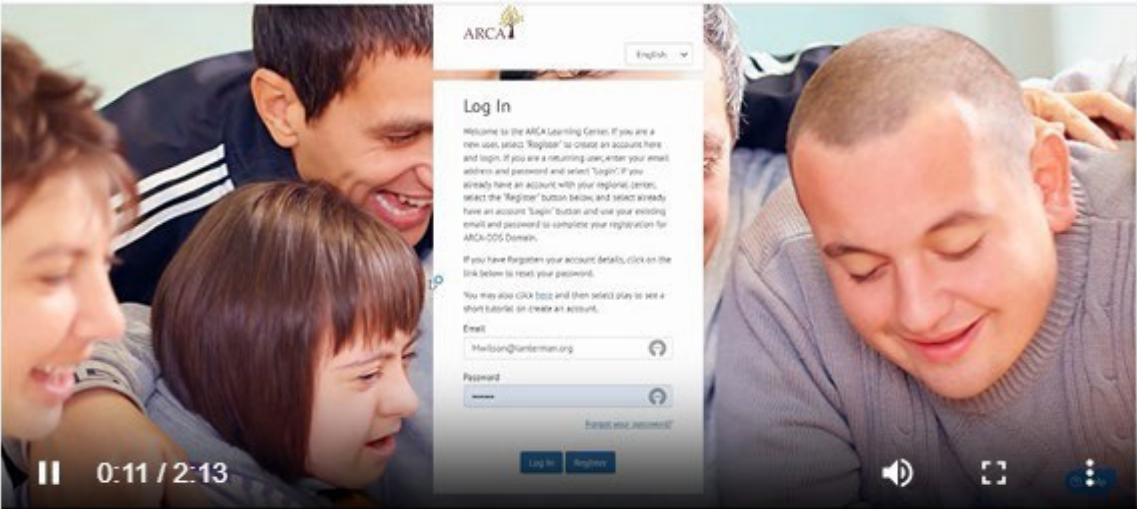
Welcome to the ARCA Learning Center. If you are a new user, select "Register" to create an account here and login. If you are a returning user, enter your email address and password and select "Login". If you already have an account with your regional center, select the "Register" button below, and select already have an account "Login" button and use your existing email and password to complete your registration for ARCA-DOS Domain.

If you have forgotten your account details, click on the link below to reset your password.

You may also click login and then select play to see a short tutorial on how to create an account.

Log In

Register



0:11 / 2:13

Close

DSP Training Stipend Process

How to register:

- Enter required information, such as name, email, create a password, etc.
- Select the regional center from the pull-down list – this must be done first.
- Enter the vendor number provided by your employer. Typically, these are six characters long and might include letters and numbers. Do not use extra spaces or characters.
- Select the “Validate” button.
 - This should display your employer’s name. If the name shown is not your employer, select the back button or refresh the page to start over. If the employer’s name is still incorrect, stop the registration process and ask your employer to confirm their vendor number.
 - You will not be able to change the vendor number after it has been validated.
- You can select the “Help” button in the right lower corner of your screen for assistance with registration.

DSP Training Stipend Process

Go to ARCA Learn and register/sign in.

Courses are offered online only at: <https://provider.arcalearn.org>

Complete an approved course.

Submit a brief survey at the end of each training course.

A certificate of completion will be emailed to the you.

Your employer will issue the payment no later than three months after the conclusion of the training.

Current DDS Approved Training Courses

Code of Ethics
(**Must be taken first**)

Informed Decision-
Making

Person Centered
Supports: DSPs and
the HCBS Final Rule

All trainings are video-based and less than one hour.

Continuing Education Units (CEUs)

All trainings offered as a part of the DSP Training Stipend Program can be credited towards meeting Continuing Education Unit (CEU) requirements through Community Care Licensing.



Can DSPs take the training courses during work hours?

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



DSP Training Stipend Process

DIRECT SERVICE PROFESSIONAL (DSP) TRAINING STIPEND AGREEMENT

Financial Management Service Name:	
DSP's Employer Name:	
DSP's Employer Phone #:	
DSP's Employer Address:	
DSP's Employer E-mail:	

Financial Management Services shall reimburse non-vendored Employers of eligible DSPs supporting SDP participants, 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 DSP's employer will be paid \$775, not to exceed two courses per DSP. Of the \$775, \$625 must be paid as gross wages by the employer to the DSP and \$150 is to be retained by the employer for their employer related costs.

I hereby certify that \$625 of the \$775 reimbursement amount will be paid as gross wages to the DSP who completed the approved training courses.



SDP Employer's Signature

Date

Financial Management Service Signature

Date

DSP Training Stipend Process

A few reminders:



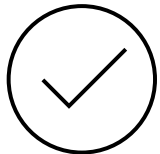
The DSP Training Stipend Program is time-limited and all courses must be completed by June 30, 2024



DDS-approved courses are offered online only at:
<https://provider.arcalearn.org>



You must register with ARCA Learn in order to access the courses for the DSP Training Stipend Program



You will need your Employer's vendor number and the Name of the regional center they are affiliated with

Who issues the DSPs paycheck?

If it is a non-vendored provider:

- FMS may use the DSP Training Stipend Agreement Form with the non-vendored provider.
- The non-vendored provider submits the names of the DSPs that will be participating to the FMS (without the names, the FMS will not be able to pass the funds on to the non-vendored provider).
- DSP registers in ARCALearn with the FMS' Vendor Number.
- FMS receives invoice from RC with names of DSPs.
- FMS validates names off the list that the non-vendored provider submitted.
- RC pays through FMS Vendor Number.
- The FMS pays the non-vendored provider the full \$775 per course per DSP (max 2 stipends per DSP).
- The non-vendored provider pays DSP \$625 (before taxes) for each course (max 2 stipends) and retains the \$150 Admin Fee for employer costs.

Who issues the DSPs paycheck?

If it is a traditional vendored service provider:

- DSP registers in ARCA Learn using their employers Vendor Number.
- RC pays through that Vendor Number \$775 per course per DSP (max 2 stipends per DSP).
- Vendor pays the DSP the \$625 (before taxes) for each course (max 2 stipends) and retains the \$150 Admin Fee to cover employer cost.

If it is the FMS :

- DSP registers in ARCA Learn using the FMS' Vendor Number.
- RC pays FMS through that Vendor Number \$775 per course per DSP (max 2 stipends per DSP).
- FMS pays the DSP the \$625 (before taxes) for each course (max 2 stipends) and retains the \$150 Admin Fee to cover employer cost.

Frequently Asked Questions

Frequently Asked Questions

Q1: If I am a DSP that took part in the California Department of Social Services *IHSS Career Pathways Program* or the California Department of Aging *CalGrows Program*, am I eligible to participate in the *DDS DSP Training Stipend Program*?

Q2: If I am a DSP at an Intermediate Care Facility that serves individuals with developmental disabilities and is vendored with a regional center, am I eligible for the *DDS DSP Training Stipend Program*.

Q3: How will I get the training stipend if I work for more than one vendor at the same time?

Q4: I work for a transportation provider that is vendored with the regional center. Am I eligible for the training stipend?

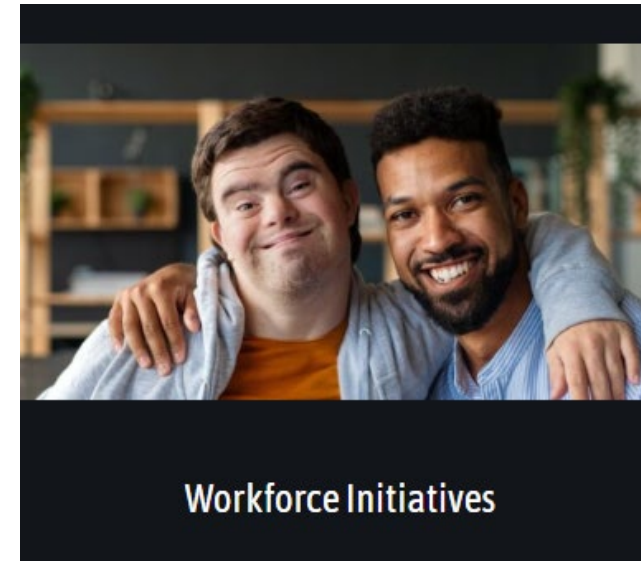
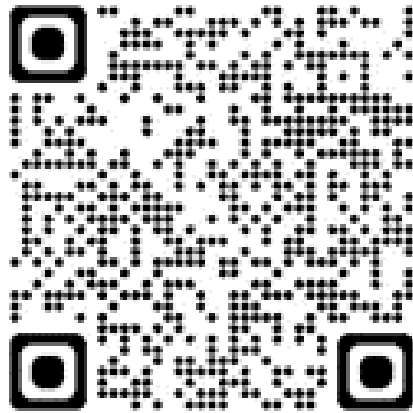
Q5: I am a DSP for a Self-Determination participant, am I eligible for the training stipend?

Q6: I am a DSP for an individual receiving regional center services through Participant-Directed Supports. Am I eligible for the training stipend?

Questions?

More information may be found at:

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



For More Information

Visit the DDS Website

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

Click on the “DSP Training Stipend Program” tab about half-way down on the page

For additional information, please contact your regional center.