

September 19, 2025

D-2025-Workforce-001

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: WORKFORCE DEVELOPMENT AND TRAINING: DIRECT SUPPORT
PROFESSIONAL INTERNSHIP PROGRAM UPDATE

This letter updates the steps identified in the Process for Service Providers Requesting to Participate in the Program section of the Department of Developmental Services' (Department) letter issued on [August 30, 2024](#) announcing the Direct Support Professional (DSP) Internship Program. Providers now are able to sign up in the Department's online portal directly. The Department will ask Regional Centers to check if the provider has any issues and share important information. The updated process will be effective October 1, 2025.

Process for Service Providers Requesting to Participate in the Program

Step 1: Service providers will notify the Department of their interest in participating in the Program. Providers will need to give the Department their vendor name and address, vendor number, the regional center associated with the vendor number, primary service code where the DSP Intern will be mentored, sanction status, the name of the provider's point of contact, and their email address and telephone number. All information must be submitted by the provider through the Department's online portal at: [Direct Service Professional Internship Program Portal](#).

Step 2: The Department will determine whether the provider meets the basic eligibility requirements to participate in the program, as described in the August 2024 letter above.

- A) If the Department determines that the provider meets the basic eligibility requirements, the Department will verify with the regional center, via the regional center portal, whether the provider is under a current sanction.
- B) If the Department determines that the provider does not meet the basic eligibility requirements, the Department will notify the vendor's point of contact. In this case, Steps 3 thru 6 do not apply.

Step 3: Once the Department receives confirmation from the regional center of the vendor's sanction status, or if the regional center does not verify the status within ten days, a final eligibility determination will be made by the Department.

- A) If the Department determines that the provider is eligible to participate, the Department will make the vendor's information available to All's WELL

Healthcare Services (All's WELL). All's WELL then will contact the vendor directly.

- B) If the Department determines that the provider is not eligible to participate, the Department will notify the vendor's point of contact. In this case, Steps 4 thru 6 do not apply.

Step 4: Once the DSP Provider Participation Agreement has been executed and a DSP intern has been identified, All's WELL will work with the eligible service provider to collaboratively make the intern placement. Service providers will be actively engaged in the DSP Intern selection process.

Step 5: Once the DSP Intern has been placed, the eligible service provider is required to work with All's WELL to report any concerns and provide feedback about the DSP Intern.

Step 6: Service providers are encouraged to hire the DSP Intern as their own employee at any time during the internship. All's WELL will assist with the conversion as part of its contract with the Department.

The Department will share this letter with all providers through the Provider Directory. Regional centers also are requested to share this correspondence with their provider community. Service Providers and Regional Centers with questions may email: Workforce@dds.ca.gov.

Sincerely,

Original Signed by:

KRYSTALL ROLLINS, MSW
Assistant Deputy Director
Workforce Development and Training Branch
Service Innovation and Oversight Division

cc: Regional Center Administrators
Regional Center Community Services Directors
Regional Center Directors of Consumer Services
Association of Regional Center Agencies