

Direct Support Professional (DSP) Internship Webinar for Community Partners

October 15, 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

- Raise hand, say first name and **speak slowly**



This meeting is being recorded & will be made available to participants

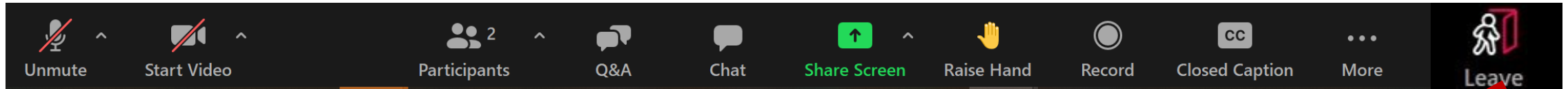


Materials are available at: [Workforce Initiatives : CA Department of Developmental Services](#)



Submit written comment via email to: workforce@dds.ca.gov

ZOOM TIPS



All attendees can type questions/comments in the Q&A

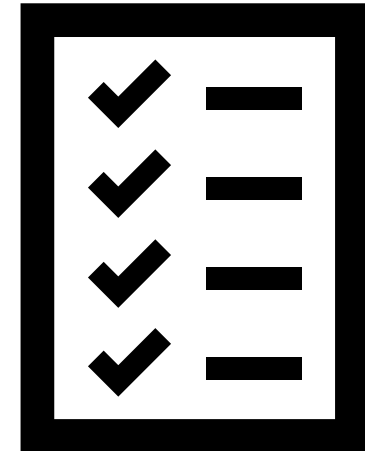
Leave the webinar at the end of the meeting



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

AGENDA

- Purpose and Summary of the DSP Internship Program
- DSP Internship Eligibility
- Service Provider Eligibility
- Billing and Payment Process
- Questions and Answers





Purpose and Summary of the DSP Internship Program

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Enhance the quality of services

Increase the hiring and retention of DSPs that demonstrates career opportunities

Focus outreach efforts on populations that reflect California's diverse population and do not traditionally have a pathway in the field of providing services to individuals with IDD

Purpose and Summary of the DSP Internship Program

The DSP Internship Program will provide 2,500 entry-level interns the opportunity to be paid up to 30 hours per week for up to three months while learning high-quality DSP skills alongside a qualified DSP in a variety of settings performing a variety of functions.

- DSPs can receive a \$625 (before taxes) retention stipend after six months of continuous employment
- DSPs can receive another \$625 (before taxes) retention stipend after 12 months of continuous employment



DSP Internship Program DSP Eligibility

DSP Internship Program DSP Eligibility

To be eligible for the DSP Internship Program, DSP Interns must meet the following eligibility requirements:



DSP Internship Program DSP Eligibility



Enclosure A
Direct Service Professional (DSP)
DSP Internship Program

DSP INTERN AGREEMENT

DSP INTERN INFORMATION:

Name of DSP Intern	
DSP Contact Information	Phone: Email:
DSP Program Start Date	
DSP Intern Placement Date:	

Background

California is dedicated to enhancing the quality of services received by individuals with intellectual and developmental disabilities (IDD), and to increasing the hiring and retention of their DSPs through the creation of the DSP Internship Program. DDS aims to meet this objective by working collaboratively with the system of 21 regional centers and their service providers to offer entry-level paid DSP Internships for up to 30 hours per week and for up to three months.

General Statement and Purpose

This agreement outlines the terms and conditions which apply to the DSP Intern with the regional center service provider listed above. The DSP Intern Program is designed to highlight the career opportunities available to interns in becoming a DSP, while also providing the skills needed to deliver person-centered and high-quality services to individuals with IDD.

Acknowledgements

In participating as a DSP Intern, you acknowledge (by initialing each box) the following:

- ☐ Your participation in this program is voluntary.
- ☐ This program is at no cost to you and is for your benefit.
- ☐ You will always work under close supervision of a qualified DSP.
- ☐ You are not entitled to a future hiring agreement with All's Well or any of its affiliates, nor establish an employment relationship with the service provider, the vendoring regional center, or DDS.
- ☐ Your DSP Internship will only be paid up to 30-hours per week by All's Well, and up to three months. Your participation in this DSP Internship does not create an employment relationship with the service provider, the vendoring regional center or DDS. As such, you are not entitled to wages for your participation in this program from the service provider, the vendoring regional center or DDS.

Administered by All's Well Healthcare Services

January 12, 2024



Direct Service Professional (DSP)
DSP Internship Program

DSP INTERN AGREEMENT

As a DSP Intern, you will always work under close supervision of a qualified DSP employee, shadowing, learning, and expanding your knowledge on how to support individuals with intellectual and other developmental disabilities. In shadowing and learning from a qualified DSP, you will find that the duties of a DSP are tailored around each individual served and may include support with: participant empowerment, communication, community and service(s) networking, facilitation of services, providing community living skills and supports, education, training and self-development, advocacy, vocational, educational and career support, organizational participation, documentation, building and maintaining healthy friendships and other relationships, keeping the participant at the center (person-centered), and supporting their health and wellness, which may include assisting with daily tasks.

Consistent engagement in your internship is vital for making a positive impact on the lives of those you are supporting. Should any scheduling conflicts arise, proactive communication with your All's Well recruiter is key to finding suitable solutions. Remember, reliability is a cornerstone for this position, and it plays a significant role in your internship experience and in potential hiring opportunities.

Essential Duties and Responsibilities

The DSP Intern agrees to receive training and perform the types of duties listed in the attached duty statement specific to the regional center provided identified above and within the stipulations of the DSP Internship Program.

The DSP Intern also agrees to learn and perform the types of essential duties and responsibilities of a qualified DSP, in partnership with other DSPs, and as directed by the individual served, with dignity and respect. The role of a DSP is complex and requires a specific set of skills and values. The following represents what to expect in the DSP practice:

- DSPs assist people who need support to lead self-directed lives and participate fully in their communities.
- DSPs recognize the unique gifts, preferences and needs of each person supported.
- DSPs recognize the personhood of people they support. They partner with them in making informed decisions and everyday choices about their finances, well-being, relationships, and employment.
- DSPs will use knowledge, skills (competencies), and values such as those of the [NADSP Code of Ethics](#) to guide their work and provide quality services.
- DSPs continue to learn and develop their professional abilities through ongoing in-service and self-directed education and training.
- DSPs understand that quality services occur at the point of interaction with the people that they support.
- DSPs realize that their role includes being a mentor and a facilitator.
- DSPs inform the people they support regarding their responsibilities and advocate with them for their valued role in society.

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Direct Service Professional (DSP)
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DSP INTERN AGREEMENT

- DSPs create environments where the people they support feel empowered to have meaningful relationships with friends, their families, and promote integration and inclusion in all our nation's communities.
- DSPs respect the privacy of the people they support and commit to promote their physical and emotional well-being.

Job perks

- Weekly pay
- Opportunity for permanent employment and retention stipends after six and 12 months of continuous employment.
- Play an integral role in assisting people feel empowered in their valued role in the community.
- Flexible scheduling to fit your needs.
- On the job training and support.
- Start a career in one of the **fastest growing and stable industries**.

Qualifications

- Possess an interest in working with individuals with intellectual and other developmental disabilities.
- Must have a high school diploma or equivalent and be at least 18 years old.
- Must pass a criminal background check, LiveScan, negative TB Test, and other required health screenings.
- COVID-19 vaccination and booster requirements are at the discretion of each provider.

Physical Requirements

A DSP Intern may work indoors or outdoors and may perform tasks which involve frequent sitting, standing, writing, or performing repetitive motions. On occasion a DSP may perform tasks that involve, but are not limited to bending, twisting, stooping, squatting, pushing, pulling, standing, reaching, walking, and lifting of 25 lbs.

DSP Intern Name and Signature _____ Date _____ Employer Name and Signature _____ Date _____

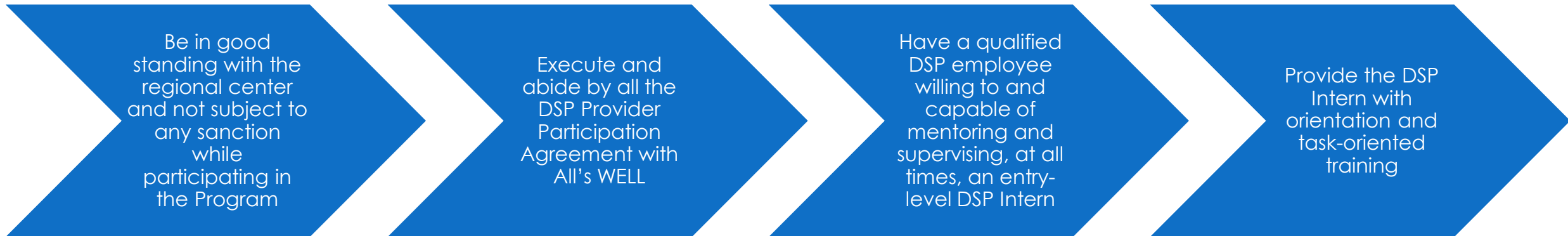
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DSP Internship Program Service Provider Eligibility

DSP Internship Program Service Provider Eligibility

To be eligible for the DSP Internship Program, Service Providers must meet the following eligibility requirements:



Process for Service Providers Requesting to Participate in the Program

Service providers will notify the Department of their interest in participating in the Program. Providers will need to provide the Department their vendor number, the regional center associated to the vendor number, vendor name and address, primary service code where intern will be mentored, the name of the provider's point of contact, their email and telephone number. All information must be submitted by the provider through the Department's online portal at: [Qualtrics Survey | Qualtrics Experience Management](#)

DDS

Department of Developmental Services

Direct Service Professional (DSP) Internship Program

Language

English

The California Department of Developmental Services (DDS) is committed to enhancing the quality of services received by individuals with intellectual and developmental disabilities (I/DD) by increasing the hiring and retention of Direct Service Professionals (DSPs) through the DSP Internship Program. The DSP Internship Program offers entry-level training and skill development while demonstrating career opportunities through a paid internship up to 30 hours per week for up to three months. DSP Interns will develop essential skills under the guidance and mentorship of a qualified DSP in a variety of settings. The recruitment of DSP Interns will focus on populations that reflect California's diverse population and specifically those who do not traditionally have a pathway towards jobs in the field by providing services to individuals with I/DD.

Instructions: To participate in the DSP Internship Program, providers must submit all required information listed below to verify eligibility.

*Vendor Information

Vendor Number
(Limit to one vendor number)

Primary Service Code

Vendor Name

Vendor Address



Step 2

The Department will confirm with the regional center that the service provider meets eligibility requirements by verifying whether the provider is under a current sanction.

4699.3 Direct Service Professional Internship Program

The purpose of this document is to provide a record of provider information submitted through the online platform by regional centers.

** Vendors with a Sanction(s): Vendors, must be following independent fiscal review/audit requirements, have any corrective action plans or sanctions within the last two years resolved, are not under investigation or compliant review, do not have licensing violations, do not have significant performance or compliance issues, and do not pose a risk to client health, safety, or welfare. Sanctions will be reviewed on a case-by-case basis.*

Point of Contact for Questions or Concerns: workforce@dds.ca.gov

Date Submitted	Vendor Number	Primary Service Code	Vendor Name	Vendor Address	Email	Phone Number	Regional Center	Primary POC Email	Secondary POC Email	Different Service Code?	Other Service Codes	Are you (provider) under a current sanction?	Is this vendor under a current sanction? (yes or no)	Date Reviewed	Additional comments about this provider	If sanctioned, do you recommend placing interns in this program?

Regional Center Primary & Secondary Contacts will fill out the following

- Is this vendor under a current sanction?
- Date Reviewed
- Additional comments about this provider
- If sanctioned, do you recommend placing interns in this program?

DSP Internship Program Service Provider Eligibility 2

Enclosure B

DDS

Department of
Developmental
Services

Direct Service Professional (DSP)
DSP Internship Program

SERVICE PROVIDER AGREEMENT

Thank you for your interest in supporting the DSP Internship Program and providing potential placements for DSP Interns.

Background

California is dedicated to enhancing the quality of services received by individuals with intellectual and developmental disabilities, and to increasing the hiring and retention of their DSPs through the creation of the DSP Internship Program. DDS aims to meet this objective by working collaboratively with the system of 21 regional centers and their service providers to offer entry-level paid DSP Internships for up to thirty hours per week and for up to three months. The DSP Internship Program is designed to highlight the career opportunities available to individuals interested in becoming DSPs, while providing them with the skills that they need to deliver high-quality services to individuals with intellectual and other developmental disabilities.

Purpose of Provider Participation Agreement

The purpose of this Provider Participation Agreement ("Agreement") is to establish terms, conditions and expectations between the regional center service provider who will accept DSP Interns that are participating in the DSP Internship Program and DDS's contractor All's Well, who is the administrator of the DSP Internship Program.

Terms, Conditions and Expectations

The undersigned service provider and All's Well (sometimes referred to herein as the "Parties") agree to the following terms, conditions, and expectations to participate in the DSP Internship Program.

Service providers will communicate to All's Well by email at DSPInterns@allswell.com or via phone at (844) 246-6849 ext. 882219, the number of interns the service provider wishes to accommodate.

- Request for DSP Interns should include the following information:
- Confirmation of the potential setting/service type(s) (check all that apply):

Children's Residential (CCL)	☐
Adult Residential (CCL)	☐
Adult Day Program (CCL)	☐

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August 26, 2024

DDS

Department of
Developmental
Services

Direct Service Professional (DSP)
DSP Internship Program

SERVICE PROVIDER AGREEMENT

Adult Day Service (non-CCL)	☐
Independent/Supported Living	☐
Intermediate Care Facility (CDPH)	☐
Transportation Provider	☐
Other: _____	☐

- Service provider MUST include all Vendor Numbers, Service Code Number, Affiliated Regional Center, and if a licensed setting, the Licensing Entity and License Number for settings/services identified above:

Vendor #	Regional Center	Service Code #	Licensing Entity	License #

- Date the Provider can begin accepting interns _____
- Service Provider's Point of Contact for the DSP Intern Program _____
- Service Provider's Point of Contact Email _____
- Service Provider's Point of Contact Phone Number _____
- Do you require COVID-19 vaccinations _____

- Service Provider agrees to respond to potential DSP Intern submittals within 48 business hours of submission. Without engaging in any discriminatory practice, the Service Provider will identify the intern as accepted or as declined.

Employment Relationship and Work Requirements

- While in the DSP Internship Program, the DSP Intern will be employed by All's Well who will pay all employment wages, including appropriate employer payroll taxes, including required FICA taxes. All's Well will also be responsible for providing Worker's Compensation Insurance for the DSP Interns. Per this agreement between the Parties, the regional center service provider shall maintain Commercial General Liability Insurance and Auto Liability Insurance coverage with limits reasonably acceptable to All's Well. All's Well agrees to comply with all state and federal employment laws (such as, wage and hour laws and sick leave) in employing the DSP Interns.

Administered by All's Well Healthcare Inc.

August 26, 2024

DSP Internship Process

For Interested DSPs Requesting to Participate:

- Interested individuals requesting to participate in the Program may contact:
dspinterns@allswell.com



DSP Internship DSP Service Provider Process

Service providers will notify the Department of their interest in participating in the Program. Providers will need to give the Department their vendor's name and address, vendor number, the regional center associated to the vendor number, primary service code where the DSP Intern will be mentored, the name of the provider's point of contact, their email address and telephone number. All information must be submitted by the provider through the Department's online portal

The Department will determine whether the provider meets the basic eligibility requirements to participate in the program.

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 10 days, a final eligibility determination will be made by the Department.

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 shall be actively engaged in the DSP Intern selection process.

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 when such arise. 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 their contract with the Department.

DSP Internship Process

A few reminders:



The Program will provide 2,500 entry-level interns the opportunity to be paid for up to 30 hours per week for up to three months



All's WELL will serve as the Department's contractor to recruit and train DSP Interns



All's WELL will serve as the employer of the DSP Intern while they are placed with Service Provider



Service Providers must contact their regional center if interested in participating

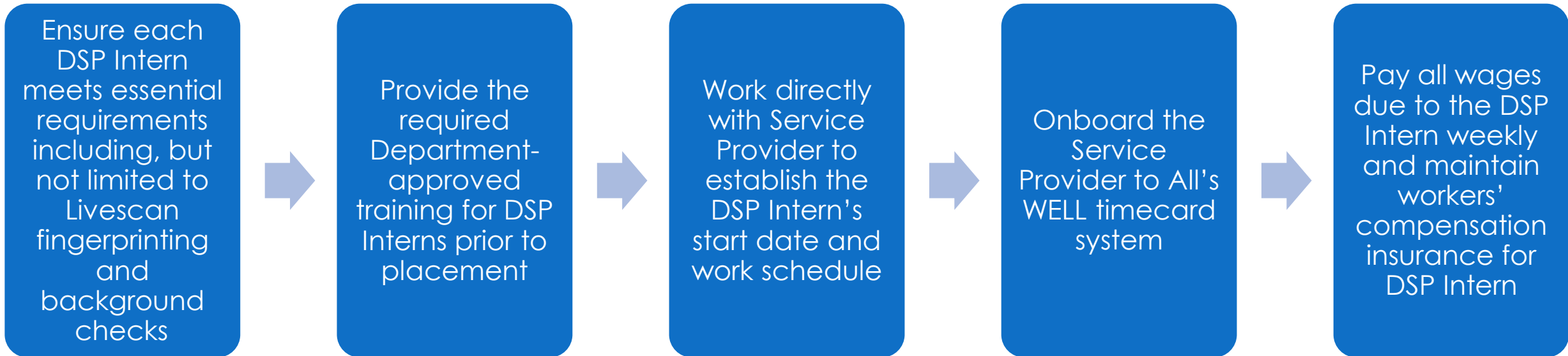


Service Providers may convert a DSP Intern at anytime during the internship

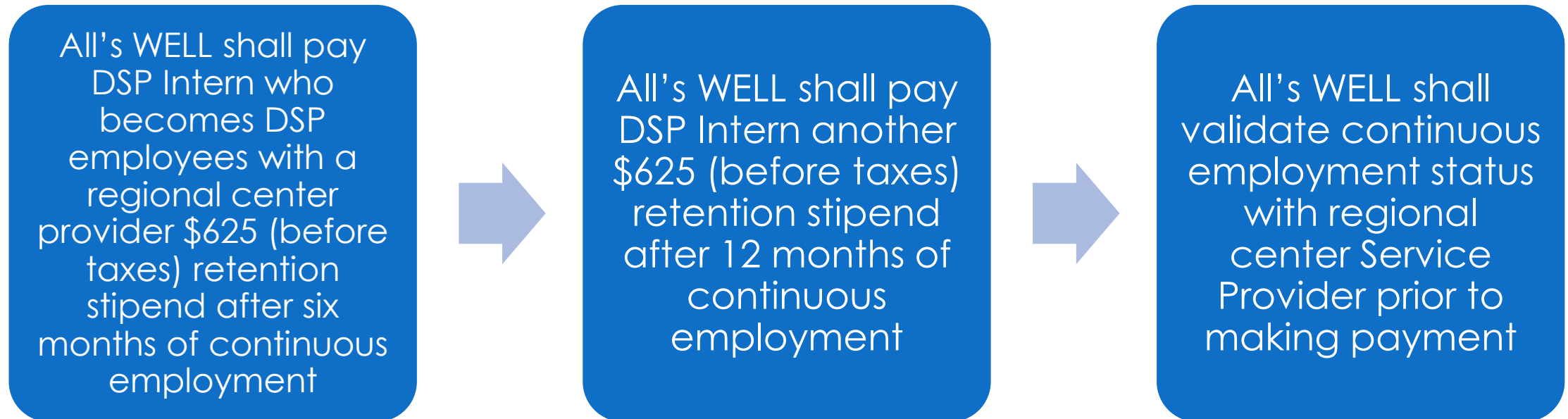
Billing and Payment Process

Billing and Payment Processes

All's WELL will:



Billing and Payment Processes 2



DSP Internship Program

Questions and Answers



Spread the Word

**DIRECT SUPPORT PROFESSIONAL (DSP)
INTERNSHIP PROGRAM**



**HIRE
FASTER.
HIRE
QUALITY.**



In today's challenging hiring environment, this initiative has proven to be a valuable resource in identifying and onboarding quality entry-level candidates.

— A Better Life Together, Inc., based in San Diego

STEP 1

Visit the bit.ly/dsp-portal website to submit your program interest to DDS.

STEP 2

Once approved, All's Well will contact you to identify your program needs and to help you with the participation agreement.

STEP 3

Welcome and train interns over a three-month period while they test-drive a career with you!

Why should California regional center service providers participate in the DSP Internship Program?

- ✓ **RECRUITMENT HANDLED**
All's Well manages the challenge of identifying candidates and completing background checks.
- ✓ **NO RISK OPPORTUNITY**
DDS covers the pay for three months of salary for interns.
- ✓ **BUSINESS GROWTH**
Hire interns at any time! Helping you to build out teams to serve more clients.

Get Staffing Support Today!

bit.ly/dsp-portal

For additional information from DDS on the DSP Internship Program:

bit.ly/ddsp-internship-program

workforce@dds.ca.gov

**DIRECT SUPPORT PROFESSIONAL (DSP)
INTERNSHIP PROGRAM**



**DISCOVER A
CAREER
WITH HEART**

Intern with us! Take your first step toward a community service career that can lead to a future with stable employment, benefits, and more!

"This job is just amazing!"

— Allene Baron, Direct Support Professional, Dreams of America (Irvine, California)

CALIFORNIA JOB SEEKERS

DON'T MISS THIS PAID INTERNSHIP OPPORTUNITY!

- Receive on-the-job training working with individuals with intellectual and developmental disabilities.
- Get paid for up to three months while you test out a career where every day is filled with meaning and giving back to your community.
- If hired, you'll receive an incentive stipend of \$625 after 6 and 12 months of employment, respectively.

QUALIFICATIONS

- Must be 18 years or older.
- Must have a High School Diploma (or equivalent) or a Certificate of Completion
- Must have a valid Identification Card
- Must pass a background check and other required health screenings



Learn more about DDS at:
www.dds.ca.gov

Your Future Starts Now
dspinternship.allswell.com

Follow DDS on Social Media!
Instagram: @CalDDS
Facebook: @CaliforniaDDS
LinkedIn: @DDSCareers

** Available in Farsi, Mandarin, Spanish, Tagalog, and Vietnamese*

For More Information

Visit the Department Website

[Workforce Initiatives : CA Department of Developmental Services](#)

Click on the “DSP Internship Program’ tab

For additional information, please contact your regional center.

Email: workforce@dds.ca.gov