

# Direct Support Professional (DSP) Internship Webinar for Regional Centers

October 13, 2025



# HOUSEKEEPING



This meeting is being recorded



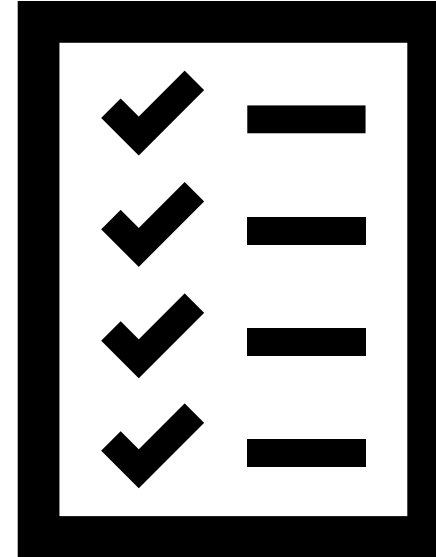
Materials are available at: [www.dds.ca.gov/initiatives/workforce-initiatives-4/](http://www.dds.ca.gov/initiatives/workforce-initiatives-4/)



Submit written comment via email to: [workforce@dds.ca.gov](mailto:workforce@dds.ca.gov)

# 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 (cont.)

## DSP INTERN AGREEMENT

### DSP INTERN INFORMATION:

|                            |                              |
|----------------------------|------------------------------|
| Name of DSP Intern         |                              |
| DSP Contact Information    | Phone: _____<br>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 pursues 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 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 AII'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 AII'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.

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## 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 AII'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 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 challenging 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 traits, 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 NASPP 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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## 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, drug screen, negative TB Test, and other required health screenings.
- COVID-19 vaccination and other 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, walking, 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 \_\_\_\_\_

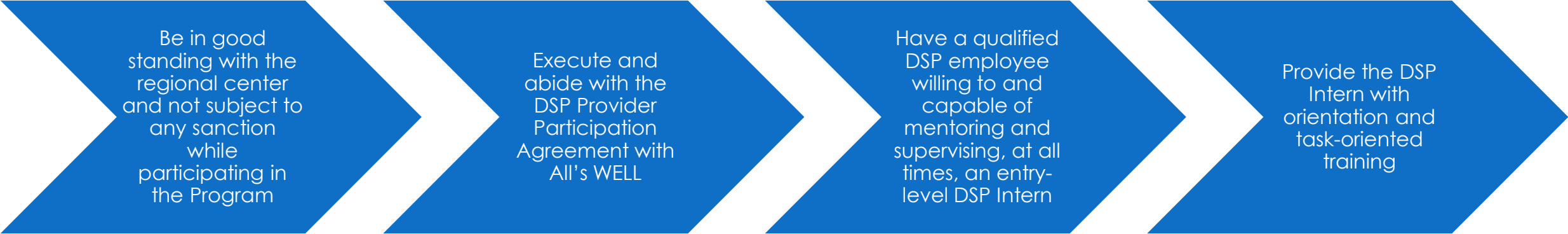
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## DSP Internship Program Service Provider Eligibility

# DSP Internship Program Service Provider Eligibility

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



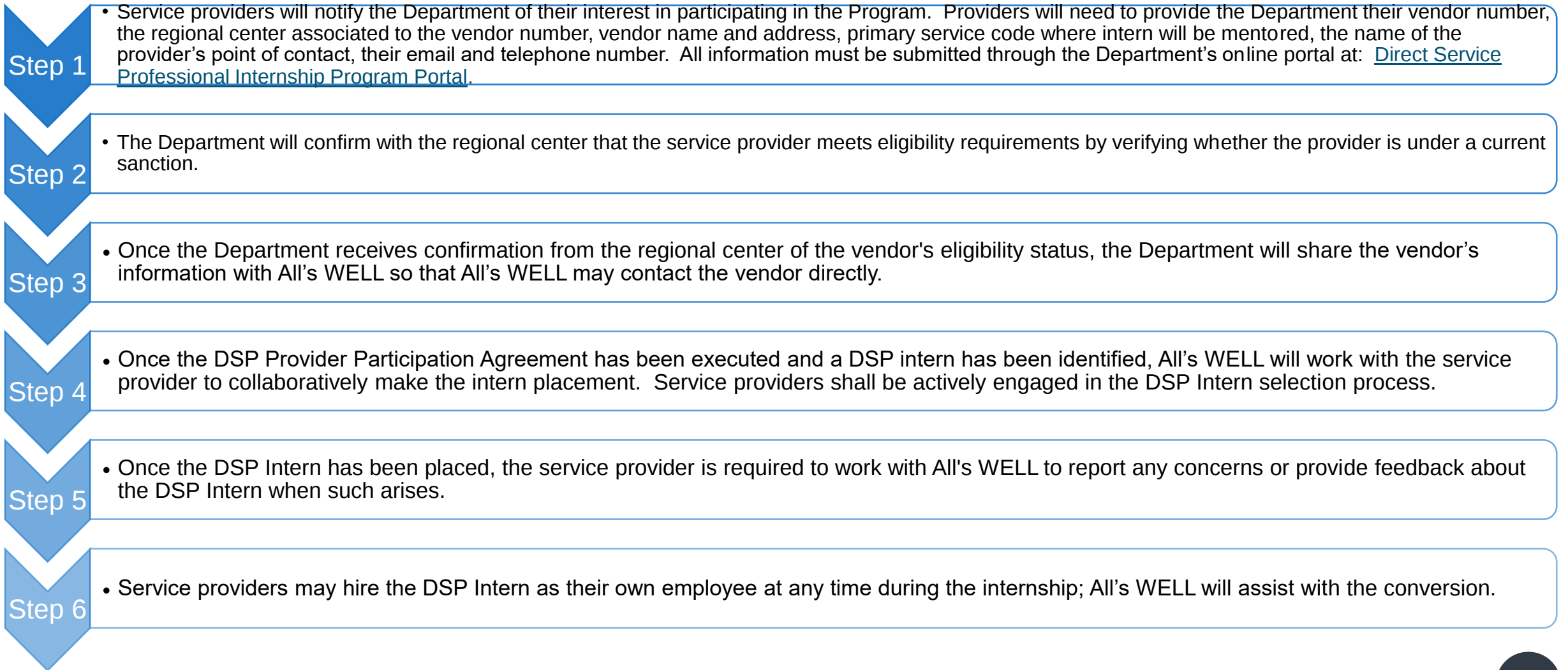
Be in good standing with the regional center and not subject to any sanction while participating in the Program

Execute and abide with the DSP Provider Participation Agreement with All's WELL

Have a qualified DSP employee willing to and capable of mentoring and supervising, at all times, an entry-level DSP Intern

Provide the DSP Intern with orientation and task-oriented training

# Process for Service Providers Requesting to Participate in the Program



# 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: [Direct Service Professional Internship Program Portal](#).



### Direct Service Professional (DSP) Internship Program

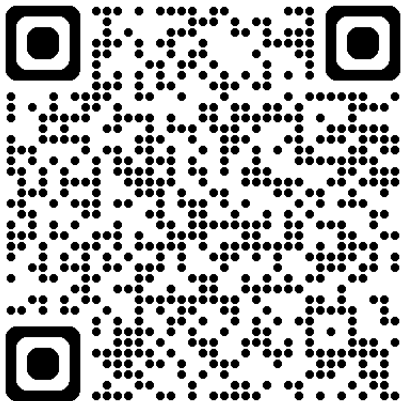
The California Department of Developmental Services (DDS) is committed to enhancing the quality of services received by individuals with intellectual and developmental disabilities (I/DD) by increasing the hiring and retention of Direct Support Professionals (DSPs) through the DSP Internship Program. 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: Providers will provide the information below for the Department's eligibility verification.

#### Vendor Information

|                                                                 |                      |
|-----------------------------------------------------------------|----------------------|
| Vendor Number (Limit to one vendor number)                      | <input type="text"/> |
| Primary Service Code                                            | <input type="text"/> |
| Vendor Name                                                     | <input type="text"/> |
| Vendor Address                                                  | <input type="text"/> |
| Point of Contact Name                                           | <input type="text"/> |
| Email                                                           | <input type="text"/> |
| Phone Number (xxx-xxx-xxxx)                                     | <input type="text"/> |
| Date the vendor requested to be part of the internship program. | <input type="text"/> |



# 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](mailto: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?

# Step 3

Once the Department receives confirmation from the regional center of the vendor's eligibility status, the Department will share the vendor's information with All's WELL so that All's WELL may contact the vendor directly.

## 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](mailto:workforce@dds.ca.gov)

|                |               |                      |             |                |       |              |                 |                   |                     |                         |                     |                                              |                                                      |               | If sanctioned, do you recommend placing |                          |
|----------------|---------------|----------------------|-------------|----------------|-------|--------------|-----------------|-------------------|---------------------|-------------------------|---------------------|----------------------------------------------|------------------------------------------------------|---------------|-----------------------------------------|--------------------------|
| 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 | Interns in this program? |
|                |               |                      |             |                |       |              |                 |                   |                     |                         |                     |                                              |                                                      |               |                                         |                          |

# 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 service provider to collaboratively make the intern placement. Service providers shall be actively engaged in the DSP Intern selection process.

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 the 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](mailto:DSPInterns@allswell.com) or via phone at (844) 246-6849 ext. 862219, 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) | <input type="checkbox"/> |
| Adult Residential (CCL)      | <input type="checkbox"/> |
| Adult Day Program (CCL)      | <input type="checkbox"/> |

Administered by All's Well Healthcare Inc. August 26, 2024

Enclosure B

**DDS** Department of Developmental Services  
Direct Service Professional (DSP)  
DSP Internship Program

**SERVICE PROVIDER AGREEMENT**

|                                   |                          |
|-----------------------------------|--------------------------|
| Adult Day Service (non-CCL)       | <input type="checkbox"/> |
| Independent/Supported Living      | <input type="checkbox"/> |
| Intermediate Care Facility (COPH) | <input type="checkbox"/> |
| Transportation Provider           | <input type="checkbox"/> |
| Other: _____                      | <input type="checkbox"/> |

- 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. Should 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.

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# Step 5

Once the DSP Intern has been placed, the service provider is required to work with All's WELL to report any concerns or provide feedback about the DSP Intern when such arises.



# Step 6

Service providers may hire the DSP Intern as their own employee at any time during the internship; All's WELL will assist with the conversion.



## DSP Internship Process

# DSP Internship DSP Process

For Interested DSPs Requesting to Participate:

- Interested individuals requesting to participate in the Program may contact: [dspinterns@allswell.com](mailto:dspinterns@allswell.com)



# 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



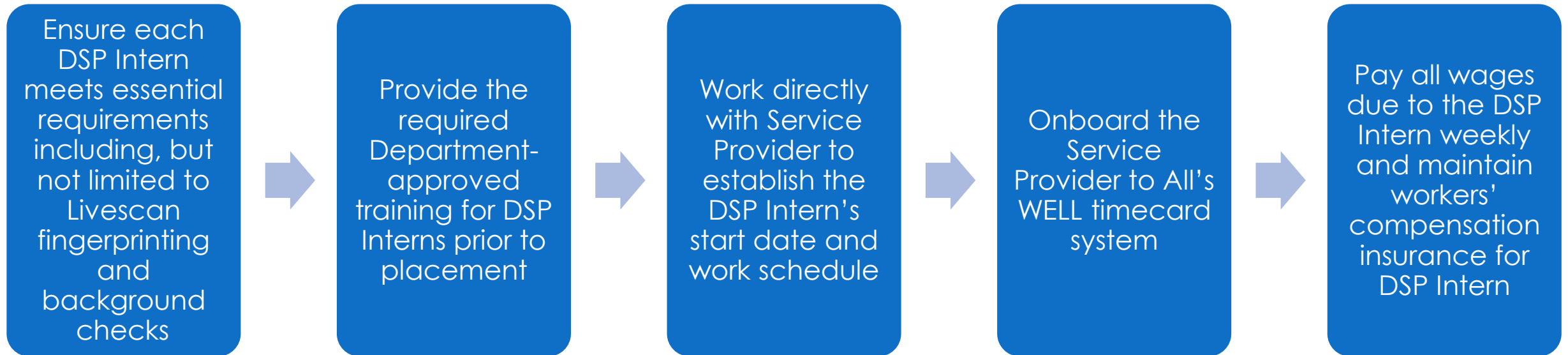
Service Providers must contact their regional center if interested in participating



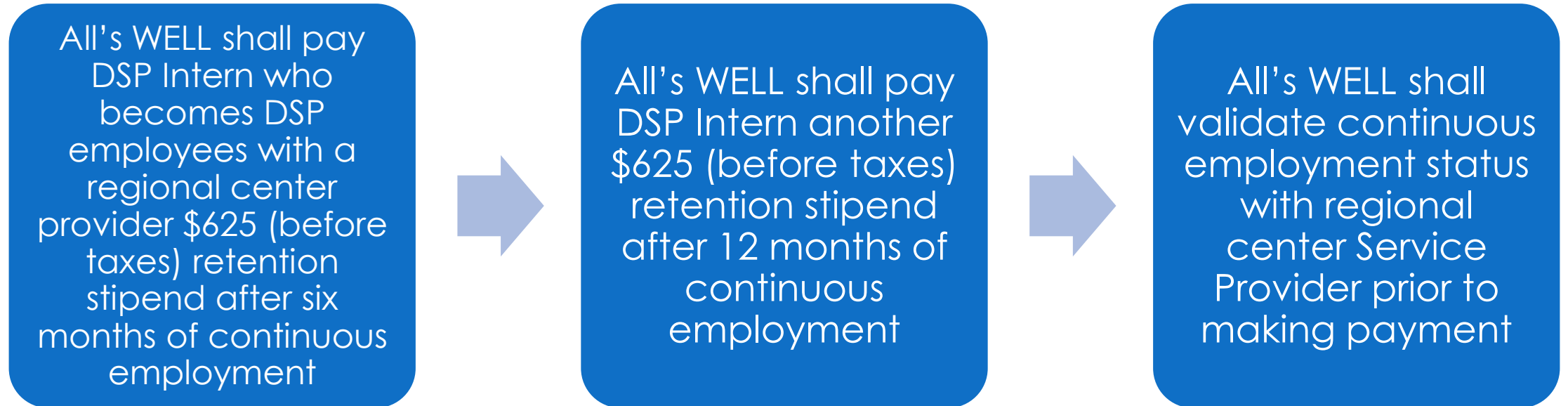
Service Providers may convert a DSP Intern at anytime during the internship

# Billing and Payment Processes

All's WELL will:



# Billing and Payment Processes (cont.)



# Q&A



# For More Information

Visit the DDS 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](mailto:workforce@dds.ca.gov)