Employment Reporting

FY 2027–28

Service Provider Training

DDS Department of Developmental Services



Photo by Chona Kasinger, from Disabled and Here

Today's Training

- Understand QIP and why Employment reporting matters
- Confirm the requirements for each Employment vendor number
- Prepare staff training and employment milestone records
- Access the survey, review responses, and find support



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



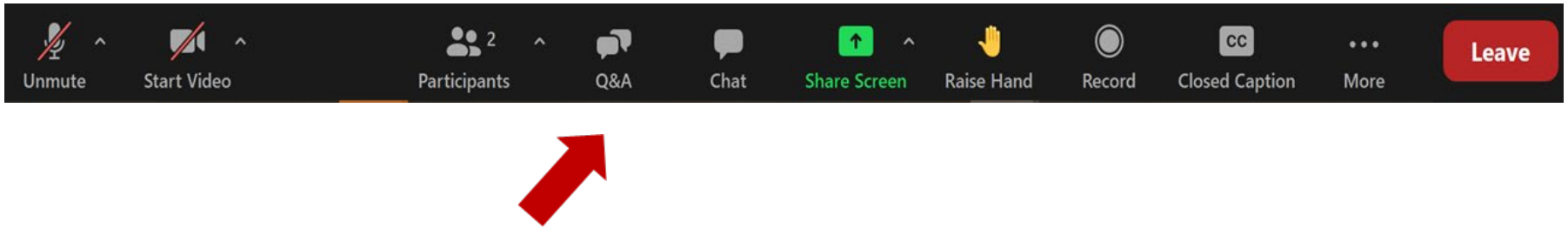
This meeting is being recorded



Materials are available at: https://www.dds.ca.gov/initiatives/stakeholder-events/

Providing Comments

Please use Q&A for questions or comments, we will answer questions during the live questions period at the end of the webinar.



Understanding QIP

Why Employment reporting matters for people and services



What Is QIP?

- QIP supports better service quality and individual outcomes
- Eligible rate reform services have a QIP component of up to 10%
- Providers earn applicable components through complete reporting and eligibility requirements



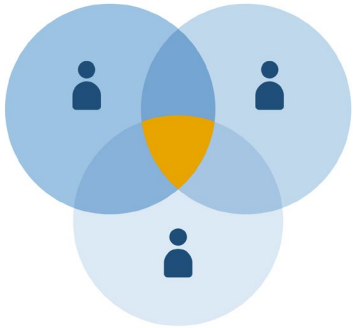
Why DDS Collects Employment Data

- Understand specialized training among Employment staff
- Describe employment attainment, transitions, and retention
- Identify employment pathways and gaps in support
- Inform future measures that promote competitive integrated employment



How Your Reporting Helps

- People and families: better information about employment pathways
- Providers: clearer understanding of staff training and service outcomes
- DDS and regional centers: information for planning and support
- Long-term goal: stronger opportunities for paid, integrated employment



Your Requirements and Preparation

The correct vendor number, reporting period, and records



Who Completes the Employment Survey?

Vendor Pathway	Reporting Requirement
Existing eligible code 950 Supported Employment – Group	Employment + Provider Capacity
Existing eligible code 952 Supported Employment – Individual	Employment + Provider Capacity
New or other newly eligible vendor number Meeting Attachment A, Part B criteria	Initial Provider Survey instead of annual surveys

Annual participants must have delivered services and had POS authorizations in FY 2025–26. Confirm each vendor number's pathway.

How Employment Fits the QIP Rate

- Employment reporting earns 5% for each eligible vendor number
- Provider Capacity reporting earns the other 5%
- Both measures together account for the full 10% QIP component
- Complete reporting and applicable compliance requirements are necessary



Requirements Beyond the Surveys

- HCBS: service code 950 is marked as required; confirm other applicable settings
- Audit or review: applies when organization payment thresholds or conditions are met
- EVV: confirm applicability, including any other service codes you operate
- A blank matrix field alone does not establish an exemption



Key Dates for This Reporting Cycle

Date	Action or Milestone
By November 13, 2026	Verify PD records and Primary Email Contact
November 30, 2026	Survey distribution begins
December 31, 2026	At least 60% EVV compliance, when applicable
January 31, 2027	Full HCBS compliance, when applicable
February 26, 2027, 5 p.m. PST	Complete annual surveys and applicable requirements
July 1, 2027–June 30, 2028	Annual earned QIP rate period

Reporting period: July 1, 2025–June 30, 2026

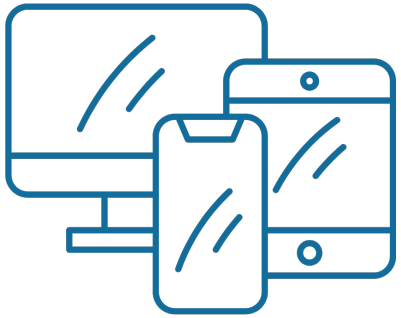
No grace period after the annual submission deadline.

Before Opening the Survey

- Verify the Provider Directory Primary Email Contact and parent association
- Gather FY 2025–26 paid staff and ACRE/CESP training records
- Gather employment attainment and transition records
- Gather job start dates and records supporting retention milestones
- Identify who will coordinate and review each vendor number's response

One Organization, Multiple Vendor Numbers

- Complete a separate Employment submission for each applicable vendor number
- A shared email address may receive several invitations and access codes
- Match each survey and record set to the intended vendor number
- Follow any question that expressly requests information across services



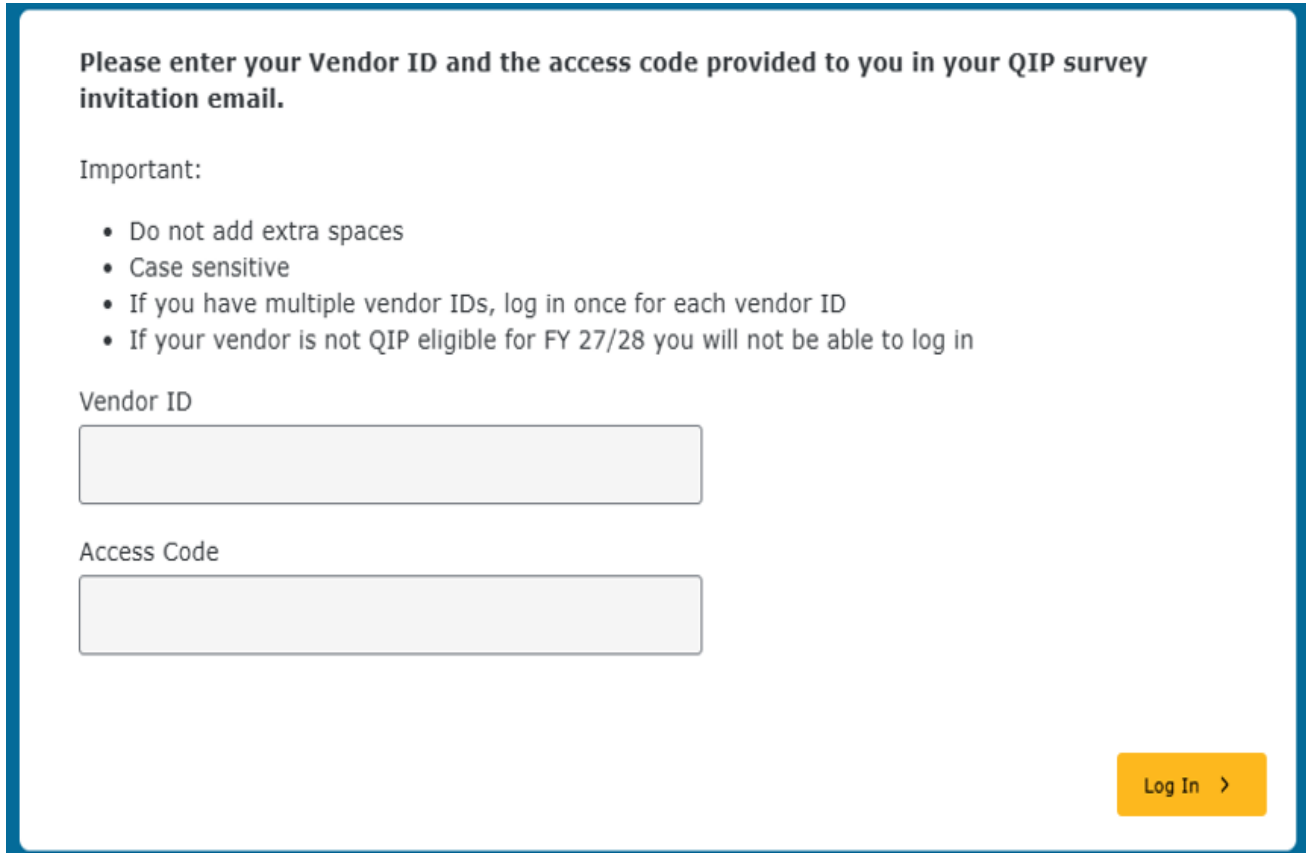
Completing the Employment Survey

A guided review of accessing the survey, staff training, and employment milestones



Walkthrough: Survey Login

- Search the Primary Email Contact's inbox and spam folder
- Sender: DDS-OQA@qualtrics-survey.com
- Subject: Action Required: Complete Your DDS QIP Employment Survey
- Use the invitation link, Vendor ID, and access code
- Check the vendor number before logging in



Sample login screen from the regional center training guide

Walkthrough: Your Survey Homepage



TABLE 2: REQUIRED QIP SURVEYS

Survey	Requirement	Status	Link
Provider Capacity	Yes	Submitted	PC Survey Link
Prevention & Wellness - Child	Yes	Not Yet Submitted	PW Child Survey Link
Prevention & Wellness - Adult	Yes	Not Yet Submitted	PW Adult Survey Link
Employment	Yes	Not Yet Submitted	Employment Survey Link
Spreadsheet for Vendors with 80+ Served Individuals	Not Applicable	Not Required	

1. Confirm the vendor number and agency profile.
2. Check Employment and Provider Capacity requirements.
3. Open the assigned link; refresh status after submission.

Staff Training: ACRE and CESP

- Report paid staff delivering Employment services during FY 2025–26
- ACRE: Association of Community Rehabilitation Educators training
- CESP: certification or recertification through Certification of Employment Service Professionals
- Report the requested number and proportion using the survey's staff definitions
- Verify training or certification dates against your records



Individual Level Competitive Integrated Employment Reporting

- Report individuals who participated in CIE during FY 2025–26 including;
  - Paid Internship Programs (PIPs)
  - Group employment
  - Individual employment
  - Services in day or educational programs
- Use the survey's definitions and reporting scope for each question
- Keep group employment, Individual employment and internship categories distinct



Review and Final Submission

- Confirm the vendor number and FY 2025-2026 reporting period
- Check missing entries and inconsistent counts
- Resolve on-screen validation messages throughout
- Complete the final submission step





5-Minute Break

We will resume with a demonstrated walkthrough of the survey



Submission, Next Steps, and Support

Common situations, a knowledge check, and follow-up



Common Access and Reporting Issues

Issue	Next Step
Missing invitation or login difficulty	Check the Primary Email Contact inbox and spam, then ask your regional center
Survey assignment looks incorrect	Confirm the vendor number and request review
Homepage status has not refreshed	After submission, log out and back in; seek help if it persists
Staff count or milestone definition is unclear	Read the question instructions and request guidance before guessing
Missing records or a submitted response needs correction	Ask your regional center about the appropriate next step

Knowledge Check: Has the Provider Earned 10%?

A code 952 vendor number has submitted Employment. Provider Capacity Survey has not been completed.



- Does Employment submission alone earn the full 10% QIP component?
- What should the provider complete and verify next?

Submission and Rate Validation

- DDS reviews and validates reporting and eligibility information
- Regional centers implement validated earned annual rates
- The annual earned rate begins July 1, 2027
- Missing annual requirements can mean an unearned component until FY 2028–29



Data Analysis

Your Next Steps

- Confirm the participation path for each vendor number
- Coordinate staff training and employment outcome records
- Complete Employment and Provider Capacity by February 26, 2027, at 5 p.m. PST
- Resolve applicable compliance questions early
- Monitor the Primary Email Contact inbox and DDS updates



Resources and Support

- Start with your vendoring regional center
- DDS QIP webpage: directive, training, and reporting resources
- Complex unresolved issues: DDS Program Help Desk
- For issues outside Help Desk topics, regional centers may contact qipquestions@dds.ca.gov



Live Questions and Answers

- Participation, survey assignments, and rate components
- ACRE/CESP reporting and staff definitions
- Employment attainment, transitions, and retention milestones
- Access, submission, and individual follow-up



Questions and Answers



Which requirement or process needs clarification?

Please keep personal information out of case examples.