



Direct Service Professional (DSP) Training Stipend Program

Handout for DSPs
October 2023



For Direct Support Professional (DSPs)

DSP Training Stipend Program

- DSPs can receive up to two (2) \$625 (before taxes) stipends when they complete approved training courses through June 30, 2024.

DSPs must meet the following eligibility requirements:

- ✓ Works as a paid DSP an average of 10 hours or more per week
- ✓ Perform direct support tasks for individuals served by the RC
- ✓ Spend at least 50% of work hours doing direct support tasks
- ✓ Employed by an RC vendor or by an SDP participant

For HRC DSPs--1

The DSP will register to create an ARCA Learn account at:

<https://provider.arcalearn.org>

For HRC DSPs



Create an account

Please complete all registration fields before submitting. Using the drop down menu, select the Regional Center you are employed by or vendored to provide services with and you will automatically become a member of that Regional Center's Provider Learning Center as well. If you are employed by more than one provider, select the one that is your primary employer. If you already have an account with your regional center, select the login button below and use your existing email and password to complete your registration for ARCA-DDS Domain.

Please Note: In order to register, you will need your employer's vendor number and the name of the regional center that vendored your employer. You can get this information from your employer. If you are supporting a Self-Determination Program (SDP) participant as a non-vendored provider, you will use the Financial Management Service's (FMS) vendor number to register. If after entering the information and selecting the validate button this vendor info is not correct or there are typos in your form, select the back button or refresh the page to start over. Remember, enter the vendor number without any spaces or extra characters. Then select the "Validate" button and confirm the name that appears is your employer. If the name is not your employer, you should 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 for technical assistance with registration.

To register, the DSP must complete all fields, including:

***RC Vendored With (only for Service Providers)**

- select the Regional Center associated with their employer's Vendor Number

***Primary Provider's RC Vendor Number**

- input the Vendor Number provided by your employer (starts with a letter and has 6 characters)
- then click Validate

Harbor Regional Center

Vendor #: _____

For HRC DSPs--2

DDS Approved Courses

1. Code of Ethics (must be taken first)
2. Informed Decision-Making
3. Person Centered Supports: DSPs and the HCBS Final Rule

❖ You can take all three (3) courses but you can only receive the stipend for two (2)

For HRC DSPs--3

DSP Training Stipend Program

- ❖ Your employer must issue payment no later than 3 months after the conclusion of training
- ❖ Your employer must have a DSP training stipend agreement in place to receive reimbursement for the stipend

For more information go to, DDS website:

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

Thank you!

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