

Request For Application Questions

- 1. Why are the Community of Practice Meetings required?** - Learners have better outcomes, as they find it very valuable and helpful to the process. Agencies spend less time doing busy work and redundancies are eliminated.
- 2. What happens if none of the CoP times work for my staff?** - The learner will need to notify the WDTIP Facilitator of their absence. At the end of the set of live CoPs, the Facilitator will distribute a templated, facilitation guide for the Mentor to lead a proxy meeting to discuss and reinforce the content from the live session. The guide will also include any new updates and announcements shared during the live sessions. Upon completion of the proxy meeting, the Mentor will complete their portion of the template and submit to WDTIP Facilitator to update learner status, and make sure the learner gets “credit” for participating in the proxy meeting.
- 3. Why are mentors required?** - Agencies that implement a mentoring program have a better success rate for timely, certification completion. Learners know where to go for help and assistance in figuring things out.
- 4. Are staff members providing PAB RBT and CLS RBT services eligible to apply for the DDD Workforce Development Incentive Training Program?** - No, RBT based services already have a rate differential.
- 5. Can an owner/supervisor apply?** - Yes.
- 6. We have only recently added PAB and CLS to our service list. Are our staff eligible for the program?** - As long as they meet the 30-day employment requirement and have begun serving participants. The applying agency should consider if the employee has enough experience to successfully submit and receive approval Core Boot Camp badges (i.e., Community Safety, Crisis Intervention, Code of Ethics Commitment, Ongoing Health Support, Person Centered Thinking.)
- 7. While I have new DSP learners who want to participate, I do not have “new” supervisors who can take this on. I have a SS who has gone through Level 1, who can take the group. Can they be exempt and get this new set of cohorts ready to go?**
There is no need for an exemption. Any previously certified level one professional, either as a DSP or a SS, is qualified to serve as a mentor. In this situation, when you affiliate

the Mentor to the DSP learner on the application, make sure you check off the “NADSP Cert. Prof” box under Mentor Type.

8. **How do you verify as a SS if a team member completed their CoP?** - We will have that information available in the Verification Report (for invoicing). We also highly encourage regular communication with the team member to ensure they are participating.
9. **Do all trainees need to log into the CoP individually? During the first and second cohorts, our staff often logged in from our training room with multiple learners in the same room.** - Yes, they will need to log in individually. “Watch parties” will not be permitted as it is a very ineffective learning experience.
10. **What if I only have one NADSP Cert SS but 6 DSPs, and we don't have any back up or other mentors to take them on. If this SS is willing to take all 6, can they do that?**
No, a Primary mentor cannot be assigned to more than 3 DSPs.
11. **Can both my SS candidates be primary and backup mentors? For example, can one SS candidate be the primary mentor for 3 DSPs and the backup mentor for other 3 DSPs?** - A backup mentor is highly desirable but not required. Any mentor's name assigned in the application as either a Primary or Backup Mentor will be counted and audited to make sure that Mentor is not assigned in more than three instances.

The risk of not having a backup mentor is if the Primary Mentor is no longer able to participate in the training program, the agency may be dismissed from the program since the agency is unable to maintain the required DSP/SS ratio.
12. **If one DSP gets DSP I certification in this cohort, would they be eligible to then sign up for SS Certification in another future cohort?** - Yes.
13. **If you have a current SS with just the attestation, do they need to check the box for SS candidate?** - The checkbox for SS should only be checked if it corresponds to the name of the assigned Mentor who is also a WDTIP candidate and their name is listed as a SS candidate in the second table of the Roster page of the application.
14. **What if I don't have any NADSP Cert. Prof or SS candidate to be backup mentors?**
Reconsider your submission (e.g., # of DSPs and SS), weigh the risk of not identifying backup mentors on the application, identify potential contract options or other resources available outside of your organization, in the event you needed a backup Mentor.
15. **Are the funds and bonuses the same for SS who are NADSP certified already vs those who are new SS?**

To clarify, only new learners will qualify to receive the SS/DSP funds. The Agency Support Funds is the appropriate source of funding to offset the expenses to support Certified Professionals as Mentors. Mentoring DSPs to a certain extent, are part of the responsibility of SS candidates which has been factored into their incentive payment.

- 16. If you have a SS that's also a DSP, can they do both?** - Candidates may only be submitted once per application as either a DSP or a SS. Consider what the learner wants to get out of the program when making the decision.
- 17. For clarification on the roster list, the "SS Name" section at the bottom is for SS that are in training correct? Not the certified mentors.** - Yes.
- 18. If we only apply for 4 candidates, do we not need to submit HCE Compliance, since it says it is only required for more than 4 candidates?** - An Amendment to the RFA will be issued. The new language will read:
- The RFA is amended as follows:
1. Replace Section III. Eligibility Information, 1. Applying Agency Eligibility, fourth (4th) bullet point, with the following:
 - In accordance with Section 103-53 of the Hawaii Revised Statutes, if selected, applicants with a service agreement over \$25,000, shall submit a valid tax clearance from the Hawaii Department of Taxation and the U.S. Internal Revenue Service prior to execution of the Agreement for Services. A Certificate of Vendor Compliance that reflects a "Compliant" status from Hawaii Compliance Express (HCE) [<https://vendors.ehawaii.gov/hce/>] is acceptable in satisfying the tax clearance requirement.
- 19. A DSP that has the certification and goes through it a second time as a SS do they get the supplemental payment each time?** - Supplemental payments are a feature of the I/DD Medicaid Waiver as part of the next Waiver Renewal. Supplemental payments through the waiver will only be provided to DSPs.
- 20. Do mentors who have already completed certification need to complete any training? Or is it more of getting the 3 in your group processed through the program?** - The mentors will not have to do any training or badges, but will be required to participate in DSP Orientation, Mentor Orientation, and attend (5) CoP meetings.
- 21. Are there ongoing trainings required to maintain certifications?** - Yes, 20 hours of training will be required every two years. We will make training modules available to those who have gone through the training, along with other supporting activities.
- 22. Just to clarify, DSP learners will get the incentive payment, but not the SS learners?** DSPs and the SSs in the WDTIP training will receive incentive payment. The quarterly supplemental payments are for DSPs only,

23. For recertification is it free for certified individuals? Or is there a fee? Wondering if the agency needs to budget for recertification costs? - The renewal fee is \$50.00 every two years.

24. Will the agency pay DSP/SS an hourly wage in their normal paycheck for the training and the agency be reimbursed? Will this include any and all overtime needed to complete the training? - The program provides a fixed, per learner amount to offset the costs to support ongoing engagement in the certification process. The agency will receive in total \$5,000.00 in agency support funds to administer. The state will not dictate the methodology. There are many variables that affect the level of effort required to support learners and for learners to achieve certification, which is to be managed by the agency.

25. What are some examples of how agencies have compensated their learners? - The following are some of the past agency strategies, Please consult the applicability of these strategies within your organization with the Department of Labor:

1. Provided subs to “cover work”, then allocated a set number of hours each week to work towards certification. Those hours were paid at their regular DSP rate and accrued for overtime during the pay period.
2. Used an existing “training rate” which is lower than the regular DSP rate.
3. Provided a monthly flat bonus for accomplishing milestones, training not considered mandatory.

Note, completion of WDTIP online training modules can be used to meet I/DD Waiver annual training requirements.

26. Our agency will have six DSPs ready to participate. I wanted to confirm the requirements for the mentor/SS role. At this time, I was planning to serve as the NADSP support and have one of our recently certified DSPs (Level 1) act as a mentor for the other participants. Could you please confirm if this is acceptable, or if mentors are required to be current supervisors? The DSP I have in mind is not currently a supervisor but may have future opportunities depending on how this support role develops. - Yes, a certified DSP may serve as a mentor.

27. I wanted to confirm the stipend details for new DSP participants. My understanding is that they will receive a total of \$2,000 through the program, \$1,000 on June 30 and \$1,000 on September 30, contingent upon meeting all program criteria and expectations. Please let me know if this is correct. - Yes, you may submit for the Initial payment after June 30 and the Final payment after September 30, assuming they have met all requirements.

28. Regarding Phase II of the RFA -- It outlines both 25 hours and 50 hours of DSP education. Can you confirm whether Phase II requires a total of 75 hours combined (including CoP and trainings), or if I may be interpreting that incorrectly? - DSP Education 25 Hours and DSP Education 50 Hours are the names of the badges that are required in Phase II. For DSP Level 1, only 50 hours of online, certified curriculum is required.

29. Once contracts are approved, when can DSPs expect to receive their onboarding email to begin training? Will this be on May 5? - The week of May 11.

30. Do BCBA's meet the criteria for the SS position in this cohort? - The program's requirements for a SS are:

- Serve as a SS in a DDD I/DD Waiver Program
- Not previously enrolled in a WDTIP program

Eligibility Requirements from *NADSP's E-Badge Academy Applicant Handbook 2024*:

Individuals interested in applying for an E-Badge certification must meet the following minimum requirements to be eligible:

- Must currently work as a DSP or FLS at an E-Badge participating organization or participate in a program that offers accredited education and internship opportunities to develop skills reflective of the CMS Competency Sets. More information about how an organization can participate is available at <https://nadsp.org/2023-e-badge-academy-pricing-guide/>.
- Must be at least 18 years of age.
- Must live and be legally permitted to work within the United States or Canada.
- Must be able to read and understand English. The NADSP plans to add alternative language options and ASL interpretive services to E-Badge program within the next few years.
- Must not be eligible to apply for certification based on previous dismissal, conflicts of interest, or other disclosed reasons.