

Direct Support Professional Training (DSPT)
Regional Advisory Meeting
Central Valley Regional Center
January 25, 2024 10AM-12PM

Minutes

Welcome, Introductions

- Service Hub Representatives-Janet Sloan, Renae Dominici, and Lydia German
- Regional Center Representatives-Aaron Olson, Jessica Rueda, Maria Varela, Janelle Ditommaso, and Maritza Gonzalez
- Regional Center Vendor Community Care Facility Provider Representatives-Roxanna Escalante, Amor Alegre, Hurube Sledge, Stephanie Hendricks, and Marycruz Leyva
- SBCSS/CDE/DDS Representatives-Tina Silva SBCSS, Tara Neilson CDE, Raymond Usac DDS, Stephanie McNay DDS, and Jennifer Niklas DDS

Purpose of DSPT Advisory Committee Meeting-

- To ensure that the Challenge Testing and Training are sufficiently scheduled to meet the needs of eligible DSPs within the Service Hub's regional center catchment area
- Provide updates from DDS and CDE on DSPT program issues
- Address and resolve issues related to the DSPT program within the local regional center catchment area
- Provide Training and Testing aggregate results

California Department of Developmental Services Report-

Program updates:

- Raymond displayed PowerPoint with data for January 01, 2023 through December 31, 2023. Enrollment numbers are 15,519 with 10,254 tested and 9,702 that passed. The passing rate is 95%. The retention rate is around 66%. This may be due to DSPs getting pulled to go to work or changing jobs.
- Administrators, please work with your DSPs regarding scheduling to attend the training.
- DSPs may **not miss more than 3 hours of classroom instruction**.
- Must be on camera during DSP training.
- Work initiative Stipend program. Time is limited for DSPs to take a 2-hour training and get paid up to 1,250 for completing 2 hours of online training.
- Vendor ID numbers being used from a regional center now require an approval email along with the authorization letter signed by the regional center to be submitted to the hub, instructor, and the DSPT Helpdesk SBCSS dspt.helpdesk@sbcss.net

- Regional Centers are encouraged to contact Tina Silva, DSPT Helpdesk when they approve authorization of RC's vendor code to an administrator or DSP when enrolling in a DSP training.

Program quality management system:

- Classroom observations are taking place by DDS and by the Hubs.
- DSP Expectations- While in training, DSPs cannot provide any form of assistance to consumers/clients. They will be asked to exit the class, and this will affect their attendance. Unprofessional behavior towards any members of our team, RC staff, trainers, and other students will not be tolerated and can be denied participation in the DSPT training.

California Department of Education Report-Tara Neilson absent, Raymond gave report

- **Materials and supply issues:**

1. Student Resource Guides can be downloaded.

- **Local coverage (issues, development of formal agreements)**

1. Coordinates training schedule (Online/In-Person), facility/classroom reservation, and provides trainer materials and equipment.
2. Provide statewide support for DSPT training, 4 Hubs - Riverside, Fresno, Orange, and Butte.
3. Conducts trainer monitoring, hiring, and annual trainer re-certification.
4. Maintains Department of Social Services vendorization and course certification of DSPT curriculum for Residential Facility Administrators.

San Bernardino County Office of Education Report

- The Helpdesk is available from 8:30 AM to 3:30 PM Monday-Friday. Advise staff and administrators to not create accounts for their DSPs. Please have DSPs call the helpdesk to get assistance to register at 1-800-910-4604 and if they did not receive a Welcome email.
- DSPs must be able to access their DSPT personal portal for the test.
- Attendance can be viewed up to ten business days after the training ends. The administrator and DSPs can view their attendance up to those ten days.
- Test results for virtual training can be viewed right away. DSPs must log in to view results.
- Tina Silva presented a PowerPoint. Displayed the DSPT homepage and how administrators can navigate their DSP's training and certificate information. Home page→Sign In→DSP Portal→DSP Certification Lookup→Enter Name, DOB, Last 4 digits of SSN of DSP.
- FERPA Privacy Laws prevent the helpdesk in speaking with anyone other than the DSP. If the DSP needs assistance with translating, they may have a family member or their administrator assist them during a call to the helpdesk, but not a co-worker.

Service Hub Report

- Attached In-Person DSP schedule in Chat for RC and administrators to print. Kathy Lewis teaches every month in Tulare. Ismael Martinez is currently teaching Year 2 In-Person in Fresno. Fidel Garibay will be teaching an In-Person Year 1 Starting February 13, 2024 and is currently open for registration. There will be a Challenge Test in late Spring for Fresno and Merced area.
- Please contact Renae Dominici at (559) 497-3757 if you need any assistance.

Regional Center Report

- Aaron Olson said Janelle Ditommaso Resource Developer, is the new point of contact person for emailing information regarding the In-Person training. Aaron will post the DSP In-Person schedule to their website. Janelle will also include that information in their vendor orientations.
- Janelle gave an update that their QA team has expanded to include three QA monitors in doing the more formal residential visits and monitoring. Jessica Rueda and Maria Varela have been added as the QA monitors.
- Maritza Gonzalez, General Licensing Resource Developer announced that CVRC has the Online orientation Learning Portal for new providers. CVRC are experiencing more administrators signing up due to the flexibility of having the online forum.

Provider Representative(s) Input –

- Roxanna Escalante said she appreciates the In-Person trainings and the DSP Instructors working with her Spanish speaking DSPs.
- Stephanie Hendricks inquired about how to check attendance for payroll purposes. Stephanie does have an administrator account and just needed a refresher on how to pull their hours of attendance. Did a quick review and Tina confirmed that administrators can view their DSP's attendance up to ten days from the time the training ends.
- Tina did clarify that issues do arise if the Vendor number does not match when looking up their DSPs' information due to having multiple facilities. Administrators can call Tina at the Helpdesk to have a vendor number added or changed. Only one vendor ID is needed for an administrative account.

DSP Trainer Input-

- Lydia German stated that all the virtual trainings are going well and has nothing to report.

Next Meeting – Virtual Platform

Recap and Closure- Input from vendors/administrators are always appreciated in helping improve the DSP program.