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GAVIN NEWSOM
GOVERNOR

July 14, 2023

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: QUALITY INCENTIVE PROGRAM – EMPLOYMENT CAPACITY
INCENTIVES

The Department of Developmental Services' (Department) September 23, 2022 [correspondence](#) described the Quality Incentive Program (QIP) for service providers. On October 10, 2022, the Department issued a [correspondence](#) describing the QIP Employment Capacity measure.

This correspondence is effective through June 30, 2024, and provides detailed information regarding service providers' eligibility, reporting requirements and logistics, and issuance of incentive payments.

Service providers are eligible to participate in this incentive for employees who complete training as described below on or after July 1, 2022. To participate in the Employment Capacity incentives, service providers must complete and submit the enclosed form (Incentive Payment Certification Form) to the Department at QIPEmpCapacity@dds.ca.gov.

Incentive Amounts

The incentive amounts in this correspondence supersede the amounts in the October 10, 2022 [correspondence](#). Effective July 1, 2022, service providers are eligible to receive one of the following four payments for each employee who meets the requirements of the measure:

- 1) An incentive payment of \$3,000 for the service provider for each employee who becomes *certified* in Association of Community Rehabilitation Educators (ACRE) Basic Employment Services or ACRE Basic Customized Employment Services.
- 2) An incentive payment of \$3,000 for the service provider for each employee who becomes *recertified* in ACRE Basic Employment Services or ACRE Basic Customized Employment Services.
- 3) An incentive payment of \$625 for the service provider for each employee who becomes *certified* as a Certified Employment Support Professionals (CESP).
- 4) An incentive payment of \$425 for the service provider for each employee who becomes *recertified* as a CESP.

Certifications and recertifications must adhere to all ACRE and CESP recommended guidelines and timelines.

Eligibility for Incentive Payments

The service provider who supports an employee to become certified as a trained employment specialist is eligible for one of the four incentive payment options for each employee. The service provider must meet the following criteria for each incentive payment, per employee:

- 1) The employee was employed by the service provider when the certification or recertification was successfully completed.
- 2) The service provider supported the employee to obtain ACRE or CESP certification or recertification. Service provider support includes paying fees associated with certification or recertification.

Documentation for Incentive Payment

Service providers are required to attest to the accuracy and validity of the information they submit. The Department will review submitted Incentive Payment Certification Forms and process incentive payment allocations to regional centers. After the data submitted by service providers has been reviewed for completeness, the Department will instruct regional centers to issue incentive payments, as appropriate, to each eligible vendor number. If audited, service providers will be required to provide the following documentation:

- 1) A copy of the employee's certification or recertification that includes the employee's name and date obtained. The training must have been completed between July 1, 2022 to June 30, 2024.
- 2) A copy of the receipt of payment for the employee's enrollment for certification or recertification.

Incentive Payment Processing

The incentive payment is paid using a contract authorization, a service code associated with the service provider vendor number, and the subcode listed below that corresponds to the certification or recertification obtained.

Regional Center Executive Directors
July 14, 2023
Page three

For incentive payment milestones that are reached on or after July 1, 2022, the following subcodes shall be utilized:

- 1) "ACRE" for each employee who becomes *certified* in ACRE Basic Employment Services or certified in ACRE Basic Customized Employment Services.
- 2) "RACRE" for each employee who becomes *recertified* in ACRE Basic Employment Services or recertified in ACRE Basic Customized Employment Services.
- 3) "CESP" for each employee who becomes *certified* as a CESP.
- 4) "RCESP" for each employee who becomes *recertified* as a CESP.

Training and Information

The Department will provide training webinars on August 21, 2023, and August 29, 2023, for regional centers and service providers, to explain the details of these measures, reporting requirements and logistics, and issuance of incentive payments. The Department encourages service providers and regional centers to attend these training sessions.

For questions regarding this QIP measure or the incentive payments, please email QIPQuestions@DDS.CA.gov.

Sincerely,

Original Signed by:

PETE CERVINKA
Chief, Data Analytics and Strategy

Enclosure

cc: Regional Center Administrators
Regional Center Directors of Consumer Services
Regional Center Community Services Directors
Association of Regional Center Agencies
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