

Dear Warren County Provider:

As the Direct Support Professional (DSP) workforce crisis continues to challenge providers every day, the Warren County Board of Developmental Disabilities (WCBDD) is committed to providing relief where possible. We have heard of many approaches being taken by providers and other County Boards, and we agree that it is as important as ever to support our providers during this time. The WCBDD has decided to introduce a **DSP Workforce Support Program** to help offset the increased costs that providers are facing while responding to the current staffing crisis.

This program is an investment in the providers of Warren County. We know that providers and DSPs are working every day to make sure the people we serve are healthy, safe, and receiving the services they need. So, in addition to what WCBDD already offers for free, we are now making funds available to reimburse providers for “extraordinary costs” related to the staffing crisis that are not covered by your Medicaid rate or any Medicaid funding received.

Reimbursement can be requested for approved items for the time frame of 10/01/2021 to 12/31/2021. To request reimbursement, please complete the DSP Workforce Support Form found [HERE](#), and include the required supporting documentation for the corresponding reimbursement items as requested.

In order to qualify for reimbursement, funds must have been used to support DSPs who are serving individuals in Warren County who also receive services from WCBDD. If you have a specific request that falls outside the guidelines, or any questions related to the DSP Workforce Support program, please contact [providersupport@warrencountydd.org](mailto:providersupport@warrencountydd.org).

#### **Information regarding reimbursements and how to access these funds:**

##### **DSP New Hire and Annual Renewal Training**

- WCBDD will reimburse agency providers for a DSP hiring bonus at a flat rate of \$700 per DSP hired on or after 10/01/2021 who continuously works in the field as a DSP for at least 90 days.
- WCBDD will continue to provide fingerprinting/background checks, required initial and annual DSP trainings monthly, and CPR and First Aid in person courses free of charge.
- Additionally, WCBDD will be partnering with an agency in the coming months to provide Medication Administration Certification Courses at no cost to providers.

##### *Supporting Documentation*

- **DSP Workforce Support Form**
- Documentation of date of hire for employee and payroll records to document proof of continued employment
- **Vendor Packet**

##### **DSP Longevity Add On**

- The **longevity add-on** allows an additional \$1.56 to each hour billed of HPC for Agency Providers. To be eligible for the add-on, a DSP must have at least two years working in the DD field and have completed 60 hours of CEUs, either self-guided through **DirectCourse** or taken for free with WCBDD Provider Development Staff. For DSPs who meet these criteria, WCBDD will offer a reimbursement of \$1,000 to cover the cost of the employee's time while completing the coursework. If a DSP works for more than one agency, he/she is only eligible for the reimbursement one time.

*Supporting Documentation*

- **DSP Workforce Support Form**
- **DirectCourse transcript** detailing 60 hours of completed coursework or Certificate from WCBDD
- **Employment Experience Form**
- **Vendor Packet**
- Proof of payment to staff completing course

**Half Time Reimbursement for Overtime**

- Due to the DSP workforce crisis, many DSPs are working excessive hours resulting in overtime pay. WCBDD will reimburse agency residential providers for the half-time paid to DSPs, as this is not reimbursable by Medicaid.

*Supporting Documentation*

- **DSP Workforce Support Form**
- Agency payroll detailing OT paid to DSPs.
- **Provider OT Worksheet**
- **Vendor Packet**

Due dates for requests are as follows:

- No later than January 21, 2022 for Half Time Reimbursement for Overtime
- DSP Longevity due upon staff completion but no later than June 30, 2022
- Hiring bonus reimbursement due upon completion of employee's 90 days of employment, but no later than April 15, 2022

Due to the varying due dates for reimbursement requests, providers may have more than one submission for reimbursement. WCBDD staff will review all requests submitted and determine the amount to be reimbursed. Providers will be notified by WCBDD of the approved amount within 30 days of due date for submission. You will then sign an agreement with WCBDD to release the funds.

This initiative is only one piece of the solution. There is no quick or simple fix to this crisis as providers and county boards of DD across Ohio confront staffing shortages right now. We continue to partner with providers, other county boards, the Ohio Department of Developmental Disabilities, and our statewide trade association on long-term solutions to the DSP crisis. We will continue to provide personal protective equipment when needed, market open positions through our website and social media upon request, and provide billing and documentation support. WCBDD will work closely with our local providers to respond to your needs, support your work, and improve services for people with developmental disabilities in our community.

Thank you again for all you have done to serve people in Warren County!

Sincerely,



Megan K. Manuel

Superintendent