



Eric Holcomb, Governor
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Division of Disability and Rehabilitative Services
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To: Bureau of Developmental Disabilities Services home-and community-based waiver services providers
From: Holly Wimsatt, director, Bureau of Developmental Disabilities Services
Re: Open Future Learning and direct support staff stipend opportunity for BDDS HCBS providers and DSP staff
Date: June 17, 2022

The Bureau of Developmental Disabilities Services is offering a new learning opportunity for home-and community-based services Community Integration and Habilitation Waiver and Family Supports Waiver providers and their direct support professionals through the [Open Future Learning platform](#). This opportunity offers DSPs access to online training in a format that is easy to access and engage with, that not only provides relevant training topics, but also embeds philosophies and concepts to support person-centered services and integration strategies.

Training modules from Open Future Learning are meant to assist providers and DSPs in building knowledge and skills by exploring a variety of ways to support and address areas of outstanding need among Hoosiers receiving HCBS services. BDDS currently has the ability to offer subscriptions and DSP stipends to interested providers at no cost, through March 2024, or until all available subscriptions have been granted.

Providers will be required to complete a [registration form](#) with the required information in order to request their subscriptions:

Providers will have the ability to:

- Request account subscriptions free of charge from July 2022-March 2024
- Request accompanying stipends to cover additional identified DSP wage costs associated with the additional time associated with DSP participation and learning through the OFL training modules.
- Control and set up their own administrative accounts and add other users to the account, as needed.

DSP staff will have the opportunity to:

- Create free accounts on the OFL platform to complete learning modules.
- Access, through their provider agency, stipends to cover the cost of DSP training time, as appropriate.

When completing the [registration form](#), providers will be asked to submit a proposal detailing the following:

- Number of DSP staff the provider anticipates participating in this opportunity.



- Amount of funding you will require in the form of a stipend to cover salary costs (if modules and activities cannot be completed during work time without backup staffing).
- Funding needed to cover associated administrative costs to facilitate the oversight of these trainings and complete follow-up with the DSP staff.

Plan to be specific in the cost breakdown for the stipend request as this funding will be subject to audit and must be paid back if not used as proposed. Each provider will be required to attest to the proposal on how the stipend will be utilized.

With the submission of their [registration](#), providers will commit to:

- Utilization of OFL with their designated DSP staff and commitment of manager support and attesting to meet the following benchmarks:
 - Each DSP will complete a minimum of three modules including completing and passing the final assessment for each module. A DSP has 30 days to complete a module after they start it.
 - Each DSP will complete a Reflective Action Plan after completion of the modules and answer 7-10 questions about how they will apply the knowledge they learned. They may complete this with the assistance of their manager.
 - Adequate management-level support, involving meeting with the DSP on a regular basis (at least monthly) and reviewing the completed [Reflective Action Plan](#) with the DSP within six months to revisit how the training concepts have been applied/put into practice.

Providers will have the ability to transfer DSP staff user accounts in the event of turnover, as needed. Providers will have access to their own agency's data for analysis and training management needs. Certificates will be issued for DSP staff who fully complete (DSP prints after completing the module and passing the final assessment).

Questions regarding this opportunity can be directed to BQISHelp@fssa.IN.gov.