

Request for Application - Questions and Answer Responses

State of Hawai'i, Department of Health Developmental Disabilities Division ("DDD")
Workforce Development Training Program ("WDTP"), Cohort 4
Program Period August 15, 2026 – December 31, 2026
August 3, 2026

- 1. Question: For cohort 4, is there additional compensation to providers to be used to pay for wages between shifts? It looks like there is a total of \$900 in payments for the agency per learner. If \$900 divided by the average of 75 hours per learner to complete the trainings and attend COPs that would amount to \$12 an hour (not including payroll taxes/etc). Or, is the intention that some of the \$1250 supplemental payments be used to cover the paid training costs?**

Question: What happened to the incentive payments that were previously offered? I don't think my staff will participate in the program without it.

Response: Additional compensation will not be provided. Cohort 4 and future cohorts are aligned and timed with the Supplemental Payment schedule. The funds that were previously provided were time-limited ARPA funds as the Supplemental Payment was not available.

- 2. Question: Under Agency Expectation page 3 of the RFA "Agencies will identify how learners will be provided time to complete the learning plan; learners will either be provided release time during regular shifts to accomplish work, or will complete their work between shifts (Agencies will be provided a base compensation to be used to pay for an alternate for shift coverage or for wages between shifts)".**

Response: The RFA has been amended and the statement in question has been deleted. Please see the RFA Amendment on the following webpage: [Workforce Development Training Program - Developmental Disabilities Division \(DDD\) | Developmental Disabilities Division \(DDD\)](#). This change does not relieve agencies of their requirement to maintain compliance with the Fair Labor Standards Act (FLSA).

- 3. Question: Can a Mentor who is currently support learners in Cohort 3 be a Mentor in Cohort 4? How many learners would they be able to Mentor in Cohort 4?**

Response: Yes mentors may overlap support across the cohorts. Any Cohort 4 Mentor is limited to three learners within Cohort 4, regardless of support provided in Cohort 3. The overlap is minimal by the time Cohort 4 begins.

- 4. Question: Can a previously certified DSP apply as a SS, even though are currently not an SS?**

Response: If your previously certified DSP is on a leadership track towards being a lead or a SS then it would be appropriate to pursue SS certification. However, it is important that they have enough work experience to be able to respond to the SS competencies with confidence. The most challenging areas for most SS candidates has been in not having enough experience in supporting the agency in either Recruiting or Hiring, as well as in either Orientation or Development.

- 5. Question: Can a previously certified SS apply as a DSP?**

Response: As long as the candidate is maintaining a part-time direct service caseload that averages 260 hours a quarter or more, they are eligible to apply. The 260 hours of direct service is a new requirement to Cohort 4 and future Cohorts. We have found in general, candidates who lack a consistent direct service caseload have great difficulty in attesting to the competencies.

6. **Question: If we currently use Relias or Open Future Learning for our internal training, will there be an issue if our staff complete the modules in the WDTP learning plan as part of our staff training?**

Response: There is no problem if staff complete modules prior to the WDTP as long as the modules are completed within 2 years of certification and proof of completion can be generated (e.g., transcript, image of certificate, etc.) and submitted to NADSP as an attachment. The documents can be added to the transcript generated in DDD's NADSP account for submission as NADSP provides for multiple pages. It may add to the length of time the Reviewer will need to approve the online training badges, and should be accounted for when submitting badges as to not exceed the program deadline.

7. **Question: In past cohorts we have had staff start the training and for one reason or another leave the program. They are currently interested in getting back on track. Are these employees candidates for Cohort 4?**

Response: No. We will be looking to accommodate these learners sometime in 2027. We must first do an assessment of their readiness to return, then determine which requirements they have completed, and finally if funds had been distributed for their past participation. This information will help us to determine a learning pathway and if the Cohort process is appropriate or if another vehicle is required.

8. **Question: What is the schedule for future cohorts?**

Question: Do you know approximately when cohort 5 will be announced/started (in case we cannot support cohort 4)?

Response: The following table represents our current plan and tentative dates for Cohort 5, 6, and 7. The overall length of time from procurement to certification is different because of the holidays and other vacation patterns observed over the last three cohorts. For Cohorts 5 and 6, there will be a winter recess in second half of December so learners have more flexibility. Similarly, for Cohort 6, although the certification deadline is June 30, 2027, all didactic and training activities will be completed in May to allow flexibility for those who need to travel off island or may not have adequate childcare during the summer. Cohort 7 milestones are also distributed to provide flexibility in the summer.

Activity	Cohort 5	Cohort 6	Cohort 7
RFA Available	Sep 9 2026	Oct 28 2026	Mar 3 2027
SS Start	Oct 10 2026	Jan 4 2027	Apr 3 2027
DSP Start	Oct 31 2026	Jan16 2027	Apr 24 2027
Final Certification Date	Mar 31 2027	Jun 30 2027	Sep 30 2027

Cohort 5, 6, and 7 will maintain the same learner requirements and Mentoring ratios as Cohort 4.