

# The Office of Developmental Programs (ODP) Prepares to Open the 2023 NCI® State of the Workforce Survey (SoTW) Portal

## ODP Announcement 24-019

### AUDIENCE:

All ODP Service Providers employing Direct Service Professionals (DSPs) in 2023

### PURPOSE:

To inform of ODP's preparation to open the 2023 NCI® SoTW Survey portal.

### DISCUSSION:

ODP highly recommends that all qualified providers employing DSPs participate in the 2023 NCI® SoTW survey. This voluntary and anonymous survey is crucial and includes questions relating to the volume, stability, compensation, and benefits of DSPs serving adults 18 years of age and older. DSPs are extremely critical to the service system and the DSP workforce is experiencing challenges, such as high turnover and high vacancy rates, which affect provider agencies immensely.

As a reminder, the Human Services Research Institute (HSRI), which oversees the NCI® Project, has outlined criteria for agencies to determine whether their staff to be considered DSPs.

**DSPs are:**

- Paid staff whose primary job responsibility is to provide support, help with skills development, guidance, or personal assistance at any location or during any activity (i.e., at home, at leisure activities, at work, during recreational activities, etc.) to adults with Intellectual and Developmental Disabilities (IDD).
- Paid staff who spend at least 50% of their hours doing direct support tasks. Their primary job responsibility and more than 50% of their hours are spent doing direct support work.
- People with some supervisory responsibilities—but only if more than 50% of their hours are spent doing direct support tasks.
- Regarding host/foster/family home arrangements: respond only about DSPs who are employed and work in addition to the primary shared living/foster care provider.

**DSPs are not:**

- Clinically licensed staff (therapists, nurses, social workers, psychologists, etc.)
- Behavior specialists, behavior technicians, or behavior clinicians (Board Certified Behavior Analysts [BCBA])
- Those who only provide transportation, home modifications, and/or meal delivery
- Contract or 1099 workers
- On-call or PRN (as needed) workers

- Staff hired through a temporary personnel agency
- Admin staff or supervisory staff, unless they spend 50% or more of their time doing direct support work

In preparation for participation, ODP requests that eligible provider agencies review the attached survey instrument and ensure that the appropriate Human Resources or Payroll Office staff receives it. Please provide ODP with updated information if the recipient is not correct or if an agency employing DSPs in 2023 does not receive an invitation.

ODP will open the portal and issue the initial invitations to participate on **February 15, 2024**. It will also issue regular reminders to agencies to complete the survey. In addition to the attached survey, the PDF can be downloaded on the first page of the online survey. The deadline to complete the State of the Workforce survey is **June 30, 2024**.

ODP is eager to again participate in this vitally important project. Provider participation will assist ODP to make sound policy decisions regarding Pennsylvania's DSP workforce.

**CONTACT:**

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**ATTACHMENT:**

2023 NATIONAL CORE INDICATORS® - INTELLECTUAL AND DEVELOPMENTAL  
DISABILITIES STATE OF THE WORKFORCE SURVEY