



ADVANCING THE RECRUITMENT AND RETENTION OF OUR WORKFORCE

# Retention Bonus Information Session

Friday, January 19, 2024 | Jessica Duncan and Claudia Price

# Agenda

- ARROW Background
- ARROW Retention Bonus Application Process
- Questions?

# School Based Mental Health Services Grant

- Fall 2022, US Department of Education (USED) released a Notice Inviting Applications to apply for a five-year grant.
- Purpose of grant: To provide funds to state education agencies (SEAs) or local education agencies (LEAs) to support the recruitment and retention of credentialed school based mental health providers.
- The Office of the State Superintendent of Education (OSSE) applied, in partnership with the Department of Behavioral Health (DBH) and DC Public Schools (DCPS), using the previous 2020 USED unfunded workforce application as the framework.
- OSSE was awarded grant funds from January 2023 – December 2027.
- Locally the grant will be referred to as, ***Advancing the Recruitment and Retention of Our Workforce (ARROW)***

# ARROW Overview

## Recruitment

Initiatives that will generate a career pathway from high school through post-graduate school job placement and is designed for an entry point at any level.

## Retention

Initiatives that will implement cadres and learning communities to support providers in their professional growth, skill development and well-being as school-based providers.

## ARROW Program Committee

Comprise the District government agencies, LEAs and DC-based institutes of higher education in which ARROW projects will be implemented and will help ensure successful development and implementation.

# ARROW Retention Projects

Builds school-based provider skills and competence and creates sustainable programmatic structures that support the growth of the school-based behavioral health provider workforce.

- School-Based Behavioral Health Cadre supports providers in their first year of school-based behavioral health work through quarterly professional development.
  - Workforce assessment to identify challenges, needs and strengths experienced by DC providers.
  - School-Based Behavioral Health Provider Learning Community available to all school-based behavioral health providers and will include, training on evidence-based practices; technical assistance (TA) sessions to provide group supervision; career advancement coaching and mentorship; peer-to-peer support to build communities of care; and foster individual provider wellbeing.
- Disburse a one-time Retention Bonus to eligible school-based behavioral health providers.

# ARROW Retention Bonus

In acknowledgement of the tremendous commitment that District school-based behavioral health staff have shown in supporting the students, families and staff in DC public charter schools, OSSE is offering a

**one-time retention bonus of \$1,000**

to eligible school-based behavioral health providers employed by **DC public and public charter schools, community-based organizations (CBOs)** that participate in the Comprehensive School Behavioral Health System and **Department of Behavioral Health (DBH) School Behavioral Health Program.**



# Confirm Eligibility

Those eligible for the retention bonus must meet the following criteria:

- ✓ Employed as a school-based behavioral health provider, defined as a school social worker, school psychologist, or counselor (school counselor or licensed counselor).
- ✓ Employed by 1) a **DC Public Schools (DCPS)** school serving pre-K 3 through grade 12; 2) a **DC public charter school** serving pre-K 3 through grade 12; 3) **DBH School Behavioral Health Program**; OR 4) a **CBO** that participates in the DBH Comprehensive School-Based Behavioral Health System and is placed with a DC public or public charter school serving pre-K 3 through grade 12.
- ✓ Maintained full-time (on average at least 32 hours per week) employment as a school-based behavioral health provider since Oct. 31, 2022 with no more than a 30-calendar day lapse in employment during the school year (subject to verification).



# Complete the ARROW Retention Bonus Application

- Complete the [ARROW Retention Bonus Application Form](#) by **Thursday, Feb. 29, 2024**.
  - For CBO and DC public charter staff only:
    - Download the appropriate Employment Verification Form found on the [ARROW webpage](#)
    - Have a Human Resources official at your place of employment fill out and sign the appropriate Employment Verification Form and return to you.
    - Attach completed and signed Employment Verification Form(s) to your application and submit.
- Upon verification and approval, you will be contacted to complete next steps.





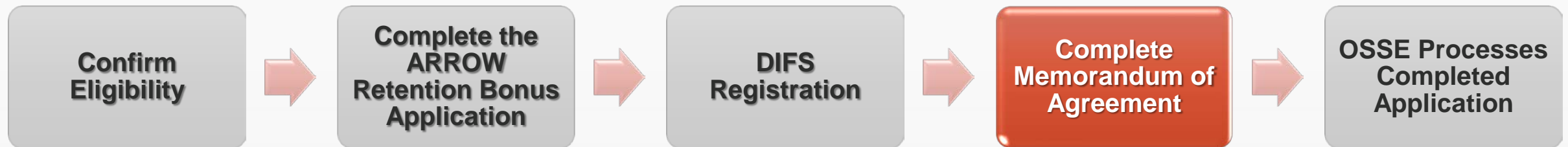
# DIFS Registration (CBO and Charter Staff Only)

- Once your application has been reviewed and approved, you will be registered into the District Integrated Financial System (DIFS) by OSSE staff.
- DIFS is the District's system used to disburse payments to non-District government entities.
- You will be contacted by OSSE staff to complete required forms for your registration into DIFS and information provided in your application will be used to complete your DIFS registration.
- Once your registration into DIFS is complete you will be notified by OSSE staff so you may log into the portal and input your preferred banking information for direct deposit.



# Complete Memorandum of Agreement (MOA) (CBO and Charter Staff Only)

- Once your submitted application is approved and DIFS registration is completed, OSSE will draft and send a Memorandum of Agreement (MOA) for your review.
- Please review, sign and return the MOA to [OSSE.HYDT@dc.gov](mailto:OSSE.HYDT@dc.gov) within 10 calendar days.



# What's Next

- OSSE will go through its administrative procedures to review and process your documents for payment.
- For DCPS and DBH staff, your HR departments will verify employment and disburse retention bonuses via payroll.
- This will take several weeks.
- Once this is complete you can expect to receive your retention bonus via check or direct deposit.





thank  
you

## FIND US

### ADDRESS:

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