

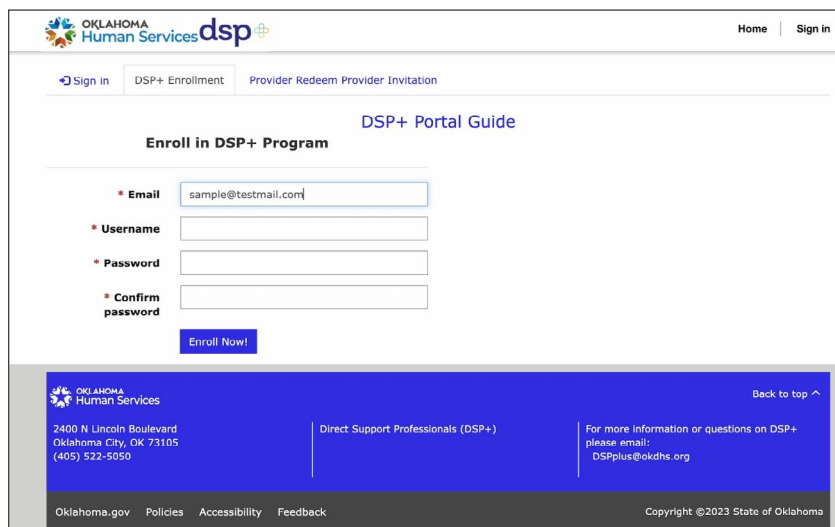
# DSP+ Portal Enrollment Instructions

- Visit [oklahoma.gov/dsp](https://oklahoma.gov/dsp) and select “Enroll Now!”
- Once you arrive at the DSP+ portal, click the “Enroll Now!” button.



The screenshot shows the DSP+ Enrollment portal landing page. At the top, there is a header with the Oklahoma Human Services logo and the text "DSP+ Enrollment". Below the header, there is a section titled "Welcome to the DSP+ portal." with a brief description of the initiative. There are four buttons: "Enroll Now!", "Returning DSP Sign In", "Returning Provider Sign In", and "Redeem Provider Invitation". At the bottom, there is a footer with contact information for Oklahoma Human Services, a link to "Direct Support Professionals (DSP+)", and a link to "For more information or questions on DSP+ please email: DSPplus@okdhs.org".

- Enter your email address, choose a username and then create a password.
- Passwords must be a minimum of 8 characters long and include at least three of the following categories: uppercase letters, lowercase letters, numbers, and special characters.
- Select “Enroll Now!” to continue.



The screenshot shows the DSP+ Portal Enrollment form. At the top, there is a header with the Oklahoma Human Services logo and the text "DSP+ Enrollment". Below the header, there is a section titled "Enroll in DSP+ Program". There are four input fields: "Email" (with the value "sample@testmail.com"), "Username", "Password", and "Confirm password". There is a button labeled "Enroll Now!". At the bottom, there is a footer with contact information for Oklahoma Human Services, a link to "Direct Support Professionals (DSP+)", and a link to "For more information or questions on DSP+ please email: DSPplus@okdhs.org".

- Select “Start New DSP+ Incentive.”

**DSP+ Enrollment**  
**Welcome to the DSP+ portal.**  
 To address the statewide shortage of Direct Support Professionals (DSPs), Oklahoma Human Services (OHS) has launched an initiative called DSP+. The goal is to recruit new DSPs, retain current DSPs and reward employees for their dedication and tenure. Enroll now to become eligible to receive incentives!

To enroll please select the Start New DSP+ Incentive Request button.

[Active DSP Claims](#) [Inactive DSP Claims](#) [Start New DSP+ Incentive](#)

Request Number	Contact	Date Submitted ↑	Submission Status	Acknowledgement	Provider Acknowledgement	Date Verified	Status
There are no records to display.							

Please press Sign Out to exit.

[Sign Out](#)

**OKLAHOMA Human Services**  
 2400 N Lincoln Boulevard  
 Oklahoma City, OK 73105  
 (405) 522-5050

Direct Support Professionals (DSP+)

For more information or questions on DSP+ please email:  
[DSPlus@okdhs.org](mailto:DSPlus@okdhs.org)

[Oklahoma.gov](#) [Policies](#) [Accessibility](#) [Feedback](#) [Back to top](#)  
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- Select the top dropdown menu and choose the population you primarily serve.
- Next, enter your first and last name, and your email address will auto populate.
- Enter your phone number followed by your mailing address.
- Then add your birthday and the last four numbers of your social security number.
- Now, please select your current employer from the list.
- Choose the highest level of education completed and the number of years you’ve worked as a DSP.
- Next, let us know if you’re currently pursuing additional education.

**Enrollment**

What population do you primarily serve? If unknown, ask your employer and return to this portal at a later date \*

☒ Persons served through the Advantage Waiver with DHS (PCA/PSA)  
☐ Persons with an intellectual disability through DDS (HTS)  
☐ Medically Fragile Waiver through OHCA  
☐ Money Follows the Person (Living Choice) through OHCA

Provide a telephone number

**Last Name \***

**Street Address \***

**Email \***  
 sample@testmail.com

**City \***

**Birthday \***  
 M/D/YYYY

**State \***

**Last 4 SSN \***

**ZIP \***

**Current Primary DSP Employer \***

**Personal History**  
 This information will not be used to determine eligibility and will only be used for non-identified statistical data.

**Highest Level of Education completed \***

**# of Years working as DSP \***

**Are you currently pursuing additional education? \***  
☒ No ☐ Yes

**Employment**

- Now, in the “Employment” section, click “Create” to add your current employment details.
- Enter your start date, select your job title from the list provided, enter your current hourly wage and hours per week you work on average.
- Below that, let us know if you have insurance through your current employer and if they provide paid time off.
- Now click “Submit.”

**Birthdate \***

**Last 4 SSN \***

**State \***

**ZIP \***

**Current Primary DSP Employer \***

**Personal History**  
 This information will not be used to determine eligibility and will only be used for non-identified statistical data.

**Highest Level of Education completed \***

**# of Years working as DSP \***

**Are you currently pursuing additional education? \***  
☐ No ☒ Yes

**Employment**  
 Click Create to add current employment details.

Employer	Current Hourly Wage	Start Date	Job Title	Health Care Insurance	Paid Time Off
Employment information must be entered to proceed!					

**Request History**

Request Number	Contact	Date Submitted ↑	Submission Status	Acknowledgement	Provider Acknowledgement	Date Verified	Status
There are no records to display.							

- Click “Next.” On the final page, acknowledge the information disclosed is correct and accurate and click “Submit.”

**Contact**

**Status**

**Date Submitted**

**Acknowledgement**  
 I acknowledge as a Direct Support Professional the information disclosed is correct and accurate. I authorize my information be shared with my employer and or OHS vendors, as necessary, to process payments and facilitate the DSP+ initiative. In addition, I certify that I understand the following requirements: Be an active employee providing direct care to clients on a weekly basis; Authorize OHS, or its agents, to verify information provided via the DSP+ portal; Authorize previous or current employers to disclose and or verify demographic and employment information; and Provide direct care to HCBS waiver recipients.

☐ No ☒ Yes

You must select yes to be eligible for program participation.

OKLAHOMA Human Services  
 2400 N Lincoln Boulevard  
 Oklahoma City, OK 73105  
 (405) 522-5050

Direct Support Professionals (DSP+)

For more information or questions on DSP+ please email:  
 DSPplus@okdhs.org

Back to top ^

- You are now enrolled for DSP+ and will receive a confirmation email but, return to this site at any time to view DSP+ incentive requests.

- Incentive request denied? If your incentive request is denied by your employer for any reason, you will receive a notification by email like the example provided below.

**From:** OMES Automated Services <[OMESAutomatedServices@omes.ok.gov](mailto:OMESAutomatedServices@omes.ok.gov)>

**Sent:** Tuesday, December 5, 2023 1:46 PM

**To:** You

**Subject:** Your DSP+ Incentive Request has been denied by your designated employer

Provider Attestation is

Name: Your Name

Employer: 2B Test Provider

Your enrollment in the DSP+ initiative, request number 1024, has been denied. Please contact your employer of record.

To check the status of your enrollment go to:

<https://okdhsgrants.powerappsportals.us/>

If you need assistance, please email:

[DSPPLUS@okdhs.org](mailto:DSPPLUS@okdhs.org)

- In this instance, please follow up directly with your employer to learn more.
- Once your employer provides clarity and indicates you are ready to enroll again, visit [oklahoma.gov/dsp](https://oklahoma.gov/dsp) and begin the enrollment process again using the same login email and password.

