

Golden State Social Opportunities Program (GSSOP) Technical Assistance Guide

Department of Health Care Access and Information

April 2024

Background and Mission

The Department of Health Care Access and Information (HCAI) administers and supports health workforce programs that expand the quality and diversity of health professionals. One avenue in which HCAI provides support is through financial aid, such as scholarships and grants to those seeking training and education in the healthcare workforce.

The Golden State Social Opportunities Program (GSSOP) aims to increase the number of trained licensed behavioral health professionals providing direct care in California-based nonprofit organizations. In exchange for a 24-month service obligation practicing and providing direct care in a community-based organization, eligible applicants may receive up to \$25,000 per year, for a total of up to \$50,000.



Application Release Dates

Informational Webinar: April 16, 2024

Application release: April 9, 2024

Application deadline: May 24, 2024

Applications open and close at 3:00 pm



Before You Apply

- Applicants must agree to the terms and conditions before receiving funds.
- HCAI will not make changes to the terms and conditions specified in the Grant Agreement.
- Funds shall not supplant existing state or local funds.
- You will need your **Cost of Attendance**. This must be obtained by your school's website or school's financial aid office. This is for one year including but not limited to tuition, books, fees, supplies, clinical cost, room and board. You will be required to upload a cost of attendance document at the end of this application. Screenshots will NOT be accepted.
- If you work for a Community Based Organization (CBO), you will need to provide an Employment Verification Form. A link will be provided within the body of the GSSOP application.
- If you work or volunteer for the State of California, you will need to provide a Conflict-of-Interest Letter, a template is available at the end of the GSSOP Application.



Available Funding

- Total GSSOP Funding Available \$3,500,000.00
- The maximum award amount is up to \$25,000 per year, or a total award amount of up to \$50,000



Information to Gather

- Name and address of the college or university you are (or will be) attending to complete the Scholarship Program Verification (SPV) Form.
- A quote for the cost of attendance from your college or university for the academic year, to complete the Cost of Attendance Form.
- If you have worked for the State of California, a California college, or a California university, please write a brief 2-3 sentence statement about your service. In the statement, you must include the name of the place you worked and the exact dates of your employment. You must also include a declaration statement explaining if you have a conflict of interest (or not) with the State of California. You will need to upload this document as a "Conflict of Interest Letter".
- If you have previously worked for a Community Based Organization, you will need the name and address of that place when you are asked for it within the application.
- You must provide the name you use on your legal, government issued documents, to receive a timely payment.



Helpful Resources

- <u>https://hcai.ca.gov/workforce/financial-assistance/scholarships/gssop/</u>
- <u>GSSOP-Grant-Guide-FY-2024-25</u>
- 2024 GSSOP Application



Creating an Account

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HCAi		Search		Q
Building Safety & Finance	Loan Repayments, Scholarships & Grant	ts Healthcare Workforce	Data & Reports	Facility Finder
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Password must be at least 8 ch Register for a new loc	haracters long and include at least one upper and low cal account	vercase letter, a number (0-9), and a special charac	cter (such as !@#\$%).	
* Email				
* Password				
	р. Г.			
* Confirm password				
	PW52yDS			
	Generate a new image Play the audio code			
	Enter the code from the image			
	Create Account			



Setting up Your Profile



 Depending on your circumstance, check either "Healthcare Professional" or "Student", or both (if appropriate). After checking that box, you will immediately be presented with additional options.



Submit

Completing Your Profile



- 1. Please provide your name as it appears on your government issued documents
- 2. Please provide your date of birth
- 3. Please provide the most current degree you have received, or N/A if not listed in the drop-down menu
- 4. Please provide your Driver's License or State issued ID
- 5. Please answer these gender questions



Completing Your Profile (continued)

Are you Hispanic, Latino/a, or of Spanish Origin?*
 Yes: Mexican, Mexican American, or Chicano/a Yes: Puerto Rican
□ Yes: Cuban2
Yes: Another Hispanic. Latino/a, or Spanish origin (Please specify)
Other Hispanic, Latino/a, or Spanish Origin
Decline to state
Race*
American Indian, Native American, or Alaska Native
Asian, Asian Indian
Asian, Chinese
Asian, Cambodian
Asian, Filipino
Asian, Indonesian
Asian, Japanese
Asian, Korean
Asian, Laotian
Asian, Singaporean
Asian, Thai
Asian, Vietnamese
Asian, Other Asian (Please specify)
Other Asian
Black, African-American, or African
Middle Eastern
Pacific Islander, Guamanian
Pacific Islander, Hawaiian
Pacific Islander, Samoan
Pacific Islander, Other (Please specifiy)
Other Pacific Islander

White/Caucasian

Other(Please specify)

Other

- . Please answer the ethnicity question
- 2. Please answer the race question



Completing Your Profile (continued)



 Please provide either your current address, or the address you will be living at the time you are attending a California school.

2. Please provide a good telephone number in case we need to reach you about an application problem

Email *

Hans.Gruber@email.com

C Receive email announcements for new funding opportunities





Apply Here

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HCAi					
Apply Here	WCES Applications - In Progress/Submitted	PEER Applicatio	ns - In Progress/Submitted	Applications	- In Progress/Submitted
Open grant applicatio					
	ons matching your Profile are displayed below. To find addition	nal applications, please change	e the applicable user types in your	Profile. To find-application	ns already started or
submitted, go to the A	ns matching your Profile are displayed below. To find additic Applications In Progress/Submitted tab.	nal applications, please chang	e the applicable user types in your	Profile. To find-application	is already started or
submitted, go to the A	ns matching your Profile are displayed below. To find additic Applications In Progress/Submitted tab.	nal applications, please change Release Date	e the applicable user types in your Due Date	Profile. To find-application Who Can Apply	is already started or
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1. Now that you have finished your profile, you will be logged in and should see your name at the top of the page. If you do not see your name here, you will not be able to continue with your application.

2. Navigate to the "2024 Golden State Social Opportunities Program" and click the "link"



Apply Here (continued)

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HCAi	View details	×	
Apply Here	Speech and Language Pathologist Therapeutic Community Counselor Physics Policy:	^	in Progress/Submitted
Open grant applications mat submitted, go to the Applicat Program 2024 Behavioral Health Sc 2024 Golden State Social (Wellness Coach Scholarsh	The California Information Practices Act of 1977 (Civil Code §1788 et sex) requires this program to provide the following notice to individuals who are asked to provide personal information. The Department of Health Care Access and Information (HCAI) and the Office of Health Workforce Development (OHMO) request greated life as part of this program application. The principal purposes for which the information will be used are verification of identification, the establishment enables of administration. Each individual has a night to access records containing their personal information that is maintained by HCAI and OLIGE. The Deputy Director, HCAI, (2020 W. EI Ca Avenue, Suite 1200, Sacramento, CA, 65833, 916-326-3700) is responsible for the system of records and will upon request, inform an individual of the location of the information that is categories of any persons who use the information in those records. *VACENCINGE* To ensure proper functionality in the eApp, please ensure you are using a Windows I with either Chrome or Microsoft Edge, as Internet Explorer is no longer supported.	mation gram mino	already started or
Services Submit Data Loan Repayment Programs Scholarships Grants Penalty Appeals	RELATED DOCUMENTS There are no notes to display.		out HCAI wsroom visions ws & Regulations iblic Meetings ireers

Scroll down to the bottom of the pop-up screen and Click on "Apply" to continue with your application.





Asterisks *

The red asterisks indicate which fields require a response before proceeding to the next page.

Tooltips ⁽²⁾

Throughout the application you may see a blue circle with a question mark at the end of a question, title, or sentence. Click on these icons for additional information.





Helpful Tips (continued)

Navigating the application

Use the "Previous" and "Save & Next" buttons found at the bottom left of each page.



Saving your application

Each time you click "Save & Next" in the application your progress is saved. Navigate to the "Applications-In Progress/Submitted" page to resume your application.

HCAi

Apply Here		Applications - In Pr	ogress/Submitted		Awards	Payments & Deli	iverables	Messages	
Grant Application	Training Program	Initiated By	Program Type	Status	Program	Application Due Date	Modification Due Date	SBPCR New Program	
		Buck Rogers		In Progress	Peer Personnel Training and Placement Program 2023	03/30/2023 3:00 PM		No	•



Starting an Application



General Information

General Information
ur response to questions will only be used for scoring, reporting, and analysis purposes. HCAI will not share your individual responses with any third party and will entruetisclose demographic ormation collected in response to these questions in aggregate or as may be required by applicable law, including the California Public Records Act.
Applicant Name* O
Zzzwonder Zzzbread
Are you cernined or ilcensed by the Board of Hsychology of the Board of Behavioral Sciences?*
® NoC Yes
Are you pursuing one of the following professions (pick one)?
Associate or Licensed Clinical Social Worker
Associate or Licensed Marriage and Family Therapist
Associate or Licensed Professional Clinical Counselor
Registered Psychological Associate or Licensed Psychologist
O None of the Above
Are you currently enrolled in an educational program that has at least two years of school remaining?*
○ No® Yes
Are you willing to meet the required two-year service obligation by working in a germunity-based organization when you complete your education?*
○ No® Yes
Upon completion of your degree, do you agree to register with the California Board of Behavioral Sciences or the California Psychology Board within 6 months of graduation and provide proof in the form of a copy of your registration confirmation?*
○ No® Yes
Do you have a recent GPA of 2.0 or higher?*
○ Nø® Yes
Note that since you selected "Yes" to this question, you will be required to upload a signed and completed Scholarship Program Verification (SPV) Form certifying you have a GPA of 2.0 or

1. Please answer the following questions, many of which are eligibility questions that will help you see if this opportunity is right for you.



General Information (continued)



- If you answer "Yes" to the Scholarship Program Verification question, we will require this form to be completed and uploaded at the end of your application. The blue lettering is a link to the form itself.
- 2. Please answer these questions.
- If you answer 'Yes', you will be required to upload an Employment Verification Form on the Required Documents screen later in the application.
- 1. Have you received a grant from HCAI in the past, please provide your previous Grant ID number.
- 5. This question asks if you have worked for the State of California *****IMPORTANT***** please remember that if you are working for a State University, or a State College, we recommend you write a brief explanation about your work and upload it as a Conflict-of-Interest letter at the end of the application. If the State Controller's Office determines that you have been previously paid by the State, they can delay or stop your payment.
- 6. Please identify if you will be attending a California State University (CSU), or University of California (UC), or None of the Above.



Profile Information

ase go to your profile page to make updates to this information, as	necessary.	
Date of Birth*		What sex were you assigned at birth, on your original birth certificate?*
09/01/1990		Male
Driver License or ID#*		
B6005600		
Email Address*		
Hans.Gruber@email.com		Are you Hispanic, Latino/a, or of Spanish Origin?*
		No No
		Yes: Mexican, Mexican American, or Chicano/a Yes: Puerto Rican
Do you consider yourself to be*		Ves: Cuban
Gay or Lesbian	~	Yes: Another Hispanic, Latino/a, or Spanish origin (Please specify)
How do you describe yourself?*		Other Hispanic, Latino/a, or Spanish Origin
Male	~	
		Decline to state
ace*		Black, African-American, or African
American Indian, Native American, or Alaska Native		Middle Eastern
Asian, Asian Indian		Pacific Islander, Guamanian
Asian, Chinese		Pacific Islander, Hawaiian
Asian, Cambodian		Pacific Islander, Sanfoan
Asian, Eniprio		Pacific Islandar, Other (Please specifiy)
Asian, Japanese		Other Papino Islander
Asian, Korean		
Asian, Laotian		White/Caucasian
Asian, Singaporean		Other(Please specify)
Asian, Thai		Other
Asian, Vietnamese		
Asian, Other Asian (Please specify)		
other Asian		Decline to state

- This is a double-check to see if your profile information is correct before continuing. Please ensure that all the information is accurate.
- 2. When you are satisfied with how the information is presented choose "Save and Next" at the bottom of the page to continue.



Contact Information



- 1. The purpose of this question is to ask for an additional point of contact. We need the name and contact information for someone who knows you, in case you move or change telephone numbers.
- 2. When you are done, select "Save and Next" at the bottom of the page to continue.



Educational Information



- Please tell us the name and address of where you went to High School. If you received a GED, please provide your home address at the time you received it. If you graduated from a foreign country, please also put that that address in here.
- 2. Please tell us about any income-based financial aid you might be receiving.
- 3. Please tell us the highest degree you have received so far (even if it is not related to this program).



Professional Information

refercional Information	
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you speak a language other than English, fuently/well en	ough to provide direct services to clients? If so, click on the Add a Language button and select each language one at a time.
Language 🕈	

1. If you speak any language other than English, please tell us about it by clicking this button. If you do not speak another language, you can skip this question.



Professional Information (continued)

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California Cartifying Organ	station, Board, or Committee*				
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Certification, License, or F	legistration Number*				
d					
Date Certification, License	, or Registration Issued"				
MM/DD/YYYY					
lational Provider Identified					
] NPI not applicable					
National Provider Identifie	(INPI) 9				
Have you volunteered or wo	fed in an underserved area or with underserved groups in	the United States or overseas?"			
tave you volunteerted or wo	ned in an underserved area or with underserved groups in	the United States or overseas?"			

- When you click on the "Add a Language" button, this is what you will see. Please choose the additional language from the dropdown.
- 2. Select "Save" when complete.



Professional Information (continued)



- 1. You do not have to add an additional language if you do not know another language. If you did happen to add a language this is what it will look like.
- 2. Please answer the question about a California Certifying Organization, Board, or Committee. If you have one, a few additional questions will appear.
- 3. Please provide the NPI number (if applicable).
- 4. Answer the question about volunteering or working in an underserved area or with underrepresented groups.
- 5. When you are done, select "Save and Next" at the bottom of the page to continue.



Scholarship Program Verification

Program you have enrolled in or have been accepted to that will lead to one of the following professions: *	
~]
e you planning to apply for more than one behavioral health scholarship opportunity ehavioral Health Scholarship Program, Golden State Social Opportunity Scholarship Program d ne Mielneen Coech Scholarship Rencemb?	,
O No 🔋 Yes	
Do you have a preference? *	
🔾 No 🐞 Yes	
ank these programs in order of preference: 오	
Behavioral Health Scholarship Program *	
~	
Golden State Social Opportunity Scholarship Program *	
Weilager Coath Scholarthia Broorer *	
Walinasa Coach Scholarship Program	
· · ·	
School or Program Name *	
Type of School or Program *	
lick on the Select Address button to populate the School Address Fields.	
+ Select Address	
Street Address *	
City -	
	/ /
State *	
~	
Zip Code *	
Are you currently enrolled or accepted for enrollment? *	
® No ⊖ Yes	
pon graduating, do you plan on serving children and youth ages 0 to 257 *	
on graduating, do you plan on serving children and youth ages 0 to 25? *	

- 1. Please answer the program enrollment question.
- 2. If you are currently applying for more than one HCAI scholarship, please let us know your preference. If you are eligible for more than one award, you can only have one award per year.
- 3. Please tell us more about the school or program you are attending (or will be attending).
- 4. Tell us if you plan on serving children and youth ages 0 to 25 after graduation.



Scholarship Program Verification (continued)

Download and print out the Scholarship Program Verification (SPV) form. The form must be completed and signed by your program director or an appropriate design enter the information exactly as provided in the SPV, in the fields below. If the information does not match the SPV, your application will be co Note: We will NOT accept letters from your school in lieu of the SPV. Forms must be scann Start Date Expected Graduation/ Completion MM/DD/YYYY Grade Point Average Number of Units Currently Enrolled * Type of Units * Degree/Certification Sought * S Cost of Attendance Save & Next Previous

1. Please answer these questions about your college experience.

(If your grade point average has not been established at this college, please list your most recent grade point average.)

2. Please provide your cost of attendance for the next full enrollment year. **Note:** You will be asked at the end of the application to upload a Cost of Attendance document that you <u>must</u> get from your school to support your claim.

3. When you are done, select "Save and Next" at the bottom of the page to continue.



Employment History



- 1. Please enter any health-related work experience beginning with your most recent employer. If you do not have any, you can skip this specific part.
- 2. When you are done with the employment history, select "Save and Next" at the bottom of the page to continue.



Employment History (continued)

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	Engloyer Kener			
Apply Here			in Progress/Submitted	
Application B	I surrantly work have' O NoO Yes Job Trise'	l		
	Click on the Select Address button to populate the Address helds.			
Employment	Street Address ¹ Street Addres			
Enter health-related work ex	×			
Employer Histories	County'	l	Add an Employed	
Employer Name		•		
There are no records to	display.			
Previous	ve & Next			

- 1. If you have clicked the "Add an Employer" button, this is what you will see. Please complete all the employer information.
- 2. Select "Save" when complete.



Required Documents



Conflict of Interest Letter

Filename must start with Conflict_ to be accepted, Example: Conflict_MyDocument



Service Requirement Deferment Letter

Filename must start with SDefer_ to be accepted, Example: SDefer_MyDocument Upload a letter that states you plan on continuing your education and you need a determent for service obligation. See Letter template Service Resultment Upload ______ biles uploaded, 1 file resulted.

Please make sure to upload all the required documents in order to submit.



- 1. Please upload all the documents that are required based on the answers you have provided in your application. Any time you see red, that means that a document is still missing.
- 2. Please use the proper prefix when you name the document you are trying to upload. We provide guidance in the explanation for each category.



Required Documents



- 1. After you have successfully uploaded your documents, you will see that the categories have changed from Red to Green.
- 2. If you want to remove a document and upload something else, you can click the dropdown and you will be offered the option to delete that specific document.
- 3. When you are done with the required documents, select "Save and Next" at the bottom of the page to continue.

Conflict of Interest Letter

V Form Upload 🗸 1 file uploaded, 1 file required.

link to Download SPV Template.

Filename must start with Conflict_ to be accepted, Example: Conflict_MyDocument

Upload a letter that indicates that you do not or your current or former state of California employer does not have a conflict of interest with the Department of Health Care Access and Information (HCAI). See letter templates.

Conflict of Interest Letter Upload 🛹 1 file uploaded, 1 file required.

Service Requirement Deferment Letter

Filename must start with SDefer_ to be accepted, Example: SDefer_MyDocument Upload a letter that states you plan on continuing your education and you need a deferment for

service obligation. See Letter template
Service Requirement Determent Unload
1 file unloaded, 1 file required,





Application Certification

Application Certification

Certification

Lectify that all information in this application is true and accurate to the best of my knowledge. I authorize the Department of Health Care Access aper Information (HCAI) to verify any information submitted as part of this application. Lunderstand that the falsification of information contained in my application will disqualify my applicatiog funderstand that if falsification is discovered after I have been awarded or if I breach my grant agreement, I will be required to repay all funds awarded, plus interest and administrative fees. Lunderstand that once submitted, my application and supporting documents become the property of HCAI.

I understand that, if awarded the Scholarship, I am agreeing to the below terms

- Return all correspondence in a timely manner
- Sign a grant agreement. I would be entering into a signed grant agreement with the Department of Health Care Access and Information (HCAI)
 When requested, submit a Graduation Date Verification Form (GDV) formate each college attended (or high school, if highest education achieved
- Maintain a GPA of at least 2.0 until graduation

Submit

- Be enrolled in a minimum of six (6) semester units, or its equivalent until program completion
- · Upon graduation, send a signed and completed (GDV) form certifying program requirements were met
- · When requested, submit Progress Reports, signed by my supervisor(s) to verify that I am working and meeting the program requi
- Find employment at a qualified facility upon graduating. The designation must be specific to the program application
- · For a period of twenty-four (24) months (upon graduation and once employed at a qualified facility) provide direct services (minimum of 32 hours per week)
- Notify HCAI of any changes to my address, email, phone number, employment, and any leave of absence from work, within 30 days
- Not accept any other award with other entities, including other HCAI programs, which require me to fulfill a contract that overlaps with this period.

Subject to repay funds meeted, with interest, and any liquidated damages for damages suffered by HCALand the State of California as a result of the breach, an amount equal to the number of
months obligated service not completed, if I do not comply with the terms of the grant agreement

I Agree

Previous

You are about to submit your application. Once it has been submitted, you may not edit or delete it from the system. Be sure to add BHprograms@hcai.ca.gov and no-reply@hcai.ca.gov to your address book or safe sender list so all future emails get of your inbox.

- Last page. When you are fully satisfied that your application has been filled out correctly, check the certify box.
- 2. Please note: When you click the "Submit" button you are done. You will not be allowed to make any further edits.



Application Certification

HC	41			
Apply H	re	WCES Applications - In Progress/Submitted	PEER Applications - In Progress/Submitted	Applications - In Progress/Submitted
		1		
Appl	cation G	SSOP-0021961 – Golden	State Social Opportunities Pro	gram Scholarship

- 1. This is what the submission page looks like. When you see this, you are done and can exit the application if you so choose.
- Please note your Application Number, you will refer to it in future correspondence.



Application Certification



- At any point after submitting (and if you are logged in), you can click on the **Applications - In Progress/Submitted** link and it will show you your submitted application.
- 2. You can view or print your submitted application at any time by clicking on this dropdown.





BHPrograms@hcai.ca.gov Diana.Garcia@hcai.ca.gov

