

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

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I. **APPLICATION:**

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Subcontractors
- ☒ Direct-Operated Programs
- ☐ Community Agency Contractors
- ☐ Residential Programs
- ☐ Specialized Foster Care

II. **PURPOSE STATEMENT:**

St. Clair County Community Mental Health Authority (SCCCMHA) shall align to the Commission on Accreditation of Rehabilitation Facilities Workforce Development requirements, which includes to provide for continuing education of staff through conferences/training/workshops if funding is available and, if the agency feels the knowledge acquired will enhance the services provided.

III. **DEFINITIONS:**

None Available

IV. **STANDARDS:**

None Available

V. **PROCEDURES:**

Staff

1. Reviews their Employee Action Plan/Career Planning/Remediation Plan to ensure the conference/workshop topic is included, or concludes conference/workshop topic is relevant to their job tasks.
2. Submits a request for workshops/conferences on Conference/Training/Workshop Request form. (Form #0602 in Form Index)
3. Indicates on the form registration fee and cost for hotel room, that must be paid in advance by the Agency; otherwise, it is assumed all expenses will appear on the employee's Travel/Expense Voucher. (See Travel and Business Reimbursement Administrative Procedure #07-003-0020 for procedures.)

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Supervisor

4. Reviews the request and indicates on the form if RECOMMENDED or NOT RECOMMENDED, based on the Action Plan and/or Remediation Plan identified in the employee's evaluation, or identified training need, likely value of enhanced services or certain anticipated expenses.
5. Forwards ALL Conference/Training/Workshop requests to the Assistant Division Director/Designee.

Assistant Division Director/Designee

6. Reviews, approves/disapproves ALL Conference/Training/Workshop requests.
7. Reviews, approves/disapproves if overnight in-state accommodations at a hotel are necessary, when the conference/workshop takes place outside of St. Clair County and extends beyond one (1) day.
8. Indicates on the Conference/Training/Workshop Request form that staff is required to complete the Conference/Workshop Follow-Up Report. (Form #0603 in Form Index)
9. Forwards to the Chief Executive Officer for review and approval/non-approval if the request is for attendance **OUT OF STATE**.

Staff (after receiving supervisor approval)

10. Chooses whether to attend conference/workshop on own time and expense for requests denied, upon approval of leave time requested through regular agency process.
11. Makes their own reservations or registers for approved conferences and workshops via telephone, fax or online depending on the conference registration guidelines. (The assigned administrative clerical staff does not register staff.)
12. Sends completed and approved Conference/ Training/Workshop Request form to the assigned administrative clerical staff when advance payment for the conference is approved. **Attaches a copy of the flyer for the conference with mailing address and/or copy of completed registration form, if applicable.**
13. Disseminates copies as indicated on the Conference/Training/Workshop Request.
14. Makes final arrangements to attend conference/training/workshop, if approved; such as, assures final checks are issued for registration fees and hotel accommodations, work assignments are properly covered during their absence, etc.
15. Submits, with other expenses, the month following the conference, the expenses incurred at the conference on the regular Travel/Expense Voucher, in accordance with Travel and Business Reimbursement Administrative Procedure #07-003-0020.

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16. Submits all special unapproved expenses the same as other expenses; attaches a memorandum stating rationale for incurring the expenses. NOTE: CMH does not pay for CEUs unless they are included in the cost of the training.
17. Completes Conference/Training/Workshop Follow-Up Report (Form #0603). Submits to Supervisor within one week of the conference and disseminates copies as indicated to Training department and Privileging and Credentialing support staff.

VI. REFERENCES:

A. CARF –Workforce Development

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 06/92, 10/92, 03/97, 04/99, 04/01, 02/03, 02/05, 02/07, 08/10, 05/12, 09/13, 11/14, 11/15, 11/16, 11/18, 01/20, 01/21, 09/21, 11/22.