

(was MCCMH Policy 10-08-030)

Chapter: **DIRECTLY-OPERATED PROGRAM MANAGEMENT**
Title: **DOCUMENTATION OF STAFF PARTICIPATION IN
INSERVICE AND CONTINUING EDUCATION ACTIVITIES**

Prior Approval Date: 9/6/02
Current Approval Date: 10/01/09

Approved by: _____

Executive Director

Date

Donald J. Hallmark 10/1/09

I. Abstract

This policy establishes standards and procedures of the Macomb County Community Mental Health Board (MCCMH) for documentation of participation in in-service training and continuing education activities by MCCMH full and part-time employees and independent contractors.

II. Application

This policy shall apply to the MCCMH administrative offices and to all directly-operated network providers of the MCCMH Board.

III. Policy

It is the policy of the MCCMH Board that MCCMH staff shall document their attendance at MCCMH sponsored in-service training, outside conferences and continuing education courses. Each staff member shall be responsible for completing the MCCMH Training / Consultation / Conference Documentation form, MCCMH #163 (Exhibit A), and forwarding it to the MCCMH Policy Management Division (PMD) Training Office for inclusion in his/her administrative file.

IV. Definitions

A. Administrative File

A record kept by the MCCMH Administrative office that contains the staff member's qualifications for employment, promotion, transfer, additional compensation, disciplinary action, training history, educational history, credentialing and privileging materials,

**DOCUMENTATION OF STAFF PARTICIPATION IN
INSERVICE AND CONTINUING EDUCATION ACTIVITIES**

Date: 10/01/09

contract, etc., as applicable.

B. PMD Training Office

The PMD unit that plans and coordinates staff in-service trainings, workshops, conferences, etc., designed to enhance staff knowledge and skills within the mission of the MCCMH Board.

C. Reference Materials

Books, articles, professional journals, magazines, newspapers, audio/visual materials located in the MCCMH Reference Library.

D. Staff

Full and part-time employees and independent contractors of the MCCMH Board.

V. Standards

A. MCCMH staff in-service training and continuing education activities:

1. Shall be documented to allow each staff member to demonstrate his/her attendance at presentations and trainings in the relevant areas of his/her practice/specialization, job-related functions, or other organizational skill/knowledge areas.
2. May serve as a basis for action on applications for initial or renewals of staff members' clinical privileges.
3. May satisfy previously agreed upon performance evaluation criteria of staff members.

VI. Procedures

A. MCCMH-Sponsored Training

1. MCCMH full and part-time employees, and independent contractors who provide direct services, shall attend MCCMH mandated New Employee Orientation training and supplemental mandatory trainings as designated by the Executive Director and Deputy Director. Attendance shall be coordinated with the appropriate Supervisor.
2. MCCMH employees and independent contractors shall obtain approval for requested non-mandatory trainings from their immediate Supervisors pursuant to the Request for Approval to Attend Conference, MCCMH #116 (Exhibit B).

**DOCUMENTATION OF STAFF PARTICIPATION IN
INSERVICE AND CONTINUING EDUCATION ACTIVITIES**

Date: 10/01/09

3. MCCMH employees and independent contractors shall pre-register on Staff Development registration forms for scheduled in-service or conference offerings. Registration may be telephoned or emailed to the PMD Training Office as applicable.
4. MCCMH employees and independent contractors shall receive the MCCMH Training / Consultation / Conference Documentation form, MCCMH #163 (Exhibit A), at the conclusion of the training event provided, sponsored or facilitated by MCCMH. NOTE: The form may also be accessed from the MCCMH Intranet or the MCCMH website. A link to the form is located on the Training homepage.
5. Each MCCMH staff member shall authorize the inclusion of the form in his/her MCCMH administrative file by signing his/her complete name in the signature block on the form.
6. It shall be the responsibility of the MCCMH employee or independent contractor to submit the original Training / Consultation / Conference Documentation form to the PMD Training Office.
7. The PMD Training Office shall retain a concurrent listing of employee/independent contractor pre-registration and actual conference attendance for each training event provided, sponsored or facilitated by MCCMH.

B. External Conference Documentation

1. MCCMH employees and independent contractors shall obtain the MCCMH Training / Consultation / Conference Documentation form, MCCMH #163 (Exhibit A), from the Intranet Training homepage, the MCCMH website Training homepage, their Program Supervisors or the MCCMH Training Center.
2. Each MCCMH employee or independent contractor shall complete and affix his/her signature to the MCCMH Training / Consultation / Conference Documentation form and submit it to the PMD Training Office.
3. Each MCCMH employee or independent contractor shall complete the MCCMH Training / Consultation / Conference Documentation form, adding the conference topic, presenter, date, place of conference, and the number of actual instructional hours/CE hours/contact hours.
4. Each MCCMH employee or independent contractor shall furnish proof of conference/training participation by attaching a copy of any certificate of participation received at the conference/training event to the MCCMH Training /

**DOCUMENTATION OF STAFF PARTICIPATION IN
INSERVICE AND CONTINUING EDUCATION ACTIVITIES**

Date: 10/01/09

Consultation / Conference Documentation form with the signature of his/her Supervisor or T-III.

C. University-affiliated education or training

1. If a MCCMH employee or independent contractor registers for university-affiliated academic course work, he/she may submit MCCMH Training / Consultation / Conference Documentation form with a copy of the course description to the PMD Training Office upon completion of the course as documentation of such completion, plus at least one of the following:
 - a. A copy of his/her paid academic registration form,
 - b. A copy of a certificate for the continuing education credits, and/or
 - c. A copy of his/her transcript.
2. If a MCCMH employee or independent contractor provides training or instruction in a mental health, physical health or developmental disability-related discipline (e.g. teaching a community college course or being a conference presenter), he/she may submit the Training / Consultation / Conference Documentation form to the PMD Training Office, plus documentation pertaining to the field of study or conference/training topic which indicates the employee's or independent contractor's type of participation.

D. Reference Material Use Documentation

1. The PMD Training Office shall maintain a log of the use of reference materials from the MCCMH Reference Library by MCCMH employees and independent contractors.

VII. References / Legal Authority

- A. Commission on Accreditation of Rehabilitation Facilities (CARF) 2009 Standards Manual, §2.C., "Human Resources," 11., pp 76-77
- B. MDCH/MCCMH Managed Specialty Supports and Services Contract

VIII. Exhibits

- A. MCCMH Training / Consultation / Conference Documentation Form, MCCMH #163
- B. Request for Approval to Attend Conference, MCCMH #116

MCCMH Training / Consultation / Conference Documentation

Name: _____ Service Unit: _____
 Activity Date: _____ Hours: _____ Contact Hours: _____ (if applicable)

Please check:

() Internal Training (Lunch 'n Learns, in-services, CAFAS Training, etc.)

Topic / title:

Trainer / presenter:

() External Training / Conference

Topic / title:

Trainer / presenter:

PLEASE ATTACH APPROPRIATE DOCUMENTATION (ie. Certificate of attendance and program brochure / flyer, agenda, or other description of program content)

() Other planned and deliberately designed training activity (ie. videos training and discussion, case presentations, etc.)

MUST HAVE PRIOR APPROVAL THROUGH NETWORK TRAINING OFFICE AND BE SIGNED BY SUPERVISOR

() Psychiatric Consultation (circle area discussed - assessment, diagnosis, treatment)

MUST BE SIGNED BY SUPERVISOR

Comments / Psych. Consultation Information:

I certify that this individual did participate in the above referenced activity on this date. (At least one signature is required)

Training Coordinator Date

Clinical Supervisor Date

PLEASE FORWARD TO NETWORK TRAINING OFFICE: 20686 Hall Road, Clinton Township, MI 48038

For NTO use:	hrs.
Initials:	

REQUEST FOR APPROVAL TO ATTEND CONFERENCE

INITIATED AT PROGRAM - CHARGE TO PROGRAM

INITIATED AT ADMINISTRATION - CHARGE TO ADMINISTRATION

EMPLOYEE'S NAME: _____ PROGRAM/OFFICE: _____

CONFERENCE TOPIC: _____

SPONSORED BY: _____

CONFERENCE DATE(S): _____ CONFERENCE LOCATION: _____

DESCRIBE HOW THE CONFERENCE RELATES TO YOUR CURRENT RESPONSIBILITIES AT MCCMH. HOW IT WOULD AID IN THE FULFILLMENT OF THOSE RESPONSIBILITIES?: _____

ESTIMATED CONFERENCE EXPENSES FOR WHICH REIMBURSEMENT WILL BE REQUESTED:

NOTE: If registration fees are to be paid in advance, or if lodging must be guaranteed in advance, please place an asterisk (*) following the amount indicated and attach the necessary forms to this request. All reimbursable expenses incurred must be reported on the monthly Conference Mileage Report. In the event there is a prepayment of expenses, the monthly Conference Mileage Report submitted should reflect the actual expenses incurred and include receipts for all expenses.

ADMINISTRATIVE LEAVE: _____ HOURS

FEES: _____ TRANSPORTATION: _____
LODGING: _____ OTHER: _____
MEALS: _____ TOTAL ESTIMATED EXPENSE: _____

REQUEST INITIATED BY: _____ DATE: _____

(Requester's Signature)

FOR THOSE REQUESTS INITIATED AT PROGRAM

I approve _____ disapprove _____ the above request for the following reasons:

DATE: _____

(Supervisor)

Copies to Division Director, Employee _____

FOR THOSE REQUESTS INITIATED AT ADMINISTRATION

Requested by: _____ Requested by: _____

(Division Director) _____ (Executive Director)

DATE: _____ DATE: _____

Copies to Supervisor, Employee

Request for Approval to Attend Conference, MCCMH #116 (rev. 8/02) MCCMH MCO Policy 10-041, Exhibit B