

The Right Door for Hope, Recovery and Wellness

Chapter Title Human Resources	Section # HR	Subject # 540.1	
Subject Title Staff Development and Training – Tracking and Monitoring	Adopted 4/3/2019	Last Revised NEW	Reviewed NEW

PROCEDURE

Application

This procedure shall apply to organizational members of The Right Door for Hope, Recovery and Wellness.

Purpose

To clarify organizational practice for monitoring and ensuring compliance of required and staff-development driven trainings.

1.0 Staff Development Forms

- 1.1 The organizationally developed “Staff Development Form” is due within five (5) business days of returning from a training. This form is required for any training the organization “paid” for (this includes free trainings that employees were allowed to use staff time for). If an employee attends a training on their own time and would like it to be included in their human resources file so that all of their CEs are in one spot, the employee must complete this form.
- 1.2 One month from the due date of the “Staff Development Form,” an employee will receive an email reminder.
- 1.3 Two months from the due date of the “Staff Development Form,” an employee will receive an email reminder. The supervisor will be cced. This employee will then be placed on the list for the *Training Follow up Needed Group* to occur at the quarterly scheduled dates.
- 1.4 Three months from the due date of the form, an employee will receive an email reminder. The supervisor will be cced. You will be placed on the list for the *Training Follow up Needed Group* to occur at the quarterly scheduled dates.
- 1.5 If an employee does not turn the form in before the scheduled *Training Follow Up Needed* meeting date, or attend the meeting to complete the form(s), ongoing Training Requests will not be approved.

2.0 Monitoring of Required Trainings – Initial and Annual

- 2.1 Human Resources will be running a report one week prior to the “Training Follow Up Needed” meeting date. If an employee’s trainings have been

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due for two or more months, they will be required to come to the meeting, unless they complete them prior to the meeting date.

- 2.2** If an employee does not complete trainings prior to or during the meeting, PTO will be withheld until trainings are up to date (just like the paperwork completion expectation).

3.0 Training Follow-Up Needed Meetings

- 3.1 Every quarter there will be a scheduled meeting, hosted by the Compliance Officer, to be utilized by employees who need to complete Staff Development Forms and/or complete trainings.
- 3.2 A week prior to the meeting the list of missing forms and trainings will be compiled and sent out to supervisors and staff for review. If the missing items are completed prior to the meeting day, you are not expected to attend.

References

CARF Standards, Workforce Development and Management

Kerry Possehn, CEO	Date		