

The Right Door for Hope, Recovery and Wellness

Chapter Title Clinical	Chapter # C		Subject # 391.1
Subject Title Children's Diagnostic & Treatment Training	Adopted 04/17/03	Last Revised 04/06/17	Reviewed 3/24/15; 2/14/14; 4/14/10; 9/3/06; 09/20/05; 04/06/17; 2/27/19

PROCEDURE

Application

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

1.0 Definition

Each worker who provides direct service to children and adolescents shall complete a minimum of 24 hours of child/family specific training each fiscal year of employment.

2.0 Requirements

- 2.1 All trainings must be pre-approved by designated supervisor.
- 2.2 Trainings may include conferences, workshops, in-services, participation in case consultation discussions, reading of books/articles and discussion with supervisor, and other educational activities.
- 2.3 Attendance must be documented on Staff Development form or CEU certificate and turned into HR for placement into personnel file and documentation onto Professional Training Log. Document on selected form that the training is for child diagnostic hours.
- 2.4 Administrative Leave may be taken for conferences and trainings that are held off-site and not presented by The Right Door for Hope, Recovery, and Wellness staff.
- 2.5 Staff must complete their required 24 hours prior to the end of the fiscal year and reviewed at performance evaluation.

Kerry Possehn, Chief Executive Officer	Date		