

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-11

Effective Date: June 1, 2011

Version: 1.0

POLICY TITLE: EXTERNAL TRAINING

OVERVIEW: The Indiana Department of Child Services (DCS) encourages staff members to enhance their professional development. DCS supports employees who seek additional job related educational opportunities in addition to the educational opportunities that are offered internally. DCS employees are required to seek approval of any job related external training that is not offered by DCS internally.

I. DEFINITIONS

- a. External Training: Any job related training that is held outside of the Indiana Child Welfare Education and Training Partnership.
- b. External Training Committee: Assembly of Executive Officers within DCS that are qualified to review the requests submitted.

II. REFERENCES

- a. None.

III. POLICY

- a. DCS employees, who seek additional job related educational opportunities to improve their skills, enhance their professional development and better serve the families and children of Indiana are permitted to participate in such external trainings.
- b. DCS employees seeking to participate in job related external trainings must request approval via written correspondence (i.e. email) from his or her Supervisor, Local Office Director (LOD), Regional Manager (RM), and Executive Manager. If approved, this will then be reviewed by the External Training Committee. DCS employees must attach an agenda or other information about the training for the requested external training in the written request for approval.
- c. The External Training Committee will review the request to assure that the employee is eligible to participate based on the following criteria:
 - i. The relevance of the training to the employee's current DCS position;
 - ii. The ability of the employee to be away from his or her regularly established DCS responsibilities based on operational needs;
 - iii. The training will not require the employee to be away from his or her regularly established DCS responsibilities for an extended period of time;
 - iv. The cost of the external training will not disrupt budget constraints;
 - v. DCS is able to financially support the cost; and
 - vi. The employee attending the external training is able and willing to share the information from the training with others in his or her area, division, and/or DCS Local Office.

Note: A DCS Employee's request for external training can be denied at any level.

IV. PROCEDURE

Employee Responsibilities:

- a. Ensure that his or her written request includes:
 - i. The name of the requested external training, as well as an agenda or other information related to the topics covered in the training;
 - ii. The date, time, and location of the requested external training;
 - iii. The cost (if any) of the external training including registration and travel;
 - iv. The relevance of the training to the DCS employee's current position, and
 - v. A proposed plan of distribution of information to his or her coworkers.
- b. Submit the written request to his or her Supervisor and LOD for recommendation of approval or denial:
 - i. If the Supervisor and LOD approves, then he or she will forward the recommendation to the RM/Executive Manager for approval and if approved, RM/Executive Manager will forward to Deputy Director of Staff Development,

Note: Only RM's and Executive Managers will forward requests to the Deputy Director of Staff Development.

- ii. If the Supervisor or LOD/RM/Executive Manager denies the recommendation, then the DCS employee is not permitted to attend the training and he or she should not proceed with the approval process and will not receive credit for this training.
- c. If the employee has received approval to participate in the external training and a registration fee of \$100 or more is involved; the employee must complete the [Approval for Conferences/Training/Travel SF 45116](#) .
 - i. The employee shall obtain approval of the CTT form from his or her:
 1. Supervisor,
 2. LOD/Executive Manager, and
 3. Chief Financial Officer.
 - ii. Send approved CTT forms to the DCS Travel Department.
- d. If no registration fee is involved, or the registration fee is less than \$100 the employee can claim mileage and per diem costs on his or her regular monthly travel voucher.
- e. If out-of-state travel is required then in addition to completing the previous steps the employee must complete the [Authorization for Out of State Travel SF 823](#) form and request approval from the Chief Financial Officer and DCS Agency Director.

Supervisor Responsibilities:

- a. Review the employee's request;
- b. Make a recommendation to the LOD/RM/Executive Manager within two (2) business days of the receipt of request if he or she approves the written request.
- c. Inform the employee of his or her decision within two (2) business days of the receipt of the request.

LOD/RM/Executive Manager Responsibilities:

- a. Review the employee's request;
- b. If there are concerns regarding the training, he or she should consult with the DCS Employees Supervisor prior to making a recommendation.
- c. Make a recommendation to the Executive Manager of Staff Development via written correspondence (i.e. email) within two (2) business days if he or she approves the written request.

Note: The Executive Manager of Staff Development will inform the External Training Committee of the request and arrange for the request to be reviewed.

The External Training Committee's Responsibilities:

- a. Review the external training request;
- b. Approve or deny the request within one (1) week; and
- c. Notify the LOD/RM/Executive Manager, DCS Supervisor, and the DCS employee of the decision via email.

Note: A member of the External Training Committee may designate another person to fulfill this responsibility for them.

V. FORMS

[Approval for Conferences/Training/Travel SF 45116](#)
[Authorization for Out of State Travel SF 823](#)

APPROVED: 05/01/2011
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