POLICY TITLE:	**TRAINING AND DEVELOPMENT**	**POLICY # 8.08**		
Topic Area:	**HUMAN RESOURCES**	Page 1 of 3	**REVIEW DATES**	
Applies to:	LRE, Member CMHSPs, Vendors and Contract Providers	**ISSUED BY:** Chief Executive Officer	3/20/14	5/1/15
			8/20/2015	9/9/2016
Developed and Maintained by:	LRE CEO, LRE HR Coordinator	**APPROVED BY:** Board of Directors		
Supersedes:	N/A	**Effective Date:** April 1, 2014	**Revised Date:** 9/19/2016	

I. POLICY

It is the policy of Lakeshore Regional Entity to appropriately invest in the training and development of its staff members in order to continually improve the effectiveness of the Agency and the value it delivers to members, consumers and the community.

II. PURPOSE

To provide a mechanism for assessing and prioritizing the training and development needs of staff members and the organization as a whole; defining appropriate resources to meet the needs; ensuring that priority training and development needs are met; and assessing the effectiveness of the training and development efforts. The intent of the training and development activities is continuous performance and competency improvement, which will positively impact quality of care and service delivery to regional consumers and community stakeholders.

III. APPLICABILITY AND RESPONSIBILITY

All staff members, independent contractors and subcontractors, customers, and volunteers of LRE

IV. MONITORING AND REVIEW

N/A

V. DEFINITIONS

None

VI. PROCEDURES

A. Assessment of Training and Development Needs: Training and development needs of staff members may be identified through or made necessary by:
   1. New Employee Orientation Checklist
   2. Supervisor’s Orientation Checklist
   3. Performance & Competency Appraisals
   4. Supervision Logs

5. Direct Observation by Team Members or Evaluators
6. Organizational Performance Improvement Metrics
7. Reviews of Charts, Customer Complaints, Corporate Compliance Violations, or other such records, etc.
8. Changes in Policies, Practices, Procedures, Services, Systems, Technologies, Laws, or Regulations.

B. Identification, Evaluation and Prioritization of Training and Development Needs
   1. LRE has defined mandatory organization wide training requirements for staff members when they first begin their association with the Agency. These training requirements are identified in the New Employee Orientation Checklist and the Supervisor's Orientation Checklist.
   2. LRE has defined mandatory organization wide training requirements for staff members that must be updated periodically.
   3. Supervisors have the primary responsibility for assessing the ongoing training and development needs of their staff members. This assessment is made primarily through supervision and the formal performance and competency assessment. Supervisors must prioritize individual training and development needs for their individual staff members and collective team(s) with the priority being meeting minimum competency requirements first and foremost, and advancing competency to levels exceeding minimum competency standards secondarily.
   4. The officers are responsible for identifying and prioritizing broad functional area training and development needs for their divisions with the priority being meeting minimum competency requirements first and foremost, and advancing competency to levels exceeding minimum competency standards secondarily.
   5. The CEO, CIO, CFO, COO, and Corporate Compliance Officer are responsible for identifying and prioritizing organization wide training and development needs for the Agency with the priority being meeting minimum competency requirements first and foremost, and advancing competency to levels exceeding minimum competency standards secondarily.

C. Identification and Communication of Training & Development Resources
   1. Organizational Mandatory Training Programs:
      Human Resources posts the list of mandatory training requirements.
   2. External Training Resources: The identification of external training resources is a shared responsibility at LRE.

D. Human Resources:

   1. Is responsible for tracking all formal staff member training and development activities. These activities will be tracked using databases or other such electronic mechanisms. Reports on training and development activities of the organization may be produced upon request of the

Executive Team. Human Resources is also responsible for filing all training documentation in the staff personnel files.

E. Training Requests & Budget Development

1. Annually supervisors will submit training, staff development, and organizational budget requests to the Chief Financial Officer. Departmental budgets include all requests for continuing education as deemed appropriate for each position as well as requests for professional memberships with other entities. All staff are encouraged to submit requests to their supervisor by June 1 for consideration in the annual budget review process. Requests submitted after June 1 are contingent upon the availability of funds and will be individually reviewed by the CFO and supervisor.
2. The Finance Department will review all training budget requests and will request prioritization of training requests / budget needs, if the costs exceed budgetary limitations.
3. All training and conference requests must be submitted and approved at least one week in advance, using the Conference/Training Authorization Form. An exception may be granted to the one week advance notice requirement if attendance is mandated by a supervisor within 7 days of the event.

VII. RELATED POLICIES AND PROCEDURES

None