

HEALTHWEST

Policy and Procedure

No. 01-003

Prepared By:

Matt Plaska
Director of Quality Improvement

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Approved By:

Subject: Sponsorship for Training
Events and Conference
Attendance

Julia B. Rupp
Executive Director

I. POLICY

To support the professional development of individuals and workforce development of the agency as a whole, HealthWest may sponsor attendance at conferences and training events for board members, employees, contracted providers, individuals served, and family members of individuals served who participate in these events on behalf of the agency.

II. PURPOSE

The purpose of this policy is to outline a process for application and approval of material support, and to describe the expectations and assumed responsibilities of individuals who attend agency-sponsored events.

III. APPLICATION

This policy applies to any Board Members, HealthWest employees, Contract Providers, Individuals Served and Family Members of Individuals Served who are sponsored by the agency to attend conferences and training events.

IV. DEFINITIONS

Sponsorship: Material support provided to participants of conferences or training events, including wages, stipends, registration fees, room and board, and/or transportation.

V. PROCEDURE

A. Application for Support

1. Individuals who work for or with the agency may apply to their supervisor following the County Travel Authorization and Expense Voucher instructions. It

is the applicant's responsibility to provide registration and training information to support their need for training. Detailed information regarding staff training can be found in HealthWest's Workforce Development Policy (02-016).

2. The organization may sponsor consumers/family members at events that will increase their ability to participate in their person-centered plan or the organization's Performance Improvement Program.
3. The consumer or family member will complete a *Training Application and Request for Scholarship* form (A142), and submit it along with a Muskegon County Travel Authorization and Expense Voucher form to the Director of Quality Improvement Services or his/her designee.
4. The Training Application will include permission for the Director of Quality Improvement Services or designee to notify the clinical program in which a consumer applicant is involved.

B. Authorization for Support

1. The program supervisor who receives the notice of application will advise Quality Improvement staff if there are health or safety concerns to be addressed with the applicant.
2. HealthWest support for conference attendance will be determined by agency goals, individual goals, funding, time, health and safety, previous training experience, etc.
3. If the consumer applicant's request is denied, the applicant may appeal to the Executive Director or his/her designee. The Executive Director may consult with the consumer applicant and the unit supervisor before rendering a decision. The Executive Director's decision shall be final.

C. Participation

1. It is the expectation of the organization that individuals attending training events will conduct themselves in a responsible manner and will attend the planned event activities.
2. The agency may require:
 - a) Attendance at a pre and/or post training meeting.
 - b) The cataloging of training notebooks and materials.
 - c) Follow-up training to other staff.
 - d) Ride sharing with other attendees.
3. Upon completion of the training event all attendees will prepare and submit a *Conference/Inservice Training Report Form* (A090).
4. Travel Authorizations will be reconciled within thirty (30) days as stated in the HealthWest policy regarding Travel Authorizations and Business Expenses (03-019). All travel receipts and expenses must be submitted according to the

aforementioned policy. Additionally, Muskegon County's policy regarding use of P-Cards (2011-329) applies if expenses are paid via the purchase card of a staff or board member.

D. Supporting Participation

1. Conference Coordinator: The Director of Quality Improvement will designate an employee as Conference Coordinator as necessary. This person will be informed of all the individuals sponsored by HealthWest at the conference or event. When needed s/he will:
 - a) Facilitate pre and/or post conference discussion groups.
 - b) Coordinate ride sharing.
 - c) Facilitate problem resolution.
 - d) Other duties as assigned.
2. In some situations an individual's disability may require an accommodation or specialized services in order to have equal access to training opportunities. The agency provides accommodations under Policy No. 20-001, Assuring Appropriate Accommodations, which encompasses the Americans with Disabilities Act (ADA) and Section 504 of the Rehab Act. Participants have the responsibility to give adequate notice of their need.
3. As in the workplace, individuals attending the event on behalf of the agency will support and assist each other to achieve the best possible outcome for the organization. The individuals who attend a training event are personally responsible and accountable for their conduct.

All attendees are expected to act in a way that promotes the best interest of the agency and to assure the health and safety of all attendees.

The health and safety of any individual in an emergency takes precedence over the training event. HealthWest employees are expected to assist when needed to promote the successful participation of consumers.

4. When County Vehicles are used for travel, drivers and passengers will comply with Procedure No. 07-002 (Staff Travel and Use of County Vehicles) unless modified by Policy No. 02-019 (Staff Requested Exemption from Delivering Care and/or Service). When travelling in a county vehicle during work hours, HealthWest employees will share transportation with consumers/family members to and from authorized events.

Consumers/family members who choose to travel in or transport others in their personal vehicles must provide the agency with a copy of a valid driver's license. HealthWest reserves the right to deny reimbursement for any transportation costs if proper transport is offered, but refused.

VI. REFERENCES

P/P No. 02-016
Form #A142
Form #A090

Workforce Development
Training Application and Request for Scholarship
Conference/In-Service Training Report Form

P/P No. 07-002 Staff Travel and Use of County Vehicles
P/P No. 02-019 Staff Requested Exemption from Delivering Care/Service
P/P No. 03-019 HealthWest Travel Authorizations and Business Expenses
2011-329 Muskegon County P-Card Policy
Americans with Disabilities Act, 1990
Section 504 of the Rehab Act, 1973

GP/jec