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October 12, 2009

To: Regional Managers
Directors, Local Offices, Department of Child Services

From: James W. Payne, Director
Angela Green, Deputy Director Practice Support
Dave Judkins, Deputy Director of Field Operations
MB Lippold, Deputy Director of Staff Development
Douglas Weinberg, Chief Financial Officer
Department of Child Services

Subject: External Training
DCS-09-21

Consistent with the Department of Child Services (DCS) values “We believe in personal accountability for outcomes, including one’s growth and development,” DCS encourages staff to continue to enhance their professional development. DCS supports staff who seek out additional educational opportunities to improve their skills, enhance professional development, and better serve the families and children of Indiana. While DCS attempts to offer a variety of ongoing trainings for all staff, we realize that there may be opportunities outside the DCS Staff Development arena worthy of consideration.

This administrative letter outlines the changes to the process for requesting to participate in an external training. Below is a summary of the changes effective October 12, 2009.

DCS staff seeking to participate in trainings held outside of the Indiana Child Welfare Education and Training Partnership must request approval via written correspondence (i.e. email) from his or her Supervisor, Executive Manager/Work Unit Manager, and the External Training Committee. The External Training Committee consists of the Deputy Director of Staff Development, the Deputy Director of Field Operations, and the Chief Financial Officer. When possible, DCS staff should attach the agenda for the proposed external training to the written request.



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The External Training Committee will review the request to assure that the employee is eligible to participate based on the following criteria:

1. The relevance of the training to the employee's current DCS position;
2. The ability of the employee to be away from his or her regularly established DCS responsibilities based on operational needs;
3. The training will not require the employee to be away from his or her regularly established DCS responsibilities for an extended period of time;
4. The cost of the external training will not disrupt budget constraints;
5. DCS is able to financially support the cost; and
6. 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.

Procedure

Employee Responsibilities:

1. Ensure that his or her written request includes:
 - A. The name of the requested external training,
 - B. The date, time, and location of the requested external training,
 - C. The cost (if any) of the external training including registration and travel,
 - D. The relevance of the training to the DCS employee's current position, and
 - E. Propose a plan of distribution of information to his or her co-workers.
2. Submit the written request to his or her Supervisor for recommendation of approval or denial:
 - A. If the Supervisor approves then, he or she will forward the recommendation to the Executive Manager/Work Unit Manager,
 - B. If the Supervisor 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.
3. If the employee has received approval to participate in the external training and:
 - A. A registration fee of \$100 or more is involved; the employee must complete the [Approval for Conferences/Training/Travel \(SF 45116\)](#) "CTT":
 1. The employee shall obtain approval of the CTT form from his or her:
 - a. Supervisor/Work Unit Manager,
 - b. Local Office Director/Deputy Director, and
 - c. Chief Financial Officer.
 2. Send approved CTT forms to the DCS Travel Department.

Note: 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.

- B. If no registration fee is involved, or the registration fee is less than \$100, and there is no out-of-state travel then the employee can claim mileage and per diem costs on his or her regular monthly [Travel Voucher \(SF 980\)](#).



Supervisor Responsibilities:

1. Review the employee's request;
2. Make a recommendation to the Executive Manager/Work Unit Manager within two (2) business days if he or she approves the written request.
3. Inform the employee of his or her decision.

Executive Manager/Work Unit Manager Responsibilities:

1. Review the employee's request;
2. If there are concerns regarding the training, he or she should consult the following individuals prior to making a recommendation:
 - A. The DCS employee's Supervisor;
 - B. The DCS employee's Local Office Director/Deputy Director, and/or
 - C. Regional Manager (if applicable).
3. Make a recommendation to the Deputy Director of Staff Development via written correspondence (i.e. email) within two (2) business days if he or she approves the written request.

Note: The Deputy Director 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:

1. Review the external training request;
2. Approve or deny the request within one (1) week; and
3. Notify the Executive Manager/Work Unit Manager, DCS Supervisor, and the DCS employee of the decision via email.

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

If you have any questions regarding the information presented in this administrative letter, please address them to the DCS policy mailbox at DCS.Policy@dcs.in.gov.

Sincerely,

James W. Payne, Director
Department of Child Services



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