



**DEPARTMENT OF MENTAL HEALTH
POLICY/PROCEDURE**

SUBJECT OUTSIDE TRAINING REQUEST (OTR)	POLICY NO. 614.03	EFFECTIVE DATE 08/15/2013	PAGE 1 of 4
APPROVED BY:  Director	SUPERSEDES 106.04	ORIGINAL ISSUE DATE 12/15/2003	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide policy and procedures for County of Los Angeles – Department of Mental health (LAC-DMH) employees to request authorization to attend clinical and non-clinical funded trainings delivered by vendors outside of the LAC-DMH.

DEFINITIONS

- 2.1 **Outside Training:** Seminars, workshops, conferences, web-based/webinars and other educational/informational offerings by vendors outside of DMH.
- 2.2 **Clinical Training:** Trainings identified to enhance clinical skills.
- 2.3 **Non-clinical Training:** Trainings identified to enhance administrative/technical skills.

POLICY

- 3.1 DMH supports education and training for clinical and non-clinical staff that contribute to developing and maintaining a highly skilled and efficient workforce.
- 3.2 When mandatory trainings are not offered/sponsored by LAC-DMH, registration fees may be paid by LAC-DMH with prior approval and a purchase order.
- 3.3 Employees will be responsible for any additional fees incurred for Continuing Education (CE) or Continuing Education Units (CEUs) or Continuing Medical Education Units (CMEs). DMH will not assume this expense.
- 3.4 Employees requesting authorization to attend trainings, which require travel outside of the County of Los Angeles, shall also complete an online



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Travel Request (LAC-DMH Policy No. 900.01 – Travel Requests, Advances, Arrangements and Expense Claims), available on the DMH Intranet Service Catalog <http://servicerequest.dmh.co.la.ca.us>.

- 3.5 Supervisors/managers and Bureau Budget Analysts shall review each OTR to verify the necessity, appropriateness, and the cost effectiveness of attending training outside of departmental offerings.

PROCEDURES

- 4.1 In order to request authorization, the employee shall complete the OTR Form (Attachment I) with signatures from: 1) Supervisor/Manager; 2) Bureau Budget Analyst; and 3) District Chief/Deputy Director.
- 4.1.1 The Bureau Budget Analyst shall identify an available funding source to cover all training fees and prepare a 403 LAC-DMH Form (Attachment II) if a transfer of funding is required.
- 4.1.2 It is the responsibility of the employee and management to properly complete and submit the OTR to the appropriate Training Division **at least six (6) weeks prior to the date of the scheduled training**. It is also the responsibility of the employee to confirm the status of this request **at least two (2) weeks** prior to the training.
- 4.1.3 OTR must include a comprehensive justification explaining the Department’s benefit from the employee attending the training. If required, the requesting program’s Budget Analyst will be responsible for completing and submitting a Sole Source Request Questionnaire (Attachment III).
- 4.1.4 The employee shall attach a brochure, flyer, letter of invitation, and/or informational bulletin to the OTR.
- 4.1.5 Request **shall not be approved** if the completed OTR is received **after** the training has taken place or if the employee self-registers prior to LAC-DMH’s receipt of an approved purchase order.



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- 4.1.6 Once the purchase order is received by the appropriate Training Division, the employee will be notified regarding the registration process.
- 4.1.7 The employee’s attendance at the approved training will be confirmed via a Verification of Attendance Form (Attachment IV).
- 4.1.8 In the event an employee cannot attend the training, it is the employee’s responsibility to follow the vendor’s cancellation procedures. If an employee fails to cancel the confirmed registration by vendor’s cancellation deadline, the employee is responsible for paying the registration and/or cancellation fees in full. In situations where the employee was unable to cancel due to an unforeseen incident, further review by the appropriate Training Division will determine if employee or Department will pay registration fees. If the employee is determined to be responsible for registration fees, reimbursement to DMH is required within 30 days. Employees refusing/failing to reimburse DMH may be subject to discipline. In case a vendor permits employee substitution for the non-attending employee, please contact the appropriate Training Division for approval.
- 4.2 In order to consider approval or denial of an OTR, supervisors/managers, Bureau Budget Analysts, and District Chiefs/Deputy Directors shall consider the following factors:
 - 4.2.1 Programs must maintain adequate coverage to deliver essential mental health services during normal operational hours.
 - 4.2.2 The training requested is the most economical and practical means of obtaining the training.
 - 4.2.3 The Department benefits from the employee attending the training.
 - 4.2.4 Any training beyond the employee’s work schedule requires an approved Request for Overtime or Time Off (ROTO) (Attachment V) for overtime.



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AUTHORITY

Department of Mental Health Policy

REFERENCES

1. LAC-DMH Policy No. 900.01 – Travel Requests, Advances, Arrangements and Expense Claims

ATTACHMENT (HYPERLINKED)

1. Outside Training Request Form (OTR)
2. LAC-DMH 403 Form
3. Sole Source Questionnaire
4. Verification of Attendance (VOA)
5. Request for Overtime or Time Off (ROTO)

RESPONSIBLE PARTY

DMH Program Support Bureau
DMH Human Resources Bureau