

Training and Education Funds Request Guidelines

To make the process of requesting, approving and allocating PPS Workforce Training and Education Funds fair, equitable and streamlined, the following guidelines have been established:

Definitions:

Training and education: all formal skill development provided to an employee (existing, newly hired or in recruitment) who provides services that contribute to PPS performance and/or project goals or for central support of the PPS.

Skill development: introduce new or enhance existing knowledge base and capabilities within or outside of a classroom setting, provided by a college or other training resource.

Eligibility:

Who qualifies for training and education funds:

- Incumbent workers whose job titles do not change, but who are expected to perform new duties or improve their current skill-set
- Workers whose long-term future will reside in more high demand occupations, such as care manager or nurse practitioner
- New staff who are hired to perform duties relative to health care delivery transformation

Qualifying costs:

The following costs **can** be considered for training and education reimbursement funds with documentation provided on how this training will create new or expanded services to support DSRIP performance and project goals:

- Registration fees for conference/training event
- Trainer/vendor training fee to provide training
- Mileage reimbursement for staff to attend training
- Travel costs associated with training participation (in accordance with fedtravel guidelines)
- Supplies needed to provide training to employees (handouts, binders, etc.)

Non-qualifying costs:

The following costs **cannot** be considered for training reimbursement funds:

- Staff time while in training (salary)
- Equipment for staff or patient use
- Capital improvements
- Supplanting existing activities, operations and expenses

Documentation:

Please provide copies of receipts/facility documentation as appropriate to support all expenses. See below for guidance:

Expense	Documentation Needed
Airfare, Train, Bus, Rental Car, Cab Fare, Parking, Tolls	-Submit all copies of receipts or proof of payment of expenses -Expenses in accordance with reasonable costs shared by fedtravel: http://www.fedtravel.com/
Hotel	-Submit an itemized hotel receipt and/or proof of payment for hotel expenses related to training
Meals	-Submit all copies of receipts or proof of payment of meal expenses with itemized detail -Write the names of all who had a meal on the receipts -Alcohol cannot be reimbursed by the Alliance PPS -Expenses in accordance with reasonable costs shared by fedtravel: http://www.fedtravel.com/
Mileage	-Submit mileage supporting documentation for <u>each</u> employee -Mileage will be reimbursed at the standard IRS rate or the rate set by your organization, whichever is lower
Supplies	-Submit copies of receipts or proof payment for supplies needed for training event (binders, handouts, etc.)
Other	-Please identify any "other" expense and include supporting documentation

Other:

- Funding requests must clearly state how training and education directly impacts or supports the success of the performance goals, and each project identified. Applications without detailed support for the performance and projects identified may not be approved.
- Organizations must be engaged in the performance and projects identified.
- Each request must clearly explain how the training and education will be used towards new or expanded activities for workforce transformation to support DSRIP performance, projects and goals.
- Organizations must avoid requesting funds for initiatives already supported through grant or similar mechanisms. Attestation to the application content will fulfill this obligation.
- The appropriate Alliance PPS Project Manager(s) are made aware of the request for training and education, supporting any DSRIP project prior to submission.
- A completed Training and Education Fund Application (and all necessary supporting documentation outlined on the application) must be submitted to Workforce Project Lead Contact.
- Training and Education Funding Requests must be completed accurately with all required information included. Please highlight or circle expenses on supporting documentation that

directly correlates to the expense. Ensure supporting documentation confirms the requested amount. Incomplete applications will be returned.

- Requests should be submitted on as needed basis but at least 2 weeks prior to the event to allow for appropriate review.
- Funding is limited to resources available through DSRIP Workforce training/education funds each year. The DSRIP funding cycle is April 1, 2017 – March 31, 2018. Training and expenses eligible for workforce funds should occur/have occurred during this timeframe.
- All organizations receiving approved training and education funds are required to complete a Training Evaluation which can be completed on the organization's template or one will be sent upon notification of approval. Please note: future funding may be impacted if the Training Evaluation is not returned.
- The Alliance Workforce Committee will serve to assess the feedback and data received from those taking advantage of the training and education support funds.
- If your organization is sponsoring the training/education event, a copy of the sign-in sheet will be required after the training has occurred.
- Any cancellation fees must be covered by the organization making the request. In addition, if training is cancelled, any funds received as an advance must be returned to Alliance.

Reviewal Process:

Applications/Requests will be reviewed based on the following criteria, that the training/education:

- Is directly related to a DSRIP performance goal and/or project.
- Outcomes will be strategically acknowledged for sustainability
- Curriculum is credible/recognized/published
- Is targeted to train the maximum number of staff.
- Involves staff across multiple agencies.
- Is in response to redeploying staff to support performance and project initiatives.
- Funds request application and supporting documentation are complete.

Apply:

Applications are accepted and reviewed on a rolling basis and can be found at www.abhealth.us/workforce.