

Process for Requesting Approval of County Trainings

For the FY 2016-17 County Incentives Program, trainings developed by pre-approved sources do not require Department approval. Pre-approved sources for training include:

1. Staff Development Center (SDC)
2. Department of Health Care Policy & Financing
3. SDC-Certified Trainers using SDC-Certified Materials

Those not developed by pre-approved sources will have to be uploaded into the Learning Management System (LMS, also known as CO.Learn) to request approval. **Only those trainings that pertain to Medical Assistance from a pre-approved source or those trainings that were granted Department approval through the LMS approval process will count towards the Training Incentive.**

For training hours to count towards the Training Incentive for the FY 2016-17 County Incentives Program, **they must be logged and/or entered into the LMS.** Please utilize the tables below for information on the training materials approval process and how to enter training hours in the LMS.

Table 1 – Training Material Approval – utilize this table to determine if your training materials require pre-approval. Please ensure you request pre-approval of training materials at least three (3) weeks prior to when the training will occur.

Trainer Status	Training Material	Method for Pre-Approval
SDC-Certified Trainer	SDC-Certified Material	No pre-approval required
SDC-Certified Trainer	Non SDC-Certified Material – developed locally	Pre-approval required; request via <i>Add an External Training</i> . Must include copy of training to review.
Non SDC-Certified Trainer	Non SDC-Certified Material – developed locally	Pre-approval required; request via <i>Add an External Training</i> . Must include copy of training to review.

Table 2 – Training Hours Approval – utilize this table to enter training hours into the LMS. Please note that the method for entering training hours is dependent on the trainer's status (SDC-certified or county trainer), the approval status of the training material (SDC/HCPF developed or county developed), and the number of staff undergoing training.

When requesting approval of training hours in LMS utilizing one of the methods below, please note that the training material must have completed the pre-approval process

described in Table 1 above. Once training material is pre-approved, training material does not have to be attached to the request for approval of training hours.

Type of Training	SDC-Certified Trainer	Number of Staff	How to Enter Course in LMS/ Request Pre-Approval	How Training Hours will be entered in LMS
SDC/HCPF Approved	Yes	N/A	Hours will be entered in LMS per current process	SDC-Certified Trainer will add session for users to register for in LMS
SDC/HCPF Approved	No	N/A	Send spreadsheet to HCPFCountyRelations@state.co.us . Spreadsheet must include first name, last name, and email for each trainee.	Department will batch upload training hours
Non-approved; locally developed	N/A	<30	Each employee must request approval of training hours via <i>Add an External Training</i>	Hours will be granted once approval process is complete
Non-approved; locally developed	N/A	>30	Send spreadsheet to HCPFCountyRelations@state.co.us . Spreadsheet must include first name, last name, and email for each trainee.	Department will batch upload training hours

Pre-Approved County Trainings on the SDC Website

Once a county-developed training is pre-approved, the county can elect to share the training with other counties by having the training posted on the SDC’s website. To do so, go to the SDC’s [Request for Posting of HCPF Training Incentive Materials](#) webpage. County-developed trainings that are posted on the SDC’s website are pre-approved and do not require further approval.

If a county elects to utilize another county-developed training that is pre-approved, utilize table 2 to determine how the training hours will be uploaded into the LMS. To access county-developed trainings that are pre-approved, go to the SDC’s [HCPF Training Incentive Materials](#) webpage.