IES Deactivation/Reactivation Service Provider Communication Policy and Procedure

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IES Deactivation/Reactivation Service Provider Communication

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Purpose

The Workforce Management and Development (WMD) Team monitors IES Service Providers active status and seeks to notify them as they are approaching potential deactivation. This document outlines the procedures related to communication with Service Providers and what WMD does in Access Planit (AP).

Audience

This policy is shared with and informs the work of CWDS staff and Service Providers.

Policy

All IES employees need to engage in one qualified service activity (i.e. training, consultation, curriculum development, coaching, or professional development course) and turn in a timecard for time worked for CWDS at least once every six months in order to remain active with IES.

If IES employees do not have a training scheduled every six months, they can complete (if they have not already completed) the Culturally Responsive Practice Behavior Tool e-learning (which they can register for in CACWT), CC3.5 Trainer Requirements, or attend a Facilitator Forum (which are offered to Service Providers every six months).

IES employees will be deactivated if they haven't engaged in a qualified service activity for six months, if they choose to be deactivated, or if the partnership between them and the Academy is discontinued.

If IES employees are deactivated and would like to return, they will need to notify the Development Operations Supervisor and will need to follow steps outlined by IES to be reactivated. If it is under a year, the Academy can create a new assignment without having the IES Service Provider complete IES paperwork. If it

has been a year or more since they were first hired, then the Service Provider will need to complete all of the IES paperwork.

Responsibility

It is the responsibility of the Learning & Development Operations Manager and Development Operations Supervisor to ensure this policy is met and the procedure is followed.

It is the responsibility of the Learning & Development Operations Manager and Development Operations Supervisor to ensure this policy is reviewed and updated when changes are required.

Procedure

The Development Operations Supervisor reviews "IES Service Provider - three-month and upcoming deliveries" report on Access Planit for Service Providers "last six-month count, last three-month count, last delivery date, and next delivery date."

If the IES Service Provider does not do the following... certain outcomes may apply:

- does not have an indicated last delivery in the past three months AND has not identified an upcoming delivery date, the Development Operations Supervisor will email the IES Service Provider to provide options for staying active and the timeline needed to complete in order to avoid deactivation.

- does not have an indicated last delivery date in the past six months AND has an identified upcoming delivery date, the Development Operations Supervisor will email the Contracts Analyst to create a new assignment for the Service Provider in order for them to avoid deactivation.

- does not respond, does not complete an option to stay active, or does not sign up for an upcoming delivery for a duration of six months, the Development Operations Supervisor will email the Contracts Analyst with names of Service Providers to deactivate within IES. The Development Operations Supervisor will then go into Access Planit to deactivate the Service Provider.

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