Department: Family Engagement	Approval Date: 5/27/2014	Policy Number: 7020
Regulation Number: 1301.31(a)(4-5)	Regulation Topic: Personnel Policies	Policy Title: Family Service Staff Professional Development

Policy:

All MAHS programs must have individualized professional development plans for Family Service Staff. Comprehensive plans must at a minimum include the following elements:

- Use the MAHS Family and Community Engagement Practice Profile that outlines the core competencies for Family Service staff
- Use the Practice Profile identify current knowledge, skills and abilities and specific opportunities for enhancement
- Use the Practice Profile Goal Sheet to identify strengths, goals, timelines and expectations for completion
- Use performance measures identified in the MAHS family service staff core competencies and essential functions to identify professional development opportunities.

Plans must then be maintained per MAHS defined parameters for retention of records and are subject to random audit by MAHS staff.