



Detroit Wayne Integrated Health Network

707 W. Milwaukee St.
Detroit, MI 48202-2943
Phone: (313) 833-2500
www.dwihn.org

FAX: (313) 833-2156
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

December 1, 2021

MHWIN ADA Accommodations

To: All Providers

From June White, Director of Contract Management

As Detroit Wayne Integrated Health Network (DWIHN) strives to provide quality services to our members and enhance our system, we have updated MHWIN to include ADA Accommodations for all sites. We are asking that you update your vendor record and each contracted service location in MHWIN with the appropriate ADA Accommodations. Please see instructions below.

Please complete by Friday, December 10, 2021.

If you do not have access to the Provider Management tab, please contact the MHWIN helpdesk @ mhwin@dwmha.com.

If you have questions about the completion of this request, please contact your Provider Network Manager or SUD Contract Manager.

1. Select 'Provider Management' from Left Column:



2. Select 'Providers':

[Providers](#)



Add, change and View Providers, Staff, Contracts, Insurance, Accreditation, and Evidence Based Practices. [+ myPage](#)

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3. Enter the name of contracted site location and vendor record and select “search”:

The image shows a search form with three input fields and a search button. The first field is labeled 'ID:'. The second field is labeled 'Name:' and has a yellow highlight. Below it, there is a note: '(Any part of the name or AKA) (Any other identifiers such as NPI, EIN, Lic. #)'. The third field is labeled 'Address:' and has a note: '(Any part of the address)'. To the right of the address field is a button labeled 'Search' with a yellow highlight.

4. Once that contracted site location or vendor record comes up, click on ‘change’:

The image shows a list of links: [Change](#), [View](#), [View Staff](#), [View Contracts](#), and [Provider Insurance](#). The first four links are underlined and blue, while the last one is not underlined and blue.

5. Scroll down toward the bottom of the page until you see “ADA Accommodations”.

The image shows a section header titled 'ADA Accommodations' in blue text on a light gray background.

6. Select one of the options—yes, no, or N/A for all 21 accommodations. **Do not leave any row blank. If it does not apply, please use the N/A button.**

The image shows a form with five sections, each with a title and three radio button options: Yes, No, and N/A. The sections are: 'Handicap Accessibility Signage (inside & outside)', 'Handicap Parking Spaces', 'Van Accessible Space', 'Curb Ramp', and 'Handrails'.

7. Once section is complete, scroll down to the bottom on left hand side to SAVE. You must save!

The image shows two buttons: 'Save' and 'Cancel'. Both buttons are rectangular with rounded corners and a light gray background.

8. Repeat steps 1-7 for EACH contracted service location and vendor record.