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Owner Donna Coulter
Policy Area Customer Service

Member Stipend

POLICY

It is the policy of the Detroit Wayne Integrated Health Network (DWIHN) that eligible members within the DWIHN system may qualify for a stipend in the amount of \$30.00 after functioning in an official capacity.

PURPOSE

The purpose of this policy is to provide guidelines and conditions under which eligible members within the DWIHN system may qualify for a stipend.

APPLICATION

1. The following groups are required to implement and adhere to this policy: Eligible persons within the Detroit Wayne behavioral health system, who are not DWIHN employees, who volunteer their time providing input or assuming responsibility for planning and action, including primary and secondary members.
2. This policy serves the following populations: Adults, Children, Individuals with Intellectual and/or Developmental Disabilities (I/DD), Serious Mental Illness (SMI), Serious Emotional Disturbance (SED), Substance Use Disorder (SUD), Autism
3. This policy impacts the following **contracts/service lines** : MI-HEALTH LINK, Medicaid.SUD, Autism, Grants, General Fund

KEYWORDS

STANDARDS

1. Participants are eligible for a stipend when operating as a representative of DWIHN in an

official, active capacity. Activities may include DWIHN-sponsored town hall meetings, focus groups, advisory groups, committees, task forces etc. The activity must be DWIHN-approved, and the participant DWIHN-selected as an official representative. It is expected that the participant be on the active roster, and signed-in for the meeting.

2. Stipend requests must be supported with appropriate and legible documentation. Documentation includes a dated sign-in sheet and agenda.
3. Stipend requests for more than one meeting in a single day are subject to review and approval by the appropriate department head.
4. Participants receiving other compensation during the time of participation in a DWIHN sponsored event are not eligible to also receive a stipend through the DWIHN.
5. Participants must be enrolled as a DWIHN vendor for payment. Which includes completing a W-9 and Conflict of Interest form, prior to receiving a stipend

QUALITY ASSURANCE/IMPROVEMENT

DWIHN shall review and monitor contractor adherence to this policy as one element in its network management program, and as one element of the QAPIP Goals and Objectives.

The quality improvement programs of contracted providers and their subcontractors must include measures for both the monitoring of and the continuous improvement of the programs or processes described in this policy.

COMPLIANCE WITH ALL APPLICABLE LAWS

DWIHN staff, contractors, and subcontractors are bound by all applicable local, state and federal laws, rules, regulations and policies, all federal waiver requirements, state and county contractual requirements, policies, and administrative directives, as amended.

LEGAL AUTHORITY

RELATED POLICIES

1. [Conflict of Interest Policy](#) (DWIHN Compliance Policies)
2. [Volunteer Services Policy](#)

CLINICAL POLICY

NO

INTERNAL/EXTERNAL POLICY

EXTERNAL

EXHIBIT(S)

Approval Signatures

Step Description	Approver	Date
Final Approval Policy	Eric Doeh: President and CEO	06/2022
Stakeholder Feedback	Allison Smith: Project Manager, PMP	05/2022
Director Committee Review	Yolanda Turner: Legal Counsel	05/2022
Director Committee Review	Andrea Smith: Director of Workforce Training & Program Devel.	05/2022
Director Committee Review	Brooke Blackwell: Chief of	