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Owner:	<i>Donna Coulter: Member Experience Administrator</i>
Policy Area:	<i>Customer Service</i>
References:	

## DREAMS COME TRUE FUND

### POLICY

It is the policy of Detroit Wayne Mental Health Authority (DWMHA) to offer the Dreams Come True Fund for Community Inclusion (“the Fund”).

### PURPOSE

The purpose of this policy is to outline the award and administration process for the Fund.

### APPLICATION

This policy applies to the award and administration of the Dreams Come True Fund for Community Inclusion. Applicants from all DWMHA specialty behavioral health services populations are eligible. DWMHA staff, direct and subcontracted providers will adhere to this policy.

### KEY WORDS

1. Dreams Come True Fund
2. Constituents' Voice
3. Peer Review Team

### STANDARDS

1. DWMHA maintains a discretionary account for the Fund of any or all proceeds received for the Dreams Come True Fund for Community Inclusion (hereafter referred to as “the Fund”).
2. The Constituents' Voice (CV) will be responsible for accepting and reviewing applications for the Fund.
3. Awards are for individuals and issued at least once a year based on the availability of funds. The Fund is a resource of last resort.
4. The application will be available on-line, and can be accessed via the [DWMHA website](#) and the [weblink](#) which will be widely distributed across the provider network. Applicants may get assistance completing the form with identified community partners. Individuals may also request support from their individual resources, i.e., staff, friends or family. Paper copies of the application are not accepted.
5. Grant applications will be reviewed at least once a year. Incomplete or late applications will not be considered.

6. Awardees must be active DWMHA recipients (i.e., received services within the last twelve months) and live in Wayne County. An individual may only receive funding every other year. Individuals are considered ineligible for the Fund for up to 12 months from the time they receive an award. Groups or organizations do not qualify; only individuals may apply.
7. Awardees and non-recipients are notified of the decision via email and/or standard mail.
8. Funds must be used to advance community inclusion in at least one of the following areas:
  - a. HOUSING: housing first initiatives, community development agencies, home ownership programs
  - b. EMPLOYMENT: training programs, supported employment
  - c. EDUCATION: community and career colleges, supported education
  - d. HEALTH/WELLNESS: community health clinics, gym memberships, nutrition classes
  - e. ARTS/SPORTS: knitting classes, marathon entry fee and equipment, music or acting lessons
  - f. CITIZENSHIP/CIVIC ROLES: voting, volunteering, driving, mobility, transportation
  - g. VALUED SOCIAL ROLES: relationships, marriage and child rearing, typical social roles
  - h. PEER SUPPORT: meet-ups, community meetings, peer to peer support gatherings
  - i. SELF-DETERMINATION: Advocacy group membership, leadership training, money management course
9. DWMHA employees and CV members, or their family immediate family members, are not eligible to apply.
10. Applications will be reviewed by a subgroup of the CV members who formerly or currently receive services through the Detroit Wayne system. The subgroup is known as the Peer Review Team.
11. Members on the Peer Review Team must sign a Nondisclosure and Confidentiality Agreement. Peer Review Team members must further sign a Conflict of Interest Statement, as well as on an ongoing basis, disclose and recuse themselves from evaluating any applications with which there is a perceived or real conflict of interest.
12. The DWMHA CV liaison will pre-screen all proposals to ensure applicants meet the selection criteria and remove any identifying information (e.g., names, birth-dates, service provider, etc.). The DWMHA CV liaison will assign the qualifying applications to members of the Peer Review Team for scoring.
13. All applications will be reviewed and scored by at least two members of the Peer Review Team.
14. All applications will be judged based on a point system or scoring rubric per application instructions.
15. The CV makes a final recommendation of awardees to the DWMHA President and CEO.
16. The DWMHA liaison will make the request for awardee disbursements.
17. Request for funds must have three signatures as follows:
  - a. DWMHA Liaison
  - b. Constituents' Voice Chair(s)
  - c. Mini-Grant Subcommittee Chair
18. Awards cannot be used to purchase, support or participate in any illegal activities.
19. Applicants must submit request to change how the funds are spent in writing and in advance. Written request must be submitted to the DWMHA Liaison.

20. Awardees must sign a release authorizing DWMHA to use their name, image, and story for promotional purposes.
21. Individuals will be encouraged to include the project goal in their Individual Plan of Service (IPOS) which may be a mechanism to get additional supports to achieve their goal(s).
22. Grant funds will be disbursed in a single payment. Awardees will be required to sign an agreement to comply with award terms and conditions prior to the release of funds.
23. Projects must be implemented and completed within one year of receiving the funds.
24. The CV will conduct a follow-up with awardees within six and twelve months of disbursing the awards.
25. Awardees will be encouraged to provide an account or brief report of what was accomplished with the funds.
26. Awardees will be encouraged to participate during scheduled DWMHA forums and other outlets (e.g., website, blogs, articles, news releases, story boards, etc.). Credit for funding must be given to DWMHA and the CV.

## **QUALITY ASSURANCE/IMPROVEMENT**

1. DWMHA shall review and monitor contractor adherence to this policy as one element of its network management program, and as one element of the QAPIP Goals and Objectives.
2. The goals and objectives of the Fund should align with and will be included in the Strategic Plan and QAPIP Performance Improvement (PI) Annual Action Plan goals and objectives and accomplishment will be reported annually in the QAPIP Report.

## **COMPLIANCE WITH ALL APPLICABLE LAWS**

DWMHA staff, MCPNs, contractors and subcontractors will be 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**

None

## **RELATED POLICIES**

None

## **RELATED DEPARTMENTS**

1. Administration
2. Clinical Practice Improvement
3. Compliance
4. Customer Service
5. Information Technology
6. Integrated Health Care
7. Legal

- 8. Managed Care Operations
- 9. Management & Budget
- 10. Purchasing
- 11. Quality Improvement
- 12. Recipient Rights
- 13. Substance Use Disorders

## CLINICAL POLICY

No

## INTERNAL/EXTERNAL POLICY

External

## EXHIBIT(S)

Mini-Grant Guidebook

### Attachments:

No Attachments

### Approval Signatures

**Approver**

**Date**

Dana Lasenby: Chief Clinical Officer

02/2019

Approver	Date