

WCHO	<i>Policy and Procedure</i>		
Department Customer Services	# of Pages: 4		
Policy Name: Recipient Attendance at Conferences	Type of Policy: [X] WCHO [] Regional [] Network		
Policy Number	Effective Date	Revision Date	Approval Date
Administrative/Board of Directors Sign Off			
Administrative Signature:		Date:	
Board of Directors Signature:		Date:	

I. PURPOSE

To encourage and support individuals receiving services from the Washtenaw Community Health Organization to attend educational conferences. It is the intent of the WCHO to increase the exposure of recipients to knowledge and skill development opportunities at conferences to assist in the personal development of recipients and encourage the sharing of information with others in the community.

II. APPLICATION

All recipients of services through the WCHO are eligible for financial support.

III. DEFINITIONS

Conference: An organized event whose purpose is to disseminate information on Mental Health, Substance Abuse, or Primary Health Care issues that is sponsored by an organization who has a recognized history of providing credible and useful information. The conference may be one that is advertised and supported by the WCHO or may be one that has been identified by a recipient.

Recipient of Service: An individual who is an open case recipient of Mental Health or Substance Abuse services in the WCHO system.

Reimbursable Expense: Expenses that are permitted for use of WCHO funds include conference registration, meals not included in the registration amount, over-night accommodations, travel, and any special accommodations that a recipient requires to allow participation. Expenses will be reimbursed consistent with the WCHO Policy, "Business Expenses Reimbursement". The WCHO will prepay as much of the expense as possible through checks or use of the agency credit card.

Approval Criteria: Decisions on approving requests for financial support to attend a conference will be made considering the relevance of the conference content, cost, availability of funds in the Customer Services Department budget, and historic use of WCHO financial support by the applicant to attend conferences.

IV. POLICY

The WCHO Customer Services Department shall maintain a fund within its budget that is to be used to pay for the costs associated with attendance at a conference by a recipient of Mental Health or Substance Abuse services in the WCHO System. The costs that may be covered include conference registration, meals not covered in the conference registration costs, overnight accommodations, transportation, and any special accommodations that might be needed by individual recipients based on unique personal needs. It is the express intent of the WCHO to make this benefit available to as many different recipients as possible over time. Therefore, an individual may attend a maximum of two (2) conferences per calendar year under WCHO sponsorship. Priority shall be given to recipients who have not attended conferences previously and then to those who have attended less recently.

V. EXHIBITS

Application for Financial Assistance for Conference Attendance

VI. REFERENCES

WCHO Policy, "Business Expenses Reimbursement"

VII. PROCEDURES

<u>WHO</u>	<u>DOES WHAT</u>
Customer Services Department	Provides information to recipients on upcoming conferences that would be of potential interest. This is accomplished through announcements at Consumer Advisory Council and Panel meetings, WCHO Newsletters, posting of flyers and announcements in prominent locations at service delivery sites, and emails informing Supports Coordinators and encouraging their assistance to inform recipients.
Recipient	Completes an Application for Financial Assistance For Conference Attendance. Submits the Application to Manager of Customer Services Department.
Customer Services Department	Reviews Application and approves or denies request. Informs applicant of decision in writing. Assists recipient,

or requests assistance from a Supports Coordinator with arrangements necessary for attendance such as, but not limited to, submitting conference registration, arranging transportation, reservations for overnight lodging, meals.

The Customer Services Department shall be responsible for obtaining receipts for any prepaid expenses.

Recipient	Obtains receipts for all expenses that cannot be prepaid and forwards originals to Customer Services Department within seven (7) days of the last day of the Conference. No expenses will be reimbursed without a receipt.
Customer Services Department	Submits a request for payment to the WCHO Finance Department.
Finance Department	Completes process to have check mailed to recipient.

APPLICATION FOR RECIPIENT ATTENDANCE AT A CONFERENCE

Name: _____
Address: _____
Phone: _____
Email address: _____

Name of Conference: _____
Dates of Attendance: _____
City Where Conference is Occurring: _____

Estimated Cost:

Registration: \$ _____
Travel: \$ _____
Meals: \$ _____
Hotel: \$ _____
Total: \$ _____

Do you need any special accommodations to allow you to attend this conference? If yes, please describe and provide an approximate cost for the accommodation.

How will attending this conference help you? Attach a copy of the Conference Brochure if available.

Signature: _____
Date: _____

If you need assistance in filling out this form, please ask your Supports Coordinator for help or contact the Customer Services Department at 734-544-3000.