



## **Detroit Wayne Integrated Health Network**

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November 2, 2021

TO: DWIHN Provider Network  
FROM: Stacie Durant, CFO  
CC: Eric Doeh, President/CEO, Manny Singla, CNO/CIO, Melissa Moody, CCO, Robert Stein, MALA and Daniel Cherrin, North Coast Strategies  
RE: Lump Sum Retention & Overtime Premium-Frequently Asked Questions

On October 29, 2021, the Detroit Wayne Integrated Health Network (DWIHN) issued the aforementioned letters to the Provider Network. There have been several questions that we would like to address.

### **RETENTION MEMO**

1. Who are considered clinical employees?

**Answer: For the purposes and intent of the retention payment, a clinical employee performs behavioral health services that are Medicaid billable. Employees that provide physical health Medicaid billable services are not considered clinical for these purposes and should report under non-clinical (i.e. Medical assistants taking member vitals).**

2. We are a SUD prevention provider and therefore do not have Medicaid billable services. How should I report my employees?

**Answer: SUD prevention providers should report the employees that perform direct prevention services and interact with members as clinical. All other employees should be reported as non-clinical.**

3. Are direct care workers considered clinical?

**Answer: Yes, direct care workers provide Medicaid face to face billable services and are considered clinical employees. Providers must include their names in the excel spreadsheet.**

4. Are administrative employees such as clerical, intake screeners, managers, directors, CEO etc. included in the retention count?

**Answer: Yes.**

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5. We have a direct contract with DWIHN however we subcontract certain services to other providers. Should they be included in the employee count?

**Answer: No. Contracted employees are not eligible for the retention payment.**

6. We are in three (3) different counties and many of our clinical and administrative staff (i.e. HR, Finance) perform services for all three counties. How should I report these employees?

**Answer: Unless you can clearly delineate them as serving DWIHN members, we recommend you report them as part-time.**

7. What if an employee was employed on September 30, 2021 however has since left the organization. Are they eligible for the retention payment?

**Answer: Yes, they are eligible.**

#### **OVERTIME MEMO**

8. What is considered overtime premium?

**Answer: DWIHN is only requesting the half time portion of the overtime payment. For example, Steve has a base hourly rate of \$12 and he worked 55 hours in a week. Calculation - 40 hours @ \$12/hr.= \$480; 15 hours @ \$12/hr. (\$180) and 15 hours @ \$6/hr. (\$12\*.5) (\$90).**

**DWIHN is requesting providers report the \$90, which reflects the half time premium.**

9. Should staffing agencies with self-directed members report overtime premium?

**Answer: Yes, staffing agencies directly contracted with DWIHN, should report the overtime premium for self-directed members. However, there are eleven staffing agencies that DWIHN does not directly contract with. Personal Accounting Services (PAS), the fiscal intermediary, will collect the overtime premium for those eleven agencies and report (and disburse) the premium pay.**

In the event a survey is completed and submitted in error, please email [sdurant@dwihn.org](mailto:sdurant@dwihn.org) and it will be removed for resubmission. Any additional questions, please email [sdurant@dwihn.org](mailto:sdurant@dwihn.org).

Thank you for your time and patience.