

Hennepin County Children's Mental Health Collaborative (CMHC)  
May 19, 2021

**Collaborative Stipend Policy**

The CMHC may provide stipends to people participating in activities on behalf of the Collaborative if they are not receiving compensation from another source, including their employer. These activities may include attending CMHC meetings or community meetings on behalf of CMHC, focus groups, interviews, completing surveys, or other activities. Depending on the nature of the activity, incentives may be offered to every participant or offered as a lottery. Incentives may be offered in the form of gift cards or check payment from CMHC's fiscal agent.

The following guidelines/processes apply to the use of stipends:

1. Prior to offering incentives, a request to the CMHC Executive Committee will be submitted, specifying the amount and type of the incentive, the purpose of the incentive, and the anticipated number of incentives to be given.
2. Participants will be informed about the incentive and the procedures for receiving it, prior to participating in any CMHC-sponsored activity.
3. The Coordinator may work with the CMHC fiscal agent to purchase the incentives or determine a direct payment process. If the Coordinator, or another approved agent working on behalf of the CMHC, purchase gift cards for participants, a clear accounting for how many gift cards were purchased and for what amounts will be submitted to the fiscal agent for reimbursement.
4. If Participants are offered a gift card at the conclusion of the activity, they will be required to sign a tracking form, indicating that they received the gift card. When the activity is completed online or by telephone, the Coordinator for the project will document provision of the gift card, including the recipient's name, address, the date mailed, the amount/value of the gift card, and the gift card number and submit the information to the CMHC fiscal agent.

**NOTE: The form would request participants to affirm they haven't received other compensation.**

**Collaborative Evaluation/Research Stipend Policy**

The CMHC may provide stipends to people participating in research or evaluation activities on behalf of the Collaborative. These data collection activities may include focus groups,

interviews, surveys, or other activities. Depending on the nature of the data collection activity, incentives may be offered to every participant or offered as a lottery. Incentives will be offered in the form of gift cards or e-gift cards.

The following guidelines/processes apply to the use of stipends for research or evaluation purposes:

1. Prior to offering incentives, the researcher leading the project will request permission from the CMHC Executive Committee, specifying the amount and type of the incentive, the purpose of the incentive, and the anticipated number of incentives to be given. The CMHC Executive Committee will approve the process for applying the use of stipends for research or evaluation.
2. Participants will be informed about the incentive and the procedures for receiving it, prior to participating in any CMHC-sponsored data collection activity.
3. The CMHC Coordinator, lead researcher of the project, or another approved agent of the CMHC will be responsible for purchasing the gift cards and storing them securely. The CMHC (through their fiscal sponsor) will be invoiced for the cost of the gift cards, with a clear accounting for how many gift cards were purchased and for what amounts.
4. When data collection is completed in-person, participants will be offered a gift card or e-gift card at the conclusion of the activity. Participants will be required to sign a tracking form, indicating that they received the gift card. When data collection is completed online or by telephone, the lead researcher for the project will document provision of the gift card/e-gift card, including the recipient's name, address, the date mailed, the amount/value of the gift card, and the gift card number.
5. When gift cards are distributed by mail, recipients may choose to have the incentive sent by certified mail (which requires a signature upon receipt) or regular mail. If the recipient prefers regular mail, they must agree that a replacement will not be sent if the incentive does not arrive. The lead researcher of the project, Coordinator or other approved agent of the CMHC will invoice the CMHC (through their fiscal sponsor) for the cost of the mailings.
6. E-gift cards will be distributed by the lead researcher of the project, Coordinator or other approved agent of the CMHC. Confirmation of sent emails and receipt of e-gift card will be maintained by the lead researcher of the project in a secure location.
7. To maintain confidentiality of research participants, the lead researcher will store the incentives distribution records in a secure location. If needed for accounting or audit purposes, the CMHC or its fiscal sponsor can request to see the documentation. Documentation of incentive distribution should be transmitted in an encrypted form.

Research participants should be notified prior to data collection that their name may be shared with the Collaborative for accounting or audit purposes.

8. At the conclusion of the research project, the lead researcher will submit a signed reconciliation statement, indicating the number of incentives purchased and the number distributed. Any unused incentives will be returned to the CMHC and/or its fiscal sponsor.

DRAFT