



Mentored Internship Program (MIP) Administrative Coaching Call

Presented by
the MIP Team

April 16, 2024, 11:30 a.m.-1 p.m. Statewide



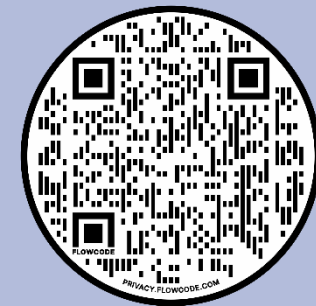
Indigenous Land Acknowledgement

- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California and in displaying respect, honor, and gratitude for all indigenous people.

Whose land are you on?

Option 1: Enter your location at <https://native-land.ca>

Option 2: Access Native Land website via QR Code





Advocates for Human Potential, Inc. (AHP) MIP Team



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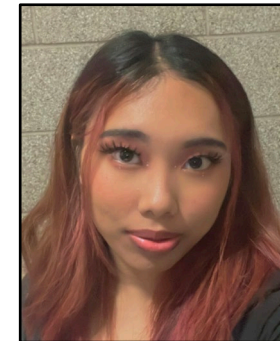
Xiomara Romero
Grantee Coach



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Grantee Coach



Amanda Flores
Grantee Coach



Vic Walker
Project Coordinator



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Project Coordinator

MIP Hub and Past Events

Looking for past event recordings? Want to register for future events?

MIP HUB

Username: mipgrantee

Password: 2miP@hp

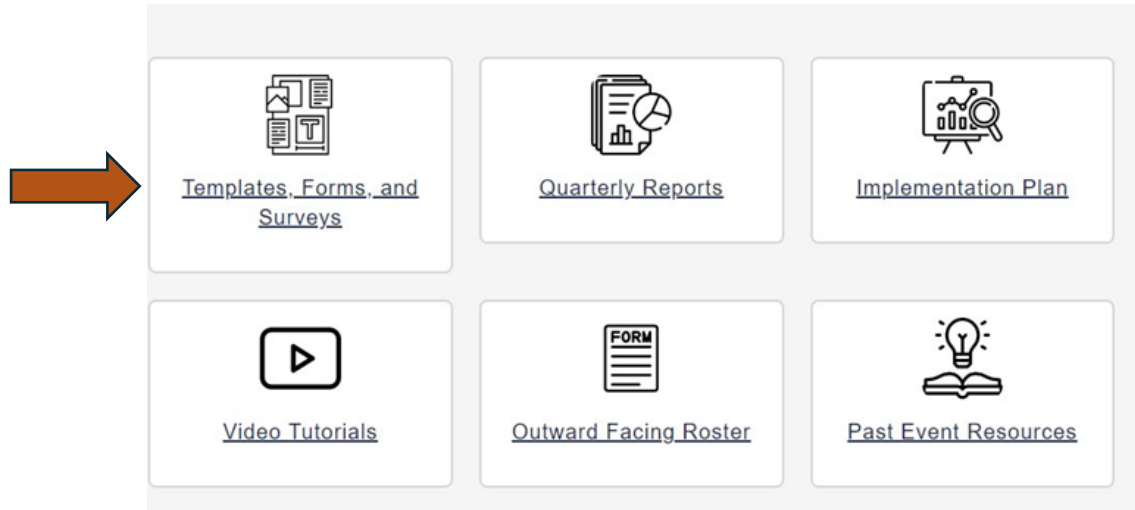


Agenda

1. Round 2 Invoice Updates
2. Quarterly Reports and Revisions
3. MIP Events Restructuring and Attendance
4. Learning Collaborative (LC): Share Out
5. Ed Partner Requirements
6. IP and Sustainability Goals
7. Intern/Mentor Pre & Post Survey Reminder
8. Grantee Request Form
9. Upcoming Events
10. Brag & Grab
11. Final Q&A

MIP Hub Quarterly Data Report Revision Request

Quarterly Data Reports were due 4/15/24 for reporting period 1/1/23-3/31/23.



MIP Quarterly Data Report Revision Request

Date *

Organization *

MIP Unique ID (MIPXXXX) *

First Name *

Last Name *

Submitter's Email *

What Reporting Period submission are you correcting? *

Correction 1

What number question do you need to make an adjustment to? *

Please reference the Quarterly Report form to indicate which question number you need to change your answer for.

MIP Events Restructuring

Event	Attendees Required	Frequency	Focus/Purpose
Learning Collaborative	MIP coordinator, interns, ed partners, and mentors required	Quarterly/ statewide 90 min	Provide TA specific for interns, mentors, behavioral health (BH) org/ed partners
Office Hours	Optional for interns and mentors	Quarterly/ statewide 30 min	Will be held directly following the LCs
Webinars	MIP coordinator required, but everyone is invited	Monthly/ statewide 60 min	SUD/ODD competency development
Admin Coaching Call	MIP coordinator required	Quarterly/ statewide 60 min	Announcements, reminders, information sharing, grantees brag and grab
1:1 TA Coaching Calls	MIP coordinator required, but other team members can attend	Monthly	Grantee health and adherence

Learning Collaborative Share Out



MIP Coordinator Learning Collaborative Highlights

Sustainability

- "I enjoyed listening to the ideas that our agencies have implemented to continue paying interns and how they strategically get reimbursed through county funded contracts. Great ideas!"
- "Being able to hear from other MIP coordinators and making connections. So so helpful, thank you so much!"
- "Really like the re-organization of the LCs. This information was much more relevant to my role, much appreciated."
- "The best learning collaborative I have attended! It was really useful to talk with other MIP coordinators who are experiencing similar issues and I appreciate the support and the openness to share their recommendations."
- "I really valued being able to hear other coordinators talking about their success, barriers, and processes. It gave me a lot of food for thought."
- "I learned of grants that supported sustainability in other orgs. Ideas of partnering with schools. Approaches to keep intern"
- "Learning how all behavioral health agencies can be of support and networking with other agencies to learn about sustainability."
- "I kind of wish it was longer to connect more. Is there a way to submit some questions prior to? Maybe after the topic is announced but before the LC?"
- Maybe smaller break out group to share, brainstorm, and bring back ideas.

Intern Learning Collaborative Highlights

Well-Being at Work: Three Components for Sustaining Self-Care and Preventing Burnout

- "The breakout rooms were so helpful and the questions asked were direct and clear. It was all relevant and helpful for me during this phase in my training"
- "I liked the sticky note group conversation at the beginning. I felt people were more honest with their answers."
- "It was great to have break out rooms particularly in regions. I really enjoyed getting the opportunity to meet others in Nor Cal. California is so large it is nice to have social networking with others in our area."
- "The presenters provided clarity for the topics that were covered."
- "I loved how enthusiastic everyone was in the break-out rooms! And I also loved to share my ideas on the jam board because I could read and relate to other interns."
- "I liked how organized and interactive it was."
- "Keep this event as I was able to present my challenges to my peers and get needed feedback."
- "I think it was amazing the fact that it was so interactive is helpful for these long training."

Mentor Learning Collaborative Highlights

How to be an Effective Mentor: Supporting the Needs and Expectations of Interns

- The presenters are very collaborative and invited feedback.
- Being able to relate to other mentor with more experience or even the same or less as myself
- Break out rooms and getting to speak with other professionals that are also mentoring- got to share some experiences and gain some areas that I might want to address with my Mentee.
- I learned some tools to utilize with my mentees. The biggest take away for me was the normalization of the interns that I supervise and the anxiety they experience when socializing in person with client's after the impact they had due to online learning as a result of COVID-19
- I was reminded how much I learn from listening to others' experiences.
- How to implement the Grow model into being a mentor
- I learned to have more open conversations with Mentees
- Being able to relate to other mentor with more experience or even the same or less as myself.

Ed Partner Learning Collaborative Highlights

March 15, 2024

59 Attendees

**31 Completed
Attendance Survey**

**25 Unique
Ed Institutions**

Cal Poly Humboldt
California Lutheran University
College of the Sequoias, Visalia
Columbia College
CSU Bakersfield
CSU Channel Islands
CSU Fullerton
CSU Long Beach
CSU Los Angeles
CSU Northridge
CSU Sacramento
CSU San Marcos
Fuller Seminary
InterCoast Colleges
LA Trade Tech College
Pepperdine University
San Jose State University
Smith College SSW
Touro University Worldwide
UC Santa Cruz
UMass Global Social Work
University of California Merced
University of San Diego
University of San Francisco
University of Southern California

Themes

- 1. What's required of education partners?**
- 2. Some didn't realize there's a memorandum of understanding (MOU), or subcontract, guiding their MIP responsibilities.**
- 3. Some expressed cons of paid internships—difficult to sustain without funding; students come to expect payment and then things revert back.**

LC: Ed Partner Requirements

An overarching goal of the BH organization and educational institutions' collaboration is to create ongoing connections for interested students to develop their talent related to careers in BH in their local communities—and statewide.

Collaborate

- Establish an MOU with each local educational institution and collaborate towards the overarching goal.

Monitor

- **Monitor** the expectations of educational partners and the terms of your collaboration.

Train

- Train ed partners on the MIP project.

Compensate

- Compensation covers things like engagement in MIP events/activities, development of BH champions, outreach, application process, and ongoing connection with student intern candidates.

Implementation Plan

- Develop in tandem with all education partners to identify specific objectives, action steps, timelines, assigned personnel, planned outcomes, and internal performance measures.

Learning Collaborative

- Ensure at least one representative from each ed partner institution attends each learning collaborative session.

Implementation Plans

MENTORED INTERNSHIP PROGRAM (MIP) GRANTEE IMPLEMENTATION PLAN					
Organization:					
Corresponding MIP Unique ID:					
Point of Contact Name:					
Point of Contact Email:					
<p>DIRECTION OF USE: Use this template format and the example contents to develop your agency's MIP Implementation Plan. EXAMPLE of a SMART GOAL: https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf In the "SMART Goal" column, SMART Goals have been prefilled, but you may add a row for additional SMART Goals that you would like to include. These goals can be quarterly, yearly, or for the entire duration of MIP. In the "Action Steps" column, list detailed steps that will be taken to complete the SMART Goal. In the "Responsible" column, identify the person expected to be accountable for this action. In the "Status" column, use the drop-down to enter the current status. In the "Timeframe & Due Dates" column, indicate your timeframe and/or the due date of the action. NOTE: The progress of your implementation plan will be monitored with your grantee coach during your monthly one on one check-ins.</p>					
Reporting Period	SMART Goal	Action Steps	Responsible	Status	Timeframe & Due Dates
<i>Reporting Periods</i>	<i>SMART Goals have been prefilled but you may add a row for additional SMART Goals that you would like to include</i>	<i>List detailed steps that will be taken to complete the SMART Goal</i>	<i>Indicate a member of your staff that will be responsible for the detailed action</i>	<i>Click the cell and use the dropdown arrow to enter the status of the planned action</i>	<i>Indicate the timeframe and/or due date of when this planned action will be completed</i>
Reporting Period Ending June 30, 2023	By June 30, 2023, our organization will successfully execute the contract with AHP for the provision of services, including finalizing all contractual terms, obtaining necessary signatures, and submitting all required documentation in accordance with AHP's contractual requirements.				Started: Completed:
Ongoing as new MIP participants join	Within the first two months, New MIP participants will complete all four foundational courses: "Speaking with Pride: The Importance of Person First Language," "Behavioral Health Evidence-Based Practices with Historically Excluded Communities," "Workplace Ethics: Confidentiality, Ethical Dilemma, Matching Interns with Mentors," and "HIPAA Compliance/Clinical Notetaking."				Started: Completed:
Reporting Period Ending June 30, 2023	By the first reporting period, our organization will collaborate with at least one educational partner to establish a Memorandum of Understanding (MOU) or subcontract agreements and hold monthly meetings to review progress and discuss opportunities for joint initiatives in order to enhance educational programs and services beyond the project period.				Started: Completed:
Reporting Period Ending September 30, 2023	By the end of the reporting period, our organization will develop and update a formal onboarding plan for interns, establish regular meetings for interns' progress and feedback, and formally incorporate the onboarding plan into the grantee agency workflow.				Started: Completed:

- Implementation Plans (IPs) are located on the MIP Administrative Portal.
- Use the Excel download and upload capability to update as needed.
- The MIP Coordinator is responsible for updating progress on the IP.
- The IP should tell a story of all the work being done in MIP and be used to note all MIP-related activities, challenges, changes, and updates.
- Updated IPs are due at the beginning of each quarter to review with the Grantee Coach (GC) during 1:1.

Intern Pre/Post Survey & FAQ

When should interns complete these surveys?

- If a student has been recently **onboarded**:
 - Pre surveys should be completed **no later than 1 week** after they start their internship.
- If an intern is completing their internship and will **no longer continue** at the organization as an intern:
 - The intern must complete their Post survey **no earlier than 1 week** before ending their internship.

Intern Pre/Post Survey & FAQ

How do we know if the surveys have been completed?

- During 1:1 calls, the GC will notify you of who has completed the survey.
- It is the responsibility of the MIP coordinator to then reach out to any intern who has not completed the survey.

Intern Pre/Post Survey & FAQ


- Surveys are found on the MIP Hub under "Templates, Forms, and Surveys."



Mentored Internship Program's Templates, Forms and Surveys

Templates, Forms and Surveys


Templates	Forms	Surveys
MIP Intern Invoice Template	MIP Grantee Request Form	MIP Intern Pre/Post Evaluation Survey
MIP Deliverables NCE Round 1 Invoice Template	Consultant/Subcontractor Agreement Form	MIP Mentor Pre/Post Evaluation Survey
MIP Deliverables Round 2 Invoice Template	MIP Quarterly Data Report Revision Request Form	MIP Organization Pre/Post Evaluation Survey
MIP Quarterly Data Report Tracking Sheet Template		MIP Quarterly Data Report Preview



The Behavioral Health Workforce Development (BHWD) project is funded by the California Department of Health Care Services (DHCS) Community Services Division.

[Advocates for Human Potential, Inc.](#) is the Administrative Entity for the BHWD program.

[Accessibility Certification](#)



Grantee Request Form

Grantee Request Form

Invoice templates



[Templates, Forms, and Surveys](#)



[Quarterly Reports](#)



[Implementation Plan](#)



[Grantee Request Form/Help Desk](#)



[Video Tutorials](#)



[Outward Facing Roster](#)



[Past Event Resources](#)



[Onboarding Materials](#)



[Upcoming Events](#)



[Grantee Map](#)



[Resource Library](#)

Grantee Request Form

Reasons to submit a Grantee Request Form:

- Adding/removing staff from MIP Roster
- Adding/removing staff to Constant Contact
- Requesting access/removing access to MIP Portal
- Address changes
- Training and technical assistance (TTA) request and administrative support

smartsheet

MIP Grantee Request Form

Use this form to request training and technical assistance, changes to your existing TTA plan, website support, grantee profile changes and more! Please allow 3 business days for a response.

Today's Date *

Grantee Organization *
Please enter the Behavioral Health Organization that your are affiliated with

Unique ID (MIPXXXX) *

Who is your Grantee Coach? *

What can we help you with? *

Please select your role as part of the Mentored Internship Program *
Please write in a response if your role is not a given option

Submitted By: *
Please write your first and last name

Upcoming Events: April, May, & June

Event	Date & Time
Webinar: TBD	May 7 @ 12-1 p.m.
Continuing the Conversation - TBD	May 9 @ 1-2 p.m.
MIP Ed Partner Learning Collaborative	June 14 @ 12:30-2 p.m.
MIP Intern Learning Collaborative	June 20 @ 2-4 p.m.
MIP Coordinator Learning Collaborative	June 21 @ 12:30-2 p.m.
MIP Mentor Learning Collaborative	June 28 @ 12:30-2 p.m.

Register for these events on the Hub!

Brag and Grab

- What resources would you like folks to share in this space?
- What resources have you created at your org that have helped you with MIP?
- What went right or was an aha moment that you would like to share with the group?
- What is a challenge you are having that you would like to hear about others' experiences with?



Questions

Please enter your questions in the chat box and/or
send them to ca_mip@ahpnet.com



Thank you!