



# Peer Workforce Investment (PWI) and Expanding Peer Organization Capacity (EPOC) Administrative Coaching Call

**Presented by:** PWI/EPOC Administrative Entity (AE) Team

Behavioral Health Workforce Development (BHWD)

**Thursday, June 20, 2024**



# Indigenous Land Acknowledgement

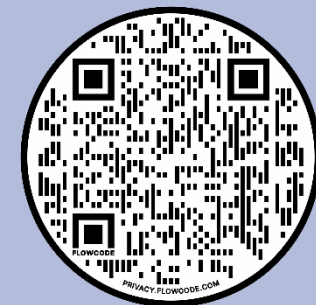
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California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

## Whose land are you on?

Option 1: Text your ZIP code to 1-907-312-5085

Option 2: Enter your location at [Native Land CA](#)

Option 3: Access Native Land website via QR Code



# Community Agreements

- Be present and be an active listener.
- Remember: One mic, one voice.
- Practice inclusivity.
- Honor pronouns and gender identity.
- Show respect (this may look different for each person).
- Allow conflicting perspectives to exist.
- Assume best intentions.
- Take space, make space.
- Share what you are comfortable sharing.
- Protect individual privacy.
- Practice self-care.
- Encourage growth of self and for others.
- Support resource sharing.



# BHWD Initiative: PWI and EPOC AE Team

## Advocates for Human Potential (AHP)



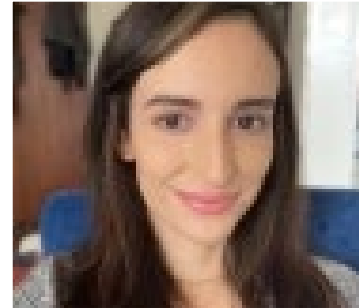
Susan Lange  
BHWD  
Program Director



Tammy Bernstein  
PWI/EPOC  
Project Director



Abigail Pol  
PWI/EPOC  
Operations Manager



Kayla Halsey  
BHWD  
Data Manager



Caitlin Storm  
BHWD Quality  
Assurance



Brett Hall  
PWI/EPOC  
Lead Grantee Coach



Rosy Larios  
PWI/EPOC  
Grantee Coach



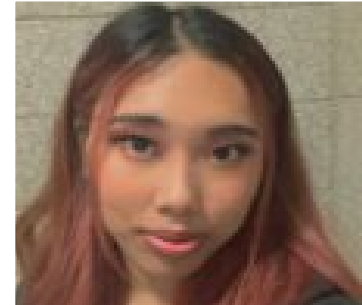
Rachael McDavid  
PWI/EPOC  
Grantee Coach



Rue Mansour  
PWI/EPOC  
Grantee Coach



Neyat Tefery  
PWI/EPOC  
Operations Specialist



Vic Walker  
BHWD  
Operations Specialist



Krislyn LaCroix  
BHWD  
Operations Specialist



# Agenda



1. Monthly 1:1 Meeting Cadence and Implementation Plan (IP) Submission
2. Multifactor Authentication (MFA)
3. PWI and EPOC Data Updates
4. PWI and EPOC Final Report
5. 7/1/24-9/30/24 Training and Technical Assistance (TTA) Chart
6. Upcoming Events
7. Event Update: Grant Closeout Celebration
8. Q&A/Open Discussion

# Monthly 1:1 Meeting Cadence and IP Submission



- Starting in July 2024, PWI/EPOC Grantee Coach (GC)/Grantee 1:1 Check-In Calls will change from monthly to **quarterly** (*unless your GC has specified otherwise*).
- At the June 1:1, GCs will work with grantees to determine the quarterly cadence and ensure there is one call scheduled between July and September 2024 and one call scheduled between October and December 2024.
- Grantees will still be **required** to submit IP updates **monthly** to track ongoing progress toward grant deliverables and SMART goals. IP updates will continue to be due prior to the original monthly meeting cadence.
- GCs will review and approve IP updates offline when a 1:1 is not scheduled. GCs will be available for additional calls if extra support is needed during off months.



# MFA

- As of May 2024, the login process for the [PWI/EPOC Administrative Portal](#) requires MFA to gain access.
- Please complete the [Multifactor Authentication Survey \(smartsheet.com\)](#) by **Friday, June 21, 2024**.
- This feedback will be used to determine what additional support is needed with setting up MFA.
- A short demonstration video on the MFA process has been created for your reference: [Introduction to Multi Factor Authentication \(youtube.com\)](#).
- If you are having any issues accessing the portal, please submit a request via the [PWI/EPOC Grantee Request Form \(smartsheet.com\)](#).



## PWI and EPOC Data Updates

- Reminder: All grantees should be collecting and tracking data **now** for the next Quarterly Data Report (QDR), due **July 15, 2024**.
- If you do not have your own means of collecting and tracking data, please use our [QDR Tracking Sheet](#) to gather all the necessary information in one place.
- Reminder: The QDR must be completed via the PWI/EPOC [Administrative Portal](#), or it will not be accepted and your invoice will not be approved.
- Please send any data questions to [bhwddata@ahpnet.com](mailto:bhwddata@ahpnet.com).



# PWI and EPOC Final Report



- All grantees will be required to submit a final report for their full duration of time as a PWI/EPOC grantee, using the template provided by AHP.
- A preview of the final report template is available today. It will be added to the PWI/EPOC General Hub under [Templates and Forms](#) and distributed to grantees by July 31, 2024.
- The final report link will be made accessible to grantees starting October 1, 2024, and must be completed by the end of the contract period.
- The final report, the final Quarterly Data Report, and the final invoice are all due by January 15, 2025. As a reminder, your final invoice payment will not be disbursed until the final report is received.
- For any questions related to this contract deliverable, please reach out to your GC. Please send any data-specific questions to [bhwddata@ahpnet.com](mailto:bhwddata@ahpnet.com).

# PWI and EPOC Round 2, Quarter 5 (7/1/24-9/30/24)

## TTA Chart

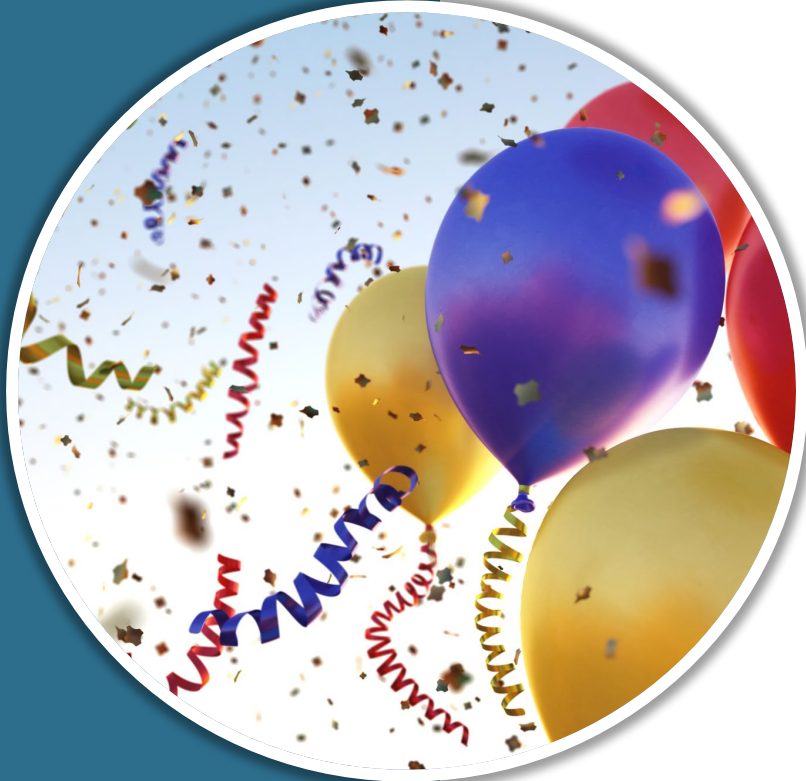
Round 2 TTA: Quarter 5 (7/1/24–9/30/24) of PWI and EPOC							
Q	Month	Week 1	Week 2	Week 3	Week 4	Week 5	Minimum Total Hours of Live Grantee Attendance per Month
5	July		<b>Webinar:</b> Disaster Preparedness (1 hour)  <b>July 8, 2024</b> 12 p.m. – 1 p.m.	<b>Q4 Data Report and Q4 Invoice Due</b> <b>July 15, 2024</b>  <b>Administrative Coaching Call</b> (1 hour)  <b>July 18, 2024</b> 12 p.m. – 1 p.m.	<b>Update Implementation Plan(s)</b>  <b>Optional Webinar:</b> Best Practices for Peers and Clinicians Collaboration (1 hour)  <b>July 22, 2024</b> 12 p.m.– 1 p.m.  <b>Learning Collaborative:</b> How to Create a DEI Plan for Your Organization (3 hours)  <b>July 31, 2024</b> 1 p.m. – 4 p.m.		5 hours and possible 1:1 with GC*
5	August		<b>Webinar:</b> Multistep Framework: Five Steps to Building a Stronger Behavioral Health Workforce (1 hour)  <b>August 5, 2024</b> 12 p.m. – 1 p.m.		<b>Update Implementation Plan(s)</b>  <b>Administrative Coaching Call</b> (1 hour)  <b>August 22, 2024</b> 12 p.m. – 1 p.m.		2 hours and possible 1:1 with GC*

# Upcoming Events

Upcoming Events	Date and Time (PT)	Required?
Webinar: Disaster Preparedness	Monday, 7/8/24 12 p.m.-1 p.m.	Yes (one representative)
Administrative Coaching Call: July 2024	Thursday, 7/18/24 12 p.m.-1 p.m.	Yes (one representative)
Optional Webinar: Best Practices for Peers and Clinicians Collaboration	Monday, 7/22/24 12 p.m.-1 p.m.	No
Learning Collaborative: How to Create a DEI Plan for Your Organization	Wednesday, 7/31/24 1 p.m.-4 p.m.	Yes (two representatives)

Access the [PWI and EPOC General Hub](#) to register for events and add them to your calendar.

# Event Update: Grant Closeout Celebration



- Please note the following updates to the tentative event schedule that was shared at the March Administrative Coaching Call for the month of December 2024:
  - The December mandatory webinar will be used as a **Grant Closeout Celebration** and will be extended by 30 minutes. It will take place on **Monday, December 9, 2024, from 12 p.m. to 1:30 p.m.**
  - The **December Administrative Coaching Call** planned for Thursday, December 19, 2024, from 12 p.m. to 1 p.m. will be cancelled.
- Over the coming months, the event registration link will be made available, and your GC will be in touch regarding an accomplishment on behalf of your organization to be included in the celebration.



# Q&A





**Please fill out the attendance form and feedback survey in the chat to meet your requirements for today's event.**



**Thank You**