

Behavioral
Health
Workforce
Development



Administrative Coaching Call

Presented by: Behavioral Health Workforce Development Team

Tuesday February 15, 2022

Agenda



TOPIC

Introduction & Agenda Setting

Website Demo

Smartsheet Walkthrough

Project Administrative Items

Questions & Open Discussion

BHWD Team at Advocates for Human Potential (AHP)



Kathleen West
Project Director



Tammy Bernstein
Project Manager



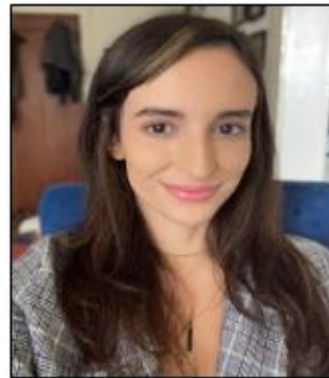
Kate Cox
Operations Manager



Ellen Radis
BHWRC Manager



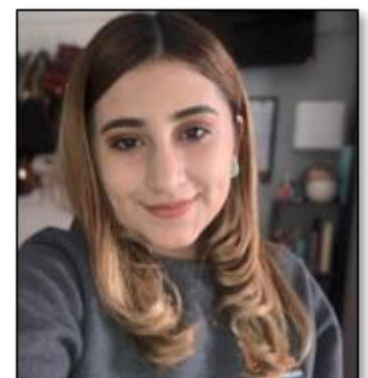
Sinthu Kumar
Grantee Liaison &
Coordinator



Kayla Halsey
Grantee Liaison &
Data Trainer

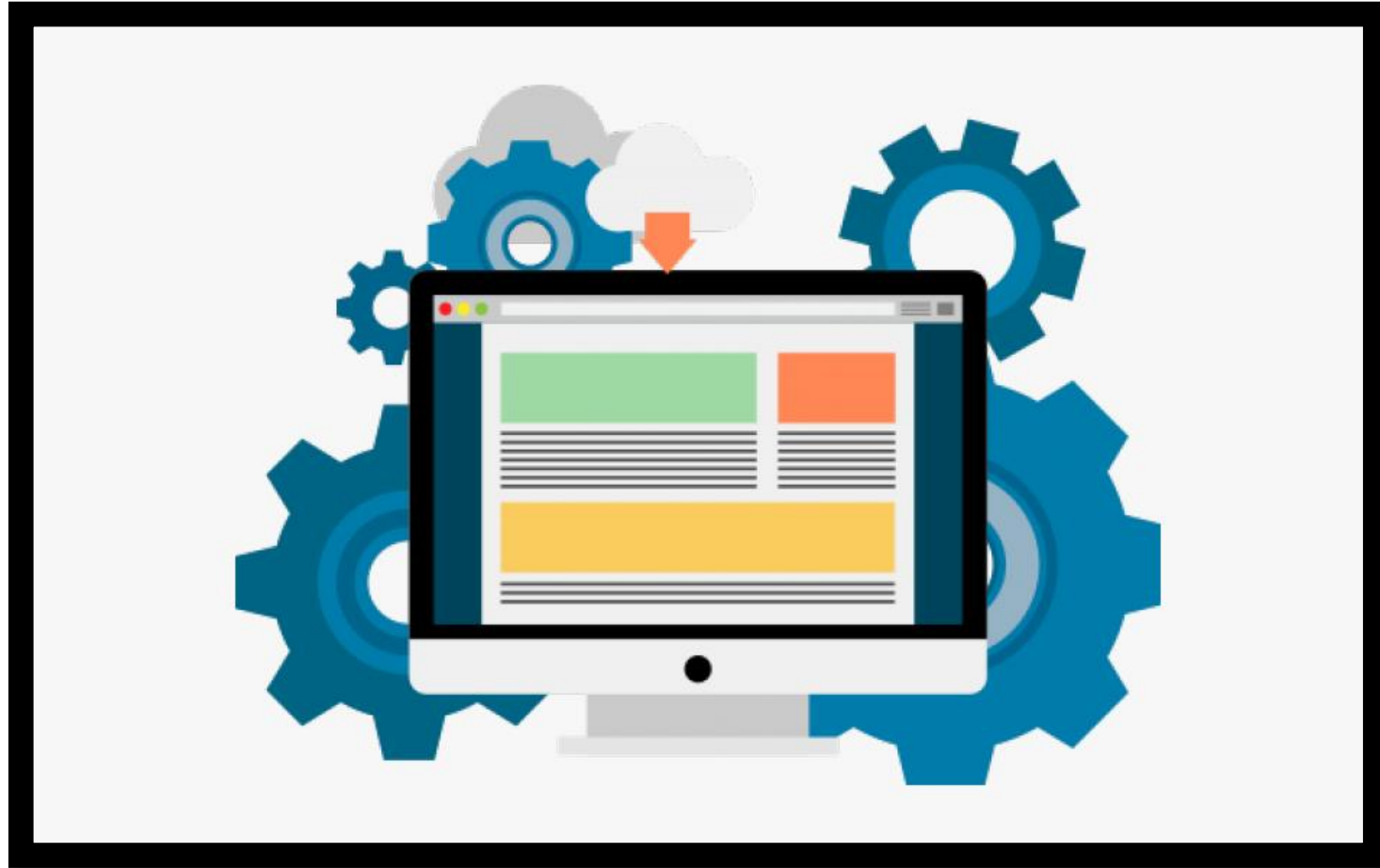


Marques Davis
Grantee Liaison



Rosy Larios
Grantee Liaison

Website Overview



Smartsheet Walkthrough

- Link: [Grantee Technical Assistance Request Form \(smartsheet.com\)](https://smartsheet.com/grantee-technical-assistance-request-form)



Smartsheet Walkthrough (Cont.)

The screenshot shows a web form titled "Grantee Technical Assistance Request Form" on a dark blue background. At the top left, there is a "smartsheet" logo. The form itself is white and contains the following fields and sections:

- Submit a TA Request for your Grantee Liaison**
Please allow 2 business days for a response to your request.
- Grantee Agency**: A dropdown menu with "Select" as the current option.
- Grant Program ***: A dropdown menu with "Select" as the current option.
- Other**: A text input field.
- Your Name ***: A text input field.
- Title/Role**: A text input field.
- Email ***: A text input field.
- What would you like technical assistance for? ***
Select the option that fits best.
A dropdown menu with "Select" as the current option.
- Details ***
Enter as much detail as needed.
A large text input field.
- File Upload**
If you have any files or documents you think would be helpful to include with your request, please upload them here. Not required.
A dashed box containing the text "Drag and drop files here or [browse files](#)".
- Send me a copy of my responses
- Submit**: A dark button.
- At the bottom: [Privacy Notice](#) | [Report Abuse](#)

- **Grantee Agency:** Please select your grantee agency from the drop down
- **Grantee Program:** Please select whether you are under the PWI, EPOC, or MIP grant
- **Your Name, Title/Role, Email:** Please insert your information here so we know who to contact if follow-up is required

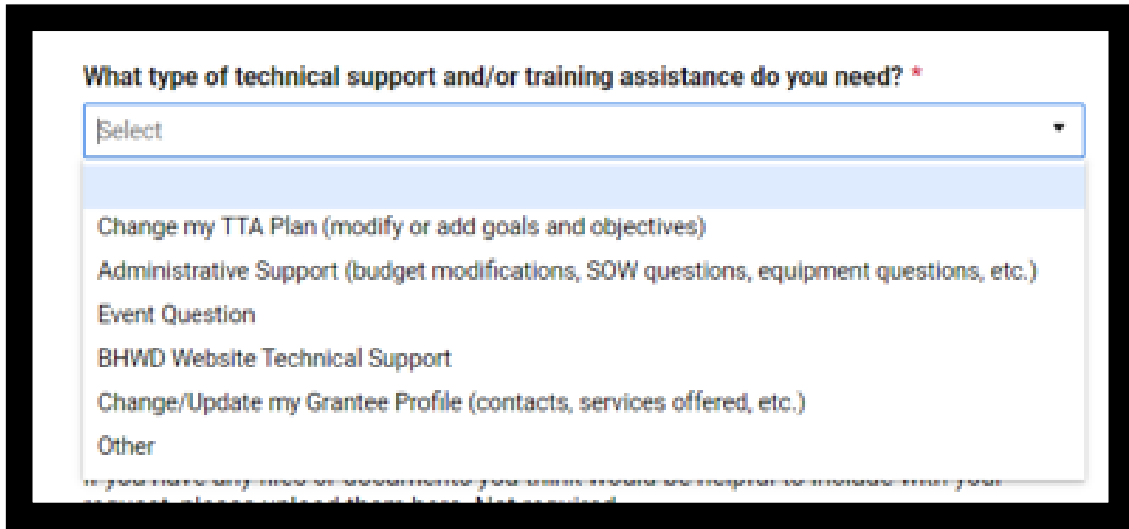
Smartsheet Walkthrough (Cont.)

What type of technical support and/or training assistance do you need?

- Change my TTA Plan
- Administration Support
- Event Question
- BHWD Website Technical Support
- Change/ Update my Grantee Profile
- Other

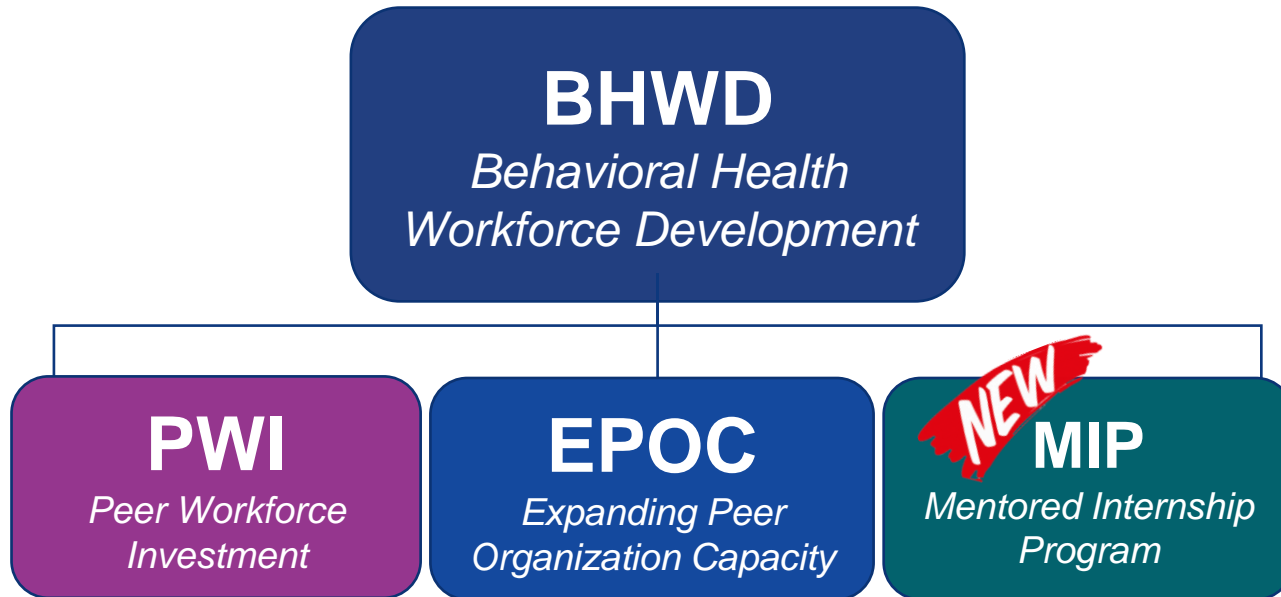
Please provide as much detail about your selected request

File Upload – please attach any relevant documents (if any). This may include a screenshot.



The screenshot shows a form field with the title "What type of technical support and/or training assistance do you need? *". Below the title is a dropdown menu with a "Select" placeholder and a downward arrow. The dropdown menu is open, displaying a list of options: "Change my TTA Plan (modify or add goals and objectives)", "Administrative Support (budget modifications, SOW questions, equipment questions, etc.)", "Event Question", "BHWD Website Technical Support", "Change/Update my Grantee Profile (contacts, services offered, etc.)", and "Other".

Behavioral Health Workforce Development (BHWD) *Grant Structure Overview*



The Behavioral Health Workforce Development is comprised of three grant programs:

1. Peer Workforce Investment (PWI); RFA Launched June 3, 2021; funding period: July 1, 2021 – Feb 14, 2023

2. Expanding Peer Organization Capacity (EPOC); RFA Launched July 21, 2021; funding period: September 1, 2021 – Feb 14, 2023

3. Mentored Internship Program (MIP); RFA Launched January 14, 2022; funding period: April 1, 2022-September 29, 2023

Reminders

Upcoming Submissions		Due Date	
Quarter 3 Report (1/1/2022-3/31/2022)		4/15/2022	
Quarter 3 Invoices		Starting to accept on 3/31/2022 (after submission of Q3 Report)	
Upcoming Events		Date & Time (PST)	Required?
The Peer Empowerment Project Presents: SB 803 Update Training	2/16/2022	No	
	1:00-3:00 PM		
TTA Regional Call	2/23/2022	Yes	
	<u>NorCal/Capitol</u> 11:00-12:00 PM		
	<u>Bay Area/ Mid-State</u> 1:00-2:00 PM		
	<u>SoCal</u> 3:00-4:00 PM		
Non-12-Step Groups for Addiction, Mental Health and Other Issues	2/28/2022	Yes	
	12:00-1:00 PM		

Invoicing

- Please copy your SOW word for word in the invoicing template. We only need equipment costs broken out on the invoices if you purchased equipment that quarter. Equipment purchases must have receipts attached.
- Equipment is billed on a quarterly basis. If you did not submit your equipment you purchased for Quarter 2, please submit those receipts with your Quarter 3 invoice submission.
- A detailed process for invoicing can be found in the Invoicing 101 presentation.
- Hiring, training, outreach materials, etc. **do not** need to be included in the invoicing.
 - - *However, please keep record of how you spend your grant money in house. You are subject to a federal audit at any time. Please mention these activities on your quarterly report.*
 - - *Share created outreach materials via email with your assigned grantee liaison*
- Invoices will be paid 10 business days **after** the invoice has been approved.

Invoicing (Continued)

For description of deliverable services, refer to the Statement of Work included in your Subcontractor Agreement.

Quarter #/Date Range	Deliverable Description	Deliverable Amount (per contract)
Quarter 3 7438.01-001 1/1/2022 – 3/31/2022	<p>Equipment Please delete this text and include equipment you purchased here. If you did not purchase equipment in quarter 3, please delete this text before submitting. Do not replace with "no equipment purchased" If you have equipment, please list it as: 1 laptop at \$332.53 2 desks at \$151.21 etc.</p> <p>Tailored Project Implementation Implement your TTA Plan and Program Plan with your AHP grantee liaison</p> <p>Outreach/Education/Training Continue development of outreach and educational materials</p> <p>Behavioral Health Workforce Resource Center (BHWRC) website Access the BHWRC for training and data portal use Mandatory attendance in training on curricula identified in your TTA Plan, including items such as Diversity, equity and inclusion (DEI), Peer Specialist Certification, and Peer Supervision, and MediCal billing</p> <p>Learning/Technical Assistance/Training (TTA) Mandatory participation in online or in person Learning Collaboratives (LCs). A minimum of two (2) staff members must attend each LC per calendar as determined by AHP Mandatory participation in monthly "coaching calls", with either AHP or other TTA provider, per calendar which shall be provided by AHP Mandatory participation at monthly webinars, with either AHP or other TTA provider per calendar which shall be provided by AHP</p> <p>Reporting Must participate in collection, submission, and use of data on performance measures as determined by AHP Submission of quarterly reports, invoices, and final progress reports per schedule below 3rd quarter: 1/1/2022 – 3/31/2022. Report due on 4/15/22</p>	<p>\$ Please add equipment total here. If you did not purchase equipment in Q3, please delete this text before submitting. Do not replace with \$0.</p> <p>Please add total from attachment E of payment schedule for Q3 here (found in your contract)</p> <p>Add total of equipment + Attachment E here</p>
Total Amount Due:		\$

- Revised Invoicing Form will have the SOW language inserted for you. All you'll have to do is replace all text in red with the information provided.

By signing below, subcontractor certifies this is a true and correct report of the performance of services for Advocates for Human Potential, Inc., in accordance with the terms of the Agreement between the parties.

Quarterly Reports

- Quarterly reports for quarter 3 will be submitted via the BHWD website.
- Questions have been broken down on our new quarterly report. More information will be provided early March 2022 regarding the new report.
- Reports are due COB Friday 4/15/2022.
- Reports are required to be submitted **before** you submit your Q3 invoice.

FAQs

- **How will TTA calls be handled?**

Previously, TTA calls were scheduled by AHP grantee liaisons or with SHARE! directly. TTA requests will be handled through the BHWD portal moving forward.

- **Is there any guidance for data software to use?**

AHP is currently vetting companies for data software and EHR systems. More information will be emailed out when available.

Survey



Please click the link below to complete the survey by *Friday, February 18th, 2022*

[BHWD Admin Survey 2/15 \(alchemer.com\)](https://alchemer.com)

Questions & Open Discussion

