

Behavioral  
Health  
Workforce  
Development



# Administrative Coaching Call

**Presented by:** Behavioral Health Workforce Development Team

**Thursday, March 17, 2022**

# Agenda



## TOPIC

Introduction & Agenda Setting

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Grantee Request Form Walkthrough

Quarterly Report Update

Data Collection Update

Invoicing – New Template

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Peer Certification and Medi-Cal Billing

Questions and Open Discussion

# BHWD Team at Advocates for Human Potential (AHP)



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Project Director



Tammy Bernstein  
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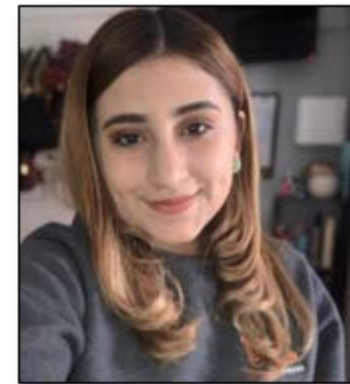
Ellen Radis  
BHWRC Manager



Kayla Halsey  
Grantee Liaison &  
Data/Eval Coordinator



Marques Davis  
Grantee Liaison



Rosy Larios  
Grantee Liaison

# Mandatory Deliverables – All Mandatory Events

**1. Webinars:** Hosted by a TTA provider, covering a variety of topics related to peer services.

- When: Monthly
- Duration: 1 hour
- Where: Virtual Zoom Meeting. Registration links are available in calendar invites and on the BHWRC.

**2. Learning Collaboratives:** Hosted by a TTA provider intended to be more interactive as an opportunity for participants to practice and discuss skills they have learned.

- When: Quarterly
- Duration: 2-3 hours
- Where: Virtual Zoom Meeting. Registration links are available in calendar invites and on the BHWRC.

**3. AHP Administrative Coaching Calls:** These are held by AHP and will cover administrative/operational updates, clarifications on grant requirements

- When: Monthly
- Duration: 1 hour
- Where: Virtual Zoom Meeting. Registration links are available in calendar invites and on the BHWRC.

**4. Conferences:** Participation in 2 conferences during the course of the grant

- For those of you who participated in SHARE!'s conference in January, you must only participate in one more conference throughout the course of the grant.

If any of these trainings do not pertain to your agency's program needs, please contact your Grantee Liaison prior to the event for alternative options to meet your deliverable requirements.

If you receive an invitation for an event that is not from [CA\\_BHWD@ahpnet.com](mailto:CA_BHWD@ahpnet.com) and is not on this list, it is NOT required as a mandatory deliverable for this grant.\* (i.e. CAMPHRO events, SHARE! TTA Regional Calls)

**Always refer to your SOW for required deliverables**

# Mandatory Deliverables – All Mandatory Events

- All calendar invites for mandatory attendance deliverables have been sent via the BHWD Project to all contacts on our contact roster.
- Please make sure to register with the zoom links provided in the calendar invite.
- All events can be found on the BHWRC Site

[Upcoming Events | CABHWD \(buildingcalhhs.com\)](http://buildingcalhhs.com)



# 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?
SHARE! Webinar: Referrals to Self-Help Support Groups and How to Make Them More Effective	Monday 3/28/2022 3:00-4:00 PM PST	Yes; invite from AHP
SHARE! TTA Regional Calls	Wednesday 3/30/2022	No; invite from SHARE!
SHARE! Webinar: Peer Hiring & Career Ladders - What Actually Works	Monday 4/11/2022 3:00-4:00 PM PST	Yes; invite from AHP
BHWD Administrative Coaching Call	Thursday 4/21/2022 12:00-1:00 PM PST	Yes; invite from AHP
SHARE! Conference: Supervision of Peer Workforce	Wednesday 4/27/2022 12:00-5:00 PM PST	No; invite from AHP

# Grantee Request Form Walkthrough

- Link: [Grantee Technical Assistance Request Form \(smartsheet.com\)](https://smartsheet.com)



# Quarterly Report Update

- **What:**

- We have updated the Quarterly Report template slightly.
- Uploading or emailing the original template is no longer necessary or accepted

- **When:**

- It will be accessible to be filled out directly online via BHWRC.
- The Quarterly Report will be available on the BHWRC site before it is due on 4/15. Please be on the lookout for a notification of the Quarterly Report's availability in your inbox.

- **Why:**

- This report is used to collect qualitative data on your organizations and program activities.



# Data Collection Update

## 1. What:

- We are finalizing data collection forms that will be on the BHWRC to be filled out on a quarterly basis.
  - Quarterly Quantitative Data Survey
  - Baseline Data Survey

## 2. When:

- Survey due date to start next quarter. You will receive a mass email.

## 3. Why:

- To evaluate the effectiveness of this project, we will have a data collection survey to collect quantitative information regarding your agency's demographics of staff and participants, organizational capacity, service utilization and engagement, etc.

## 2. Training on Data Collection:

- AHP to give training on how to collect data for each question on the survey, data ethics, and purpose of data before the first survey round is due. You will receive a calendar invite for data training from BHWD.

# Invoicing – New Template

- **What:**

- A revised invoice template has been made so you do not have to copy and paste your SOW moving forward.

- **Where:**

- An updated and improved invoice template can be found on the BHWRC site the week before due date of 4/15.
- Please continue to submit your quarterly invoices via email directly to [ap2@ahpnet.com](mailto:ap2@ahpnet.com).
- Make sure to attach any and all receipts for equipment purchases and attach all as one PDF if possible.

- **4. When:**

- Next Quarterly Invoice is due to [ap2@ahpnet.com](mailto:ap2@ahpnet.com) by 4/15/22.
- Invoices will be paid 10 business days **after** the invoice has been approved.

- **5. Why:**

- **Invoices cannot be approved until the quarterly report is completed in the BHWRC site and reviewed and approved by the grantee liaison.**

# 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><b>Equipment</b>            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><b>Tailored Project Implementation</b>            Implement your TTA Plan and Program Plan with your AHP grantee liaison</p> <p><b>Outreach/Education/Training</b>            Continue development of outreach and educational materials</p> <p><b>Behavioral Health Workforce Resource Center (BHWRC) website</b>            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><b>Learning/Technical Assistance/Training (TTA)</b>            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><b>Reporting</b>            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>
<b>Total Amount Due:</b>		\$

- 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.*

# New Resources on BHWD Site – Stay Tuned!

## 1. BHWD FAQ:

1. This covers frequently asked questions from grantees related to program activities and contract requirements including mandatory deliverables, subcontractor forms, quarterly reports and invoicing, data collection, admin, and BHWRC site inquiries.
2. It also covers information pertaining to peer support specialist state certification and Medi-Cal billing reviewed on the next slide.

## 2. Outward Facing Roster

3. **Allowable vs. Unallowable Expenses Doc:** All of your questions regarding what you can purchase with PWI/EPOC funds per your contract can be found in this doc.

4. **Asset Mapping Training:** This resource will help your agency map out behavioral health resources in your community/catchment area to expand your referral network.

➤ **All of these resources will be found when you log into the BHWRC site. You will receive an email from BHWD when they are posted.**

# Peer Support Specialist State Certification and Medi-Cal Billing

- We will hold webinar when DHCS/CalMHSA approves training vendors.
- Expected in May 2022

# Questions & Open Discussion

