

Mentored
Internship
Program



MIP Administrative Coaching Call

Presented by the Mentored Internship Program (MIP) Team

February 14, 2023, 10:00–11:00 a.m. & 11:30 a.m.–12:30 p.m. Pacific SoCal 1 & 2

February 15, 2023, 10:00–11:00 a.m. Bay Area, 11:30 a.m.–12:30 p.m. NorCal & Capital



Indigenous Land Acknowledgement

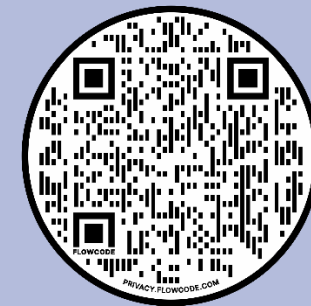
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California 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 <https://native-land.ca>

Option 3: Access Native Land website via QR Code





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



Kathleen West
Project Director



Tammy Bernstein
Deputy Director



Kate Cox
Operations Manager



Tiffany Malone
Lead Grantee Coach



Christian Citlali
Grantee Coach



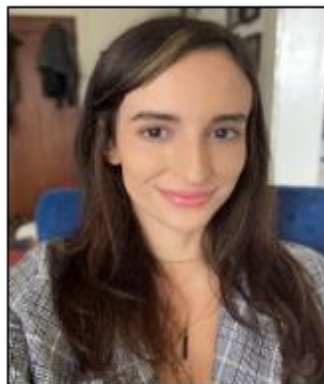
Xiomara Romero
Grantee Coach



Natalie Castro
Grantee Coach



Amanda Flores
Grantee Coach



Kayla Halsey
BHWD Data & Manager



Caitlin Storm
Quality Assurance
Coordinator



Vic Walker
Operations Specialist



Krislyn LaCroix
Operations Specialist

Agenda



TOPIC

Invoices

Grantee Request Form

MIP Unique ID

Quarterly Reports and Data Collection

Attendance Requirements

MIP Round 2 Compliance Eligibility & Information

Questions and Open Discussion

Invoices

- When submitting edits & changes to invoices, please respond directly to the person sending the email:

- Juhi Chatterjee - jchatterjee@ahpnet.com
- Jen Martinez - jmartinez@ahpnet.com

Please submit your quarterly deliverable invoice, intern invoice and receipts, if applicable in ONE PDF to ap2@ahpnet.com. Please use the links below to download the materials to assist you in completing your invoice

MIP INVOICE TEMPLATE
 (THIS TEMPLATE IS FOR USE ONLY BY ADMINISTRATORS FOR HUMAN POTENTIAL, INC. AND IS NOT TO BE REPRODUCED)

Administrators for Human Potential, Inc.
 MIP Invoice Template
 Quarter: Quarterly Deliverables Invoice

Please make all invoice edits and highlighted in yellow OFFLINE

Agency Name	Administrators for Human Potential, Inc.	Deliverable Amount	\$0.00
Agency Address		Deliverable Amount	\$0.00
Agency City		Deliverable Amount	\$0.00
Agency State		Deliverable Amount	\$0.00
Agency ZIP		Deliverable Amount	\$0.00
Agency Phone		Deliverable Amount	\$0.00
Agency Email		Deliverable Amount	\$0.00
Agency Website		Deliverable Amount	\$0.00
Agency Logo		Deliverable Amount	\$0.00
Agency Description		Deliverable Amount	\$0.00
Agency Services		Deliverable Amount	\$0.00
Agency Hours		Deliverable Amount	\$0.00
Agency Contact		Deliverable Amount	\$0.00
Agency Notes		Deliverable Amount	\$0.00
Agency Comments		Deliverable Amount	\$0.00
Agency Other		Deliverable Amount	\$0.00
Agency Total		Deliverable Amount	\$0.00
Agency Grand Total		Deliverable Amount	\$0.00

CA OHWD Mentored Internship Program (MIP)
 Quarterly Intern(s) Invoice Template

AGENCY NAME:	
ADDRESS:	
CITY:	
STATE:	
ZIP:	
TEL. #:	
EMAIL:	
PROJECT #:	
INVOICE DATE:	
INVOICE PERIOD:	
AGENCY TYPE:	
AGENCY SIZE:	
AGENCY RATING:	
AGENCY COMMENTS:	
AGENCY CONTACT:	
AGENCY PHONE:	
AGENCY FAX:	
AGENCY WEBSITE:	
AGENCY LOGO:	
AGENCY DESCRIPTION:	
AGENCY SERVICES:	
AGENCY HOURS:	
AGENCY CONTACT:	
AGENCY NOTES:	
AGENCY COMMENTS:	
AGENCY OTHER:	
AGENCY TOTAL:	
AGENCY GRAND TOTAL:	

CA OHWD Mentor of Intern(s) Program (MIP)
 Quarterly Intern(s) Invoice Example

AGENCY NAME:	
ADDRESS:	
CITY:	
STATE:	
ZIP:	
TEL. #:	
EMAIL:	
PROJECT #:	
INVOICE DATE:	
INVOICE PERIOD:	
AGENCY TYPE:	
AGENCY SIZE:	
AGENCY RATING:	
AGENCY COMMENTS:	
AGENCY CONTACT:	
AGENCY PHONE:	
AGENCY FAX:	
AGENCY WEBSITE:	
AGENCY LOGO:	
AGENCY DESCRIPTION:	
AGENCY SERVICES:	
AGENCY HOURS:	
AGENCY CONTACT:	
AGENCY NOTES:	
AGENCY COMMENTS:	
AGENCY OTHER:	
AGENCY TOTAL:	
AGENCY GRAND TOTAL:	

[MIP Invoice Template](#)

Please read the

[Intern Invoice Template](#)

This must be scanned

[Intern Invoice Example](#)

Grantee Request Form

- Please use the Grantee Request Form for all requests.
- Make requests re: access to website, point of contact (POC) change/update, adding or removing interns/mentors, updating contacts, etc.

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? *

Submitted By: *

Please write your first and last name

Email *

File Upload

If you have any files, screengrabs or documents that would help us to better understand your request, please upload them here.

Drag and drop files here or [browse files](#)

MIP Unique ID vs. Application ID

- The MIP Unique ID begins with “MIP,” followed by the initials of your site and a number. If you have multiple sites, each site will be assigned 1, 2, 3, and so on. For example, Amazing Behavior Health LLC has just been awarded an MIP grant and has 3 sites; their MIP Unique IDs would be as follows:
 - MIPABH1
 - MIPABH2
 - MIPABH3
- This Unique ID needs to be added to all Quarterly Reports, Invoices, and Implementation Plans and is used for attendance during our events to identify participants. Please ensure all your MIP staff, mentors, and interns have this MIP Unique ID.

Quarterly Reports and Data Collection



MIP Attendance Requirements

Per Site	Monthly Webinars	Quarterly Administrative Coaching Calls	Quarterly Learning Collaboratives	Tailored Individual Training & Technical Assistance	Office Hours	Affinity Groups*
Time Commitment	1 hour/month	1 hour/quarter	2 hours/quarter	Depends on need, at least 1 hour/month for 1:1 coaching (implementation plans, sustainability plan, etc.)	1 hour/month	Depends on interest/need
Grantee Main POC	Required	Required	Required	Required (as needed)	N/A	Highly encouraged
Interns	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
Mentors	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
Educational Partners	Highly encouraged	Optional	Required	Available if needed	N/A	Highly encouraged

*Affinity Groups may arise out of interest or need from any MIP role, and participation is welcomed.

MIP Round 2

- MIP Round 2 Compliance & Eligibility
- No application, IP and SOW Update
- Will be an overlap for MIP Round 1 & Round 2
- More info to come



Q & A

Upcoming Events and Important Reminders

February MIP Events:		
Lunch & Learn— Educational Partnerships	2/21/23	12–1 p.m.
Continuing the Conversation	2/22/23	1–2 p.m.
March MIP Events:		
Lunch & Learn—Workforce Wellness: Managing Changes in the Workforce, Retaining Employees and Increasing Employee Wellness	3/6/23	12–1 p.m.
Webinar—Fostering Belonging, Engaging with Communities of Opportunity	3/7/23	12–1 p.m.
Mentor Open Office Hours	3/9/23	12–1 p.m.
Intern Open Office Hours	3/9/23	2–3 p.m.
Learning Collaborative—Behavioral Health EBPs with Historically Excluded Communities	3/14–3/15	Various

THANK YOU!

