

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

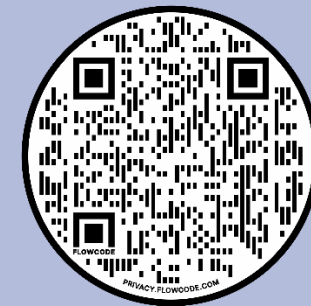
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California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



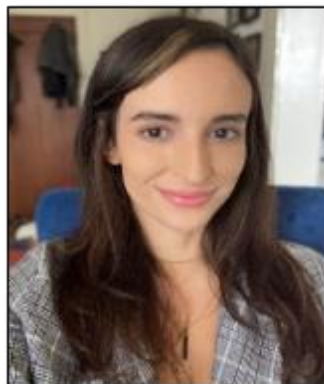
Xiomara Romero  
Grantee Coach



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](mailto:jchatterjee@ahpnet.com)
- Jen Martinez - [jmartinez@ahpnet.com](mailto:jmartinez@ahpnet.com)

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

[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*
<b>Time Commitment</b>	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
<b>Grantee Main POC</b>	Required	Required	Required	Required (as needed)	N/A	Highly encouraged
<b>Interns</b>	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
<b>Mentors</b>	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
<b>Educational Partners</b>	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

<b>February MIP Events:</b>		
Lunch & Learn— Educational Partnerships	2/21/23	12–1 p.m.
Continuing the Conversation	2/22/23	1–2 p.m.
<b>March MIP Events:</b>		
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!

