

Mentored  
Internship  
Program



# MIP Administrative Coaching Call

Presented by Mentored Internship Program (MIP) Team

November 8, 2022, 10:00–11:00 a.m. & 11:30 a.m.–12:30 p.m. Pacific SoCal 1 & 2

November 9, 2022, 10:00–11:00 a.m. Bay Area; 11:30 a.m.–12:30 p.m. NorCal & Capital



# Housekeeping



**Join by phone:** Click Join Audio, Phone Call tab, dial the phone number, and enter Meeting ID & Participant ID.

01



**Cameras:** Please keep your cameras on unless you have low bandwidth.

02



**Name:** Please change your name to your actual name.

03



**Live Captioning is Available:** Click the CC Live Transcription button to show and hide captions during today's event.

04



**Chat:** Click the Chat icon to open the Chat panel.

05



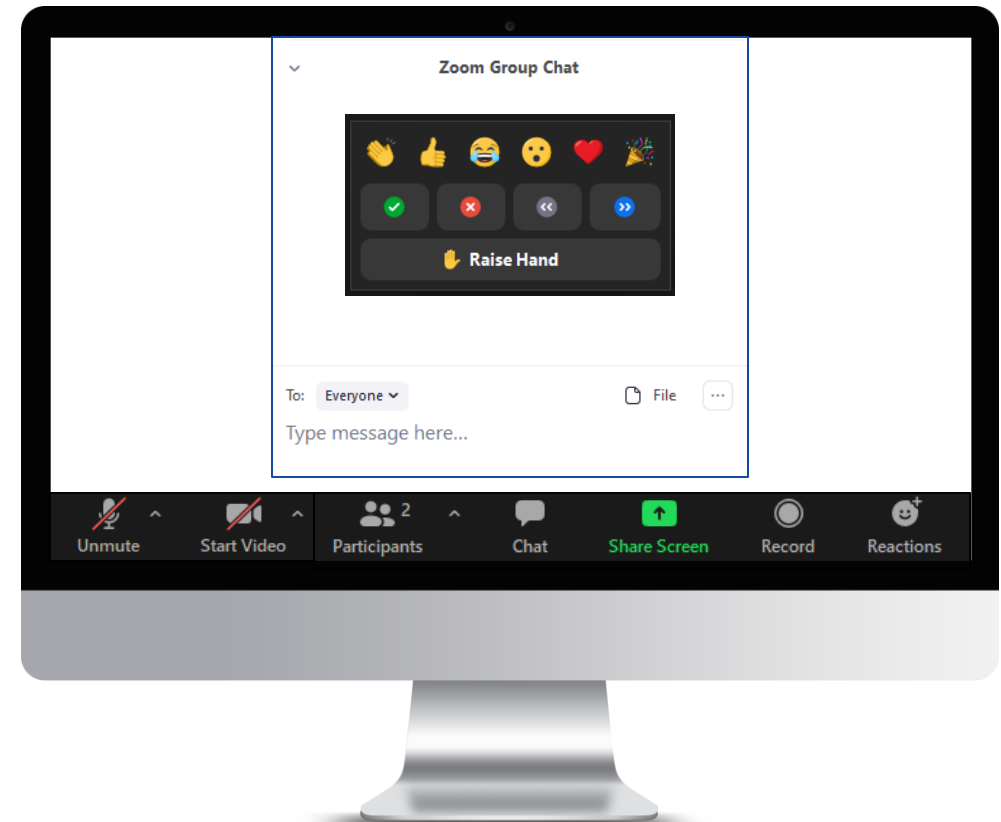
**Reactions:** Located on bottom toolbar.  
**Full-screen:** Double click to toggle.

06



**Need help?** Type in the Chat box!

07



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# Agenda



## TOPIC

Introduction & Agenda Setting

Website Tutorial

Grantee Request Form

Ed Partner Compensation

Invoices

Quarterly Reports and Data Collection

Lunch & Learns + Continuing the Conversation  
(Affinity Group) Discussion

Attendance Requirements for Grantees  
and Educational Partners & Upcoming Events

Questions and Open Discussion



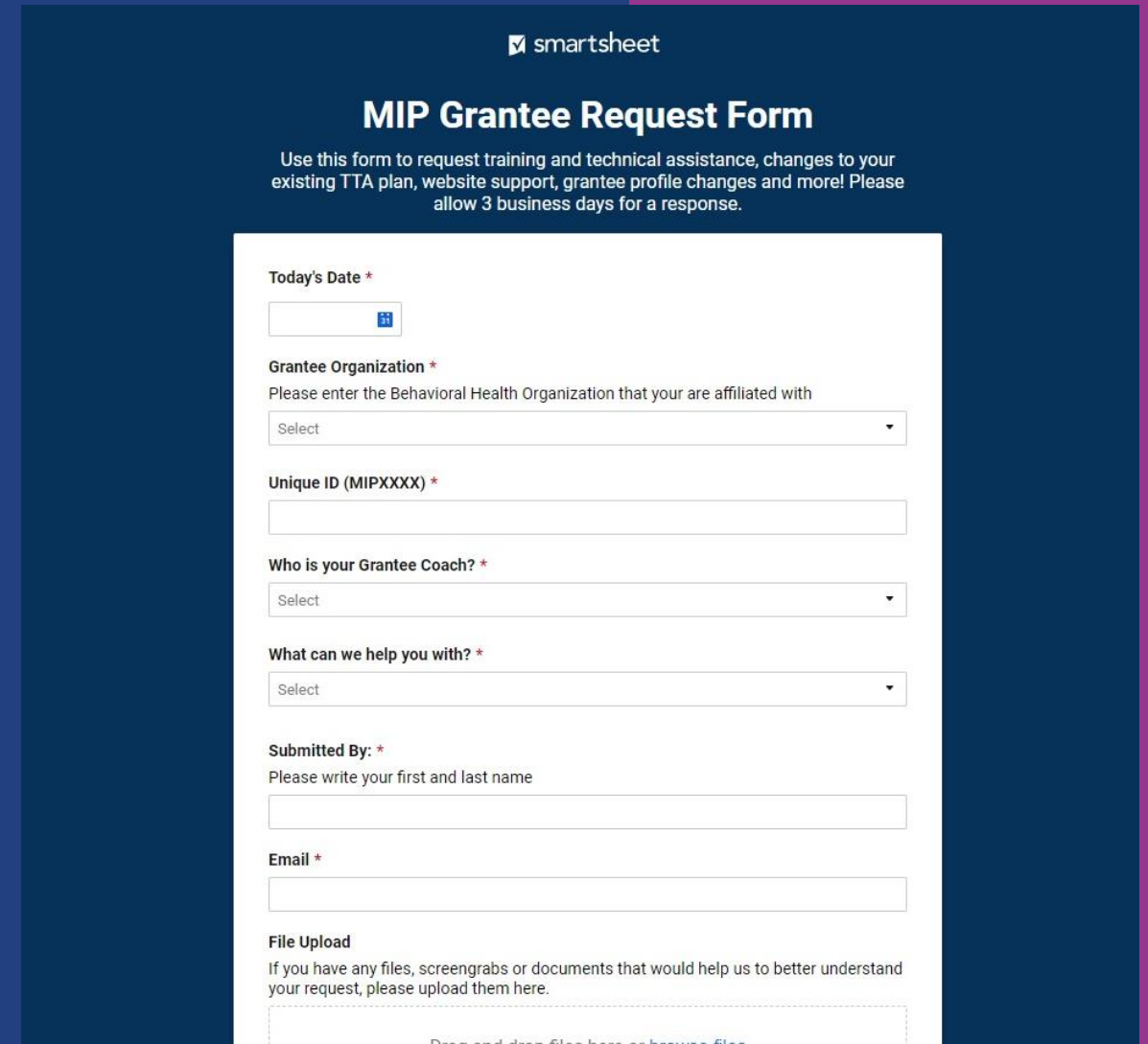
# Website

- Accessing the website and logging in
- Navigating the website
  - Searching for resources
  - Resource Library
  - MIP Events Registration List
  - MIP Events Recordings & Ppts

# Grantee Request Form

[MIP Grantee Request Form  
\(smartsheet.com\)](https://smartsheet.com)

If you do not have this link, please ask your Grantee Coach ASAP!



The screenshot shows the Smartsheet logo at the top right. Below it is the title "MIP Grantee Request Form" and a brief instruction: "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." The form fields are as follows:

- Today's Date \***: A date picker field.
- Grantee Organization \***: A dropdown menu with the text "Please enter the Behavioral Health Organization that your are affiliated with" and a "Select" option.
- Unique ID (MIPXXXX) \***: A text input field.
- Who is your Grantee Coach? \***: A dropdown menu with a "Select" option.
- What can we help you with? \***: A dropdown menu with a "Select" option.
- Submitted By: \***: A text input field with the instruction "Please write your first and last name".
- Email \***: A text input field.
- File Upload**: A section with the instruction "If you have any files, screengrabs or documents that would help us to better understand your request, please upload them here." and a dashed box containing the text "Drag and drop files here or browse files".

# Website Q & A

# Ed Partner Compensation

- The Mentored Internship Program (MIP) RFA states that behavioral health (BH) organizations must provide funds to educational institutions they partner with in order to build a strong collaborative relationship.
- Base funding includes “subcontract costs associated with establishing a relationship with and funding one or more partnering educational institution(s) for their role(s) in the MIP” (RFA, p. 9).
- If you don't already have this one-page resource on ways to fund your ed partners, reach out to your grantee coach.

**FUNDING YOUR EDUCATIONAL PARTNERS:**

The Mentored Internship Program (MIP) RFA states that behavioral health (BH) organizations must provide funds to educational institutions they partner with in order to build a strong collaborative relationship.

Base funding includes “subcontract costs associated with establishing a relationship with and funding one or more partnering educational institution(s) for their role(s) in the MIP” (RFA, p. 9).

Below is a non-exhaustive list of acceptable purposes for funding to be used at all educational levels.

**NOTE:** No funds may be given directly to individual persons, including those affiliated with the educational institution as adjunct faculty, part-time staff, etc. All funds must be directed to the MIP educational partner institution.

**Course release/teaching relief:** Funding to an educational partner to release a faculty member from some teaching responsibility so they can dedicate time to internship development and ongoing support to students entering the BH field.

**Course development:** Providing educational partners with funds to develop a new course or revise curriculum to increase student opportunities in BH. Funding could include funds for equipment or software needed to develop innovative teaching methods.

**Extracurricular activities or club establishment:** Providing an educational partner funds to support a student-run club or extracurricular activities, including development of a student newsletter or campus outreach on BH matters. Funds could be used for student career development and field trips to increase awareness about the BH field.

**“Lunch-n-learn” or other speaker series:** Providing funds for speaker honoraria for a periodic BH speaker series or for viewing and discussion of documentaries/films on contemporary BH issues. Funding could also be used for light lunch food purchases (sandwiches, pizza, etc.).

**Conference attendance:** Providing funds for educators and/or students to participate in conferences related to BH, including conference registration and related travel. Provisions of student funding could include reporting back to fellow students about conference attendance.

**Diversity, equity, inclusion, justice, and belonging (DEIJ+) consultants:** Providing funds for educational partners to hire a consultant to support DEIJ+ efforts to increase representation of educators and students from historically marginalized communities.

**Research:** Funding for students and/or faculty/staff for BH-related research, especially work focused on and with under-represented populations. Funds may be used to compensate student assistants, provide data analysis, increase recruitment outreach for research participants, etc.

**Career coaches and resume service:** Providing funds to educational partners to support the provision of career coaches and professional resume writing assistance to teach students how to search and apply for jobs in the BH field.

**Evidence-based practice (EBP) certifications/trainings:** Providing funding to educational partners to support students to participate in online and in-person trainings in EBPs, such as Motivational Interviewing (MI) and Seeking Safety.

MIP  
Behavioral Health Workforce Development  
AHP  
Advocates for Human Potential, Inc.



# Invoices for Q2

As soon as your contract is executed and you have turned in your quarterly reports (one per site) and watched any MIP webinars/LCs that you might have missed, you are eligible to send your invoices for Q2 using the templates provided to you in Q1.

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

The screenshot shows the top portion of the 'MIP INVOICE TEMPLATE' form. It includes the title 'MIP INVOICE TEMPLATE' and the agency name 'Advantix for Human Potential, Inc. MIP Invoice Template'. Below this, there are fields for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #'. A table with columns for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #' is partially visible. The table contains one row with the following data: Agency Name: Advantix for Human Potential, Inc.; Address: 10000 E. 1st Ave.; City: Denver; State: CO; Zip: 80231; Project #: 2438.01.001. Below the table, there are sections for 'Deliverable Description' and 'Deliverable Amount'.

[MIP Invoice Template](#)

The screenshot shows the top portion of the 'CA BHMD Mentored Internship Program (MIP) Quarterly Intern(s) Invoice Template' form. It includes the title and agency name. Below this, there are fields for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #'. A table with columns for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #' is partially visible. The table contains one row with the following data: Agency Name: Advantix for Human Potential, Inc.; Address: 10000 E. 1st Ave.; City: Denver; State: CO; Zip: 80231; Project #: 2438.01.001. Below the table, there are sections for 'Deliverable Description' and 'Deliverable Amount'.

[Intern Invoice Template](#)

The screenshot shows the top portion of the 'CA BHMD Mentored Internship Program (MIP) Quarterly Intern(s) Invoice Example' form. It includes the title and agency name. Below this, there are fields for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #'. A table with columns for 'Agency Name', 'Address', 'City', 'State', 'Zip', and 'Project #' is partially visible. The table contains one row with the following data: Agency Name: Advantix for Human Potential, Inc.; Address: 10000 E. 1st Ave.; City: Denver; State: CO; Zip: 80231; Project #: 2438.01.001. Below the table, there are sections for 'Deliverable Description' and 'Deliverable Amount'.

[Intern Invoice Example](#)

# Invoices FAQ–Reminders from previous call



**Do we invoice our actual expenses on the “Activities/Deliverables” section, or the total amount listed on the SOW in the contract?**



**Can the funds designated for interns and equipment roll over to the next quarter if we don’t use as much as we anticipated?**



**Is invoicing only quarterly? Can invoices be submitted on a monthly basis?**



**When will we get our check?**

# Invoices FAQ Continued

**What purchases are allowed with MIP funds?**  
Please reference [45 CFR Part 75](#) for information on what is allowable under federal grants.

**The CFDA number for this Grant is 93.959**

**What if we have more or fewer interns than anticipated?**

**You must have 2 interns per quarter minimum.**

The screenshot shows the top of a web form. At the top left is the logo for the Mentored Internship Program, Behavioral Health Workforce Development, featuring three stylized houses in purple, blue, and green. Below the logo, the text reads "Behavioral Health Workforce Development (BHWD) Mentored Internship Program Quarterly Report". A small "G" icon is visible to the right. Below the header, there is a note: "Questions marked with a \* are required". A paragraph of instructions follows: "Thank you for taking the time to complete this report. You will find the save button at the bottom of each page. You must fill out the page in order to save. To see all the questions together, you can download the Mentored Internship Program Quarterly Report template. Please be advised that the live report may change, but you can use the PDF as a guide." The form contains several fields: "Grantee Agency Name" (a dropdown menu), "Grantee Agency Unique ID:" (a text input field), "Report Period of Performance" (a dropdown menu), "Submitter Name:" (a text input field), and "Submitter Email Address:" (a text input field). At the bottom left is a "Continue" button, and to its right is a link: "Click to Save Form [Receive an email with a link to continue later]".

## Quarterly Reports

- Due October 15, 2022
- Required for each awarded site
- Required before invoices can be approved
- If you have not yet completed your report, please do so ASAP

# MIP Unique ID vs Application ID

- We noticed that many quarterly reports were submitted with the “application ID” rather than “Unique ID.”
- Please use your organization’s “Unique ID” in your quarterly reports. The Unique ID can be found at the top of your SOW and will begin with “MIP” followed by 3 letters and a number (e.g., MIPABC1). Organizations with multiple sites will have multiple Unique IDs (e.g., MIPABC1, MIPABC2).
- We will also ask for Unique ID for invoicing, completing surveys, or other program related activities, so please keep this number readily available for all MIP program partners.
- Please reach out to your Grantee Coach with any additional questions.

# Continuing the Conversation (Affinity Groups)

<b>Lunch and Learn 12 p.m.–1 p.m.</b>	<b>Continuing the Conversation 1 p.m.–2 p.m.</b>
<b>November 15</b> <i>Onboarding</i>	<b>November 16</b> <i>Onboarding</i>
<b>November 22</b> <i>Training</i>	<b>November 23</b> <i>Training</i>
<b>January 17</b> <i>Culturally Responsive Care</i>	<b>January 18</b> <i>Culturally Responsive Care</i>
<b>February 7</b> <i>Evaluation</i>	<b>February 8</b> <i>Evaluation</i>
<b>February 21</b> <i>Educational Partner</i>	<b>February 22</b> <i>Educational Partner</i>
<b>March 7</b> <i>Sustainability</i>	<b>March 7</b> <i>Sustainability</i>
<b>March 21</b> <i>Supporting Mentors</i>	<b>March 22</b> <i>Supporting Mentors</i>
<b>April 4</b> <i>Workforce and Wellness</i>	<b>April 5</b> <i>Workforce and Wellness</i>
<b>April 18</b> <i>Grant Writing</i>	<b>April 19</b> <i>Grant Writing</i>



# MIP Attendance Requirements

Per Site	Monthly Webinars	Quarterly Administrative Coaching Calls	Quarterly Learning Collaboratives	Tailored Individual Training & Technical Assistance	Office Hours	Lunch & Learns + Continuing the Conversation *
<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

\*Lunch and Learns may arise out of interest or need from any MIP role, and participation is welcomed.

# Q & A



# Upcoming Events and Important Reminders

<b>November MIP Events:</b>		
Mentor Open Office Hours	11/10/22	12–1 p.m.
Intern Open Office Hours	11/10/22	2–3 p.m.

<b>December MIP Events:</b>		
Mentor Open Office Hours	12/8/22	12–1 p.m.
Intern Open Office Hours	12/8/22	2–3 p.m.
Webinar	12/6/22	12–1 p.m.

# Save the Dates!

The Learning Collaboratives will be two-hour regional interactive sessions from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.

Learning Collaborative Dates:

December 14 & December 15, 2022

More information plus invites to come! If you are the Point of Contact for MIP, please make sure you are forwarding event emails/constant contacts to your internal team.

# THANK YOU!

