



MIP Administrative Coaching Call

Presented by the Mentored Internship Program (MIP) Team

May 9, 2023, 10:00–11:00 a.m. & 11:30 a.m.–12:30 p.m. Pacific SoCal 1 & 2

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



Indigenous Land Acknowledgement

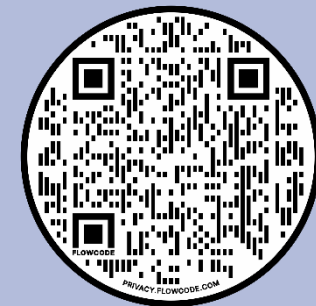
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California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

Option 3: Access Native Land website via QR Code





Advocates for Human Potential, Inc. (AHP) MIP, Round 1 and Round 2 Team



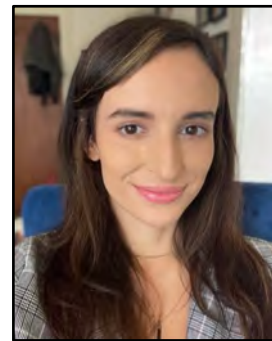
*Kathleen West
Project Director*



*Tammy Bernstein
Deputy Director*



*Kate Cox
Operations Manager*



*Kayla Halsey
BHWD Data &
Analyses Manager*



*Caitlin Storm
Quality Assurance
Coordinator*



*Tiffany Malone
Lead Grantee Coach*



*Christian Citlali
Grantee Coach*



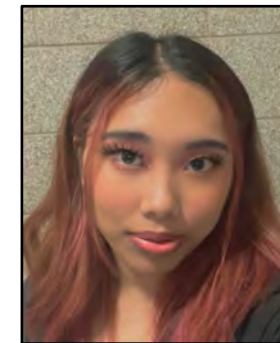
*Xiomara Romero
Grantee Coach*



*Aida Natalie Castro
Grantee Coach*



*Amanda Flores
Grantee Coach*



*Vic Walker
Operations Specialist*



*Krislyn LaCroix
Operations Specialist*

Agenda

1. Data reporting intern requirements
2. Invoicing intern requirements
3. How to bill for interns who provide services at multiple sites
4. NCE
5. MIP Round 2
6. Implementation Plan
7. PSAT
8. MIP Coordinator – Round 2
9. Website info
10. Q&A



Data Reporting : Intern Requirements

21. What is your total number of MIP interns* this reporting quarter?

8

47. Please fill in the following for the number of interns who were engaged at your site, newly onboarded, exited prematurely, or completed their internship for this reporting quarter based on education level:

	Total number of interns engaged at your site this reporting quarter	Total number of NEW interns you onboarded this reporting quarter	Total number of interns who did not complete their internship term or who exited their internship prematurely this reporting quarter	Total number of interns who completed their internship this reporting quarter
* High school	0	0	0	0
* Community college	0	0	0	0
* Bachelor's program	0	0	0	0
* Master's program	0	0	0	0
* Doctorate program	8	0	0	0
* Post Doctorate	0	0	0	0
* Other	0	0	0	0

**Mentored
Internship
Program**



Intern Invoice Requirements

Intern Invoice Requirements

- The number of interns should reflect the running total of interns for the reporting period.
Example: If you have 5 interns and 1 intern leaves in the beginning of the quarter, you would report 5 interns.
Example: If you have 4 interns at the beginning of the quarter but 1 is added mid-quarter, the amount reflected is 5 interns.
- If you have interns who go from site to site, count how many interns were assigned to the site.
Example: If there were 2 interns assigned at site A and 2 interns assigned at site B, but 1 intern occasionally went to site B, the report should reflect the site of assignment; interns should not be counted at multiple sites.

Implementation Plan

MENTORED INTERNSHIP PROGRAM (MIP) GRANTEE IMPLEMENTATION PLAN					
Organization:					
Corresponding MIP Unique ID:					
Point of Contact Name:					
Point of Contact Email:					
<p>DIRECTION OF USE: Use this template format and the example contents to develop your agency's MIP Implementation Plan. EXAMPLE of a SMART GOAL: https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf In the "SMART Goal" column, SMART Goals have been prefilled, but you may add a row for additional SMART Goals that you would like to include. These goals can be quarterly, yearly, or for the entire duration of MIP. In the "Action Steps" column, list detailed steps that will be taken to complete the SMART Goal. In the "Responsible" column, identify the person expected to be accountable for this action. In the "Status" column, use the drop-down to enter the current status. In the "Timeframe & Due Dates" column, indicate your timeframe and/or the due date of the action. NOTE: The progress of your implementation plan will be monitored with your grantee coach during your monthly one on one check-ins.</p>					
Reporting Period	SMART Goal	Action Steps	Responsible	Status	Timeframe & Due Dates
<i>Reporting Periods</i>	<i>SMART Goals have been prefilled but you may add a row for additional SMART Goals that you would like to include</i>	<i>List detailed steps that will be taken to complete the SMART Goal</i>	<i>Indicate a member of your staff that will be responsible for the detailed action</i>	<i>Click the cell and use the dropdown arrow to enter the status of the planned action</i>	<i>Indicate the timeframe and/or due date of when this planned action will be completed</i>
Reporting Period Ending June 30, 2023	By June 30, 2023, our organization will successfully execute the contract with AHP for the provision of services, including finalizing all contractual terms, obtaining necessary signatures, and submitting all required documentation in accordance with AHP's contractual requirements.				Started: Completed:
Ongoing as new MIP participants join	Within the first two months, New MIP participants will complete all four foundational courses: "Speaking with Pride: The Importance of Person First Language," "Behavioral Health Evidence-Based Practices with Historically Excluded Communities," "Workplace Ethics: Confidentiality, Ethical Dilemma, Matching Interns with Mentors," and "HIPAA Compliance/Clinical Notetaking."				Started: Completed:
Reporting Period Ending June 30, 2023	By the first reporting period, our organization will collaborate with at least one educational partner to establish a Memorandum of Understanding (MOU) or subcontract agreements and hold monthly meetings to review progress and discuss opportunities for joint initiatives in order to enhance educational programs and services beyond the project period.				Started: Completed:
Reporting Period Ending September 30, 2023	By the end of quarter 2, our organization will develop and update a formal onboarding plan for interns, establish regular meetings for interns' progress and feedback, and formally incorporate the onboarding plan into the grantee agency workflow.				Started: Completed:

- Layout updated to include SMART Goals.
- There will be 9 pre-populated SMART goals.
- Template is customizable.
- Grantee Coaches will review with you during check-ins.

Program Sustainability Assessment Tool (PSAT)

PSAT: [Assess – PSAT/CSAT \(sustaintool.org\)](https://sustaintool.org)

Round 2 will have an additional focus on sustainability.

MIP will require a completed PSAT.

The PSAT will be incorporated into your Implementation Plan for Round 2.



MIP Coordinator Round 2

- Mandatory for all grantees
- Recommended 20% FTE
- Duties may include (but are not limited to):
 - Meeting with ed. partners
 - Checking in w/ interns and mentors
 - Data reports
 - Attending events

Key takeaways:

- Have one.
- Keep them in mind when creating your budget.
- This can be someone already involved with MIP.

No-Cost Extension (10/1/23 – 12/31/23)



No-Cost Extension (NCE) emails have been sent out .



Please respond letting us know if you will be participating in the NCE.



The NCE is optional; if you decline the NCE, no further action is required on your part.



If you plan to participate in the NCE, please complete the NCE table and send that to your Grantee Coach **NO LATER THAN Friday, May 12, 2023.**



Once you submit the completed NCE information, your Grantee Coach will work with accounting to modify your current budget for MIP Round 1.



Once the budget has been modified, you will receive the updated contract and payment schedule representing NCE for October 1 – December 31, 2023.



MIP Round 2 (10/1/23 – 12/31/24)

DHCS has approved amounts for MIP Round 2. Preliminary NOA emails will be sent out this week.

MIP Round 2 begins October 1, 2023.

There will be an overlap during October 1 – December 31, 2023, if you participate in the NCE.

If you are participating in the No Cost Extension, you will have two invoices during the October 1 – December 31, 2023 reporting period.

If you are not participating in the NCE, you will only have one invoice for the October – December Reporting Period.

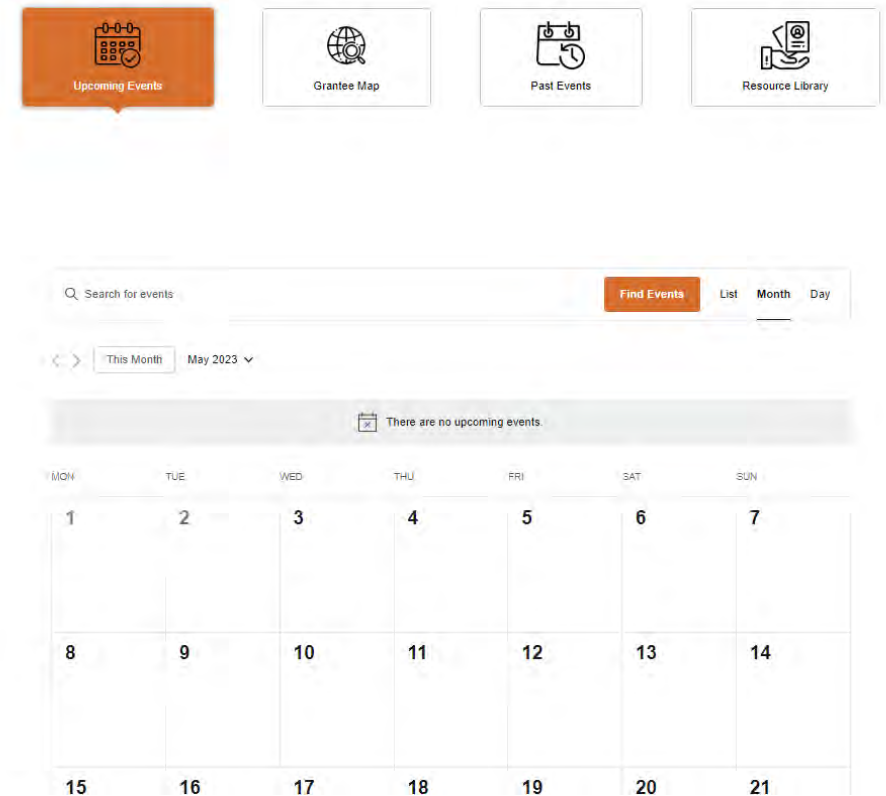
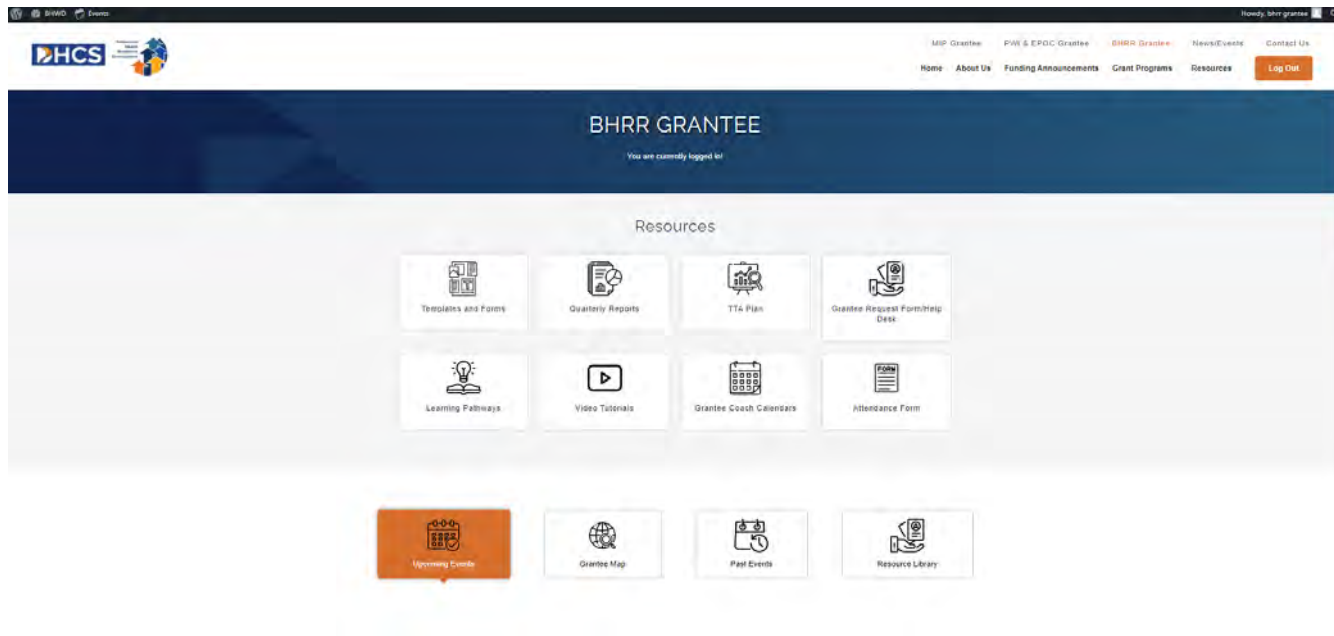
There will be a Final Data Report due at the end of MIP Round 1.

- For those who ARE NOT participating in the NCE, your MIP Round 1 will end September 30, 2023, and this Final Data Report will be due October 15, 2023.
- For those of you who ARE participating in the NCE, your MIP Round 1 will end December 31, 2023, and this Final Data Report will be due on or before January 15, 2024.



A SNEAK PEEK at Our New BHWD Website

- This is a glimpse into what we are working on.
- Please note, you will receive an email with next steps on how to access the new website.
- Please continue to access the current website for links and resources.
- We are pausing website access requests until the new website is launched.



Questions?

Please enter your questions in the chat box and/or send them to [CA MIP](#)





Thank you!

