MIP Administrative Coaching Call

Presented by the Mentored Internship Program (MIP) Team

July 18, 2023, 10:00–11:00 a.m. and 11:30 a.m.–12:30 p.m.
SoCal 1 & 2

July 19, 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: Enter your location at Native Land CA

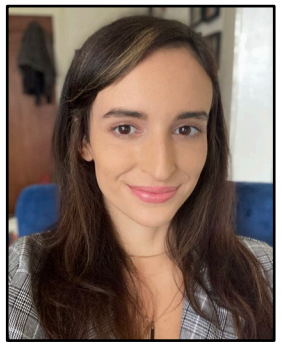
Option 2: Access Native Land website via QR Code

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

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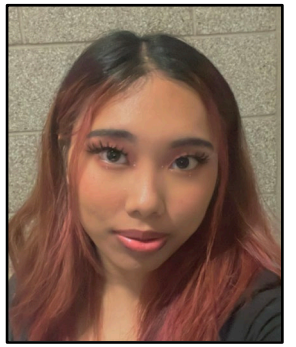
Grantee Coach

Xiomara Romero
Grantee Coach

Aida Natalie Castro
Grantee Coach

Amanda Flores
Grantee Coach



Vic Walker
Operations Specialist

Krislyn LaCroix
Operations Specialist

Agenda

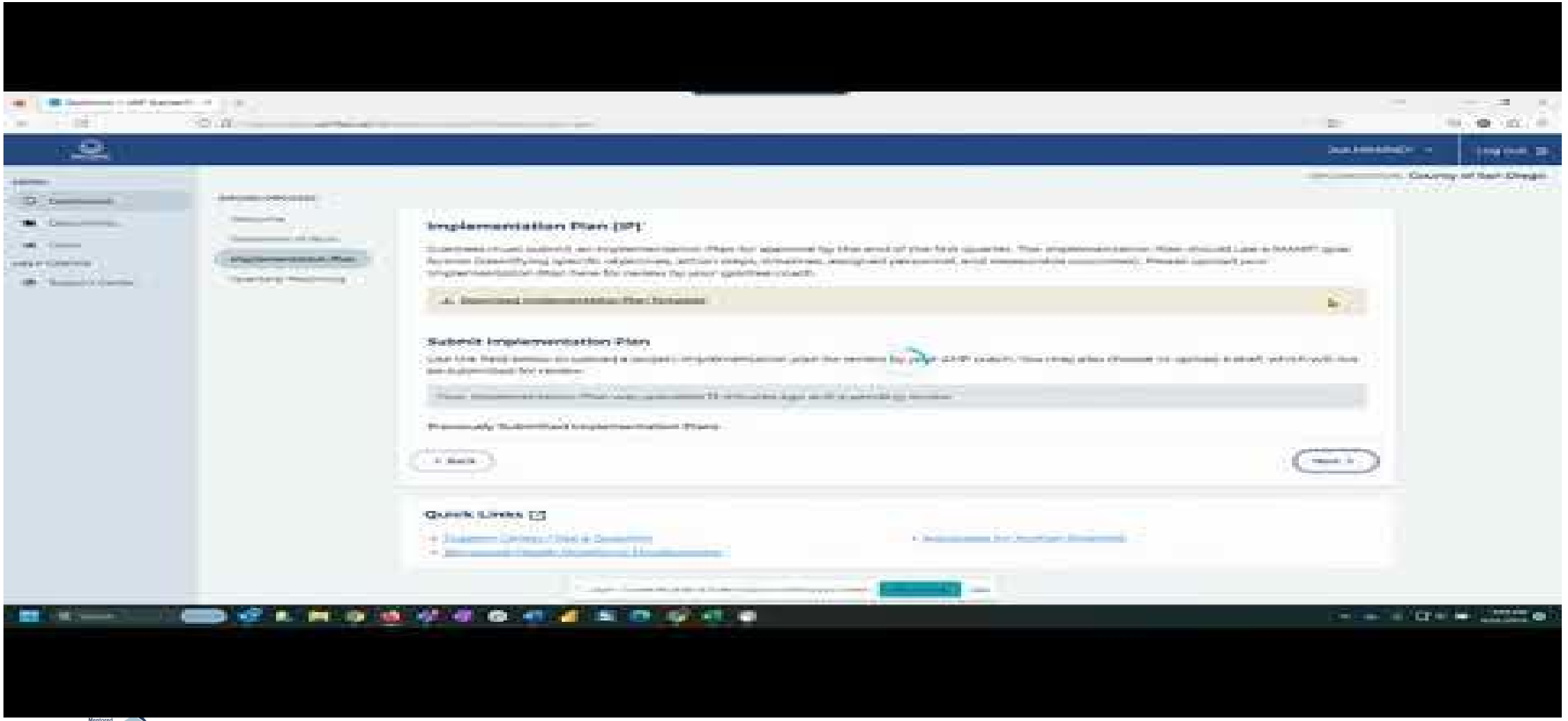
1. Website
    - HUB
    - Grantee Portal
2. Quarterly Data Reporting
3. BH Org, Intern, Mentor, Ed Partner Surveys
4. Implementation Plans
5. Invoices
6. MIP Unique ID
7. No-Cost Extension
8. Multiple BHWD Grants and Event Attendance
9. DHCS SUD Conference
10. Q&A

MIP Project Hub

[Exploring the New Grantee Hubs - YouTube]

MIP Admin Portal

[Grantee Portal Welcome and Overview - YouTube]



Website:
Hub vs Portal

Activities	MIP Grantee Hub	Administrative Portal
Access general grant resources	X	-
Request support	X	X
Access general project templates	X	-
Upload and access BHWD Program Plan, see comments from AHP	-	X
See upcoming events	X	-
Access past webinar recordings, slides, etc.	X	-

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Quarterly Data Report

One more left to close out Round 1!

Gentle Reminder: Data Reports are due 15 days after the end of the reporting period.

- Reporting Period July-Sept. Quarterly Data Report is due Oct. 15, 2023.
- Any requests or questions about the data report should be emailed to BHWDData@ahpnet.com

If your organization has declined to participate in MIP Round 2:

- Final Quarterly Data Report is due Oct. 15, 2023.
- There may be some “end of contract” questions for your last Quarterly Data Report.

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BH Org, Intern, Mentor Surveys

- There are new links for the Behavioral Health Organization (BH Org), Intern, and Mentor Surveys.
- These are “pre” and “post” surveys that should be completed when a BH Org, Intern, or Mentor is first onboarded to MIP and when they exit.
- If your BH Org, Interns, and/or Mentors have previously completed the survey, only a post survey is needed when exiting MIP.
- Ed Partners are NO LONGER required to complete the surveys.

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Implementation Plans

MENTORED INTERNSHIP PROGRAM (MIP) GRANTEE IMPLEMENTATION PLAN

Organization:

Corresponding MIP Unique ID:

Point of Contact Name:

Point of Contact Email:

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.

Reporting Period	SMART Goal	Action Steps	Responsible	Status	Timeframe & Due Dates
Reporting Periods	*SMART Goals have been prefilled but you may add a row for additional SMART Goals that you would like to include*	*List detailed steps that will be taken to complete the SMART Goal*	*Indicate a member of your staff that will be responsible for the detailed action*	*Click the cell and use the dropdown arrow to enter the status of the planned action*	*Indicate the timeframe and/or due date of when this planned action will be completed*
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 the reporting period, 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:

- **Implementation Plans are located on the MIP Administrative Portal.**
- **Use the Excel download and upload capability to update as needed.**
- **There are nine (9) pre-populated SMART Goals.**
- **The plan is customizable—you can add goals.**
- **Grantee Coaches will review with you during monthly check-ins.**

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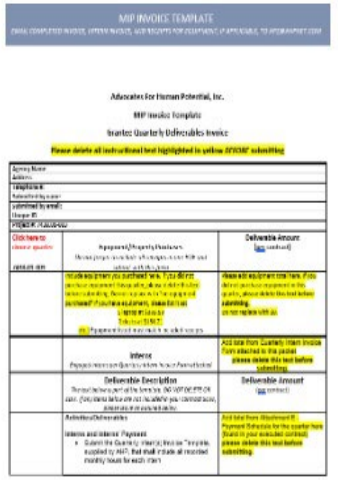
Invoices

When submitting edits and changes, 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

Please read the

Intern Invoice Template

This must be scanned

Intern Invoice Example

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 at 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, make sure the report reflects the site of assignment. Interns should not be counted at multiple sites.

MIP Unique 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 to identify participants for attendance during our events. Please ensure all your MIP staff, mentors, and interns have this MIP Unique ID.

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

We will begin processing NCEs and Budget Mods once you have submitted your Q5 Invoice.

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 refer to the NCE table sent previously and make sure the amounts listed reflect your current remaining amounts for Deliverables, Intern Payments, and Equipment.

Your GC will schedule a meeting to review the final totals with you before they submit your NCE/Budget Mod request.

Once everything has been processed, you will receive an updated contract and payment schedule.

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Multiple BHWD Grants and Event Attendance

- Some organizations are grantees of multiple BHWD Projects: MIP, PWI, EPOC, BHRR.
- If an MIP event overlaps with another BHWD required event, 1 representative from each site must still attend both events.
- We have done our best to ensure that very few required events overlap. We have been very intentional about this, but it is not always possible due to our production requirements.
- Please note that all BHWD RFAs clearly request that all grantees have a dedicated Project Coordinator. We expect that Project Coordinator to attend all required events. In some cases, you may watch the recording instead of attending. This is on a case-by-case basis and must be communicated in advance with your GC.

From August 15 through 17, DHCS will be hosting a Substance Use Disorder Integrated Care Conference in Long Beach, California. This conference will serve as the Learning Collaborative (LC) for August, and we will be rescheduling the Grant Writing LC for a later date.

The BHWD Team, accompanied by three BHWD grantees, will be facilitating a panel discussion on August 16, at 10:15 a.m.: “4D: Building California's Behavioral Health Workforce: Peer Programs and Mentored Internship Case.”

We will share a link to a survey that will help us gauge grantee attendance and interest. Once you have completed this interest survey, we will organize a meet-and-greet for all grantees. (More info to come.)

Upcoming Events and Important Reminders

July & August MIP Events	Date	Time
Mentor Open Office Hour	7/27/23	12–1 p.m.
Intern Open Office Hour	7/27/23	2–3 p.m.
Webinar Recording (more info to come)	8/1/23	n/a
DHCS SUD Conference	8/15 – 8/17/23	8:00 a.m. – 5:00 p.m.
Mentor Open Office Hour	8/24/23	12–1 p.m.
Intern Open Office Hour	8/24/23	2–3 p.m.

Attendance and Surveys

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Questions

Please enter your questions in the chat box and/or send them to ca_mip@ahpnet.com

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Thank You