



# PWI & EPOC

## Quarterly Data Report Review & Office Hours

Presented by the Peer Workforce Initiative (PWI) & Expanding Peer Organization Capacity (EPOC) Team

Thursday, June 22, 2023

12 p.m. – 1 p.m.





# Advocates for Human Potential, Inc. (AHP) PWI & EPOC Team



Kathleen West  
*Project Director*



Tammy Bernstein  
*Deputy Director*



Kate Cox  
*Operations Manager*



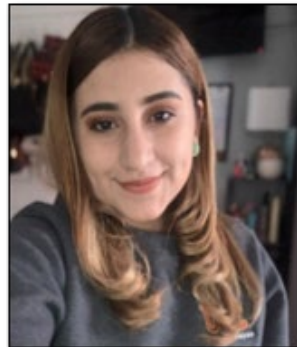
Kayla Halsey  
*BHWD Data & Analyses  
Manager*



Caitlin Storm  
*Quality Assurance  
Coordinator*



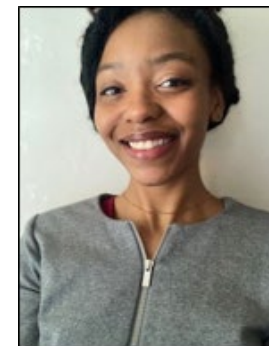
Brett Hall  
*Grantee Coach Lead*



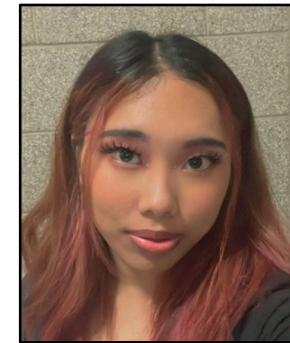
Rosy Larios  
*Grantee Coach*



Neyat Tefery  
*Grantee Coach & Ops  
Specialist*



Raven Nash  
*Grantee Coach*



Vic Walker  
*Operations Specialist*

# Agenda

1. Welcome
2. Quarterly Data Report Review
3. Office Hours Q&A
4. Reminders
5. Attendance Form



# Quarterly Reports and Data Collection

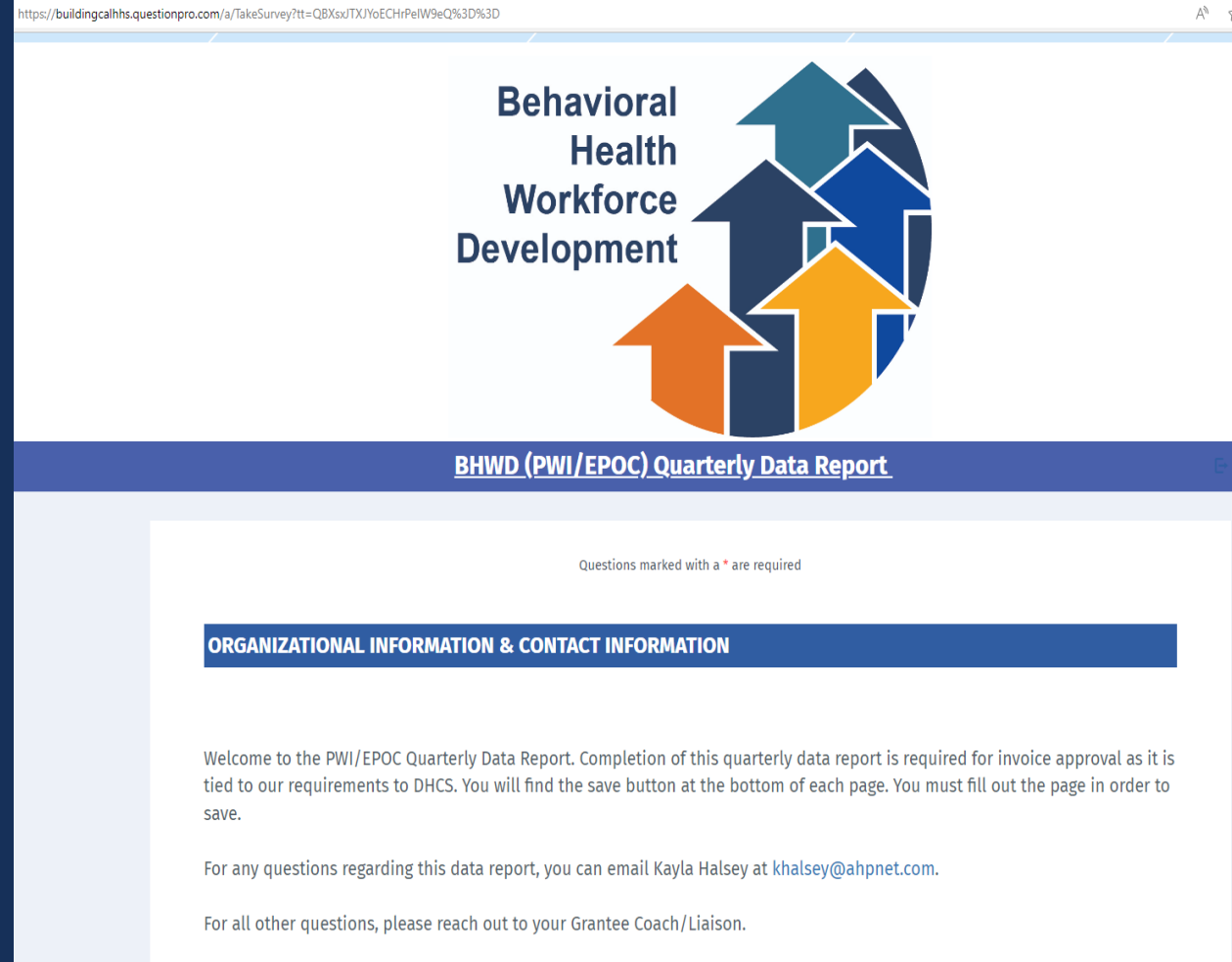
***All PWI & EPOC grantees must participate in the collection, submission, and use of data on performance measures, as determined by AHP.***

- Quarterly data reports must be completed by the 15th of the month following the reporting period (e.g., the 7/1/23-9/30/23 report is due on 10/15/23).
- Completion of the quarterly data report is required for invoice approval.
- Quarterly data reports can be accessed on each grantee's PWI & EPOC dashboard on the BHWD website.
- Your data plays a crucial role in informing PWI & EPOC, DHCS, and other reporting agencies about the impact of the grant in California.



# Quarterly Data Report Template Review

Email the BHWD Data inbox with any questions at [bhwddata@ahpnet.com](mailto:bhwddata@ahpnet.com).



The screenshot shows a web browser displaying a survey titled "Behavioral Health Workforce Development (BHWD) (PWI/EPOC) Quarterly Data Report". The survey header features the text "Behavioral Health Workforce Development" next to a graphic of four upward-pointing arrows in orange, dark blue, light blue, and teal. Below the header is a blue bar with the text "BHWD (PWI/EPOC) Quarterly Data Report". The main content area includes a note: "Questions marked with a \* are required". A blue bar highlights the section "ORGANIZATIONAL INFORMATION & CONTACT INFORMATION". The text below reads: "Welcome to the PWI/EPOC Quarterly Data Report. Completion of this quarterly data report is required for invoice approval as it is tied to our requirements to DHCS. You will find the save button at the bottom of each page. You must fill out the page in order to save." It also provides contact information: "For any questions regarding this data report, you can email Kayla Halsey at [khalsey@ahpnet.com](mailto:khalsey@ahpnet.com). For all other questions, please reach out to your Grantee Coach/Liaison."





# Office Hours Q&A

# Important Due Dates/Reminders

- **By June 30, 2023:**
  - Identify a **PWI/EPOC Coordinator** for your project (PWI 1.0 FTE, EPOC 0.5+ FTE).
  - Participate in a **June 1:1 check-in meeting** with your assigned GC and create a **recurring meeting schedule** for the remainder of the contract period (6/1/23-12/31/24).
  - Complete revised **SOW** and submit to GC.
  - Complete **IP** with SMART goals and objectives and submit to GC.
- Meet the attendance requirement for all live mandatory **PWI & EPOC events**. To view upcoming events, existing grantees can visit [PWI & EPOC events](#). New grantees will receive a calendar via Constant Contact.
- The first PWI & EPOC, Round 2, **Invoice & Quarterly Data Report** for reporting period 6/1/23-9/30/23 will be due by **October 15, 2023**. (\*New grantees can bill up to 50% of first-quarter funding upon contract execution.)
- The new **BHWD PWI & EPOC website** will be live in the next coming weeks. Please respond swiftly to create a log-in and access the platform.



**Please fill out the attendance form and feedback survey in the chat to meet your requirements for today's event!**





**Thank You**