Mentored Internship Program (MIP) Administrative Coaching Call

**Presented by
the MIP Team**

**October 24, 2023, 10:00–11:00 a.m. and 11:30 a.m.–12:30 p.m.
SoCal 1 & 2**

**October 25, 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
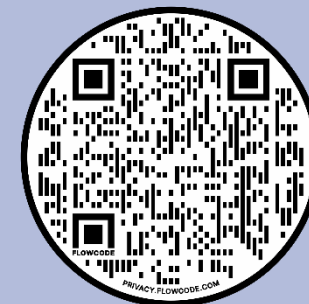
Advocates for Human Potential, Inc. (AHP)
MIP, Round 1 and Round 2 Team

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Agenda

1. Quarterly Data Reporting & Excel Tracking
2. Intern Longitudinal Study
3. Reporting Periods
4. Implementation Plan Quarterly Review
5. Invoices
6. Intern Wages & Benefits
7. Educational Partner Compensation
8. Program Coordinator Expectations
9. TBD Intern Affinity Groups
10. Program Sustainability Assessment Tool (PSAT)
11. Tiffany's Maternity Leave
12. Q&A

Data Collection Guidance

- Quarterly Data Report (QDR) PDF revisions are implemented quarterly in response to direct grantee feedback and do not change the way data is collected.

- Grantees do not need to wait for a revised QDR PDF to prepare and should collect information from the start of the quarter.

- To support data collection, grantees can refer to the most recent QDR PDF and use the MIP Data Collection Tracking Sheet.

- All necessary data should be collected before submissions open at the end of each quarter to decrease the time it takes to complete the QDR online.

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5

Thank you for your support in mentoring hundreds of California interns for Round 1!

Oct 2023 – Dec 2024 MIP Intern: Where Are You Now? (WAYN)	
Pre – intern survey: Within **first 7 days** of internship	
Post – intern survey: Within **last 7 days** of internship	
What does WAYN look like?	

Intern Longitudinal Survey: WAYN

Mentored Internship Program
Behavioral Health Workforce Development

MIP Intern: Where Are You Now?

You are invited to complete the following survey as part of Advocates for Human Potential's (AHP) efforts to determine the impact of the **Mentored Internship Program (MIP)** on California's Behavioral Health workforce. If you agree to participate, you will be asked to complete a series of questions about your demographics, life experiences, current education, internship status, employment, and previous experience as a MIP intern. This survey will take about **10-15 minutes**.

There are no known risks associated with your participation in this survey beyond those of everyday life. Although we do ask some personal and potentially sensitive questions, confidentiality of your answers will be strictly maintained. The data will be stored in a secure data warehouse. The information you provide will only be reported out (via reports, infographics, etc.) in the aggregate so that your responses are not identifiable. **The personally identifiable data will only be seen by the BHWD Data Team**. Your Internet Protocol (IP) address will be captured but will not be used for any purpose.

If there is anything about the survey or your participation that is unclear, or if you have any questions, please contact the BHWD Data Team at bhwddata@ahpnet.com.

If you consent to participating in the survey and allowing AHP to use your responses, please click the Start button below to continue. If you do not consent to participating, please exit the survey now.

Start   Save & Continue Later

Powered by QuestionPro

- Survey will be sent via email and text by the BHWD Data Team

- Hosted on Question Pro

- ~ 10 – 15 mins to complete

- Exploring:
  - Education
  - Employment
  - MIP experience

We will share our findings

with Grantees at the end of MIP (December 31, 2024)

Questions? Email: BHWDData@ahpnet.com

Reporting Periods

Upcoming Reporting Periods

Reporting Period	Report Due Date
5/1/2023--6/30/2023	7/15/2023
7/1/2023--9/30/2023	10/15/2023
10/1/2023--12/31/2023	1/15/2024
1/1/2024--3/31/2024	4/15/2024
4/1/2024--6/30/2024	7/15/2024
7/1/2024--9/30/2024	10/15/2024
10/1/2024--12/31/2024	1/15/2025
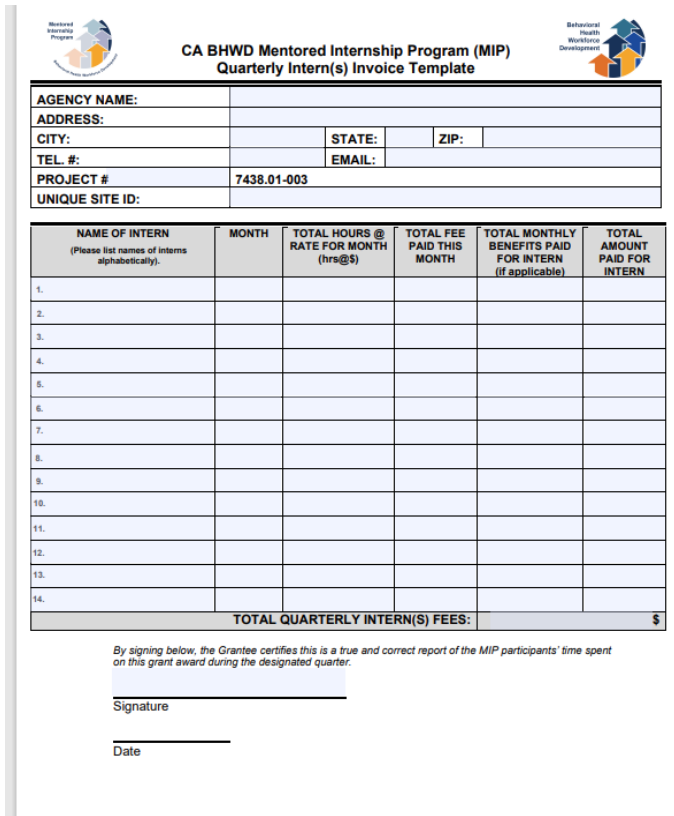
Implementation Plans

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.**
- **The MIP Coordinator is responsible for updating progress on IP.**
- **Due Dates:**
  - **MIP R2 who began in May: Thursday, August 31, 2023**
  - **MIP R1 Continuing MIP R2: Friday, October 27, 2023**
- **Grantee Coaches will review with you each reporting period on progress made to goals.**

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Mentored Internship Program

Invoice Requirements

Intern Invoice Requirements

- The number of interns should reflect the running total of interns for the reporting period.

  Example: If you onboard 6 interns and 1 intern leaves anytime during the quarter the quarter, you would still report 6 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.

Intern Wages & Benefits

Internship Cost Guideline Estimates

Variable 10-to-12-week SUMMER programs	10 hr./wk. TOTAL multi-week cost	20 hr./wk. TOTAL multi-week cost	40 hr./wk. TOTAL multi-week cost
Pre-bachelors student interns (high school students/graduates and community college students): $16/hr.	$160/wk. $1,600-$1,920	$320/wk. $3,200-$3,840	$640/wk. $6,400-$7,680
Undergraduate/bachelors students: $20/hr.	$200/wk. $2,000-$2,400	$400/wk. $4,000 - $4,800	$800/wk. $8,000-$9,600
Graduate students: $23/hr.	$230/wk. $2,300-$2,760	$460/wk. $4,600 -$5,520	$920/wk. $9,200-$11,040
Variable 12-to-14-week SPRING or FALL academic year programs			
Pre-bachelors student interns (high school students/graduates and community college students): $16/hr.	$1,920-$2,240/fall or spring	$3,840-$4,480	$7,680-$8,960
Undergraduate/bachelors students: $20/hr.	$2,400-$2,800/fall or spring	$4,800-$5,600	$9,600-$11,200
Graduate students: $23/hr.	$2,760-$3,220/fall or spring	$5,520-$6,440	$11,040-$12,880

Interns are assumed to be contract employees who do not qualify for benefits, though this may vary by organization.

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.

Educational Partners

Grant requirement reminders:

- Educational partners must be compensated

- Memorandum of Understanding (MOU) with educational partners must be updated and reflect the updated MIP Grant period

MIP Coordinator Expectations

It is a requirement to identify a MIP Coordinator for all grantees. If you have not notified your grantee coach of this individual, please do so asap. Please see below some of the possible MIP coordinator duties that are recommended but not limited to these duties:

- Attend all MIP TTA: Webinars (1/month ~1hr), Learning Collaboratives (Quarterly ~2hrs), Monthly 1:1 with MIP Grantee Coach (~30mins/month)

- Distribute 1:1 meeting invites to necessary team members that are required and may benefit from attending (fiscal, HR, person authorized to sign contracts, if applicable)

- Make sure required people are attending TTA events and gathering attendance confirmation

- Meetings with mentors and interns on as needed basis

- Develop surveys or data gathering tools when applicable

- Maintaining Implementation Plan, update plan quarterly and upload on grantee portal

- Maintaining ongoing records for Quarterly Data Reports

- Ensuring everyone has their MIP ID for invoices, data reports, surveys, etc.

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- Develop an onboarding manual for new MIP mentors and interns (should new ones be added)

- Identify what past events and trainings new MIP staff should watch during onboarding process

- Complete PSAT assessment (one time process) and follow up on ongoing program sustainability plan

- Make sure all grant requirements are being met (payment of interns/mentors/ed partners/ intern minimum requirement, supervisor ratio, required attendance and grant fund allocations) and communicating this during 1:1 meeting with GC

- Distribute pre and post intern/mentor/program surveys (at the beginning of grant period and at the end of grant period)

- Update Educational partner MOU's when necessary

- Verify that quarter reports/invoices/surveys/invoice corrections/ are submitted withing deadline dates

Intern Affinity Groups

Broaden	Broaden Your Horizons: Our affinity groups provide a unique platform to explore the expansive and dynamic world of Behavioral Health and connect with interns across the MIP program.
Network	Networking Opportunities: Connect and build meaningful relationships that can open doors to future internships, job opportunities, and collaborations.
Chart	Chart Your Path: Hear from those in the field and learn about the different pathways in behavioral health

Welcome Video coming soon!

Kick-Off in January 2024

Mentor and BH Org Affinity groups coming April 2024

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PSAT and Sustainability

- **PSAT: Your organization is required to complete the PSAT (Program Sustainability Assessment Tool) as it is a deliverable in your MIP R2**

- **Once you have completed this assessment tool, your grantee coach will review your results during a check-in and work with you on creating a sustainability action plan**

- **You can also use data from this assessment to develop goals on your Implementation Plan.**

- **If your organization participates in multiple BHWD projects (MIP, PWI/EPOC/BHRR), you are only required to complete 1 assessment.**

Program Sustainability Assessment Tool

PSAT

ACCESS PSAT

DUE: October 31, 2023

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Upcoming Events and Important Reminders

November Events		
Webinar: Motivational Interviewing: Helping People Change and Grow: 4th Ed.	12-1 p.m.	11/7/2023
Continuing the Conversation	1-2 p.m.	11/9/2023
Learning Collaborative: Grant Writing- SoCal 1	10-12 p.m.	11/15/23
Learning Collaborative: Grant Writing-SoCal 2	2-4 p.m.	11/15/23
Learning Collaborative: Grant Writing- Bay Area/Mid-State	10-12 p.m.	11/16/23
Learning Collaborative: Grant Writing-Nor Cal & Capitol	2-4 p.m.	11/16/23
Mentor & Intern Office Hours	12-1 p.m. & 2-3 p.m.	11/30/23

Questions

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