



Mentored Internship Program (MIP) Administrative Coaching Call

Presented by
the MIP Team

**January 23, 2024, 10:00-11:00 a.m. and 11:30 a.m.-12:30 p.m.
SoCal 1 & 2**

**January 24, 2024, 10:00-11:00 a.m. Bay Area
11:30 a.m.-12:30 p.m. NorCal & Capital**



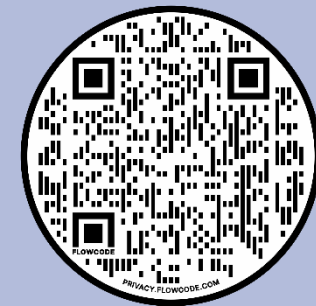
Indigenous Land Acknowledgement

- 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



Tara Fischer
Project Director



Tiffany Malone
Deputy Director



Kate Cox
Operations Manager



Kayla Halsey
*BHWD Data and
Analyses Manager*



Caitlin Storm
*Quality Assurance
Coordinator*



Christian Citlali
Lead Grantee Coach



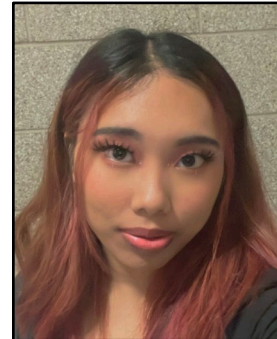
Xiomara Romero
Grantee Coach



Aida Natalie Castro
Grantee Coach



Amanda Flores
Grantee Coach



Vic Walker
Operations Specialist



Krislyn LaCroix
Operations Specialist

MIP HUB and Past Events

Looking for past event recordings? Want to register for future events?

MIP HUB

Username: mipgrantee

Password: 2miP@hp



Agenda

1. Implementation Plan
2. Sustainability Action Plan
3. MIP Events Restructuring, Attendance, and 1:1 Calls
4. Preparing for an Audit
5. Internship Clarification
6. Intern-Mentor Ratios
7. Onboarding Videos
8. Quarterly Reports
9. Intern Pre/Post Survey
10. Invoice Overview
11. Grantee Request Form
12. Upcoming Events
13. Q&A

Implementation Plans

MENTORED INTERNSHIP PROGRAM (MIP) GRANTEE IMPLEMENTATION PLAN					
Organization:					
Corresponding MIP Unique ID:					
Point of Contact Name:					
Point of Contact Email:					
<p>DIRECTION OF USE:</p> <p>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</p> <p>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.</p> <p>In the "Action Steps" column, list detailed steps that will be taken to complete the SMART Goal.</p> <p>In the "Responsible" column, identify the person expected to be accountable for this action.</p> <p>In the "Status" column, use the drop-down to enter the current status.</p> <p>In the "Timeframe & Due Dates" column, indicate your timeframe and/or the due date of the action.</p> <p>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 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 (IPs) 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 the IP.
- The IP should tell a story of all the work you are doing in MIP and be used to note all MIP-related activities, challenges, changes, and updates.
- Updated IPs are due at the beginning of each new quarter to review with your Grantee Coach (GC) during 1:1.

PSAT to Sustainability

- Grantees will be required to create three sustainability SMART goals utilizing the Program Sustainability Assessment Tool (PSAT) results and focusing on low-scoring and/or high scoring domains.
- Grantees are required to add these goals to their February IP, and submit for review by their GC via the MIP Administrative Portal.
- From February 2024 through December 2024, grantees will work toward completion of their PSAT SMART goals and report monthly progress on their IP during 1:1 check-ins with their GC.



MIP Events Restructuring

Event	Attendees Required	Frequency	Focus/Purpose
Learning Collaborative	MIP Coordinator, Interns, Ed Partners, and Mentors	Quarterly/ Statewide 90 min	Provide TA specific for Interns, Mentors, BH Org/Ed Partners
Office Hours	Optional for MIP Coordinator, Interns, Ed Partners, and Mentors	Quarterly/ Statewide 30 min	Will be held directly following the LCs
Webinars and Continuing the Conversation	MIP Coordinator required, but everyone is invited	Monthly/ Statewide 60 min	SUD/ODU competency development
Admin Collective (Combines Admin Calls and Affinity Groups)	MIP Coordinator	Quarterly/ Statewide 60 min	Announcements, reminders, information sharing, grantees brag and grab
1:1 TA Coaching Calls	MIP Coordinator required, but other team members can attend	Monthly	Grantee Health and Adherence

1:1 TA Calls Structure

- **Review required submissions**
 - PSAT
 - Quarterly Data Report (QDR)
 - IP
 - Pre/Post Surveys
 - Sustainability Plan
- **Invoices**
 - Review Spend Down and cross-check numbers
- **Attendance**
 - Review attendance of required events
- **Interns, Mentors, Ed Partners**
 - Number of interns, mentors, and ed partners; any changes
- **Progress**
 - Overview of intern and program progress and any challenges or successes
- **Questions**



Preparing for an Audit

Initial Audit Request

- Proof of insurance for entire duration of contract
- Most recent completed financial, compliance, or single federal audits completed within the last 3 years.
- Copy of documented Internal Controls or Standard Operating Procedures that relate to the BHWD project, such as
 - Approval processes for payroll/timesheet submissions
 - Procurement and accounting procedures for purchases of goods and services
 - Policies directly related to the program performance, compliance, or deliverables for the BHWD project
- Inventory tracking list as required by the BHWD Subcontractor Agreement
- Detailed Financial Statement of Activity or Expenditures GL for the BHWD project (broken down by individual transactions)
- Completion of provided internal controls questionnaire (questionnaire provided by auditor during audit)
- Confirmation of payments received by grantee from Advocates for Human Potential (AHP) (letter provided by auditor during audit)

Preparing for an Audit

Grantee-Specific Requests later in the audit process

- Documentation proving completion of deliverables in the statement of work (SOW)
 - Attendance of all MIP Events
 - On-time submission of all MIP required documents
 - IP (updated quarterly)
 - Quarterly Report
 - PSAT and Sustainability Plan
- Documentation such as timesheets, paychecks, invoices, receipts, etc. related to purchases listed in the grantee's financial statement of activity.

Internship Clarification

- Interns working at a non-contracted site
- Educational partners that do not have a brick-and-mortar in California
- Telehealth and remote work environments



Intern-Mentor Ratio

- Reminder: have **one** identified mentor for every **two** interns.
- This ratio is intended to ensure adequate orientation and establish a meaningful mentor-intern working relationship.
- For example: If you have 10 interns, you should have at least 5 mentors identified.
- **January is National Mentoring Month!**



MIP Hub Onboarding Videos

[Templates, Forms, and Surveys](#)

[Quarterly Reports](#)

[Implementation Plan](#)

[Grantee Request Form/Help Desk](#)

[Video Tutorials](#)

[Outward Facing Roster](#)

[Past Event Resources](#)

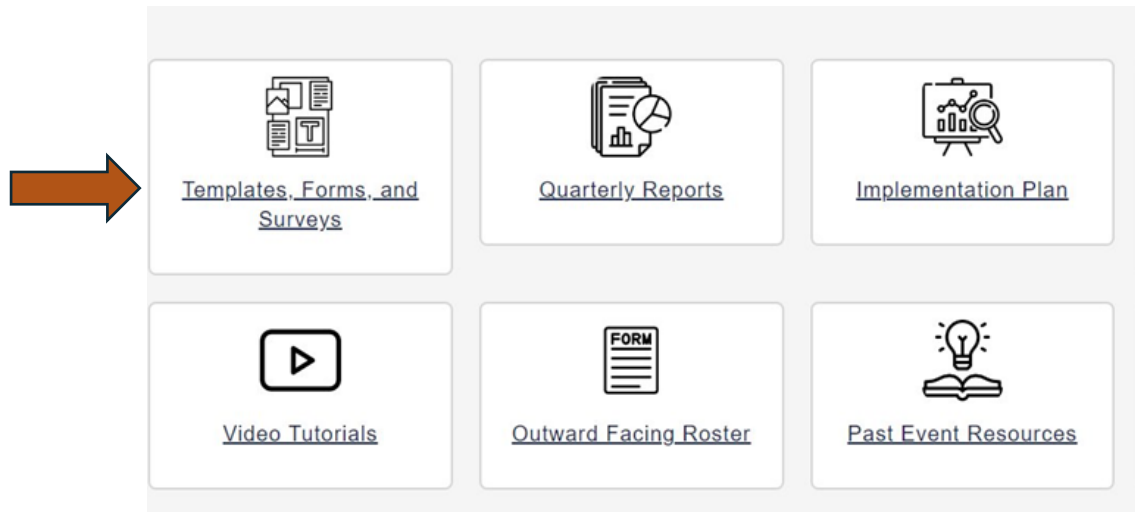
[Onboarding Materials](#)

Onboarding Materials for Interns and Mentors

Resource
Speaking with Pride (The Importance Person-first Language as Foundational to Diversity, Equity, and Inclusion)
HIPAA Compliance and Clinical Notetaking
Behavioral Health EBPs with Historically Excluded Communities
Workplace Ethics: Confidentiality, Ethical Dilemma, Matching Interns with Mentors
MIP Intern Pre/Post Evaluation Survey
MIP Mentor Pre/Post Evaluation Survey

MIP Hub Quarterly Data Report Revision Request

Quarterly Data Reports were due 1/15/23
for reporting period 10/1/23-12/31/23.



MIP Quarterly Data Report Revision Request

Date *

Organization *

MIP Unique ID (MIPXXXX) *

First Name *

Last Name *

Submitter's Email *

What Reporting Period submission are you correcting? *

Correction 1

What number question do you need to make an adjustment to? *

Please reference the Quarterly Report form to indicate which question number you need to change your answer for.

Intern Pre/Post Survey & FAQ


- Surveys are found on the hub under "Templates, Forms, and Surveys"



Mentored Internship Program's Templates, Forms and Surveys

Templates, Forms and Surveys


Templates	Forms	Surveys
MIP Intern Invoice Template	MIP Grantee Request Form	MIP Intern Pre/Post Evaluation Survey
MIP Deliverables NCE Round 1 Invoice Template	Consultant/Subcontractor Agreement Form	MIP Mentor Pre/Post Evaluation Survey
MIP Deliverables Round 2 Invoice Template	MIP Quarterly Data Report Revision Request Form	MIP Organization Pre/Post Evaluation Survey
MIP Quarterly Data Report Tracking Sheet Template		MIP Quarterly Data Report Preview



The Behavioral Health Workforce Development (BHWD) project is funded by the California Department of Health Care Services (DHCS) Community Services Division.

[Advocates for Human Potential, Inc.](#) is the Administrative Entity for the BHWD program.

[Accessibility Certification](#)



Intern Pre/Post Survey & FAQ

When should interns complete these surveys?

- If a student has been recently **onboarded**:
 - Pre- surveys should be completed **no later than 1 week** after they start their internship.
- If an intern is completing their internship and will **no longer continue** at the organization as an intern:
 - The intern must complete their Post survey **no earlier than 1 week** before ending their internship.

Intern Pre/Post Survey & FAQ

How do we know if the surveys have been completed?

- During your 1:1 calls, your GC will notify you of who has completed the survey.
- It is the responsibility of the MIP Coordinator to then reach out to any intern who has not completed the survey.

Round 1 NCE New Invoice Template

Round 1 NCE Invoice Template

MIP INVOICE TEMPLATE
 EMAIL COMPLETED INVOICE, INTERN INVOICE, AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE, TO AP2@AHPNET.COM

Advocates For Human Potential, Inc.
 MIP Invoice Template
 ROUND 1 NO COST EXTENSION (NCE)
 Grantee Quarterly Deliverables Invoice



Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
Project #: 7438.01-003		
<small>Click here to choose a reporting period</small>	Interns <i>Engaged interns per Quarterly Intern Invoice Form attached.</i>	Deliverable Amount (per contract) Add total from Quarterly Intern Invoice Form. Please delete this text before submitting.
7438.01-003		
	Deliverable Description <i>The text below is part of the template. DO NOT DELETE.</i>	Deliverable Amount (per contract)
	Activities/Deliverables MET QUARTER <small>Click here to choose a reporting period DELIVERABLES, AS NOTED IN THE SOW.</small>	Add total from payment schedule here (found in your contract). Please delete this text before submitting.
Total Amount Due		Total Amount Due Add total of intern + quarterly deliverable amount from Attachment E here Please delete this text before submitting.

Subcontractor Signature

Round 2 New Invoice Template

MIP INVOICE TEMPLATE **ROUND 2**
 EMAIL COMPLETED INVOICE, INTERN INVOICE, AND RECEIPTS FOR EQUIPMENT, IF APPLICABLE, TO AP2@AHPNET.COM

Advocates For Human Potential, Inc.

MIP Invoice Template **ROUND 2**

Grantee Quarterly Deliverables Invoice

Please delete all instructional text *BEFORE* submitting.

Agency Name:		
Address:		
Telephone #:		
Submitted by name:		
Submitted by email:		
Unique ID:		
Project #: 7438.01-004		
October 1, 2024 - December 31, 2024 7438.01-004	Equipment/Property Purchases Include all receipts in one PDF and submit with this form	Deliverable Amount (per contract)
	Include equipment you purchased here. (If you did not purchase equipment this quarter, please delete this text before submitting. Do not replace with "no equipment purchased".) If you have equipment, please list it as: +1 laptop at \$332.532 desks at \$151.21 Equipment listed must match included receipts	Please add equipment total here. (If you did not purchase equipment in this quarter, please delete this text before submitting. Do not replace with \$0.)
	Interns Engaged interns per Quarterly Intern Invoice Form attached	Add total from Quarterly Intern Invoice Form. Please delete this text before submitting.
	Deliverable Description The text below is part of the template. DO NOT DELETE.	Deliverable Amount (per contract)
	Activities/Deliverables MET QUARTER October 1, 2023 - December 31, 2023 DELIVERABLES, AS NOTED IN THE SOW.	Add total from payment schedule here (found in your contract). Please delete this text before submitting.
Total Amount Due	Add total of equipment + intern + quarterly deliverable amount from Attachment E here	



CA BHWD Mentored Internship Program (MIP)
 Quarterly Intern(s) Invoice Template



AGENCY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP:	
TEL. #:	EMAIL:		
PROJECT #	Select an option.		
UNIQUE SITE ID:			

NAME OF INTERN (Please list names of interns alphabetically).	MONTH	TOTAL HOURS @ RATE FOR MONTH (hrs@\$)	TOTAL FEE PAID THIS MONTH	TOTAL MONTHLY BENEFITS PAID FOR INTERN (if applicable)	TOTAL AMOUNT PAID FOR INTERN
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
TOTAL QUARTERLY INTERN(S) FEES:					\$

Grantee Request Form

Grantee Request Form

Invoice templates



[Templates, Forms, and Surveys](#)



[Quarterly Reports](#)



[Implementation Plan](#)



[Grantee Request Form/Help Desk](#)



[Video Tutorials](#)



[Outward Facing Roster](#)



[Past Event Resources](#)



[Onboarding Materials](#)



[Upcoming Events](#)



[Grantee Map](#)



[Resource Library](#)

Grantee Request Form

Reasons to submit a Grantee Request Form:

- Adding/removing staff from MIP Roster
- Adding/removing staff to Constant Contact
- Requesting access/removing access to MIP Portal
- Address changes
- TTA request and administrative support



MIP Grantee Request Form

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.

Today's Date *

Grantee Organization *

Please enter the Behavioral Health Organization that you are affiliated with

Unique ID (MIPXXXX) *

Who is your Grantee Coach? *

What can we help you with? *

Please select your role as part of the Mentored Internship Program *

Please write in a response if your role is not a given option

Submitted By: *

Please write your first and last name

Email *

File Upload

If you have any files, screengrabs or documents that would help us to better understand your request, please upload them here.

Drag and drop files here or [browse files](#)

Send me a copy of my responses

Submit

Upcoming Events and Important Reminders

February Events	Time	Date
Webinar: Harm Reduction Evidence-Based Practice (EBPs)	12-1 p.m.	2/6/24
Continuing the Conversation	1-2 p.m.	2/8/24
Learning Collaborative: Intern	TBD	March
Learning Collaborative: Mentor	TBD	March
Learning Collaborative: BH Org/Ed Partner	TBD	March

Questions

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



Thank you!