Mentored Internship Program (MIP) Final Administrative Coaching Call

Presented by the MIP Team

December 03, 2024, 11:30 a.m. – 1 p.m.
Statewide

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 https://native-land.ca

Option 2: Access Native Land website via QR Code

Advocates for Human Potential, Inc. (AHP) MIP Team

Tara Fischer
Project Director

Tiffany Malone
Deputy Director

Kate Cox
Project Manager

Abigail Pol
Project Manager

Kayla Halsey
BHWD Data and Analyses Manager

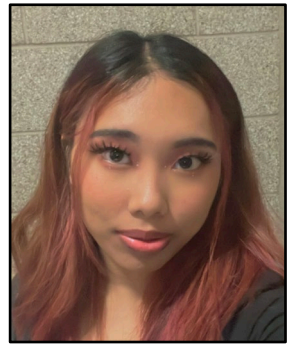
Caitlin Storm
Quality Assurance Coordinator

Christian Citlali
Lead Grantee Coach

Xiomara Romero
Grantee Coach

Aida Natalie Castro
Grantee Coach

Amanda Flores
Grantee Coach



Vic Walker
Project Coordinator

Krislyn LaCroix
Project Coordinator

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. BHWD Equipment Survey
2. BHWD Reports
3. Budget Mods
4. Invoice Submissions
5. Attendance
6. Implementation Plan (IP) and Sustainability Goals
7. Grantee Data Dashboard
8. Important Closeout Items
9. Final MIP Events

BHWD Equipment Survey

THIS IS A DHCS-REQUIRED DELIVERABLE FOR ALL GRANTEES

- The BHWD Grantee Equipment Survey is part of your closeout deliverables. At the request of DHCS and in line with your contractual obligations, we are required to keep an inventory of equipment purchased via grant funding. This inventory is for recordkeeping only.
- Each organization is required to submit **one** survey **per BHWD project** (MIP, BHRR, PWI, and EPOC). If your organization is part of multiple BHWD projects, **you must submit a separate survey for each project and each contracted site**. All surveys are due by **Monday, December 6, 2024**.
- If you have not submitted the survey, it is now **PAST DUE;** please submit it immediately.

DHCS

BHWD Final Report and QDR are Due in January

- The final report is meant to encompass your overall experience throughout the **entire** contract period and is due **January 15, 2025**.
- Your Quarterly Data Report is due **January 15, 2025**.
- Reports must be completed **per each funded site**.
- Both the Final Report and QDR for **ALL** sites must be completed **before final invoice approval**.

PLEASE SUBMIT ALL REPORTS ON TIME.

- Please send any additional questions to bhwddata@ahpnet.com.

DHCS

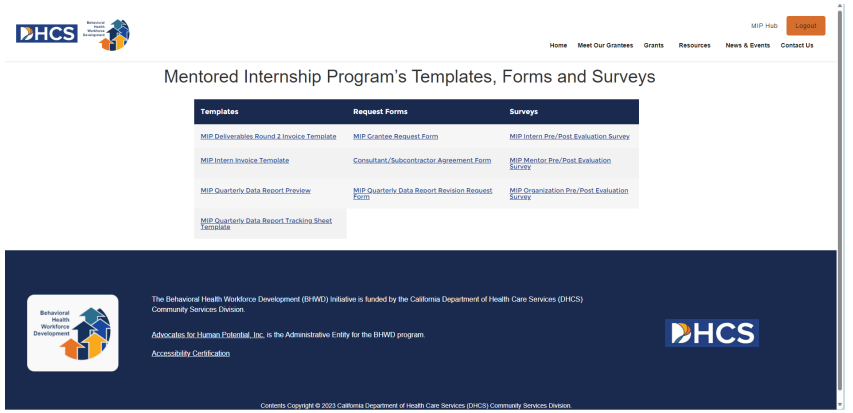
Budget Mod Submissions

- Requests for a budget modification is now closed.

- If you requested a budget modification and are waiting on your new contract, keep an eye out for an email from noreply@mg.ironcladapp.com

Invoice Submissions

- Invoices for the final quarter October 1, 2024 – December 31, 2024, reporting period are due NO LATER than January 15, 2024.
- All invoices should be emailed as ONE PDF to mipr2invoices@ahpnet.com. Please make sure to copy your Grantee Coach on that email.
- Invoice templates are located on the MIP Hub.



MIP Attendance

- Please make sure you have completed all outstanding attendance.
- All past recordings can be located on the MIP HUB.

- We only have one final MIP event left, Closing Learning Collaborative, on December 13 from 12:30 p.m. – 1:30 p.m. PT.

Implementation Plans

- Please take time to review and update your IPs.
- Update any goal with additional details or status changes.
- Include your sustainability goals and updates.
- Final IPs should be submitted to the portal no later than January 15, 2025.

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:

Grantee Data Dashboards

For the remainder of the contract period:

- The data dashboards are now available for grantees to interact with on the MIP Administrative Portal.
- These data dashboards showcase all your hard work through this project and reflect data from your QDRs, training and technical assistance (TA), Program Sustainability Assessment Tool reports, and funding amounts.
- You can interact with the dashboard to see how your own organizational data compares with that of other grantees in your project.
- All grantee data is aggregated apart from your own, which is password protected.

Post-project:

- At the end of the project period, each grantee will also receive a cumulative PDF report of their data dashboard to take with them after the project ends and the portal is no longer accessible.
- You can use this on your website, in your applications for other funding streams, etc.

DHCS

MIP Grant Closeout

With only a couple of weeks left in MIP, please address grant closeout requirements so that you are prepared for the end of the year.

December 2024 IP Updates
- Must be completed by the end of the month and submitted by **January 15, 2025**.

10/1/24 – 12/31/24 QDR
- Must be completed by the end of the contract period (**January 15, 2025**).

10/1/24 – 12/31/24 Invoice
- Must be submitted by the end of the contract period (**January 15, 2025**).

MIP Final Report
- Must be completed by the end of the contract period (**January 15, 2025**).

The final invoice will not be paid until the above items are received and all other contract deliverables have been completed*

MIP Sunsetting: Closing Out

MIP will end on December 31, 2024.

- **There will be NO extensions.**
- **Requests for budget modification are no longer permitted.**
- **MIP Portal and Hub will remain active until March 2025.**
  - Please take time before this date to download the PPT and resources, and save links to the recordings.

Upcoming Events: November and December

Event	Date and Time
MIP Final Learning Collaborative Session/ Celebration—All Cohorts	December 13, 2024 12:30 p.m. – 1:30 p.m. PT

Register for these events on the Hub!

Open Office Hours Starts Now

Questions

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