Mentored Internship Program (MIP) Administrative Coaching Call

Presented by the MIP Team

July 16, 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

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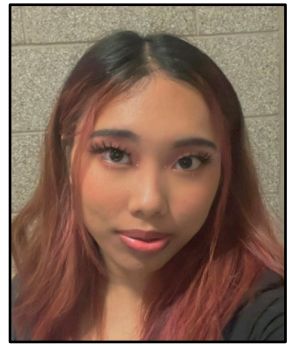


Vic Walker
Project Coordinator

Krislyn LaCroix
Project Coordinator

MIP Hub and Past Events

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

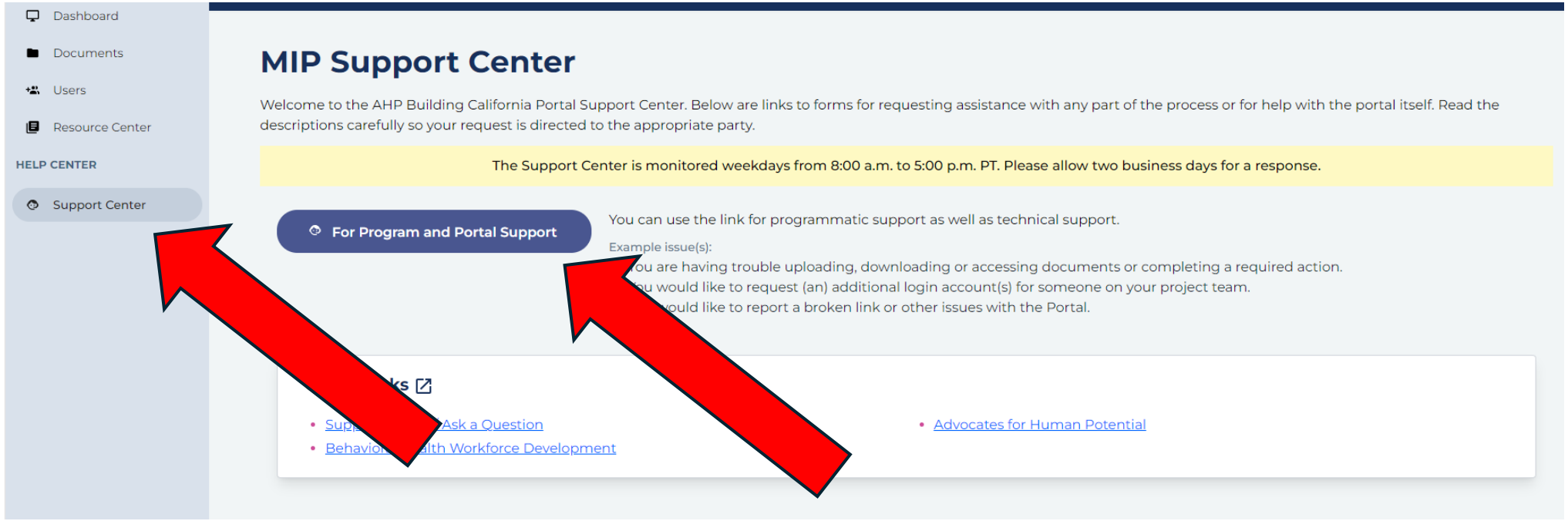
MIP HUB
Username: mipgrantee
Password: 2miP@hp

Agenda

1. April–June Invoices: Past Due
2. Implementation Plans
3. Summer Interns
4. MIP Sunsetting: Closeouts
5. MIP Finance Check-Ins
6. Good Standing: Review MIP Interns
7. Upcoming Events
8. Brag and Grab
9. Final Q&A

Invoices

- **April to June Invoices were due July 15 and are now PAST DUE.**
- **Please submit your invoices to the MIP Administrative portal as soon as possible.**
  - Login — Building California portal (buildingcalhhs.com)
- If you need assistance, please **submit a ticket.**



Implementation Plans

- Review your Implementation Plans
- Update any goal with either more detail or status changes.
- Upload your updated Implementation Plan to the Administrative Portal by July 31.

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:

Summer Interns

- **Your Implementation Plan should already have a summer internship component outlined by you/your organization.**
  - Please be sure this is up-to-date and uploaded to the MIP Administrative portal.

- **Reminder: Two Interns minimum per site (contract) per quarter.**

- **Changes in Summer Internship Plans:**
  - If something arises that will impact the summer internship (budgeting, personnel, organizational issues, etc.), please inform your Grantee Coach of the changes to ensure adherence to MIP.

DHCS

MIP Sunsetting: Closing out

MIP will end December 31, 2024

- **No extensions.**
- **Conversations about budget modifications will start in September.**
- **The deadline to submit requests will be November 1.**
  - Some budget modifications will be allowed on a case-by-case basis.

MIP Finance Check-Ins

- **Monitor your spenddown!**
  - If you are **not** on track with your spenddown, you will need a spenddown plan.
  - If you require a budget modification, the deadline for requesting one is **November**.

- **If you have not completed a MIP finance check-in with your Grantee Coach and finance representative, please do so ASAP.**
  - If you have not met with your Grantee Coach, come to the meeting prepared to discuss your current budget spenddown.

DHCS

Good Standing: MIP Items

Are you up-to-date with…

- **Implementation Plans?**
- **Quarterly Reports?**
- **Invoices?**
- **Maintenance of mentor/intern requirements?**
- **Attendance?**
  - Mentors
  - Interns
  - MIP coordinators
  - Ed partners
- **Monthly 1:1 check-in meeting?**
- **Intern spenddowns?**

DHCS

Surprise!

Our Grantee Coach Natalie is headed out on maternity leave!

Upcoming Events: April, May, and June

Event	Date and Time
Webinar: Harm Reduction Level — Implementation and Practice	August 6, 12 p.m. – 1 p.m.
MIP Ed Partner Learning Collaborative	September 13, 12:30 p.m. – 2 p.m.
MIP Intern Learning Collaborative	September 19, 2 p.m. – 4 p.m.
MIP Coordinator Learning Collaborative	September 20, 12:30 p.m. – 2 p.m.
MIP Mentor Learning Collaborative	September 27, 12:30 p.m. – 2 p.m.

Register for these events on the Hub!

Brag and Grab

- Do you have any supervision and mentoring advice that you would like to share?
- What pathways have you established for your interns?
- What resources have you created at your organization that have helped you with MIP?
- What challenges are you facing that you would like to discuss, drawing from others' experiences?

DHCS

Questions

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

Thank you!