



Mentored Internship Program (MIP) Administrative Coaching Call

Presented by
the MIP Team

October 15, 2024, 11:30 a.m. – 1 p.m.
Statewide



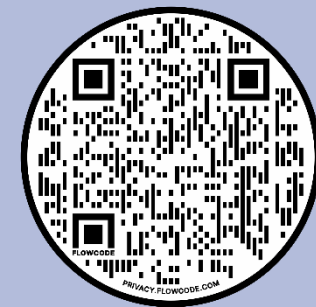
Indigenous Land Acknowledgement

- 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*



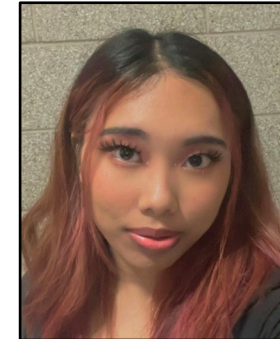
Xiomara Romero
Grantee Coach



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. Grantee Data Dashboards and Grantee Final Report (Data Team)
2. On-Time Invoice Submissions
3. Attendance
4. Implementation Plan (IP) and Sustainability Goals
5. Important Closeout Items
6. Final MIP Events



Behavioral Health Workforce Development (BHWD) Data Tracking

Benefit to your organization:

- Align yourselves with other behavioral health organizations collecting these metrics.
- Increase your likelihood of acquiring additional funding streams.
- Contribute to the field's development of evidence-based practice.

Grantee Data Dashboards



- The BHWD Data Team is working to develop data dashboards for all BHWD grantees.
- These data dashboards will showcase all your hard work through this project and include outcomes data from your QDRs, training and technical assistance (TA), Program Sustainability Assessment Tool reports, and funding amounts.
- Each grantee will receive access to their own data dashboard and to a general data dashboard for each project they are part of.
- The BHWD Data Team hopes that this data will be useful for project evaluation, quality improvement, grant-writing, and securing future funding.

Demo: Grantee Data Dashboards



Our Gift to You

For the remainder of the contract period:

- The data dashboards will be available for grantees to interact with on the MIP [Administrative Portal](#) in October 2024.
- 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.



BHWD Final Report Draft Walk-Through

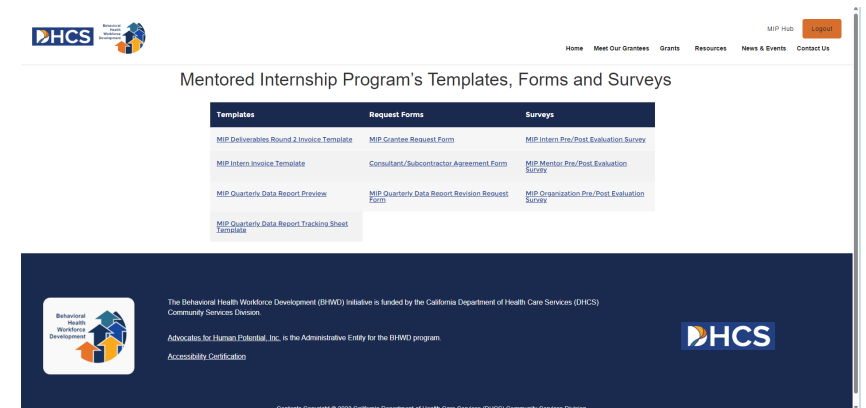


- The BHWD Final Report Draft template will go live in the portal by the end of **October**. You can view the questions, begin working through it, and save as you go. However, you cannot submit the report until **January**.
- You may need to reach out to different departments in your organization to gather certain information, particularly for questions in the funding section.
- The final report is meant to encompass your overall experience throughout the entire contract period and is due **January 15, 2025**. **It must be completed before final invoice approval.**
- Please send any additional questions to bhwddata@ahpnet.com.

Invoice Submissions



- Invoices for the July 1, 2024 – September 30, 2024 reporting period are due October 15, 2024.
- Final MIP invoices for October 1, 2024 – December 31, 2024 are due January 15, 2024.
- All invoices should be emailed as one PDF to mipr2invoices@ahpnet.com. Please make sure to copy your Grantee Coach (GC) on that email.
- Invoice templates are located on the [MIP Hub](#).



MIP Attendance

- Please make sure you are attending/watching recordings of all MIP events. Your final invoice and QDR will NOT BE APPROVED if you have any outstanding or unmet attendance requirements.

EVENT	ATTENDEES REQUIRED	FREQUENCY	FOCUS/PURPOSE
Learning Collaborative	MIP coordinators, interns, ed partners, and mentors	Quarterly/Statewide	Provide TA specific for interns, mentors, grantee orgs/ ed partners
Webinars	MIP coordinators required, but everyone is invited	Monthly/Statewide	SUD/ODU competency development
Admin Coaching Calls	MIP coordinators	Quarterly/Statewide	Announcements, reminders, information sharing, grantees brag and grab
1:1 TA Coaching Calls	MIP coordinators required, but other team members can attend	Monthly	Grantee health and adherence

Implementation Plans

- Review your IPs.
- Update any goal with either more detail or status changes.
- 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:					
<p>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.</p>					
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:

MIP Sunsetting: Closing Out

MIP will end December 31, 2024.

- **No extensions.**
- **Conversations about budget modifications should have begun in September.**
- **The deadline to submit final budget modification requests is November 1.**
 - Please discuss any budget modification needs with your GC.

MIP Grant Closeout

With only a couple of months 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**).

All MIP Funding

- Must be spent down by the end of the year (**December 31, 2024**).



*****The final invoice will not be paid until the above items are received and all other contract deliverables have been completed (e.g., mandatory events).*****

Surprise!

Meet Santiago Enzo Rosas! Born
9/22/24
9 lbs and 21.5 in long!

Momma Natalie is recovering but
doing well! She and Daddy are
head-over-heels in love with their
new bundle of joy. She sends her
love.



Upcoming Events: November and December

Event	Date and Time
<p>Webinar: PWI/EPOC and MIP Webinar: Human Trafficking Prevention/Mitigation</p> <p><i>Attendance is required for all MIP coordinators. Please forward the registration link to all your MIP coordinators</i></p>	<p>November 18, 2024</p> <p>12:00 p.m. – 1:00 p.m. PT</p>
<p>Admin Coaching Call: Closeout</p> <p><i>Attendance is required for all MIP coordinators. Please forward the registration link to all your MIP coordinators.</i></p>	<p>December 3, 2024</p> <p>11:30 a.m. – 1:00 p.m. PT</p>
<p>MIP Final Learning Collaborative Session/ Celebration—All Cohorts</p>	<p>December 13, 2024</p> <p>12:30 p.m. – 1:30 p.m. PT</p>

Register for these events on the Hub!

Questions

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



Thank you!