# 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
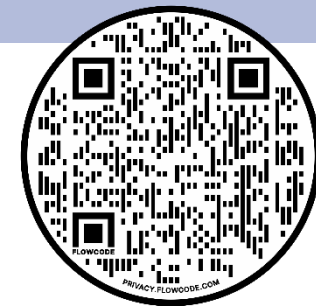
Advocates for Human Potential, Inc. (AHP) Behavioral Health Recruitment and Retention (BHRR) Team
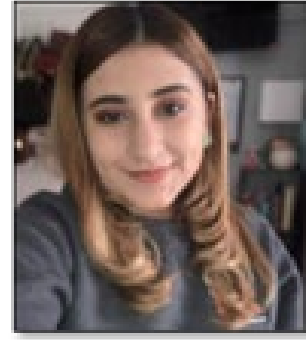
Susan Lange
Program Director Workforce Innovation Lab

Cklara Moradian
BHRR Deputy Project Director & Grantee Coach

Roxanne Brooks
Grantee Coach

Rosy Larios
Grantee Coach

Sandra Gomez
Grantee Coach
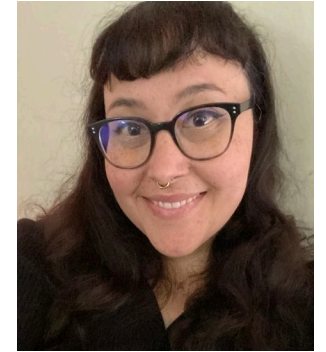
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Kayla Halsey
BHWD Data & Analyses Manager

This project would not be possible without the many amazing people who work in the background but are not on this slide.

AHP Workforce Development (WFD)
Subject Matter Expert (SME) Team

Susan Lange
WFD SME &
Program Director

Allen Fowler
WFD SME &
Senior Writer

Martina Durant
WFD SME &
Senior Program Manager

Agenda

Welcome from Susan Lange

BHRR Hub and Administrative Portal access

BHRR multifactor authentication (MFA) and Microsoft Teams transition

BHRR timeline and compliance

BHRR reporting and invoicing

BHRR financial requirements and audits

BHRR training and technical assistance (TTA) reconfiguration

Other reminders

We will create FAQ document after this event:

Please enter questions in the Q&A box and/or send them to
CA_BHRR@ahpnet.com

DHCS

Mid-Grant Message and Welcome from BHRR Director Susan Lange

HCS

BHRR Hub

BHRR Administrative Portal

Logins

Administrative Portal

Implementation Plan

Upload an updated version of the organization's Implementation Plan (IP) monthly for the Grantee Coach (GC) to review.

Quarterly Data Reports

Continue to submit Quarterly Data Reports (QDRs) in the Administrative Portal.

Progress in the QDR can be saved before submitting.

Please email substantiating documentation to your GC. Grantees no longer need to upload documents to the QDR

Unique Logins

Administrative Portal logins and passwords are unique to each user, regardless of their organization or site.

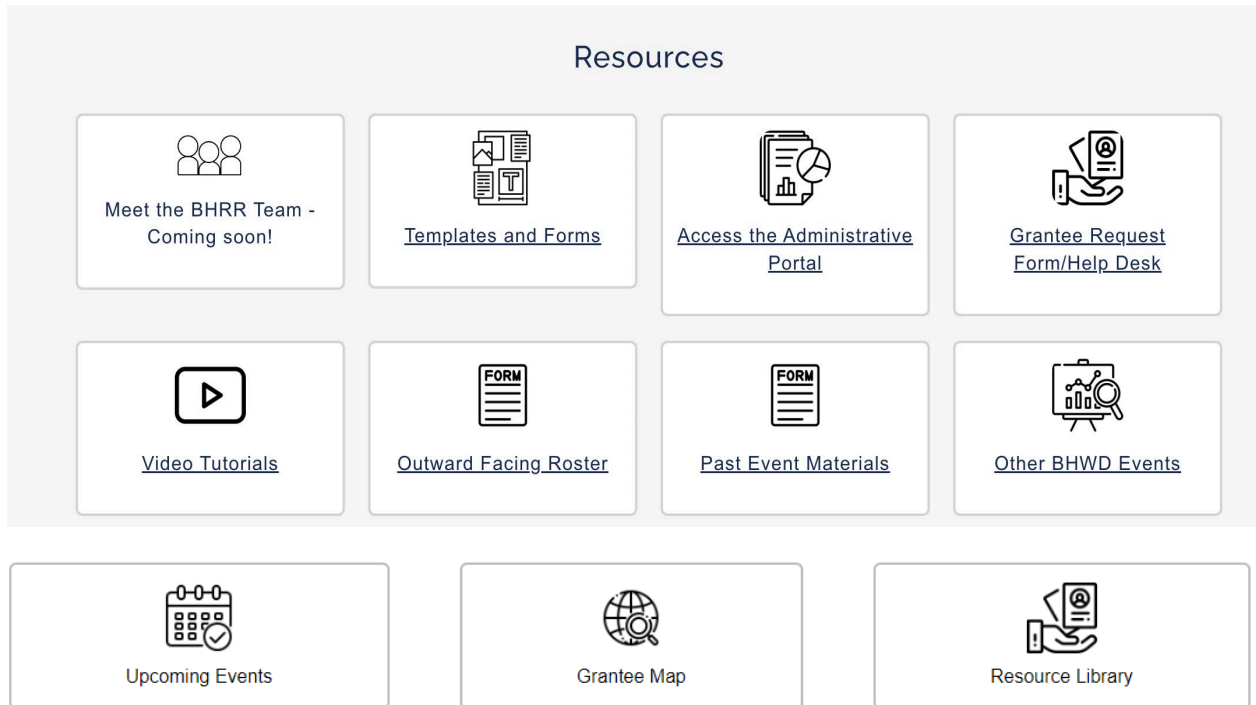If you experience any login issues, please submit a grantee request form for assistance.

Multifactor Authentication

The Administrative Portal will soon require MFA to log in.

BUILDING California

BHRR Hub

Resources

- Meet the BHRR Team - Coming soon!
- Templates and Forms
- Access the Administrative Portal
- Grantee Request Form/Help Desk
- Video Tutorials
- Outward Facing Roster
- Past Event Materials
- Other BHWD Events
- Upcoming Events
- Grantee Map
- Resource Library

- The Hub is a space for all BHRR grantees to access resources such as past event recordings, templates, the grantee contact roster, and more.

- Grantees can submit a request form via the Hub for assistance with access or login issues.

- The Hub also lists upcoming events, including registration links.

- The Administrative Portal can be accessed via the Hub by clicking the "Access the Administrative Portal" tile.

- The BHRR Hub has a shared username and password for all BHRR grantees.

BHWD Administrative Portal MFA

- The Administrative Portal will soon require MFA to log in. To authenticate, you will need a smartphone with an authenticator app installed. Once the MFA option is enabled, you will be prompted to scan a QR code with your phone to pair the account. Then, follow instructions in the app to retrieve your verification code.

- If you do not have an authenticator app already installed, we recommend Microsoft Authenticator. Many other viable options are available from the Apple App Store and Google Play.

- If you have any questions, please submit them in a grantee request form or email us at **ca_bhwd@ahpnet.com**.

Microsoft Teams for Grantee Coaching Calls

AHP is transitioning from Zoom to Teams for meetings.

No app purchase or account creation is needed to join these meetings.
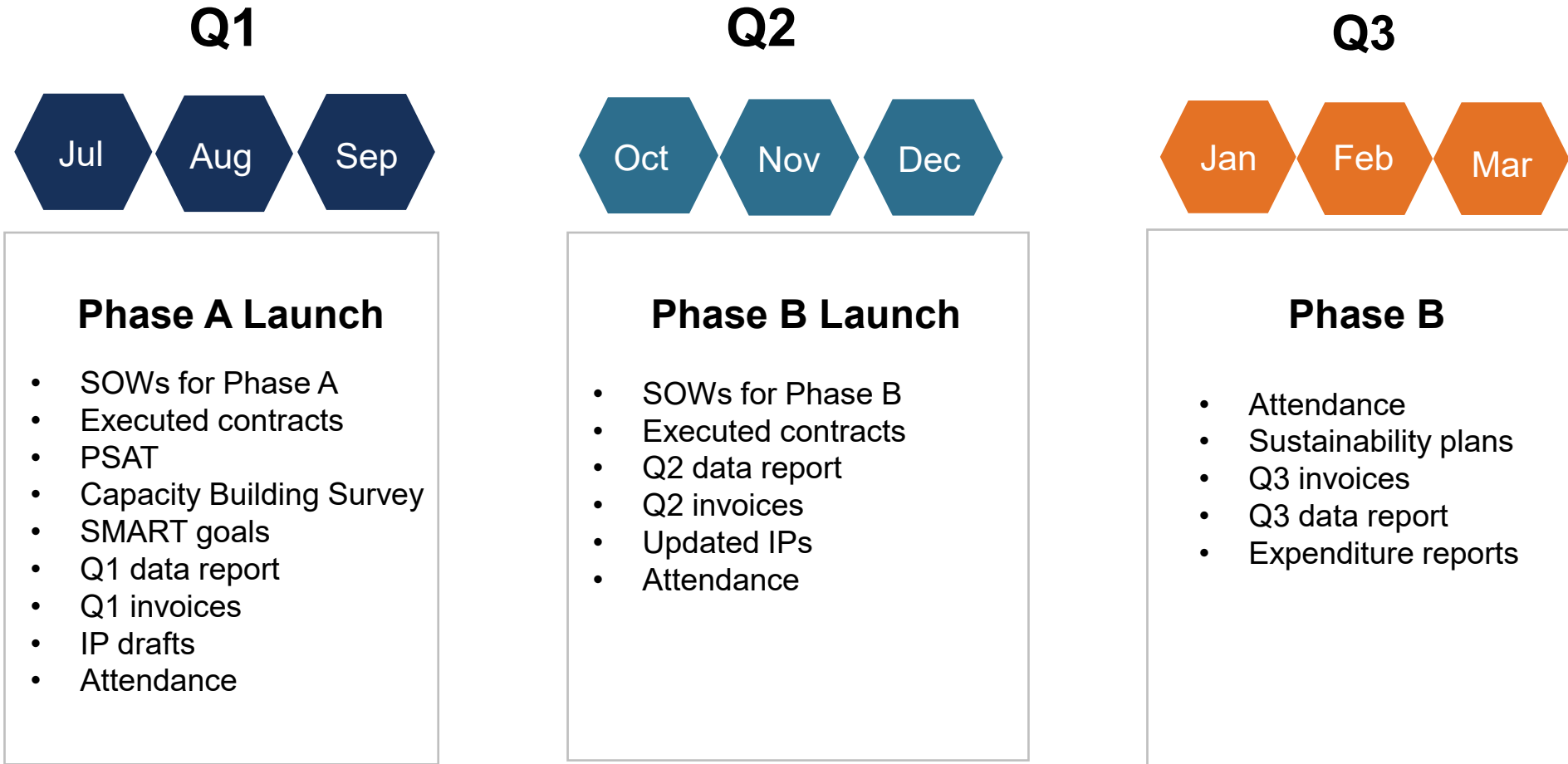
Teams meetings can be accessed via web browser.

For prescheduled calls with a Zoom link, proceed with the Zoom link.

Moving forward, grantees will receive a Microsoft Teams link when meetings are scheduled.

Project Timeline and Deliverables

Q1

Jul | Aug | Sep

Phase A Launch

- SOWs for Phase A
- Executed contracts
- PSAT
- Capacity Building Survey
- SMART goals
- Q1 data report
- Q1 invoices
- IP drafts
- Attendance

Q2

Oct | Nov | Dec

Phase B Launch

- SOWs for Phase B
- Executed contracts
- Q2 data report
- Q2 invoices
- Updated IPs
- Attendance

Q3

Jan | Feb | Mar

Phase B

- Attendance
- Sustainability plans
- Q3 invoices
- Q3 data report
- Expenditure reports

SOW = statement of work; PSAT = Program Sustainability Assessment Tool; SMART = specific, measurable, achievable, realistic, time-bound

HCS

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Project Timeline and Deliverables—Phase B cont.

Q4

Apr · May · Jun

Phase B

- Attendance
- Deliverables: SWOT analysis, community asset maps
- Q4 invoices
- Q4 data report
- Meeting with grantee leadership

Q5

Jul · Aug · Sep

Phase B

- Attendance TBD
- Deliverables TBD
- Q5 invoices
- Q5 data report

Q6

Oct · Nov · Dec

Phase B

- Attendance TBD
- Deliverables TBD
- Q6 invoices
- Q6 data report

Q7

Jan

Phase B TBD

- Attendance TBD
- Deliverables TBD
- Q7 invoices
- FINAL REPORT

SWOT = strengths, weaknesses, opportunities, threats; TBD = to be determined

HCS

Organizational Development and Sustainability Requirements

Required Activities

If not conducted in the last two years, the following activities are mandatory:

- Conduct an organizational needs assessment
- Perform a SWOT analysis
- Map community assets
- Complete a PSAT

Requirements are detailed on page 14 of the BHRR request for applications (RFA).

Progress

- All grantees fulfilled the needs assessment requirement through the Capacity Building Survey.

- Grantees have successfully completed their PSAT and developed their sustainability plans.

- SWOT analysis and community asset mapping are crucial to complete.

Guidance

- The SWOT analysis and asset mapping should be tailored to your organization's needs.

- Although there is not a strict deadline, completing these activities before the grant period ends is *imperative*.

- We suggest that all grantees aim to submit these deliverables with the QDR for Quarter 4 by **July 15, 2024**.

Support and Resources

- GCs are ready to provide guidance and resources.

- An **Asset Mapping Webinar** was held on April 2, 2024. The recording and slides are available on the BHRR Hub along with an Excel asset template.

- A recording is also available for the PWI/EPOC SWOT/Strategic Planning webinar, which took place on February 12, 2024.

Implementation Plans

- IPs are due before meeting with your GC.

- Please make sure that the most up-to-date IP is uploaded on the portal for each month. **Even when organizations will not meet monthly with their GCs, IPs still need to be uploaded monthly.**

- The deliverables column of your IP needs to list the substantiating documentation you expect to send to your GC at the end of the quarter along with the QDR and invoice.

- For guidance on identifying deliverables for your IP, please review the deliverables tip sheet or speak with your GC.

Substantiating Documentation

QDRs are still being submitted without BHRR grant-related program materials being sent to GCs. Please note that on all contracts, the SOW states the following requirements for the **Tailored Implementation Plan:**

- Execute the strategies listed in the Implementation Plan (IP) developed and approved by Advocates for Human Potential (AHP) BHRR staff during Phase A.

- Update IP monthly and review with your Grantee Coach (GC).

- **Submit substantiating documentation to your GC to verify that the strategies in the IP are being worked on and/or completed. Documentation may include, but is not limited to, a copy of stay interview questions, a revised job description template, and a training catalog for staff. All documentation must be approved by your GC.**

Submitting QDRs without sending substantiating documentation of progress toward strategies specified in the organization's IP will result in invoice approval delays.

PLEASE SEND SUBSTANTIATING DOCUMENTATION OR BHRR GRANT-RELATED PROGRAM MATERIALS TO YOUR GCs.

GRANTEES NO LONGER NEED TO UPLOAD DOCUMENTS OR SEND THEM TO DATA TEAM.

HCS

Quarterly Data Reports (QDRs)

$ Quarterly reports are mandatory for grantees.

Quarterly reports are due 15 days after the end of the reporting quarter.

AHP must receive the quarterly reports and substantiating documentation before approving invoices. DUE DATES ARE NOT OPTIONAL!

After receiving feedback from grantees, we have made certain questions optional.

Phase B QDR Tracker and PDF

To help grantees collect data points for each QDR in Phase B, we have provided two documents (below). The Phase B Data Collection Tracking Sheet will help smaller organizations gather and input the information needed for future data reports. Larger organizations can begin to ask their various departments to prepare data reports in advance.

The Phase B QDR PDF has all the questions that need to be answered for QDRs moving forward.

Phase B Data Collection Tracking Sheet

QDR PDF

BHRR Is Part of DHCS's Larger BHWD Initiative

We have received a few questions about why we ask for data on individuals served when this grant is about employees. Phase B QDR questions are mostly mandated by the State of California and our data partners at the University of California, Los Angeles. All demographic questions are given to us by the Substance Abuse and Mental Health Services Administration, as this grant is funded with federal dollars. All questions are required and relevant unless indicated otherwise.
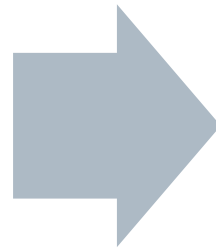
We ask about individuals served because the goal of expanding the workforce and improving recruitment and retention is to serve more people in need of behavioral health services. This data is relevant to the BHRR project.

Final Data Reports Due NO LATER Than February 15, 2025

The Quarter 6 report is due January 15, 2025. It will be identical to the current QDRs. (If any changes are made, this will be communicated in advance.)

The final report is a contractual obligation. It is stated on all SOWs for BHRR. The final report is also due on January 15, 2025, so we have time to make corrections (if needed) by the final project date of February 15, 2025.

The PDF for the final report will be shared at least four months before the due date. If a grantee does not return the final report and all corrections by February 15, 2025, their final invoice will not be paid.

DHCS

BHRR Invoices

- Invoices are due between the 1st and 15th of the month following the end of a quarter. **THIS DEADLINE IS NOT OPTIONAL.** To avoid delay in payments, please submit your invoice as early as possible but no later than the 15th of the month following the end of the quarter.

- Invoices can only be approved after the QDR and substantiating documentation have been submitted on the Administrative Portal. However, you can send your invoice to be processed by our accounting department as soon as the first of the month. Your GC will approve it once all documentation has been submitted.

- Effective April 1, 2024, BHRR invoices should be sent to bhrrinvoices@ahpnet.com and your GC should be Cc'd.

- Please communicate this email change to your finance department or appropriate staff.

- Please follow the directions on the invoice template carefully.

- The new template can be found on the BHRR Hub.

- **DO NOT SEND INVOICES TO THE AP2 EMAIL ADDRESS**!

Advocates For Human Potential, Inc.

Instructions for completing the Behavioral Health Recruitment and Retention (BHRR) Invoice Template

Grantee Quarterly Deliverables Invoice

1. Invoices are to be completed and submitted to AHP promptly upon completion of deliverables. Invoices received more than 30 days after the completion of deliverables may not be eligible for payment.

2. Complete the top portion of the invoice with your organization name, address, phone, and email contact information.

3. Include your unique BHWD Site ID. This can be found in your contract.

4. Refer to the "Payment Schedule" provided with your Subcontract Agreement and fill out the invoice grid with the following information:

   a) Deliverable Amount (for equipment and for all other expenses).

5. If submitting for equipment reimbursement, you must submit receipts with the invoice. Please remember to itemize specific equipment purchases on the invoice form.

6. Please be sure to verify your total; an invoice with incorrect values will be returned to the subcontractor for re-submission.

7. Sign and date the invoice where indicated. Complete the fillable form and mail the invoice to BHRRinvoices@ahpnet.com.

8. Payment shall be remitted, depending on the grantee's noted preference, via First Class Mail or direct deposit within 10 business days after being received by AHP's A/P, and reviewed, approved, and signed by the Project Director, Grantee Coach, and Accounting. No invoice will be approved for payment if you do not have your fully executed subcontract, or if A/P does not have your signed W-9 form on file.

9. Questions or concerns regarding AHP's invoicing, and payment process may be directed to our Accounts Payable department at BHRRinvoices@ahpnet.com.

BHRR Invoice vs. Actuals: Expenditure Reporting

- In previous calls, the BHRR team has stated the importance of keeping detailed records of received and spent BHRR funds for auditing purposes.

- A financial report was requested by the end of Q3, April 15, 2024.

- This report was to help ensure grantees were on track with spending funds by January 2025 and that their invoices aligned with expenditures.

- We have requested the presence of someone from your organization's executive leadership **or** finance team in one-on-one calls in either April or May to go over this document.

- The intention is to provide support to grantees to help manage any discrepancies or overspending. This is a supportive measure. This is not an audit. We hope to help adjust IPs to align with spending.

- This structured approach ensures a transparent financial monitoring process, assisting both BHRR and grantees in maintaining fiscal responsibility and project alignment.

Subcontractor Request Form

BHWD grantees must complete a subcontractor request form if they want to contract with a vendor for more than $5,000 in one grant year. Grantees must complete this form before finalizing a subcontractor or consultant agreement. One form is required for each agreement per grant year. If you have multiple funded sites, separate forms must be filled out for each site.

If the value of the vendor subcontract is more than $50,000, grantees must complete both sections of the request form. Grantees are responsible for making sure this form has been sent, received, and approved by their GC in a timely manner before proceeding with the subcontractor or consultant agreement. Please save a copy for your files.

Please note that subcontractor approvals are NOT optional. If your organization is hiring any third-party vendors, including (but not limited to) trainers, software implementation specialists, consultants, and grant writers, your organization must fill out this form before signing a contract or memorandum of understanding (if the amount is more than $5,000). Approvals are based on a variety of factors, including alignment with IPs, strategies and budget, reasonableness of request at the discretion of AHP, and your organization's need.

You will be notified of approvals by your GC. Subcontractor Form

Catalog of Federal Domestic Assistance (CFDA) number for the
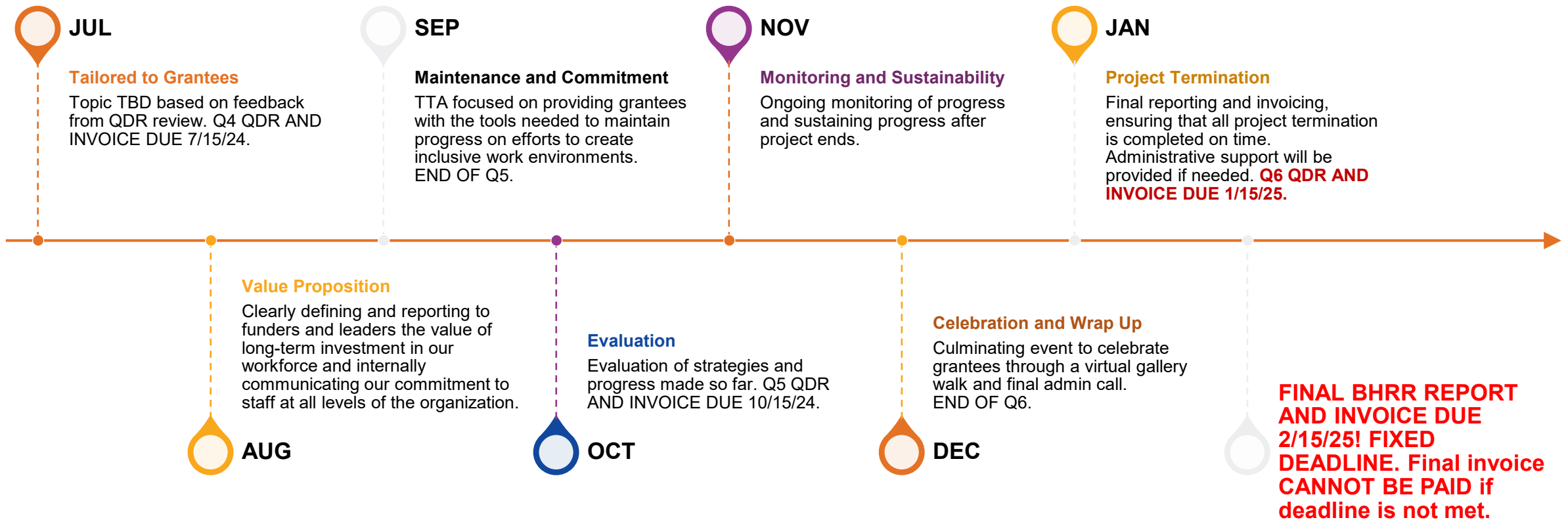# Behavioral Health Workforce Development (BHWD) grants:
93.959

This is the CFDA number to give to the grantee organization's finance department for audit purposes.

DHCS/AHP Audits

The California Department of Health Care Services (DHCS) intends to conduct audits on most organizations receiving BHRR funding. We strongly encourage all grantee organizations to maintain meticulous records detailing the use of BHRR funds. Funds awarded must exclusively support BHRR strategies. Failure to use these funds appropriately (not meeting grant deliverables) by the end of the period of performance in January 2025 will necessitate their return to DHCS. If a grantee fails to meet deliverable compliance and must prematurely end the project, all equipment purchased with BHRR funds must be returned. Please be aware that the following items may be requested during an audit:

Initial Audit Request	Grantee-Specific Requests Later in the Audit Process

• Proof of insurance for entire duration of contract.
• Most recently completed financial, compliance, or single federal audits completed within the last three years.
• Copies of documented internal controls or standard operating procedures related to the BHWD project (this initiative includes BHRR), such as the following:
  o Approval processes for payroll/timesheet submissions.
  o Procurement and accounting procedures for purchases of goods and services.
  o Policies directly related to the program performance, compliance, or deliverables for the BHWD project.
  o Inventory tracking list as required by the BHWD Subcontractor Agreement.
  o Detailed financial statement of activity or expenditures for the BHWD project (broken down by individual transactions).
  o Completion of internal controls questionnaire (questionnaire provided by auditor during audit).
  o Confirmation of payments received by grantee from AHP (letter provided by auditor during audit).
	• Documentation proving completion of deliverables in the SOW and in the TTA/Implementation Plan.
	• Documentation such as timesheets, paychecks, invoices, receipts, etc. related to purchases listed in the grantee's financial statement of activity.

BHRR TTA Framework

JUL

Tailored to Grantees
Topic TBD based on feedback from QDR review. Q4 QDR AND INVOICE DUE 7/15/24.

SEP

Maintenance and Commitment
TTA focused on providing grantees with the tools needed to maintain progress on efforts to create inclusive work environments. END OF Q5.

NOV

Monitoring and Sustainability
Ongoing monitoring of progress and sustaining progress after project ends.

JAN

Project Termination
Final reporting and invoicing, ensuring that all project termination is completed on time. Administrative support will be provided if needed. **Q6 QDR AND INVOICE DUE 1/15/25.**

Value Proposition
Clearly defining and reporting to funders and leaders the value of long-term investment in our workforce and internally communicating our commitment to staff at all levels of the organization.

AUG

Evaluation
Evaluation of strategies and progress made so far. Q5 QDR AND INVOICE DUE 10/15/24.

OCT

Celebration and Wrap Up
Culminating event to celebrate grantees through a virtual gallery walk and final admin call. END OF Q6.

DEC

FINAL BHRR REPORT AND INVOICE DUE 2/15/25! FIXED DEADLINE. Final invoice CANNOT BE PAID if deadline is not met.

Reconfigured Non-Event TTA
July 2024 – January 2025

Previous TTA	Updated TTA
Monthly one-on-one hour-long meetings with GC	Organizations will meet with their GC every other month, excluding smaller, less-resourced organizations. GCs will inform each organization of their monthly meeting requirement. GCs will let your organization know if you need to meet monthly or every other month.
Constant Contact	Constant Contact communications will be sent twice a month with frequently asked questions.
Ad hoc TTA with WFD SMEs or other AHP staff	Grantees can still request additional TTA using the grantee request form.
Ad hoc office hours OPTIONAL	Three office hours per month will be staffed by one GC and one Operations Specialist to allow grantees to ask administrative and logistical questions in a group setting.
Resources	Tip sheets, one-pagers, outlines, templates, and other products will be provided as needed. These resources will be combined with the asynchronous learning opportunities and sent in Constant Contact communications.
Quarterly newsletter	After the May newsletter, we will determine the future utility of this resource.

Monthly one-on-one hour-long meetings with GC will change starting in July 2024.

- Organizations will meet with their GC every other month, excluding smaller, less-resourced organizations. GCs will let your organization know if you need to meet monthly or every other month.

- GCs will inform each organization of their monthly meeting requirement.

- During non-meeting months, grantees can email questions to their GCs.

- GCs will use the Administrative Portal to provide IP feedback asynchronously. **MONTHLY IP UPDATES ARE STILL MANDATORY.**

- One-on-one calls will focus on IP reviews and grantee-specific questions.

- Calls will be 30–45 minutes unless additional time is needed.

- All admin questions will be addressed in group office hours.

Optional BHRR Office Hours

- Please register for the upcoming **optional, drop-in** BHRR office hours in July and August.

- Grantees may leave once their questions are answered.

- Office hours are not for relaying workforce development content.

- We are simply opening a space for grantees to ask questions about compliance and logistics, given that GC one-on-one meetings will be shortened starting in July 2024. Office hours will be hosted by different GCs each week.

- **Registration links have been sent via Constant Contact and can be found on the Hub.**

Mandatory TTA Events
July 2024 – January 2025

Per Site	Monthly Asynchronous Learning	Administrative Coaching Call	Learning Collaborative—Regional	Monthly Workshops	OPTIONAL Office Hours
Time Commitment	1 hour/month	1 hour on **12/18/24**	2.5 hours on **09/03/24** OR **09/04/24**	90 minutes/month	45 minutes or less/month
Grantee Main Point of Contact	Required	Required	Required	Required	OPTIONAL
Human Resources; Leadership; Diversity, Equity & Inclusion (DEI) Office; Managers; Finance Team; Other Relevant Staff	Highly encouraged (depending on the topic)	Highly encouraged (depending on the topic)	Highly encouraged (depending on the topic)	Highly encouraged (depending on their involvement)	OPTIONAL

Upcoming Training Topics

All events are mandatory unless indicated as optional.

- June webinar: *Working with the Whole Person: Shifting to a Competency-Based Framework*

- June workshop: *Competency-Based Frameworks in Practice*

- We will provide the Q5 TTA chart in the coming month.

- In July, we will move to asynchronous learning. Grantees will receive the learning opportunity at the start of the month and will have all month to complete it.

- There will be a July workshop. All registration links will be made available on the Hub and via Constant Contact communication.

HCS

BHWD Supplemental 2024 Events

BHWD, funded by DHCS, includes grant programs such as BHRR, Peer Workforce Investment (PWI), Expanding Peer Organization Capacity (EPOC), and the Mentored Internship Program (MIP). All these BHWD grant-funded projects are aimed at funding equity and growth in the behavioral health workforce throughout California.

As of January 2024, all BHWD Initiative webinars are available to all grantees. BHRR grantees can join PWI/EPOC or MIP webinars for supplemental learning opportunities. Please note that attending these webinars is **optional** and will not replace or count toward the attendance requirements for BHRR events.

- Register for upcoming **MIP and PWI/EPOC webinars**.

- Learn more about the **MIP**, **PWI**, and **EPOC** projects.

- Access resources (slides and recordings) for past **MIP** and **PWI/EPOC** webinars. You can find project links under "Other BHWD Event Recordings and Slides." When you are signed in to the PWI/EPOC Hub, the links take you directly to each project's past event resources page.

BHRR grantees need to complete an attendance form during MIP and PWI/EPOC events. Although attendance is not required, we will keep track of who attends which events. To find your organization's name in the attendance form, follow these instructions:

1. Select "Other BHWD Grantee" under "Grantee Organization Name." You will be asked "Which BHWD program are you from?"

2. Select "BHRR."

3. Select your organization's name from the drop-down menu or write it in as prompted and complete the form.

Please share these instructions with any staff members planning to attend MIP or PWI/EPOC webinars.

Upcoming Events and Important Reminders for Q4

Phase B Training and Technical Assistance – Quarter 4 of BHRR						
Q	**Month**	**Week 1**	**Week 2**	**Week 3**	**Week 4**	**Week 5**	**Total Hours of Live Grantee Attendance per Month**
4	April	**Webinar:** Charting Your Course: Asset Mapping toward a Workforce Pipeline and Collaborative Partnerships **(1 Hour) 04/02/24 12-1p.m.**		**Q3 Data Report and Q3 Invoice Due 04/15/24** **Workshop:** Connecting to Local Resources and Building Pipeline Sustainability **(1.5 Hours) 04/18/24 11a.m.-12:30p.m.**	**Update Implementation Plan(s)**		**2.5 Hours + 1:1 with GCs** **SMEs as needed**
4	May	**Learning Collaborative:** BHRR Mini-Consultancy Session **(2.5 Hours) 05/07/24 & 05/08/24 10a.m.-12:30p.m.**		**Administrative Coaching Call (1 Hour) 05/22/24 11a.m.-12p.m.**	**Update Implementation Plan(s)**		**3.5 Hours + 1:1 with GCs** **SMEs as needed**
4	June	**Webinar:** Working with the Whole Person: Shifting to a Competency-Based Framework **(1 Hour) 06/05/24 12-1p.m.**		**Workshop:** Competency-Based Framework in Practice **(1.5 Hour) 06/18/24 11a.m.-12:30p.m.**	**End of Q4 – Update Implementation Plan(s)** **Reminder: Q4 Data Report and Q4 Invoice(s) Due 07/15/24**		**2.5 Hours + 1:1 with GCs** **SMEs as needed**

Note: This document is a tentative plan and is subject to change. You will receive notification about changes to this plan in advance via email and through communication from your GC. Please refer to this plan for a general guideline of what to expect in Quarter 4 of BHRR. The BHRR Team may offer optional Open Office Hours if needed. Those dates will be communicated in advance.

Acronyms:
BHRR: Behavioral Health Recruitment and Retention
GC: Grantee Coach

SME: Subject Matter Expert
TA: Technical Assistance

Phase B Training and Technical Assistance – Quarter 5 of BHRR

Q	Month	Week 1	Week 2	Week 3	Week 4	Week 5	Total Hours of Live Grantee Attendance per Month
5	July	**Asynchronous Learning: TBD**	**OH:** **7/11/24** **12:00 p.m.-12:45 p.m.**	**Q4 Data Report and Q4 Invoice due 7/15/24** **Workshop: TBD** **(1.5 hours)** **07/17/24** **11 a.m.-12:30 p.m.** **OH: 7/19/24** **9 a.m.- 9:45 a.m.**	**Update implementation plan(s)** **Asynchronous Learning Knowledge Check due** **OH: 7/30/24** **3 p.m.-3:45 p.m.**		**1.5 hours + 1:1 with GCs** **SMEs as needed**
5	August	**Asynchronous Learning: TBD**	**OH: 8/07/24** **12:00p.m.-12:45p.m.**	**OH: 8/16/24 9 a.m.-9:45 a.m.**	**Update implementation plan(s)** **Asynchronous Learning Knowledge Check due** **Workshop: TBD** **(1.5 hours)** **8/22/24** **11 a.m.-12:30 p.m.** **OH: 8/26/24** **1 p.m.-1:45 p.m.**		**1.5 hours + 1:1 with GCs** **SMEs as needed**
5	September	**Learning Collaborative: TBD*** **(2.5 hours)** **9/03/24 or 9/04/24** **10 a.m.-12:30 p.m.**	**OH: TBD**	**Workshop: TBD** **(1.5 Hours)** **9/18/24** **11:00am-12:30pm**	**End of Q5 –** **Update implementation plan(s)** **Reminder:** **Q5 Data Report and Q5 invoice(s) due: 10/15/24**		**4 hours + 1:1 with GCs** **SMEs as needed**

Reminders

- **Grantee Spotlight opportunities are available in our workshops and quarterly newsletters to showcase grantee achievements.** This initiative aims to highlight successes, share strategies, and foster partnerships. Interested grantees should fill out the Grantee Spotlight Sign-Up Form. Please note, submission does not guarantee selection. BHRR staff are grateful for your dedication to the BHRR project and are eager to learn more about your organization.

- The **BHRR Phase B Outward Facing Contact Roster**, now available on the BHRR Hub, is an essential resource for networking and collaboration. It features the contact details of various BHRR organizations open to being contacted by other grantees. Additionally, **it highlights organizations open to offering limited mentorship**. To join this public-facing roster, please fill out the Grantee Request Form and select "Add Organization to Outward Facing Contact Roster." Please also indicate your capacity to provide limited mentorship.

  - Limited mentorship might encompass consulting on a mutual strategy, providing guidance for a smaller organization from a larger one, sharing resources, collaborating on outreach or pipeline creation, or becoming reciprocal referral sources. AHP will not facilitate this process. Organizations are free to define their collaborative terms and the extent of resources they can share.
  - Organizations that wish to be removed from the roster or need to update a listed contact must submit a Grantee Request Form or contact their GC. The roster is updated quarterly.

DHCS

Reminders

BHRR is aware that many organizations face challenges in finding qualified consultants and subcontractors, particularly those willing to work under reimbursement grant terms and those that meet the quality standards required by the organizations. While the BHRR team has gathered a list of consultants based on its research, it is important to note that AHP has not vetted or endorsed this list. This list is available from GCs upon request.

Recognizing the wealth of expertise within the grantee community, BHRR encourages organizations to use this network for mutual support. To this end, BHRR is creating a list of recommended consultants and subcontractors based on other organizations' positive experiences. BHRR is particularly looking for consultants with knowledge of working with behavioral health nonprofits in California.

BHRR invites you to contribute to this resource by completing the Consultant Recommendation Form to share your experiences with any valuable subcontractors or consultants (not limited to consultants working on BHRR). This initiative is a step toward enhancing collaborative efforts and providing robust support within the community.

Thank you for your participation and contribution to this valuable resource.

Thank you!

Resources

- **Asset Mapping Example: http://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/04/Asset-Mapping-example_508.xlsx**

- **BHRR Asset Mapping Tip Sheet: https://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/04/BHRR-Asset-Mapping-Tip-sheet_508.pdf**

- **BHRR Deliverable Tip Sheet: https://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/04/BHRR-Deliverable-Tip-Sheet_508.pdf**

- **BHRR Tip Sheet for Expenditure Reports: https://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/03/Tip-sheet-for-Expenditure-Report-and-Guidance-on-Use-of-Funds_508.pdf**

- **BHRR Tip Sheet for Submitting Invoices: https://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/04/Tips-for-Submitting-Invoices_508.pdf**

- **Quarterly Report Tip Sheet: http://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/04/BHRR-Quarterly-Report-Tip-Sheet_508.pdf**

- **Strategic Planning Guide: http://www.workforce.buildingcalhhs.com/wp-content/uploads/2024/03/Strategic-Planning-Guide_508.pdf**