

Mentored  
Internship  
Program



# MIP Administrative Coaching Call

Presented by Mentored Internship Program (MIP) Team

August 9, 2022, 10:00–11:00 a.m. & 11:30 a.m.–12:30 p.m. Pacific SoCal 1 & 2

August 10, 2022, 10:00–11:00 a.m. Bay Area, 11:30 a.m.–12:30 p.m. NorCal & Capital



# Agenda



## TOPIC

Introduction & Agenda Setting

Website Tutorial

Invoices

Quarterly Reports and Data Collection

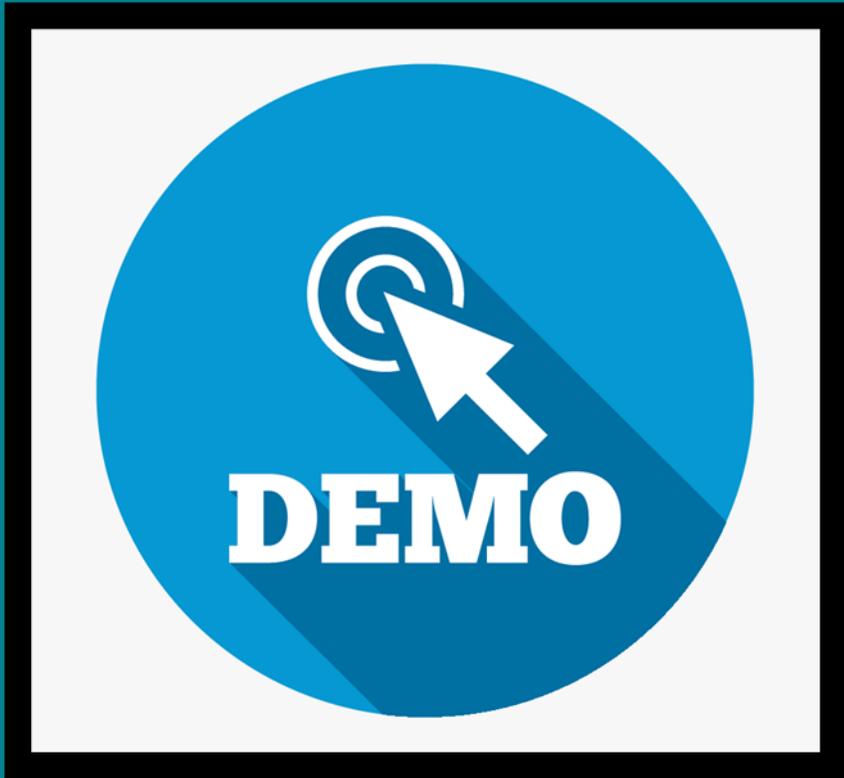
Attendance Requirements for Grantees and Educational Partners

FAQs re: Mentors vs. Supervisors

Affinity Group Discussion

Questions and Open Discussion

# Website





# Invoices FAQ



**Do we invoice our actual expenses on the “Activities/Deliverables” section, or the total amount listed on the SOW in the contract?**



**Can the funds designated for interns and equipment roll over to the next quarter if we don’t use as much as we anticipated?**



**Is invoicing only quarterly? Can they be submitted on a monthly basis?**



**When will we get our check?**

# Quarterly Reports and Data Collection



# MIP Attendance Requirements

Per Site	Monthly Webinars	Quarterly Administrative Coaching Calls	Quarterly Learning Collaboratives	Tailored Individual Training & Technical Assistance	Office Hours	Affinity Groups *
<b>Time Commitment</b>	1 hour/month	1 hour/quarter	2 hours/quarter	Depends on need, at least 1 hour/month for 1:1 coaching (implementation plans, sustainability plan, etc.)	1 hour/month	Depends on interest/need
<b>Grantee Main POC</b>	Required	Required	Required	Required (as needed)	N/A	Highly encouraged
<b>Interns</b>	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
<b>Mentors</b>	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
<b>Educational Partners</b>	Highly encouraged	Optional	Required	Available if needed	N/A	Highly encouraged

\*Affinity Groups may arise out of interest or need from any MIP role, and participation is welcomed.

Have you identified mentors and a separate supervisor for your interns?

A: Yes

B: No

C: We are working on it



# Mentors vs. Supervisors: Who's Who?

## Supervisor

- Can be both administrative and clinical—more of a clear power imbalance (though this is talked about and mitigated)
- Signs hours
- Evaluates performance
- Addresses complaints
- Goes over duties and obligations
- Approves documentation and clinical notes
- Provides learning opportunities
- Weekly or monthly meetings

## Mentor



Supports, guides, models



Also provides learning opportunities



Provides a safe, non-judgmental space to process challenges

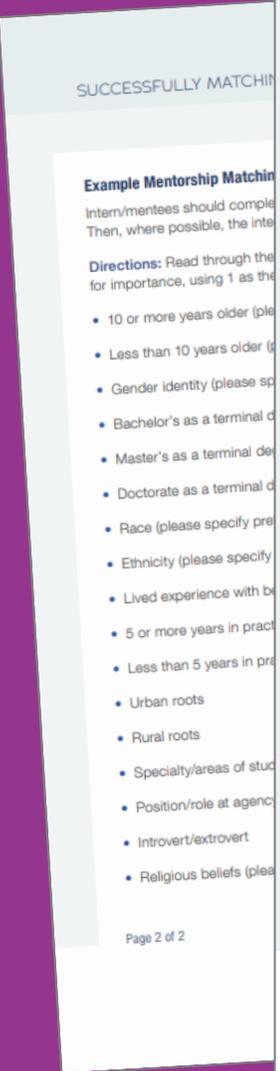


In regular contact with intern, daily support



Positions themselves as a seasoned, experienced colleague and peer—less overt power differential

# MIP Resources



## SUCCESSFULLY MATCHING MENTORS AND INTERN/MENTEES

Because the core of a successful mentor/mentee relationship is based on trust, making matches based on shared interests can provide a strong foundation for building that trust. During the matching process, the intern/mentee's preferences should be prioritized where possible.

Use the Mentorship Matching Priorities Survey to determine what characteristics and experiences are important to the intern/mentee when being matched to a mentor—for example, shared interests, life experience, temperament, gender identity, race, ethnicity, or language fluency(s). In assessing traits to make a beneficial match, you will need to strike a balance between respecting privacy and seeking information. (See the ranking survey example below.)

Pairings informed by these shared traits and preferences can encourage greater candor and frankness, which are essential in forging a trusting, supportive, and effective mentoring relationship.

### Addressing a Mismatch of Mentor and Intern/Mentee

Despite best efforts, mismatches will occur. It is important to have a plan to address this. For example, as part of the onboarding process, the intern's supervisor should let the intern/mentee know that they will be checking in to see how the mentoring relationship is progressing. The supervisor should be clear that it is alright to raise any concerns or challenges, and that if a change is warranted and you have the staffing capacity, a mentorship change can happen without consequence. Likewise, the mentor should be attuned to how well things are going and be open to facilitating any changes (as needed) that benefit the intern/mentee's experience. Any change in mentorship should be undertaken as an opportunity to model best practices in navigating professional relationships, problem-solving, and effective communication.

### Ending the Mentored Internship Experience Well

Ideally, once a mentoring relationship exists, it never ends—but internships will. Again, a plan or protocol will provide a framework for this transition. For example, during a final in-person meeting during the internship, in addition to a review of goals and an exchange of gratitude for the opportunity, the mentor and intern/mentee should talk about expectations for their relationship going forward. For example, they could plan on continued weekly check-ins, finding time to sit down over a coffee every few months, or an exchange of contact information and offer of continued support.



# Affinity Groups

Please put in the chat your needs/ ideas for potential affinity groups.

Examples:

- Grant Writing
- Burnout/ workplace trauma prevention
- DEIJB+ best practices
- Specific populations served (youth, SUD, etc.)



Q & A

# Upcoming Events and Important Reminders

- [MIP Educational Institution Program Capacity Survey](#): **Was due June 17, 2022**, for all MIP Educational Partners. Please ask your Ed Partners to submit ASAP.
- [MIP Intern Self-Assessment](#): Please distribute this link to your interns. **Each intern must take this Self-Assessment survey as soon as their internship is confirmed with your agency and no later than 1 work week after the first day of their internship.**
- [MIP Mentor Self-Assessment](#): Each mentor must take this Self-assessment survey as soon as their role as a mentor is confirmed within your organization and no later than 1 month before they are assigned their first intern.
- **Contracts:** Great News! Contracts have begun to go out. Please be sure to follow the instructions in the email and submit the signed contract to [ahpcontracts@ahpnet.com](mailto:ahpcontracts@ahpnet.com).
- **Invoices:** The MIP Invoice Template was sent out Friday, June 17, 2022, and may be submitted upon execution of contract.

# Upcoming Events and Important Reminders

<b>August MIP Events:</b>		
Mentor Open Office Hours	8/11/2022	12–1 p.m.
Intern Open Office Hours	8/11/2022	2–3 p.m.

<b>September MIP Events:</b>		
Mentor Open Office Hours	9/8/2022	12–1 p.m.
Intern Open Office Hours	9/8/2022	2–3 p.m.
Webinar	9/13/2022	12–1 p.m.

- **The MIP website:** Mentors, interns, MIP grantee organizations' main point of contact, and educational intuitions will be provided with login credentials. More to come!
- In the interim, please visit our website to continue accessing materials related to the Mentored Internship Program: [Home Page | CABHWD \(buildingcalhhs.com\)](https://buildingcalhhs.com)

# Save the Dates!

The Learning Collaboratives will be 2-hour regional interactive sessions from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m. More information plus invites to come!

## Learning Collaborative Dates:

- September 21 & September 22
- December 14 & December 15

# THANK YOU!

