

Mentored
Internship
Program



MIP Administrative Coaching Call

Presented by Mentored Internship Program (MIP) Team

November 8, 2022, 10:00–11:00 a.m. & 11:30 a.m.–12:30 p.m. Pacific SoCal 1 & 2

November 9, 2022, 10:00–11:00 a.m. Bay Area; 11:30 a.m.–12:30 p.m. NorCal & Capital



Housekeeping



Join by phone: Click Join Audio, Phone Call tab, dial the phone number, and enter Meeting ID & Participant ID.

01



Cameras: Please keep your cameras on unless you have low bandwidth.

02



Name: Please change your name to your actual name.

03



Live Captioning is Available: Click the CC Live Transcription button to show and hide captions during today's event.

04



Chat: Click the Chat icon to open the Chat panel.

05



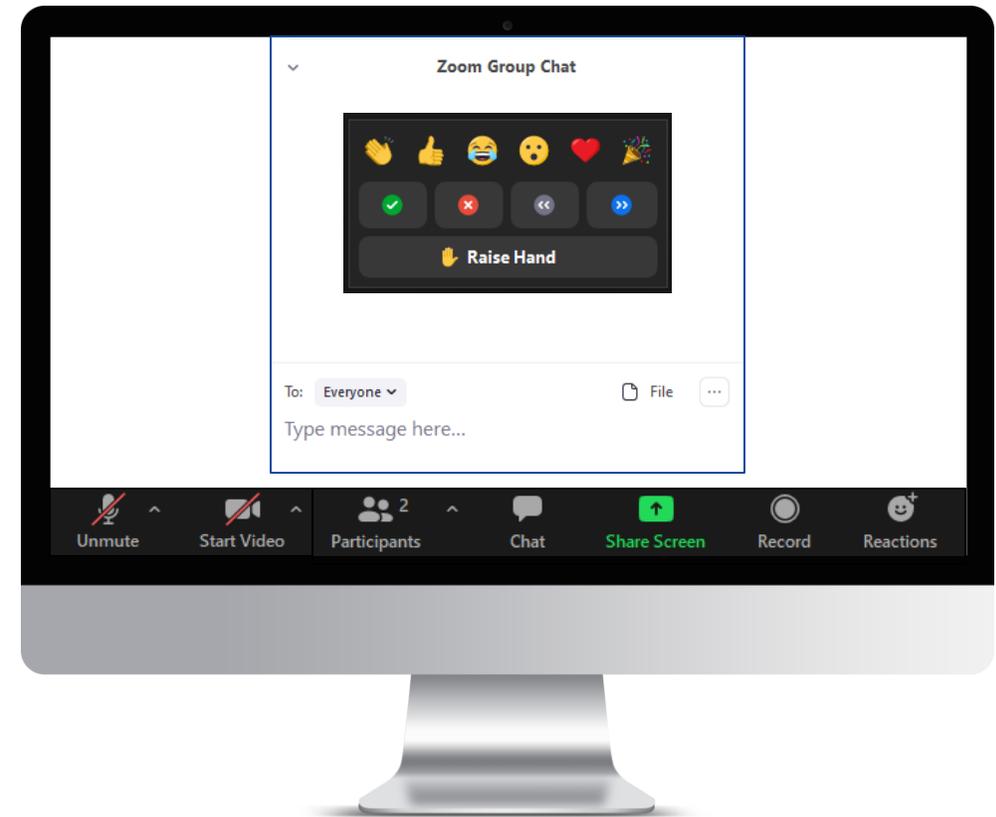
Reactions: Located on bottom toolbar.
Full-screen: Double click to toggle.

06



Need help? Type in the Chat box!

07



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Agenda



TOPIC

Introduction & Agenda Setting

Website Tutorial

Grantee Request Form

Ed Partner Compensation

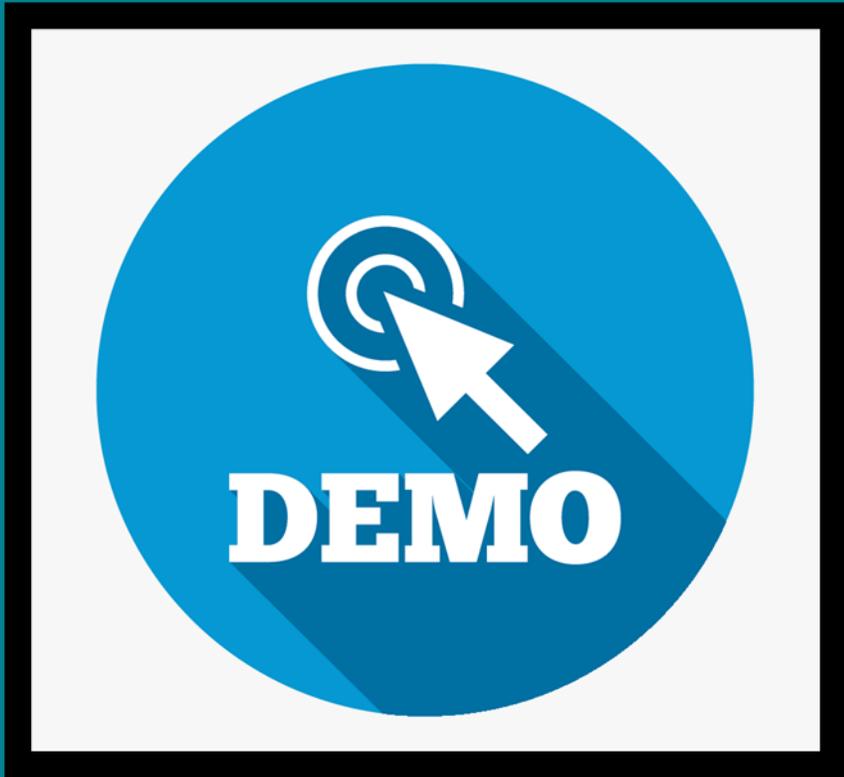
Invoices

Quarterly Reports and Data Collection

Lunch & Learns + Continuing the Conversation
(Affinity Group) Discussion

Attendance Requirements for Grantees
and Educational Partners & Upcoming Events

Questions and Open Discussion



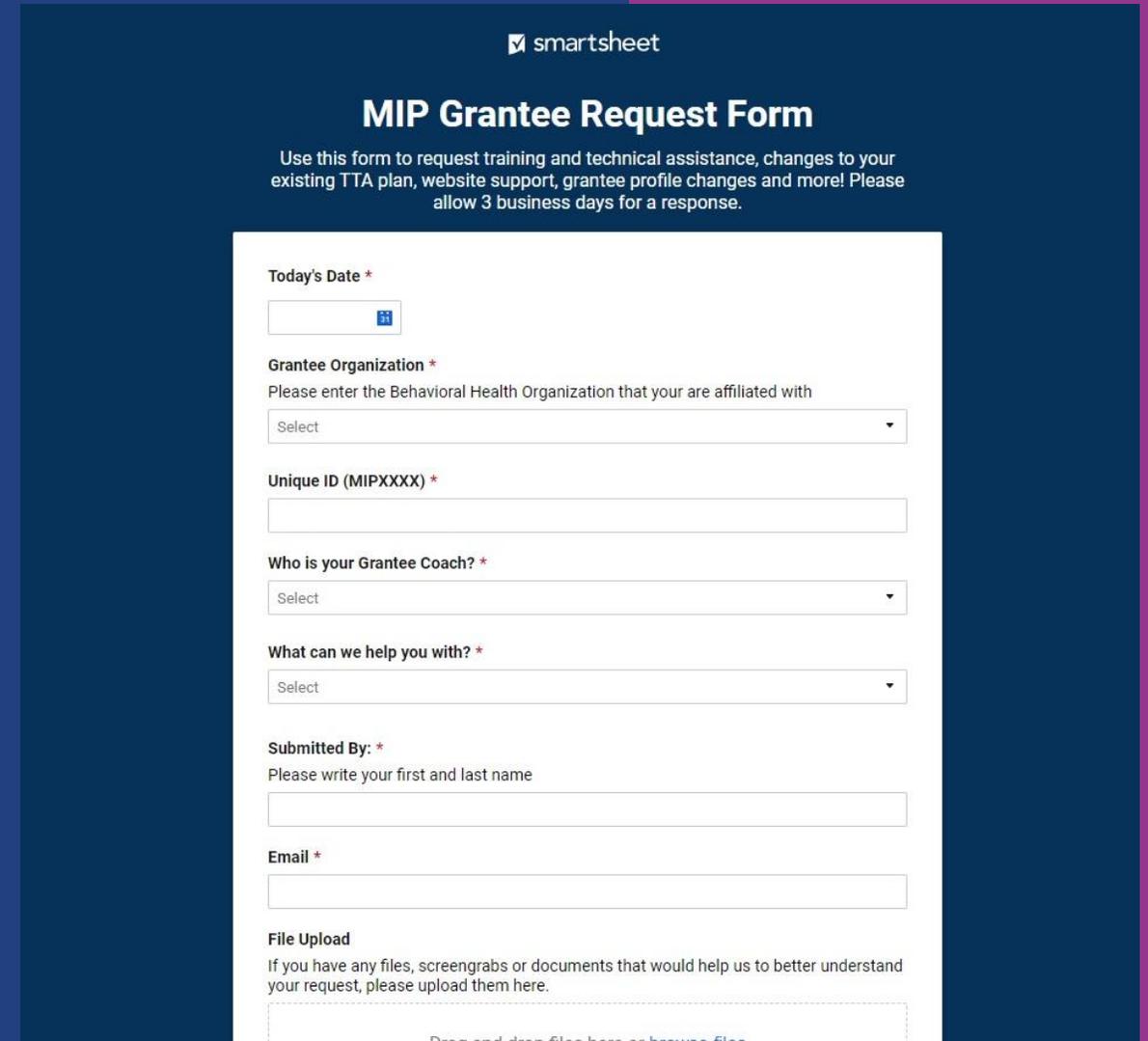
Website

- Accessing the website and logging in
- Navigating the website
 - Searching for resources
 - Resource Library
 - MIP Events Registration List
 - MIP Events Recordings & Ppts

Grantee Request Form

[MIP Grantee Request Form
\(smartsheet.com\)](https://smartsheet.com)

If you do not have this link, please
ask your Grantee Coach ASAP!



The screenshot shows the Smartsheet logo at the top right. Below it is the title "MIP Grantee Request Form" in bold white text. Underneath the title is a paragraph of instructions: "Use this form to request training and technical assistance, changes to your existing TTA plan, website support, grantee profile changes and more! Please allow 3 business days for a response." The form itself is a white box with several fields: "Today's Date *" with a date picker; "Grantee Organization *" with a dropdown menu and the instruction "Please enter the Behavioral Health Organization that your are affiliated with"; "Unique ID (MIPXXXX) *" with a text input field; "Who is your Grantee Coach? *" with a dropdown menu; "What can we help you with? *" with a dropdown menu; "Submitted By: *" with a text input field and the instruction "Please write your first and last name"; "Email *" with a text input field; and "File Upload" with a dashed box and the instruction "If you have any files, screengrabs or documents that would help us to better understand your request, please upload them here." At the bottom of the dashed box, it says "Drag and drop files here or browse files".

Website Q & A

Ed Partner Compensation

- The Mentored Internship Program (MIP) RFA states that behavioral health (BH) organizations must provide funds to educational institutions they partner with in order to build a strong collaborative relationship.
- Base funding includes “subcontract costs associated with establishing a relationship with and funding one or more partnering educational institution(s) for their role(s) in the MIP” (RFA, p. 9).
- If you don't already have this one-page resource on ways to fund your ed partners, reach out to your grantee coach.

FUNDING YOUR EDUCATIONAL PARTNERS:

The Mentored Internship Program (MIP) RFA states that behavioral health (BH) organizations must provide funds to educational institutions they partner with in order to build a strong collaborative relationship.

Base funding includes “subcontract costs associated with establishing a relationship with and funding one or more partnering educational institution(s) for their role(s) in the MIP” (RFA, p. 9).

Below is a non-exhaustive list of acceptable purposes for funding to be used at all educational levels.

NOTE: No funds may be given directly to individual persons, including those affiliated with the educational institution as adjunct faculty, part-time staff, etc. All funds must be directed to the MIP educational partner institution.

Course release/teaching relief: Funding to an educational partner to release a faculty member from some teaching responsibility so they can dedicate time to internship development and ongoing support to students entering the BH field.

Course development: Providing educational partners with funds to develop a new course or revise curriculum to increase student opportunities in BH. Funding could include funds for equipment or software needed to develop innovative teaching methods.

Extracurricular activities or club establishment: Providing an educational partner funds to support a student-run club or extracurricular activities, including development of a student newsletter or campus outreach on BH matters. Funds could be used for student career development and field trips to increase awareness about the BH field.

“Lunch-n-learn” or other speaker series: Providing funds for speaker honoraria for a periodic BH speaker series or for viewing and discussion of documentaries/films on contemporary BH issues. Funding could also be used for light lunch food purchases (sandwiches, pizza, etc.).

Conference attendance: Providing funds for educators and/or students to participate in conferences related to BH, including conference registration and related travel. Provisions of student funding could include reporting back to fellow students about conference attendance.

Diversity, equity, inclusion, justice, and belonging (DEIJ+) consultants: Providing funds for educational partners to hire a consultant to support DEIJ+ efforts to increase representation of educators and students from historically marginalized communities.

Research: Funding for students and/or faculty/staff for BH-related research, especially work focused on and with under-represented populations. Funds may be used to compensate student assistants, provide data analysis, increase recruitment outreach for research participants, etc.

Career coaches and resume service: Providing funds to educational partners to support the provision of career coaches and professional resume writing assistance to teach students how to search and apply for jobs in the BH field.

Evidence-based practice (EBP) certifications/trainings: Providing funding to educational partners to support students to participate in online and in-person trainings in EBPs, such as Motivational Interviewing (MI) and Seeking Safety.

Mentored Internship Program | Behavioral Health Workforce Development | AHP Advocates for Human Potential, Inc.

Invoices FAQ–Reminders from previous call



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 invoices be submitted on a monthly basis?



When will we get our check?

Invoices FAQ Continued

What purchases are allowed with MIP funds?
Please reference [45 CFR Part 75](#) for information on what is allowable under federal grants.

The CFDA number for this Grant is 93.959

What if we have more or fewer interns than anticipated?

You must have 2 interns per quarter minimum.

The screenshot shows the top of a web form. At the top left is the logo for the Mentored Internship Program, Behavioral Health Workforce Development, featuring three stylized houses in purple, blue, and green. Below the logo, the text reads "Behavioral Health Workforce Development (BHWD) Mentored Internship Program Quarterly Report". A small note says "Questions marked with a * are required". A paragraph of instructions follows: "Thank you for taking the time to complete this report. You will find the save button at the bottom of each page. You must fill out the page in order to save. To see all the questions together, you can download the Mentored Internship Program Quarterly Report template. Please be advised that the live report may change, but you can use the PDF as a guide." The form fields include: "Grantee Agency Name" (a dropdown menu), "Grantee Agency Unique ID:" (a text input field), "Report Period of Performance" (a dropdown menu), and "Please include the contact information for the person responsible for submitting this form. This is the email address that will receive the continue link should you choose to save and return to this form. If you wish to collaborate, please share this link amongst your colleagues." Below this are fields for "Submitter Name:" and "Submitter Email Address:". At the bottom left is a "Continue" button, and to its right is a small text link: "Click to Save Form [Receive an email with a link to continue later]".

Quarterly Reports

- Due October 15, 2022
- Required for each awarded site
- Required before invoices can be approved
- If you have not yet completed your report, please do so ASAP

MIP Unique ID vs Application ID

- We noticed that many quarterly reports were submitted with the “application ID” rather than “Unique ID.”
- Please use your organization’s “Unique ID” in your quarterly reports. The Unique ID can be found at the top of your SOW and will begin with “MIP” followed by 3 letters and a number (e.g., MIPABC1). Organizations with multiple sites will have multiple Unique IDs (e.g., MIPABC1, MIPABC2).
- We will also ask for Unique ID for invoicing, completing surveys, or other program related activities, so please keep this number readily available for all MIP program partners.
- Please reach out to your Grantee Coach with any additional questions.

Continuing the Conversation (Affinity Groups)

Lunch and Learn 12 p.m.–1 p.m.	Continuing the Conversation 1 p.m.–2 p.m.
November 15 <i>Onboarding</i>	November 16 <i>Onboarding</i>
November 22 <i>Training</i>	November 23 <i>Training</i>
January 17 <i>Culturally Responsive Care</i>	January 18 <i>Culturally Responsive Care</i>
February 7 <i>Evaluation</i>	February 8 <i>Evaluation</i>
February 21 <i>Educational Partner</i>	February 22 <i>Educational Partner</i>
March 7 <i>Sustainability</i>	March 7 <i>Sustainability</i>
March 21 <i>Supporting Mentors</i>	March 22 <i>Supporting Mentors</i>
April 4 <i>Workforce and Wellness</i>	April 5 <i>Workforce and Wellness</i>
April 18 <i>Grant Writing</i>	April 19 <i>Grant Writing</i>



MIP Attendance Requirements

Per Site	Monthly Webinars	Quarterly Administrative Coaching Calls	Quarterly Learning Collaboratives	Tailored Individual Training & Technical Assistance	Office Hours	Lunch & Learns + Continuing the Conversation *
Time Commitment	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
Grantee Main POC	Required	Required	Required	Required (as needed)	N/A	Highly encouraged
Interns	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
Mentors	Highly encouraged	N/A	Required	N/A	Highly encouraged	Highly encouraged
Educational Partners	Highly encouraged	Optional	Required	Available if needed	N/A	Highly encouraged

*Lunch and Learns may arise out of interest or need from any MIP role, and participation is welcomed.

Q & A

Upcoming Events and Important Reminders

November MIP Events:		
Mentor Open Office Hours	11/10/22	12–1 p.m.
Intern Open Office Hours	11/10/22	2–3 p.m.

December MIP Events:		
Mentor Open Office Hours	12/8/22	12–1 p.m.
Intern Open Office Hours	12/8/22	2–3 p.m.
Webinar	12/6/22	12–1 p.m.

Save the Dates!

The Learning Collaboratives will be two-hour regional interactive sessions from 10:00 a.m. to 12:00 p.m. and 1:00 p.m. to 3:00 p.m.

Learning Collaborative Dates:

December 14 & December 15, 2022

More information plus invites to come! If you are the Point of Contact for MIP, please make sure you are forwarding event emails/constant contacts to your internal team.

THANK YOU!

