



MIP Round 2 Launch

Presented by the Mentored Internship Program (MIP) Team

May 16, 2023, 12–1 p.m.



Indigenous Land Acknowledgement

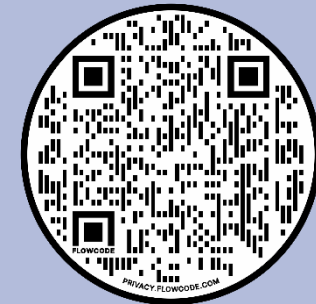
- We respectfully acknowledge that we live and work in territories where indigenous nations and tribal groups are traditional stewards of the land. Our California office resides in Tongva territory.
- Please join us in supporting efforts to affirm tribal sovereignty across what is now known as California and in displaying respect, honor, and gratitude for all indigenous people.

Whose land are you on?

Option 1: Text your ZIP code to 1-907-312-5085

Option 2: Enter your location at <https://native-land.ca>

Option 3: Access Native Land website via QR Code



Advocates for Human Potential, Inc. (AHP) MIP, Round 1 and Round 2 Team



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Agenda

1. Welcome/MIP Program Overview
2. MIP Round 2 Training and Technical Assistance (TTA)
3. MIP Coordinator Role
4. Statement of Work (SOW)
5. Contracts
6. Invoices and Invoicing
7. Quarterly Reports and Data Collection
8. Educational Partner Memoranda of Understanding (MOUs)
9. Mentor and Supervisor Roles
10. Attendance Requirements
11. Regional Assignments
12. Q&A



MIP Round 2 Grantees

WELCOME and CONGRATULATIONS!

39

MIP Round 2 locations

32

**Behavioral health (BH)
organizations**

33

Cities

16

Counties

MIP Round 2 Awardee Map



© 2023 Mapbox © OpenStreetMap
Map based on Longitude (generated) and Latitude (generated). Details are shown for Latitude and Longitude. The data is filtered on Round, which keeps Round 2.

Congratulations on your awards!

MIP Project Overview

Project is designed to support:

- Development of **mentored internship programs at BH organizations** to help expand California's future BH workforce, specifically in opioid use disorder (OUD) prevention, treatment, and recovery;
- **Educational institutions' ability to identify, recruit, and support interested students** for BH internship positions;
- Establishment of **collaborative partnerships between BH organizations and local educational institutions** (including high schools, alternative high schools, community colleges, technical colleges, undergraduate and graduate colleges and universities);
- **Improved competence and capacity of BH mentors** to support interns and ability of agencies to hire a better-prepared and more diverse workforce;
- **Expanded opportunities for BH interns to gain skills and competence** in the BH workforce;
- **Promotion of meaningful mentor–intern professional relationships** to support the employment and development of students in BH careers.



MIP Round 2 TTA

- BH organizations (organizational development, capacity-building, infrastructure support, etc., upon request)
- Educational institutions supporting BH intern development (organizational development, champion-building, upon request)
- Building and supporting collaborative, sustainable partnerships between BH organizations and educational institutions



- Mentors and supervisors at BH organizations (evidence-based practice on content in BH, sharing models on effective intern supervision and mentoring practices, staff recruitment and retention, etc.)
- Interns from educational institutions (workplace skills, content mastery, educational advancement, etc.)
- Mentor–intern network development, relationship-building, integrating mentees/students into BH organization and longitudinal follow-up

Modalities of TTA Participation

TTA will include the following:

Regional quarterly Learning Collaborative meetings

Coaching calls and webinars

Affinity Groups—organized by profession, populations served, topics of interest, local needs, age groups served, etc.

Tailored technical assistance (TA) based on grantee requests



MIP Coordinator Round 2

- Mandatory for all grantees
- Recommended 20% FTE
- Duties may include (but are not limited to) the following:
 - Matching interns and mentors
 - Completing data reports
 - Attending events
 - Meeting with educational partners

This is the CFDA number that you will need to give to your finance departments for audit purposes.

CFDA # for the BHWD grants:
93.959

SOW Instructions

- Add the organization's name and Unique ID to the top of the SOW. If the organization has multiple funded sites, each funded site will have its own Unique ID. One SOW will be required for each funded site.
- In the first section, about equipment, please list all the necessary equipment that the organization will be purchasing with grant funds and estimate the per-item cost. The yellow section is an example and should be replaced with your own estimate. Finally, include the total cost for this section on the right side. If the organization is not purchasing equipment, leave this section blank.
- In the second section, on interns, list the total number of interns the organization plans to onboard for the project. The yellow section is an example and should be replaced with your own estimate. Finally, include the total cost for this section on the right side. Remember, organizations must have a minimum of two interns per quarter.
- In the deliverable section, all required deliverables are pre-filled and should not be changed or deleted. Add the total in the amount column per quarter. You may divide the award amount in any way that works for the organization, and it does not need to be equally divided among quarters.
- Ensure that the totals for Years 1 and 2 add up correctly and that the grand total is the exact dollar amount as stated in the Notice of Award (NOA).
- Once it is completed, save the document with your organization's name and return it to your grantee coach via email by Monday, May 22, 2023.

SOW Template

ATTACHMENT D STATEMENT OF WORK (SOW) Mentored Internship Program (MIP) SOW- ROUND 2

Name of org, Unique ID

Equipment (***NOTE: Additional Equipment purchase terms apply.** Please review the Subcontract carefully about Subcontractor's ongoing obligations with all equipment purchases.)

| | |
|--|---|
| Itemize estimates for equipment/durable goods you plan to purchase. E.g.: <ul style="list-style-type: none"> Two (2) laptops at \$600 each = \$1,200.00 Two (2) cell phones at \$200 each = \$400.00 | Enter total amount for equipment to be purchased over the life of the grant period. |
|--|---|

Intern and Interns' Payment

| | |
|--|--|
| Itemize salary and benefits/taxes (if applicable) or stipend for interns. E.g.: <ul style="list-style-type: none"> Engage a total of 21 interns at \$1000.00 per intern = \$21,000.00 | Enter total amount for interns over the life of the grant period |
|--|--|

YEAR 1

| Quarter | Deliverable Description | Amount | Delivery Due |
|--|---|--|--------------|
| Quarter 1 (5/1/23 – 6/30/23) 7438.01-004 | Interns and Interns' Payment <ul style="list-style-type: none"> Engage a minimum of two (2) interns in Quarter 1. Submit the Quarterly Intern(s) Invoice, utilizing the template supplied by AHP, to include all recorded monthly hours for each intern. Staffing <ul style="list-style-type: none"> Identify and onboard Mentored Internship Program (MIP) Coordinator who will be the lead point of contact with the Grantee Coach and is responsible for ensuring completion of all deliverables. Develop Relationship(s) with Educational Partner(s) and Coordinate Organization and Partner(s) Training for MIP <ul style="list-style-type: none"> Collaborate with educational partner(s). Initiate Memorandum of Understanding or Letter (s) of support with educational partner(s). Provide internal staff and partner training about MIP project. | Enter remaining deliverable amount | 7/15/23 |

Contract Execution

- After your grantee coach receives the SOW, they will review the SOW and contact you with any questions or issues that need to be discussed.
- Once your grantee coach approves the SOW, they will pass it on to Advocates for Human Potential's (AHP's) Contracts Office.
- The individual named in the NOA survey as the contract main contact will receive an email with a contract from AHP's Contracts Office.
- Your organization will need to sign and return the contract, per the instructions in the email from AHP's Contracts Office, for countersignature.
- Once the contract is returned to the organization signed by AHP, it is considered executed.
- After contract execution, a member of AHP's Finance team will contact your organization to gather financial contact information and establish payment methods, etc.

Invoices

Once the quarter has ended, the organization may invoice AHP as long as its contract is executed. The first reporting period is May 1, 2023 – June 30, 2023, and organizations will invoice AHP using the templates provided.

[illegible][illegible]




CA BWMD Member of Internship Program (MIP) Quarterly Internship Invoice Template

| | | | |
|----------------|--|-------------|-----|
| AGENCY NAME | | | |
| AGENCY CODE | | | |
| CITY | | STATE | ZIP |
| TEL # | | FAX # | |
| PROJECT # | | 7428.01.002 | |
| UNIQUE SITE ID | | | |

| NAME OF SERVICE | MONTH | TOTAL HOURS @ RATE (MONTHLY PAYING) | TOTAL HOURS PAID (MTH) | TOTAL MONTHLY RESIDENTIAL RATE @ \$1000 PER HOUR | TOTAL MONTHLY PAY (MTH) |
|--|-------|-------------------------------------|------------------------|--|-------------------------|
| Swamp Swath | March | 360 hrs @ \$28.33 | \$1,550.00 | \$1,700.00 | \$4,550.00 |
| Swamp Swath | April | 360 hrs @ \$28.33 | \$2,000.00 | \$600.00 | \$7,000.00 |
| Swamp Swath | May | 360 hrs @ \$28.33 | \$2,000.00 | \$600.00 | \$7,000.00 |
| Swamp Swath | March | 360 hrs @ \$28.33 | \$600.00 | N/A | \$7,000.00 |
| Swamp Swath | April | 360 hrs @ \$28.33 | \$700.00 | N/A | \$7,000.00 |
| TOTAL QUARTERLY INTERNSHIP PERIOD | | | | | \$10,000.00 |

By signing below, the Customer certifies that this is a true and correct report of the MIP participant's true spend of the grant awarded to the designated agency.

Signature _____

Date _____

MIP Intern Invoice

Please note: Interns' required attendance at MIP trainings must be paid and included in grantee invoicing.

CA BHWD Mentored Internship Program (MIP) Quarterly Invoice Template

| | | | | | |
|-----------------|-------------|--------|--|------|--|
| AGENCY NAME: | | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| TEL. #: | | EMAIL: | | | |
| PROJECT # | 7438.01-003 | | | | |
| UNIQUE SITE ID: | | | | | |

| NAME OF INTERN | MONTH | TOTAL HOURS @ RATE FOR MONTH (hrs@\$) | TOTAL FEE PAID THIS MONTH | TOTAL MONTHLY BENEFITS PAID FOR INTERN (if applicable) | TOTAL AMOUNT PAID FOR INTERN |
|---------------------------------|-------|---|---------------------------------|---|---------------------------------------|
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| TOTAL QUARTERLY INTERN(S) FEES: | | | | | \$ |

By signing below, the Grantee certifies this is a true and correct report of the MIP participants' time spent on this grant award during the designated quarter.

Signature

Date

Invoices FAQs



On the “Activities/Deliverables” section, do we invoice our actual expenses 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?

Quarterly Reports and Data Collection

- Quarterly reports are **mandatory** for Grantees.
- Quarterly Reports are due **15 days** after the end of the reporting quarter.
- MIP must receive the quarterly reports **prior** to approving invoices.



MOU Template

Memorandum of Understanding (MOU)

This MOU is between _____ (Party A/BH Org)
and _____ (Party B/Educational Partner)

Purpose and Scope

The purpose of this MOU is to clearly define the roles and responsibilities of each party as they relate to participating in the Behavioral Health Workforce Development Mentored Internship Program (BHWDMIP).

Term of MOU

This MOU is effective upon the day and date last signed and duly executed by the authorized representative of the parties and shall remain in full force and effect until the close of the Mentored Internship Program contract on December 31, 2024.

Responsibilities of Party A

- collaborate/partner with Party B to identify interested student applicants and support them through the internship application process
- develop ongoing connections for interested students to develop their talent related to careers in BH in their local communities and statewide
- identify an internship coordinator to assist in matching interns to mentors, handling any conduct issues, working with schools to advertise for applicants, and ensuring that interns receive their needed supervision
- identify and train mentors to effectively provide professional shadowing and strength-based guidance while assessing individual intern's capacity and enabling support for them to engage in hands-on service tasks that are appropriate to the intern's skill level and experience
- participate by sending at least two representatives to quarterly Learning Collaboratives/ Learning Communities, as well as monthly training webinars and monthly coaching calls related to the development and improvement of a Mentored Internship partnership with Party B and to improvement of the internship experience at our organization

Responsibilities of Party B

- collaborate/partner with Party A to identify interested student applicants and support them through the internship application process
- develop ongoing connections for interested students to develop their talent related to careers in BH in their local communities and statewide
- assist BH Staff (such as an internship coordinator) in handling any conduct issues
- participate as needed by sending at least one representative to quarterly Learning Collaboratives/ Learning Communities, as well as training webinars and coaching calls related to the development and improvement of a Mentored Internship Program partnership with Party A
- seek training and technical assistance as appropriate to support the development of behavioral health staff within our organization

Signature _____
Name Printed _____
Title _____
Organization _____
Date _____



Mentors vs. Supervisors: Who's Who?

Supervisor

- Program specific supervisor
- Signs hours and oversees the intern's caseload
- Addresses complaints and oversees day operations
- Approves documentation and clinical notes
- Provides learning opportunities specific to internship
- Holds supervision, communicates with the school, assesses the intern's work, productivity, and progress towards goals through regular check-ins, and manages performance reviews/evaluations

Mentor

- Provides mentorship to the mentee and does not have to be in the same program
- Supports, guides, and models
- Provides additional learning opportunities
- Provides a safe, non-judgmental space to process challenges
- In regular contact with the intern and provides daily support or as needed including career goal setting
- Positions themselves as a seasoned, experienced colleague and peer so that there is not a power differential



Mentor Requirements

- MIP requires a 1:2 mentor intern ratio
- RFA states
 - “Identification of one organization mentor for every two interns. Mentors are expected to dedicate adequate time to the interns’ professional development. Therefore, the percentage of mentor time that is expected to be dedicated to this program should be identified as a component of the budget.”
- Ideally, the MIP coordinator should be a distinct staff member from the person serving in the mentor role if possible. This affords the intern multiple staff to get support from
- Please make sure to offset work/time/salary for mentors to provide adequate mentorship
- Mentors do not need to be in the same discipline or licensed
- There is no set hours a mentor needs to meet with a mentee, please allocate enough time for the mentor to check in regularly to support the interns

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

A: Yes

B: No

C: We are working on it



MIP Attendance Requirement

| Per Site | Monthly Webinars | Quarterly Administrative Coaching Calls | Quarterly Learning Collaboratives | 1:1 | Office Hours | Additional TTA (Lunch and learn, Continuing the Conversation, Affinity Groups) |
|----------------------|-------------------|---|-----------------------------------|---|-------------------|--|
| 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 |
| MIP Coordinator | 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 |

Regional Assignments: Bay Area/Capital/NorCal

Bay Area/Mid-State

Community Solutions

Community Solutions

HealthRIGHT 360

HealthRIGHT 360

Kings View

Valley Health Associates

Capital

El Dorado Community Health Center

Sacramento Youth Center

STEPS Program at El Dorado Community Health Center

NorCal

Family Dynamics Resource Center

Open Door Community Health Centers

United Indian Health Services

Regional Assignments: SoCal

| |
|--|
| SoCal |
| Compatior, Inc. |
| Council on Alcoholism and Drug Abuse |
| Council on Alcoholism and Drug Abuse |
| Gateways Hospital and Mental Health Center, Conditional Release Program (CONREP) |
| Health Service Alliance |
| Health Service Alliance |
| Health Service Alliance |
| HealthRIGHT 360 |
| Helpline Youth Counseling, Inc. |
| Inner-Tribal Treatment |
| Korean Community Services dba KCS Health Center |
| Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) |

Regional Assignments: SoCal (cont'd)

| |
|--|
| Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) |
| Norooz Clinic Foundation |
| North County Health Project, Inc., d.b.a TrueCare |
| North County Health Project, Inc., d.b.a TrueCare |
| Phoenix Houses of Los Angeles, Inc. |
| Rancho San Antonio Boys Home, Inc. |
| Remarkable Marriage and Family Institute dba Remarkable Services |
| San Diego Center For Children |
| San Diego Freedom Ranch, Inc. |
| Sharp HealthCare Foundation on behalf of Sharp Mesa Vista Hospital |
| St. John's Community Health |
| The Happier Life Project |
| The Purpose of Recovery Inc |
| The Village Family Services |
| Vista Hill ParentCare Central |

Next Steps Toward Getting Paid

GRANTEE

1. Complete and submit your SOW by 5/22/23.
2. Review, sign, and return your contract.
3. Complete and submit your first invoice.

AHP

1. Grantee coach will schedule a Zoom call to discuss your SOW.
2. Contracts Office will email you the contract for signature and will send your organization the countersigned/executed contract.
3. AHP will provide invoice templates and instructions for billing.
4. AHP will send payment to you, per payment terms that will be noted in your contract. Your organization may choose electronic fund transfer (EFT).

Questions?

- Please enter your questions in the Chat box.





Thank you!