

AmeriCorps Host Site Check In Call

Bureau of Substance Abuse,
Iowa Department of Public Health



Call Reminders

- Instructions on using Zoom
- Information needed from now until the Site Supervisor Training
 - More details about the project will be provided later
- New program for IDPH
 - Contact Julie or Janet with questions



Forms

- Make sure all forms have been completed
 - Background checks
 - Member Service Agreement
 - Position Descriptions



Registration Completed

- My AmeriCorps portal
- lowagrants.gov (to complete timesheets)
 - Commission has to approve – can take up to 72 hours



Timesheets

- Completed every two weeks in lowagrants.gov as soon as the members begins service
- Instructions to be provided this week along with the schedule
- Supervisors will need to review and approve
 - If you need permission to review/approve, let Julie know



Requirements

- Per the RFP:
 - Members need not replace staff members
 - Sustainability
 - Capacity building
 - Mentor recruitment
 - Substance abuse prevention services
 - Day of service
 - Documentation of these services



IDPH Project Expectations

Per the RFP:

- Follow the current edition of MENTOR's "Elements of Effective Practice" as required by the Iowa Mentoring Partnership
- Are certified or will be certified within the first contract year by the Iowa Mentoring Partnership



IDPH Project Requirements

- Responsible for ongoing supervision and support
 - Ability to dedicate at least 3-7 hours per week, per member;
- Comply with this application and the AmeriCorps grant regulations and guidelines;
- Validate time sheets, prepare program/grant reporting requirements and work with the AmeriCorps member to create and sustain individual host-site programs, events and goals



IDPH Project Requirements

- Attend mandatory site supervisor training provided by IDPH; and
- Be located at the same office with the AmeriCorps member(s).



IDPH Project Requirements

- Assist each program in **creation of a Sustainability Plan** with support from IDPH via trainings, meetings and templates.
- Work to **recruit 150 new mentors** (at least five per funded host-site).
- **Create and facilitate 90 trainings** (3 per host-site) focused on substance abuse prevention education to at least 500 participants.



Meetings/Trainings

Required Training:

- Annual supervisor training – **January 12 OR 14**
- Two-day orientation training for AmeriCorps members
- Substance Abuse Prevention Skills Training for the AmeriCorps member



Meetings/Trainings

Optional Training:

- Iowa Prevention Conference during each year of service
- Iowa Non-Profit Summit during each year of service



Meetings/Trainings

Required Meetings:

- Two, one-day contractor meetings for members and site supervisors
 - Doodle Poll to decide on dates/times
- Monthly host-site check-In calls
 - Day of the week/week that works best



Resources

- AmeriCorps
 - <http://www.nationalservice.gov/programs/ameri-corps/join-ameri-corps>
- IDPH AmeriCorps webpage
 - Coming soon!
- [Branding and messaging requirements](#)
 - Checklist on page 9



Questions?

