Central Region Partnership Coordinator Activities
September 3rd, 2015 – September 30th, 2015

Current Activities:

- Prepared for monthly meeting by developing agenda, completing action items, and completing monthly coordinator activities report.
- Managing activities and budget for Central Region Partnership activities.
- Coordinated contract and invoice changes with a distribution company to deliver 9500 manuals to instructors in the Central Region.
- Coordinated the facilitation of a Mental Health First Aid (MHFA) Instructor Support Group meeting.
- Continued to collect impact data re: outcomes via a monthly SurveyMonkey® surveys.
- Facilitated a Roving Supervisor meeting.
- Completed bi-weekly reports on Central Region activities and budget for CIBHS.
- Worked with CIBHS staff to coordinate students enrolling/registering in MJC Online CASRA program including coordinating an orientation meeting and the bi-annual advisory board meeting.
- Helped to facilitate a discussion with CalMHSA staff to move forward with a Psychiatric Nurse Practitioner Project. Also, discussing a Suicide Community Response project with CalMHSA.
- Worked with staff at CIBHS to coordinate logistical and administrative functions of the Central Region Partnership, including the development of the weekly and monthly announcements, processing consultant invoices, and adding information to the Central Region website, Outcomes document, planning of face-to-face meetings/trainings, etc.

Follow-Up and Other Activities:

- N/A