



## Minutes - Getting Started Training 1

Friday, January 28th, 10AM - 11AM

[Link to saved chat](#)

[Link to slides](#)

[Link to video on invoicing and pdf export](#)

[Link to recording](#)

### Reporting Information

1. You can access the Monthly Report at [this link](#) every month (you may want to bookmark it). You will also receive an email with the link to your Monthly Report every month.
2. Any questions about monthly reporting can be addressed to Susie ([susie@nmhealthcouncils.org](mailto:susie@nmhealthcouncils.org)).
3. All Deliverables for this project will be uploaded into your Monthly Report form.
4. The Monthly Report will include questions about:
  - a. Major highlights and celebrations
  - b. Challenges
  - c. New staff hired (Including name, position title and contact information)
  - d. Health Equity Committee activities and members
  - e. Training attendance
  - f. Deliverables (see next slide for details)

### Invoicing Information

1. Invoices and Reports should be submitted by the 5th of each month, or the prior business day. On each invoice, you will be paid for your work for that month and previous months that you haven't yet invoiced for.
2. In order for your invoices to be approved, they must:
  - a. Include a name and address that matches the W9 you submitted to CHI when you submitted your contract
  - b. Include the correct billing period and amount
  - c. Be signed and dated
  - d. Your Monthly Report for the invoiced work must be submitted.
3. Madeline Bremel at NMAHC will send you a template of your invoice each month, and you should return your invoice to her ([madeline@nmhealthcouncils.org](mailto:madeline@nmhealthcouncils.org)).
4. All approved Health Council invoices will be submitted to CHI for payment each month before the 10th of the month
5. CHI is responsible for processing and sending payment for invoiced work

### Q&A

1. **Q: For the Capacity Assessment survey, are we surveying the Health Equity Committee or the Health Council?**

Thank you to our public health partners!



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A: You will survey the Health Council. Please choose a group of 3-5 to fill out the survey. NMAHC will do an analysis / summary of the survey and share with the health councils.

**2. Q: If we go back and watch the recordings of the training, can we note that in the reporting?**

A: Yes, please note the recordings you watched for the reporting month. The recordings count.

**3. Q: When we report our trainings attended, do we only note the trainings that were provided through NMAHC or can we put down other training from other organizations?**

A: Please provide and list any training that were helpful for your Health Council and Health Equity Committee. It can be any and all trainings, it does not have to be from NMAHC only. We want to be aware of other training that is offered.

**4. Q: As we begin to implement our Vaccine Equity Plans and they change, how do we change those plans?**

A: You are welcome to update the plans for the next reporting period. Please be as detailed as possible with the changes without over burdening yourself.

Thank you to our public health partners!

