



**Qualified Treatment Trainees Grants Program**

**Program Description State Fiscal Year 2025 (2024-2025)**

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## **Program Overview**

The purpose of the Qualified Treatment Trainee Grants Program is to help build the behavioral health provider workforce of the future. A Qualified Treatment Trainee (QTT) is someone with a master's degree in social work, counseling, or marriage and family therapy who seeks to obtain a professional license, that is, Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and Family Therapist. In order to fulfill licensure requirements, QTTs must complete direct service hours under the guidance of a clinical supervisor. Recognizing the need for workforce investment, the QTT Grants Program began with Wisconsin's 2020-2021 biennial budget (Wisc. Stat. § 146.618), which provided funding for eligible behavioral health agencies to expand and support QTTs statewide. The QTT Grants Program is administered by the Wisconsin Department of Health Services (DHS) and the University of Wisconsin – Milwaukee, with guidance from the QTT Grants Program Advisory Committee.

One grant program type is available for application fall 2024:

- 1) Expanding Agency Grant Awards - expand existing QTT positions and engage in supervisor development; Please note in FY25 Expanding Agency Awards will not be differentiated between new agencies and returning agencies (previously Continuing Expanding Agency Awards). All Expanding Agency Awards will complete the same grant activities. Returning agencies are encouraged to select a new designated supervisor if possible, returning supervisors may optionally participate in the Alumni Learning Community (ALC).

In sum, the QTT Grants Program seeks to increase behavioral health agency capacity to hire and expand QTT pursuit of licensure while also investing in clinical supervisors to provide the most effective supports possible. Details regarding priority applicants, available grants, and grant descriptions are provided below.

## Purpose of Grant Awards

The grant awards are intended to provide eligible agencies the resources needed to hire and effectively support post-graduate Qualified Treatment Trainees (QTTs) in targeted professional fields. The purpose of these awards is to develop the behavioral health workforce by accomplishing the following:

1. Expand the number of QTT positions.
2. Invest in ongoing supervisor development.

## Priority Applicants

### FY25 Focus Areas:

In state fiscal year 2025 (2024-2025) the QTT Grants Program is highlighting the priority areas listed below. Most competitive applications will provide detail to one or more of these areas:

- Expanding Agency Award History– agency has no prior history of receiving a QTT Expanding Agency Award in a previous fiscal year.
- Expanded evidence of Health Provider Shortage Area
  - Utilize HRSA Map Tool: <https://data.hrsa.gov> to provide detailed explanation of service provision in a mental health – health provider shortage area (HPSA)
  - Provide evidence of percentage of service population within mental health – HPSA. Include full-service area.
    - Include full-service area in addition to physical location.
    - Provide evidence of percentage of clientele in HPSA shortage area
    - Examples of expanded service area evidence: targeted recruitment, satellite offices, outpatient services, community partnerships with organizations in area
- Expanded specific target population served consumer characteristics.
  - Explanation of specific services for selected target populations:
    - Asian-American, Pacific Islander
    - Black, Indigenous, or People of Color
    - Children (school-based services of specific targets under 18)
    - Deaf or Hard of Hearing
    - Immigrants or Refugees
    - Intellectual or Development Disabilities
    - Justice-Involved or Incarcerated Individuals
    - LGBTQIA+
    - Living at or Below the Poverty Level
    - Native American/Indigenous/Tribal
    - Rural Geographic Locations
    - Unsheltered or Housing Insecure
    - Veterans
    - Other underserved group (specified by applicant)
  - Explanation of implementation of culturally and linguistically appropriate services (CLAS) standards (see <https://thinkculturalhealth.hhs.gov/clas/standards>)

## **General program priority areas:**

Priority applicants to the QTT Grants Program will be able to demonstrate the following:

- Consumer characteristics
  - Serving population at or below poverty level
  - Serving communities of color
  - Serving disadvantaged groups
- Service provider characteristics.
  - DHS 35 clinic
  - Medicaid Billing
  - Low-cost and/or free/charitable services
  - Mental Health – Health Provider Shortage Area (HPSA) Underserved
  - Underserved geographic area.
- Organization goals and commitments
  - Commitment to tele-mental health
  - Commitment to engaging in professional development of QTT and QTT supervisors.
  - Diversity competence and hiring practices.
- Supervision characteristics
  - Commitment to increasing hiring of post-graduate QTT's.
  - Organizational readiness and supervisory experience

## Available Grants & Funding

The QTT Grants Program has one grant type open for application:

1. Expanding Agency Award - \$20,000 grant per recipient

Each grant is described below, including details about eligibility, activities, and timelines.

### Expanding Agency Awards

Expanding Agency Awards are intended to increase the available number of QTT placements within agencies that have previously hired post-graduate QTTs. Because effective clinical supervision is a key driver of trainee professional development, Expanding Agency Awards will also invest in participating clinical supervisors' professional development. All designated QTT supervisors will participate in a structured ongoing learning process to focus development on fundamental processes, essential components, and elements of effective clinical supervision. The QTT Supervision Practice Profile—a document created for the purpose of this grant—identifies, describes, and operationalizes these processes, components, and elements of supervision practice, and will provide a compass of supervisor development.

Eligible agencies are those that have previously hired at least one postgraduate QTT. Expanding Grant Awards in the amount of \$20,000 per agency are available in state fiscal year 2025.

**Award Selection Process.** All applications received by the deadline will be reviewed and scored by the QTT Grants Program Advisory Committee according to priority criteria. UW-Milwaukee and DHS will make the final award decisions. Applicants will be notified on the award notification date of their application award status.

**Awards.** Expanding Agency Award recipients will receive notice of selection through a funding agreement provided by UW-Milwaukee, detailing the award amount, required activities, and invoice process. An agency risk assessment will need to be completed as part of the post-award process.

**Required Progress Documentation & Deliverables.** Required components that an agency award recipient and/or the agency's designated supervisor must complete for successful completion and payment of their QTT Grant Award. QTT Grants are paid in a one-time lump sum upon completion of all required progress documentation and deliverables.

**Expected activities.** Additional expected activities are completed throughout the program year for engagement in the QTT supervisor professional development components of the program. Expanding Agency Award recipients will be expected to engage and complete the following activities at the **agency** level and at the **designated QTT supervisor** level.

### Required Progress Documentation & Deliverables – Expanding Agency Award

Requirement	Description	Timeline
Attend Grant Orientation Webinar	At least one (1) agency representative attends grant orientation webinar	Attending orientation webinar. 10/24/2024 2 pm-3 pm
Designated Supervisor Participation in Initial Workshop	Designated QTT Supervisor attend 1-day virtual workshop for an overview to the QTT Supervision Practice Profile and for engaging initial supervision skills practice.	Attend Initial Workshop 11/13/2024 9 am-3 pm – New Expanding Award only
Complete Supervision Session Checklist	Designated Supervisor completes at least one (1) supervision session checklist survey	Complete at least one supervision session checklist via online survey tool
Attend Community of Practice Meeting	Designated Supervisor attends at least one Community of Practice (CoP) Meeting	Attend monthly* Community of Practice Meetings  CoP 1: 12/11/24 10am CoP 2: 1/8/25 10am CoP 3: 2/12/25 10am CoP 4: 3/12/25 10am CoP 5: 4/9/25 10am CoP 6: 5/14/25 10am  *Choice between morning and afternoon sessions, twice each month
Additional Hire Documentation	Complete additional hire documentation form meeting QTT hiring goal. The QTT hiring goal is the number of QTT positions at agency indicating one over the average of the previous two fiscal years. If agency is unable to meet hiring goal, they may request an alternative documentation process via an email request to <a href="mailto:citee-qtt@uwm.edu">citee-qtt@uwm.edu</a>	Submit QTT Additional Hire Documentation via online portal by 5/16/25.  Documents may be submitted at any time from January 2025 - 5/16/2025 by the program applicant.

### Agency Level Expectations – Expanding Agency Award

Expectation	Description	Timeline
QTT Contract	Employ at least one (1) post-graduate QTT with a supervision contract	Submit documentation of QTT hiring via QTT Additional Hire Documentation form (post-award)
Qualified Supervisor	Demonstrate at least one (1) person on staff who is qualified to be a supervisor.	Submit documentation in Expanding Agency Application
Professional Development	Commit to allowing the qualified supervisor to participate in ongoing professional development throughout the QTT grants program as documented in Supervisor Activities below.	Designated Supervisor completes Designated Supervisor Acknowledgement of Expectations in application phase.
Increase QTT Hiring	Hire at least one (1) additional postgraduate QTT during the fiscal year 7/1/2024 to 6/30/2025 compared to number hired in the previous fiscal year.	<p>Submit documentation in online form by 5/16/2025 demonstrating that the agency has increased the total number of QTTs hired by at least one (1) position over previous fiscal years (e.g., in fiscal year 2023, agency employed 2 QTTs, and in fiscal year 2024, the agency employed 3 QTTs).</p> <p>Submission can be documented in QTT Additional Hire Documentation form available online at any point prior to 5/16/2025.</p>

## Designated QTT Supervisor Expectations – Expanding Agency Award

Expectation	Description	Timeline
Attend Grant Orientation Session	Participate with agency leadership in a welcome and introduction to the QTT grant vision, activities, expectations, timelines, and anticipated outcomes.	10/24/2024 2 pm-3 pm
Participate in Initial Workshop	Complete pre-workshop assignment. Attend 1-day virtual workshop overview of the QTT Supervision Practice Profile and engagement in initial supervision skills practice.	11/13/2024 9 am to 3 pm
Complete QTT Supervision Session Checklist	Complete a QTT supervision session checklist (electronic survey format) based on the QTT Supervision Practice Profile for each supervision session held with QTT.  Complete at least one checklist with selected QTTs. Expected practice includes completion of supervision session checklist after every supervision session.	Ongoing
Attend Community of Practice	The facilitated Community of Practice will include structured discussions, skill practice activities, self-reflection, and other learning methods, all based on the QTT Supervisor Practice Profile.  Monthly attendance in a 1-hour meeting during a 6-month period.	Monthly:  Dec.2024 - May 2025
Complete Assessment of Supervisory Alliance	Complete assessment of supervisory alliance (7-items, electronic survey format) and request that selected QTTs complete trainee version.  Complete assessment twice at designated times.	Nov. 2024 and March 2025
Direct Observation of QTT Practice	The goal standard of clinical supervisor is direct observation of trainee clinical practice with supportive, performance-based feedback.  The supervisor and trainee review a selected practice sample. First by the designated supervisor's practice and then a trainee practice sample. Each are reviewed by both the supervisor and trainee through a provided practice sample review process and documented via the QTT Supervision Session Checklist for that supervision session in which it is reviewed.	Ongoing



Additional pre/post work in Online Learning Platform	<p>Deepen engagement in supervisory development through brief pre-post activities before and/or after Community of Practice Meetings found within the online learning management platform.</p> <p>These may include:</p> <ul style="list-style-type: none"><li>• short reading on supervisory literature</li><li>• discussion post</li><li>• skills practice activity</li><li>• direct observation of practice activity</li></ul> <p>It is anticipated that the pre-post activities between Community of Practice Meetings will take approximately 20 minutes to complete.</p>	Ongoing
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### Grant Activities & Timeline – Expanding Agency Award

<u>Item</u>	<u>Date/Time</u>
Applications Open	9/3/2024
Applications Close	10/4/2024
Award Notification	10/18/2024
Orientation Webinar	10/24/2024 2 pm - 3 pm
Initial Workshop	11/13/2024 9 am - 3 pm
Community of Practice Meeting #1	12/11/24 10 am - 11am
Community of Practice Meeting #2	1/8/25 10 am - 11am
Community of Practice Meeting #3	2/12/25 10 am - 11am
Community of Practice Meeting #4	3/12/25 10 am - 11am
Community of Practice Meeting #5	4/9/25 10 am - 11am
Community of Practice Meeting #6	5/14/25 10 am - 11am
All Progress Documentation and Deliverables Due	5/16/2025