



## Application Prep Guide

This guide will assist you to submit a successful application for the QTT Grants Program.

Please be aware that you will likely need to spend between 30-60 minutes to complete the application, even if you are prepared by following these guidelines. The application is completed via SM Apply user portal, and you will receive a confirmation email upon successful completion.

### Step 1: Determine Eligibility

Please familiarize yourself with the following grant types and eligibility requirements. **Please be sure to select and apply for the grant type that best suits your agency and needs.**

Who is not eligible for any QTT grant?

- Agencies that do not have the capacity and are unwilling to build the capacity to hire and supervise QTTs

### Expanding QTT Agency Grant

Expanding Agency Grants are intended support agencies that have previously hired post-graduate QTTs by increasing the number of QTT placements available.

Eligibility Requirements:

- Wisconsin mental health agencies that have previously hired at least one post-graduate QTT
- At least one person on staff is qualified to supervise QTTs
- Ability to hire at least one more QTT position above the average of the previous two fiscal years



## Application Prep Guide

### Step 2: Prepare Materials

All applicants are strongly encouraged to prepare these materials **before** beginning the online application process. Review your application tasks by logging into the [online application portal](#).

#### Application Overview

- Gather information from personnel:
  - Administrator – contact information
    - Agency administrators complete the funding agreement and all pertinent financial documents
  - Designated supervisor - contact information, credential (degree, license information), and number of years of experience
    - Assess designated supervisor readiness to:
      - Supervise and train a QTT



## Qualified Treatment Trainees Grants Program

### Application Prep Guide

- Engage in professional development components
  - Attend monthly Community of Practice
  - Complete regular assessments of practice
  - Implement best practices in supervision (direct observation, deliberate practice, skill building)
- If applying for a Supplemental Accommodations Award, the post-graduate QTT in need of accommodations (evidence of/plan for employment, basic demographic and education information, need statement, estimated accommodations budget, plan to maintain following QTT licensure)
- Prepare [consumer characteristics](#):
  - Agency contact information
  - Types of services provided by your agency
  - Number of licensed mental health professionals at your agency
  - Commitment to serving diverse communities (detailed description of such commitment to both)
    - [Review Culturally and Linguistically Appropriate Services \(CLAS\) Standards](#). Prepare to relate specific service commitments to underserved and diverse populations to CLAS standard implementation.
- Prepare [service provider](#) information:
  - NPI (National Provider Identifier) number
  - Clinic type/certification numbers
    - DHS 35
    - Federally Qualified Health Center
    - Indian Health Service, Tribal Health, or Urban Indian Health Organization
    - Free/Charitable clinic listed by Wisconsin Association of Free & Charitable Clinics, Inc. (WAFCC)
    - Health Center Program or a Federally Qualified Health Center Look-Alike through the Health Resources and Services Administration- Bureau of Primary Health Care (HRSA-BPHC)
  - Medicaid billing levels at your agency
  - Any health provider shortage area (HPSA) designations for agency or area served by agency. For more information please use HPSA map tool here: <https://data.hrsa.gov/maps/map-tool/>
- Prepare [goals and commitments](#):
  - Prepare impact statement for use of funds
  - Commit to diverse hiring practices
  - Commit to diverse service delivery of outpatient services
  - Commit to engaging in supervisory professional development
- Prepare [supervision characteristics](#):



## Application Prep Guide

- Detailing adjustments for quality supervision (differentiated productivity standards, release from administrative duties, additional financial compensation, etc.)
- Number of supervisors available at agency
- Supervision experience

### Priority Criteria

*Strong applicants will show commitments across the following four priority categories:*

- 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
  - HSPA 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 QTTs
  - Organizational readiness and supervisory experience

***Partial scoring of your application will be based on the depth and detail of these commitment descriptions.***

## Step 3: Review and Submit

1. **Create an account or login to our online application.**  
All applications must be submitted electronically through our SM Apply [online portal](#).
2. **Fill out the application. Ask a colleague to review the application for completeness**
3. **Submit**  
When your application is ready click 'submit.' The application deadline is 11:59 pm on 10/4/24



## Application Prep Guide

You will receive a confirmation email upon successful completion. If you do not receive a confirmation email, please contact [citee-gtt@uwm.edu](mailto:citee-gtt@uwm.edu).

### Grant Activities & Timeline – Expanding Agency Award

<u>Item</u>	<u>Date/Time</u>
Applications Open	9/3/2024
Applications Close	10/5/2024
Award Notification	10/18/2024
Orientation	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

#### Other Reminders:

- You will create an authentication login to be able to exit and resume your application on different devices. Be sure to remember your username and password. If you forget your password please contact [citee-gtt@uwm.edu](mailto:citee-gtt@uwm.edu)
- Successful grant awardees will receive a *funding agreement* that details the specific grant activities and progress documentation to be submitted for grant payment
- More information about the grant program can be found at <https://uwm-citee.smapply.io/prog/QTTExpanding25>
- Please direct any questions about the application to [citee-gtt@uwm.edu](mailto:citee-gtt@uwm.edu)