



Qualified Treatment Trainees Grants Program

Program Description

State Fiscal Year 2022

Table of Contents	Page
Program Overview	2
Purpose of Awards	3
Priority Applicants	3
Available Grants & Funding	3
Emerging Agency Awards	4
Expanding Agency Awards	5
QTT Intern Agency Awards	7
Supplemental Accommodations Awards	7
Grant Activities & Timeline	10

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 when Wisconsin's 2020-2021 budget bill (Wisc. Stat. § 146.618) provided funding for eligible behavioral health agencies to expand and support QTTs statewide. The QTT Grants Program is coordinated by the Wisconsin Department of Health Services (DHS) and the University of Wisconsin-Whitewater Center for Inclusive Transition, Education and Employment (CITEE) with guidance from the grant Advisory Committee. During state fiscal year 2022 (July 1, 2021 through June 30, 2022), the QTT Grants Program will provide funding opportunities regarding four specific grants: 1) Emerging grants are intended to support agencies to create new QTT positions; 2) Expanding grants are intended support agencies to expand existing QTT positions and to deepen support through supervisor development; 3) QTT Intern grants are intended to support agencies that currently host or intend to host graduate level internships or field placements; and 4) Supplemental Accommodations grants are intended to provide relevant supports for diverse QTT needs. 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. Develop QTT clinical supervision capacity and effectiveness,
2. Support hiring of new or additional post-graduate QTTs to increase the number of licensed mental health professionals
3. Disseminate best practices and lessons learned in workforce development.

Priority Applicants

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
 - 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 QTT's
 - Organizational readiness and supervisory experience

Available Grants & Funding

There are four types of grants in the QTT Grants Program:

1. Emerging Agency Award - \$10,000 available to one or more successful applicants
2. Expanding Agency Award - \$20,000 grant per recipient
3. QTT Intern Agency Award - \$20,000 grant per recipient
4. Supplemental Accommodations Award - \$50,000 available to one or more successful applicants

Each type of grant is briefly described below, including details about eligibility, expected activities, and timelines.

Emerging Agency Awards

Emerging Agency Awards are intended to allow an agency that has not historically been able to hire *and supervise* a post-graduate QTT to begin the preparations to do so using best practices. Eligible agencies have activities necessary in order to have capacity to hire and internally supervise a QTT. Up to \$5,000 is available per emerging agency award. The emerging agency grant will be awarded to one or more qualified applicants.

- **Award Selection Process.** All applications received by the respective quarterly deadline will be reviewed and scored by the QTT Grants Program Advisory Committee according to priority criteria. CITEE and DHS will make the final award decisions. At that time, a notice will be published on the QTT grants program website that no Emerging Agency Grant funds are available and the application portal will be closed for the fiscal year.
- **Awards.** Emerging Agency Award recipients will receive notice of selection through a funding agreement provided by UW-Whitewater, 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.
- **Expected activities.** Emerging Agency Award recipients will be expected to engage and complete the following activities.
 1. Commit to offering tele-mental health using best practices
 2. Complete an organizational readiness checklist. Topics include hiring practices, equipment needed to support new personnel (QTT), caseload management, supervision/performance evaluation plans
 3. Identify QTT source (e.g., university partner(s), statewide organization(s))
 4. Provide a statement identifying university partnerships, connections with professional organizations, and advertising QTT position
 5. Identify potential in-house supervisor and begin training process for supervisory certification (if applicable within license)
 6. Provide name, experience levels, and credentials of qualified supervisor (LPC, LMFT, LCSW)
 7. Provide types of training if pursuing with a specific organization (e.g., AMFT)
 8. Identify a supervisor mentor and create a mentoring plan
 9. Commit to hiring a post-graduate QTT within next 24 months
 10. Commit to diverse hiring and retention practices of QTTs and other personnel
 11. Participate in evaluations of QTT supervision process, including (short) follow-up evaluations for up to 3 years post-grant.

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 post-graduate QTT. Fifty-four (54) Expanding Grant Awards in the amount of \$20,000 per agency are available in state fiscal year 2022.

- **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. CITEE and DHS will make the final award decisions. A notice will be published on the QTT Grants Program website that when no Expanding Agency Grant funds are available and the application portal will be closed for the fiscal year.
- **Awards.** Expanding Agency Award recipients will receive notice of selection through a funding agreement provided by UW-Whitewater, 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.
- **Expected activities.** 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.

Agency		
Expectation	Description	Timeline
QTT Contract	Employ at least one post-graduate QTT with a supervision contract	Submit documentation in Agency Grant Documentation Form.
Qualified Supervisor	Demonstrate at least one person on staff who is qualified to be a supervisor.	Submit documentation in Agency Grant Documentation Form.
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.	Affirm commitment in Agency Grant Documentation Form.
Tele-Mental Health	Commit to offering tele-mental health using best practices.	Affirm commitment in Agency Grant Documentation Form.

Diverse Hiring Practices	Commit to diverse hiring practices in QTTs.	Affirm commitment in Agency Grant Documentation Form.
Increase QTT Hiring	Hire at least one additional post-graduate QTT during the fiscal year of 7/1/2021 to 6/30/2022 than was hired in the previous fiscal year.	Submit documentation in online form no later than 3/31/2022 that the agency has increased the total number of QTTs hired by at least 1 position over previous fiscal years (i.e., in fiscal year 2020, the agency employed 2 QTTs, and in state fiscal year 2021, the agency employed 3 QTTs). Submission can be documented in October Agency Grant Documentation Form or submitted in Increased QTT Hiring Form available online at any point prior to 3/31/2022.

Designated QTT Supervisor		
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.	10/20/2021 2pm to 3pm
Participate in Initial Workshop	Complete pre-workshop assignment and attend 1-day virtual workshop for an overview to the QTT Supervision Practice Profile and for engaging initial supervision skills practice.	11/10/2021 9am to 3pm
Regularly Complete QTT Supervision Session Checklist	Regularly complete a QTT supervision session checklist (electronic survey format) based on the QTT Supervision Practice Profile. The expectation is to complete one checklist following every session with up to two (2) selected QTTs.	Ongoing
Regularly Attend Monthly Community of Practice	The facilitated community of practice will include structured discussions, skill practice activities, and self-reflection, and other learning methods. All topics are based on the QTT Supervisor Practice Profile. The expectation is monthly attendance in a 1-hour meeting during a 6-month period.	12/2021 through 5/2022
Complete Assessment of Supervisory Alliance	Complete assessment of supervisory alliance (7-items, electronic survey format) and request that selected QTTs complete trainee version. Assessment will happen twice.	1/2022 4/2022
Direct Observation of QTT Practice	The goal standard of clinical supervisor is direct observation of trainee practice with supportive, performance-based feedback. The expectations is that two practice samples are submitted by each selected QTT for supervisor review.	2/2022 5/2022
Designated QTT Supervisors will receive 12 Continuing Education Units for successful completion.		

QTT Intern Agency Awards

QTT Intern Agency Grants are intended to support agencies that currently host or intend to host internship/field placements for masters-level internships/field experiences. Eligible agencies may include programs supporting internships for social work, professional counselor, and marriage and family therapy students. These graduate level clinical programs often include a clinical internship experience (e.g., field placement, practicum, internship, etc.). Many internships are often unpaid but are a key first step in developing a trainee's clinical skills and orientating them to clinical practice situations. Internships rely on supervisors to provide feedback and clinical skills practice reflection to support the trainee development. These grants may be used to support supervision time, provide stipends for QTT intern placements, and support supervisory development for QTT internship placements. Forty (40) QTT Intern Agency Awards Grant awards in the amount of \$20,000 per agency are available in state fiscal year 2022.

- **Award Selection Process.** All applications received by deadline will be reviewed and scored by the QTT Grants Program Advisory Committee according to priority criteria. CITEE and DHS will make final award decisions. At that time a notice will be published on the QTT grants program website that when no QTT Intern Agency Grant funds are available and the application portal will be closed for the fiscal year.
- **Awards.** QTT Intern Agency Award recipients will receive notice of selection through a funding agreement provided by UW-Whitewater, 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.
- **Expected activities.** QTT Intern Agency Award recipients will be expected to engage and complete the following activities.
 - Submit documentation of a current QTT intern placement or plan to host a QTT intern placement for a master's level social work, counselor, or marriage and family therapist student.
 - Participate in learning plan activities with QTT intern in accordance with the internship requirements from the respective educational institution providing the internship program.

Supplemental Accommodations Awards

Supplemental Accommodations Awards are intended to provide agencies who have hired or plan to prepare to hire a post-graduate QTT with communications-related accommodations with additional funds to offset the costs associated with the provision of those accommodations. A total of \$50,000 in grants available for state fiscal year 2022 to be awarded

to one or more qualified agencies. Funding may be renewable upon successful completion of grant award. Agencies who intend to work with a post-graduate QTT with communications-related accommodations may identify their eligibility based on (1) a Post-graduate QTT, without a current employee relationship with an agency and (2) a Post-graduate QTT, with a current employee relationship with an agency using the process below:

1. Post-graduate QTT, without a current employee relationship with an agency, complete a 3-Step application process.
 - Step 1: The potential post-graduate QTT self-identifies as in need of communication accommodation as a part of successful completion of supervisory period and completes the QTT Supplemental Accommodations Application: Individual Section, which will include:
 - Basic demographic and educational information
 - Need statement
 - Potential employing agencies for completion of supervisory period
 - Estimated budget for necessary accommodations
 - Step 2: QTT Grants Program will notify potential agency/agencies
 - Notification to potential post-graduate QTT of qualification/receipt of grant (renewable for one additional year pending successful completion of grant activities and timeline)
 - Notification to agency of qualification of individual for supplemental accommodation grant (including name, potential budget, terms of grant)
 - Notification to agency of concurrent qualification to apply for emerging agency or expanding agency grant for current year or following year (depending on timeline of current fiscal year grant applications)
 - Step 3: Agency completes QTT Supplemental Accommodations Application: Agency Section (see Step 1 below)
2. Post-graduate QTT, with a current employee relationship with an agency, complete a 2-Step application process
 - Step 1: Employing agency completes the QTT Supplemental Accommodations Application: Agency Section, which will include:
 - Evidence of current employment of a post-graduate QTT in need of supplemental accommodations grant (i.e. documentation of employment contract)
 - Statement need for accommodations (e.g., type of accommodations)
 - Statement of need for grant for accommodations and plan to maintain following QTT licensure.
 - Step 2: the potential post-graduate QTT self-identifies as in need of communication accommodation as a part of successful completion of supervisory period and completes

the QTT Supplemental Accommodations Application: Individual Section, which will include:

- Basic demographic and educational information
- Need statement
- 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. CITEE and DHS will make the final award decisions. A notice will be published on the QTT Grants Program website that when no Expanding Agency Grant funds are available and the application portal will be closed for the fiscal year.
- Awards. Supplemental accommodation Award recipients will receive notice of selection through a funding agreement provided by UW-Whitewater detailing the award amount, required activities, and regranting process. An agency risk assessment will need to be completed as part of the post-award process.
- Supplemental Accommodations Award recipients are responsible for all accommodation services requested under the grant program. Applicants may use the following resources for finding providers:
 - Sign language interpreter-
 - Agencies - <https://www.dhs.wisconsin.gov/odhh/interpreting/interpreter-agencies.htm>
 - Individual Interpreters - <https://www.dhs.wisconsin.gov/odhh/interpreting/index.htm>
 - Captioning- <https://www.dhs.wisconsin.gov/odhh/cart.htm>
 - Support Service Providers - <https://www.dhs.wisconsin.gov/odhh/db-resources.htm>
- Expected activities. Supplemental Accommodations Award required activities will be completed based on scope of work detailed in the funding agreement provided by UW-Whitewater upon selection for award. Agency will complete tasks or outline plan and submit progress documentation to UW-Whitewater that will be reviewed to initiate release of funds.

Grant Activities & Timeline

The following provides a summary of key grant activities with timeline:

- Applications open – 8/23/2021
- Applications close – 9/20/2021
- Award notifications begin – 10/12/2021
- Grant orientation session – 10/20/2021, 2pm to 3pm
- Initial workshop for designated QTT supervisors – 11/10/2021, 9am to 3pm
- Designated QTT supervisors participate in monthly community of practice meetings –
December 2021 through May 2022
- Completion of all grant activities – 5/31/2022