



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

Emerging QTT Agency Grant

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.

Eligibility Requirements:

- Wisconsin mental health agencies that currently hire or may hire post-graduate QTTs
- Emerging agencies must demonstrate an ability to either:
 - Gain resources to expand capacity to hire new post-graduate QTTs in the future
 - Engage in supervisory training for agency staff that may supervise post-graduate 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



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Continuing Expanding QTT Agency Grant

Continuing Expanding Agency Grants are intended to support agencies that have already successfully completed a Expanding Agency Grant Award in the previous fiscal year. Agencies must still increase the number of QTT placements available.

Elibility Requirements:

- Successful completion of a Expanding Agency Award in the previous fiscal year
- Ability to increase additional QTT positions

Supplemental Accommodations Awards

Supplemental Accommodations Awards are intended to provide agencies who have hired a post-graduate QTT with communications-related accommodations with additional funds to offset the costs associated with the provision of those accommodations.

Eligibility Requirements:

- An agency eligible to apply for the Expanding Agency grants may also be/become eligible to apply for the Supplemental Accommodations Award by demonstrating intent to support a post-graduate QTT who has identified needing communication-related accommodations
- Agencies are able to complete activities relating to creation of inclusive materials and accommodations for training and supervision activities
- Agencies can apply at the time of their Expanding Agency application or after receiving an Expanding Agency award

*****Please note agencies that have successfully completed grant activities in the previous fiscal year will be given preferential scoring on their current application. *****

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



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- 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)
- 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](#):



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- 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



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You will receive a confirmation email upon successful completion. If you do not receive a confirmation email, please contact QttGrants@uww.edu.

Grant Timeline:

Applications Open – 8/19/2022	
Applications Close – 9/30/2022	
Award Notification – 10/14/2022	
Orientation – 10/26/22	2 pm - 3 pm
Initial Workshop – 11/9/22	9 am - 3 pm
CoP 1: 12/13/22-12/14/22	10 am & 3 pm
CoP 2: 1/10/23-1/11/23	10 am & 3 pm
CoP 3: 2/21/23-2/22/23	10 am & 3 pm
CoP 4: 3/21/23-3/22/23	10 am & 3 pm
CoP 5: 4/18/23-/4/19/23	10 am & 3 pm
CoP 6: 5/16/23-5/17/23	10 am & 3 pm
All Progress Documentation and Deliverables Due – 5/31/2023	

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 QttGrants@uww.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 www.uww.edu/qtt
- Please direct any questions about the application to QttGrants@uww.edu