



Qualified Treatment Trainees Grants Program

Program Description State Fiscal Year 2023-2024

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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. This year, through the one-time investment of Treasury ARPA funding, there is emphasis on awarding grants to both child-serving and adult-serving agencies equally. The QTT Grants Program is administered by the Wisconsin Department of Health Services (DHS) and the University of Wisconsin-Whitewater's Center for Inclusive Transition, Education and Employment (CITEE), with guidance from an Advisory Committee.

Two specific grant program opportunities are available for application fall 2023, additional grant types are anticipated to launch later this year:

- 1) Expanding Agency Grant Awards - expand existing QTT positions and engage in supervisor development;
- 2) Continuing Expanding Agency Grant Awards – Year 2 grant for agencies that received an Expanding Agency Award in a previous fiscal year. Must be a returning agency **and** select the same designated supervisor that completed the Supervisor Professional Development Initiative in a previous fiscal year.

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

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

The QTT Grants Program has two grants open for application:

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

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

New 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. Expanding Grant Awards in the amount of \$20,000 per agency are available in state fiscal year 2024.

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.

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	Attend orientation webinar 10/25/2023 2 pm-3 pm – New Expanding Award 10/25/2023 3pm – 4pm – Continuing Expanding Award
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 11/15/2023 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 - New Expanding Agency Award only CoP 1: 12/12/23 - 12/13/23 10 am & 3 pm CoP 2: 1/9/24 - 1/10/24 10 am & 3 pm CoP 3: 2/20/24 - 2/21/24 10 am & 3 pm CoP 4: 3/19/24 - 3/20/24 10 am & 3 pm CoP 5: 4/16/24 - 4/17/24 10 am & 3 pm CoP 6: 5/14/24 - 5/15/24 10 am & 3 pm *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 QTTGrants@uww.edu .	Submit QTT Additional Hire Documentation via online portal by 5/31/24. Document may be submitted at any time from 12/1/2023 - 5/31/2024.
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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 in Agency Grant Documentation Form.
Qualified Supervisor	Demonstrate at least one (1) 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 (1) additional postgraduate QTT during the fiscal year 7/1/2023 to 6/30/2024 compared to number hired in the previous fiscal year.	<p>Submit documentation in online form by 5/31/2024 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 2022, agency employed 2 QTTs, and in fiscal year 2023, the agency employed 3 QTTs).</p> <p>Submission can be documented in October Agency Grant Documentation Form or submitted in Increased QTT Hiring Form available online at any point prior to 5/31/2024.</p>
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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.	<p>10/25/2023 2 pm-3 pm – New Expanding Award</p> <p>10/25/2023 3pm – 4pm – Continuing Expanding Award</p>
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.	11/15/2023 9 am to 3 pm
Complete QTT Supervision Session Checklist	<p>Complete a QTT supervision session checklist (electronic survey format) based on the QTT Supervision Practice Profile for each supervision session held with QTT.</p> <p>Complete at least one checklist with selected QTTs. Expected practice includes completion of supervision session checklist after every supervision session.</p>	Ongoing

Attend Community of Practice	<p>The facilitated Community of Practice will include structured discussions, skill practice activities, and self-reflection, and other learning methods, all based on the QTT Supervisor Practice Profile.</p> <p>Monthly attendance in a 1-hour meeting during a 6-month period.</p>	<p>Monthly: Dec.2023 - May 2024</p>
Complete Assessment of Supervisory Alliance	<p>Complete assessment of supervisory alliance (7-items, electronic survey format) and request that selected QTTs complete trainee version.</p> <p>Complete assessment twice at designated times.</p>	<p>Nov. 2023 and March 2024</p>
Direct Observation of QTT Practice	<p>The goal standard of clinical supervisor is direct observation of trainee clinical practice with supportive, performance-based feedback.</p> <p>Two (2) practice samples are submitted by each selected QTT for supervisor review. Designated supervisor indicates trainee practice sample review on QTT Supervision Session Checklist for that supervision session in which it is reviewed.</p>	<p>Ongoing</p>
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"> • short reading on supervisory literature • discussion post • skills practice activity • direct observation of practice activity <p>It is anticipated that the pre-post activities between Community of Practice Meetings will take approximately 20 minutes to complete.</p>	<p>Ongoing</p>
<p>Designated QTT Supervisors may receive up to 12 Continuing Education Units for successful completion.</p>		

Continuing Expanding Agency Award – Successful Expanding Agency Awardees from previous fiscal year

Agencies that successfully completed an Expanding Agency Award during a previous fiscal year are eligible for a second year of the QTT Expanding Agency Award - the Continuing Expanding Agency Award. Agencies must note receipt of a previous Expanding Agency Award in a previous fiscal year **and select the same designated supervisor** on the application to be considered. Awards in the amount of \$20,000 per agency are available in fiscal year 2024.

Agencies must select the same designated supervisor that has already completed the Supervisor Professional Development Initiative in the previous fiscal year, Continuing Expanding Agency awardees may optionally send one new designated supervisor to participate in the Supervisor Professional Development Initiative (please note availability will depend on cohort size and capacity). The designated supervisor is expected to complete the required program activities and deliverables during the fiscal year regardless of prior completion.

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 Expanding Agency Grant funds are no longer available and the application portal will be closed for the fiscal year.

Awards. Continuing 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.

Required Progress Documentation & Deliverables. These are the required components that an agency applicant and/or the agencies 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.

Required Progress Documentation & Deliverables – Continuing Expanding Agency Award

Requirement	Description	Timeline
Complete Supervision Session Checklist	Complete at least four (4) supervision session checklists. A supervisor will complete approximately one month of session checklists during the supervisory process for a new trainee.	Ongoing - complete prior to 5/31/2024
Complete Assessment of Supervisor Alliance	Supervisors complete ongoing assessment of supervisory working alliance with newly hired QTT.	Complete prior to 5/31/2024
Complete Evaluation	Brief online final evaluation on supervisory process with new trainee.	Complete prior to 5/31/2024 Approximately 30 minutes to complete

Grant Activities & Timeline – Expanding Agency Award	
Applications Open – 9/5/2023	
Applications Close – 10/6/2023	
Award Notification – 10/16/2023	
Orientation – 10/25/2023	2 pm - 3 pm – New Expanding 3pm – 4pm – Continuing Expanding
Initial Workshop – 11/15/2023	9 am - 3 pm
CoP 1: 12/12/23-12/13/23 (<i>attend one session</i>)	10 am & 3 pm
CoP 2: 1/9/24-1/10/24 (<i>attend one session</i>)	10 am & 3 pm
CoP 3: 2/20/24-2/21/24 (<i>attend one session</i>)	10 am & 3 pm
CoP 4: 3/19/24-3/20/24 (<i>attend one session</i>)	10 am & 3 pm
CoP 5: 4/16/24-/4/17/24 (<i>attend one session</i>)	10 am & 3 pm
CoP 6: 5/14/24-5/15/24 (<i>attend one session</i>)	10 am & 3 pm
All Progress Documentation and Deliverables Due – 5/31/2024	