

ANNUAL REQUIREMENTS FOR THE SCHOOL-BASED MENTAL HEALTH QUALIFYING GRANT PROGRAM (SBMHQGP)

The purpose of the SBMHQGP is to provide targeted school-based mental health (SBMH) supports to local education agencies (LEAs) by employing qualified personnel who work under the scope of their practice to provide clinical services and trauma-informed care and support, through:

- a. early identification and intervention of the student's academic and mental health needs; and
- b. removing barriers to learning and developing skills and behaviors critical for the student's academic achievement.

1. Application Process through Utah Grants (UG)

Each LEA or regional education service agency (RESA) will need to apply through UG to receive funding each year. Applications are split into two programs based upon which year they are on in the three-year grant cycle. New applicants or LEAs restarting the three-year grant cycle as a first-year grantee will apply using *Option A*. LEAs that will be a second- or third-year grantee will apply using *Option B*. Applications are due on May 31.

Option A: SBMHQGP Three-Year Cycle Application

- a. Short overview description
- b. Budget narrative and budget categorization
- c. Attachments:
 - SBMHQGP Three-year Cycle Application form
 - Fiscal Projections form
 - Letter from local mental health authority (LMHA) (if applicable)

SBMHQGP New Applicant Form: Brief Overview

More detailed information can be found in the UG application form.

Provide a **three-year plan that has been approved by the LEA's governing board** detailing their measurable goals, metrics and outcomes for improving student engagement, school culture, student safety and/or academic achievement (*two goals required*).

See the [SBMHQGP Goal Writing Guidance document](#) for tips on writing specific, measurable, attainable, realistic and timebound (S.M.A.R.T.) goals.

Your goal must include the following three elements:

1. Who is being served
 - What student population?
2. What is being achieved
 - Must be measurable
3. When the goal will be achieved

Identify the type(s) of qualifying personnel and/or contracted services funded through this grant that will support your goal:

- Clinical mental health counselor
- Licensed behavior analyst
- Board-certified behavior analyst
- Licensed clinical social worker
- Certified social worker
- Social service worker
- Marriage and family therapist
- Recreational therapist
- School counselor
- School nurse
- School psychologist
- Psychologist
- Psychiatrist
- Qualifying personnel through contracted services
- Behavioral health support personnel*

*Behavioral health support personnel is defined in [Utah Code Section 53F-2-415\(1\)\(a\)](#) as an individual who works under the direct supervision of qualifying personnel to support and track a student's progress, access to and completion of school curriculum, supports students by prompting, redirecting, encouraging and reinforcing positive behaviors, is not certified or licensed in mental health, and meets the professional qualifications as defined by state Board rule.

LEA indirect costs at the unrestricted rate will be automatically applied to this program in UG if applicable to an LEA.

Option B: SBMHQGP: Annual Plan Update (second- and third-year applicants)

- a. Short overview description
- b. Budget narrative and budget categorization
- c. Attachment:
 - SBMHQGP Three-year Cycle Application form

LEA indirect costs at the unrestricted rate will be automatically applied to this program in UG if applicable to an LEA.

2. Award Process through UG

Each LEA or RESA whose application is approved will have their award funds available to them around July 1 of each year.

OPTIONAL: additional allocation

- Only available if there is an excess of funding after new applications and annual plan updates are approved following the application cycle
- Considered one-time funds; the available amount fluctuates each year
- Indicates an intent to collaborate with the LEA or RESA's LMHA; required annual submission of an updated letter of support
- Submit budget revision in UG to account for additional allocation
- Use additional allocation for collaboration with the LMHA of the LEA or RESA's county as described in [Board Rule R277-622-5 \(7 and 8\)](#)
 - [LMHA Location Map](#) (Utah Department of Health and Human Services (DHHS))

3. Reimbursement Requests through UG

Request reimbursement through UG for services provided during current fiscal year (after verification of hires/contracted services through the Qualifying Personnel and Contracts Survey; see above). All reimbursement requests are due by August 12 of each year.

Allowable use of funds: salary and benefits for LEA employee(s) who provide mental health support (qualified personnel and behavioral health support personnel) or contracted services for a third party to provide mental health support (qualified personnel only)

When submitting backup documentation with the reimbursement request:

- List the names of all personnel hired with grant funding, including behavioral health support personnel and qualifying personnel. It is the LEA or RESA's responsibility to ensure they meet the definition of qualifying personnel in [Utah Code Section 53F-2-415](#) and that their licenses are active and in good standing.
- If contracting with a community partner for services, both the contract and invoice must be submitted as part of the backup documentation. The services outlined in the contract must align with the LEA or RESA's application goals and be performed by qualifying personnel. Any contracts that do not align or involve non-qualifying personnel will be denied reimbursement. Contracts only need to be submitted once, with the first reimbursement of the fiscal year.

4. Accountability and Data Report (Qualtrics)

The Accountability and Data Report is an annual end-of-year report on all relevant data outcomes for the year. The Accountability and Data Qualtrics survey will be sent out by the Utah State Board of Education (USBE) SBMHQGP team via email on June 1 of each year and will remain available until October 1 of each year.

October 1 is the final notice deadline for the Accountability and Data Report. If the USBE SBMHQGP team does not receive an Accountability and Data report from an LEA/RESA by October 1, that LEA/RESA will be denied reimbursement and their eligibility to apply for the grant in future fiscal years will be revoked.

Included in the Accountability and Data Report:

- Documentation of progress toward achieving goals and measures in the approved LEA/RESA SBMH plan. Report progress data as numerical data directly from the goals.
- Current positions hired and/or contracted using funds and services provided.
- If the LEA/RESA discontinues a grant funded position, state the LEA/RESA's reason for discontinuing the position.
- State of collaboration and/or contract with the LMHA of the county in which the LEA/RESA is located.
- Update to annual report baseline data.
- How the LEA/RESA, in providing SBMH services, complies with the provisions of [Utah Code Section 53E-9-203](#).
- Challenges with hiring and/or contracting services.
- Reporting of school personnel training in trauma informed practices.

Key Definitions

1. **Additional allocation** (outlined in [Board Rule R277-622-5\(8\)](#)): An allocation available to LEAs if excess funding is available after the applications and annual plan updates are approved; this is considered one-time funding.
2. **Behavioral health support personnel** (defined in [Utah Code Section 53F-2-415\(1\)\(a\)](#)): An individual who works under the direct supervision of qualifying personnel to support and track a student's progress, access to and completion of school curriculum, supports students by prompting, redirecting, encouraging and reinforcing positive behaviors, is not certified or licensed in mental health, and meets the professional qualifications as defined by state Board rule.
3. **Qualifying personnel** (defined in [Utah Code Section 53F-2-415\(1\)\(b\)](#)): A school counselor, other counselor, school psychologist, other psychologist, school social worker, other social worker or school nurse who is licensed and collaborates with educators and a student's parent(s)/guardian(s) on early identification and intervention in the student's academic and mental health needs and removing barriers to learning and developing skills and behaviors critical for the student's academic achievement.

4. **Related services:** Mental health or school nursing services provided by the LMHA or a private provider through a contract.
5. **Telehealth services** (defined in [Utah Code Section 26B-4-704](#)): The transmission of health-related services or information using electronic communication or information technology.

USBE Contact Information

Please direct all questions to SBMHQualifyingGrant@schools.utah.gov.

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