2023-2024 MHIT Application
Technical Assistance
Welcome, this guide will instruct you slide by slide on how to fill out our KSDE 2023-2024 Mental Health Intervention Team Application.

To start: You may need to click the “Enable Edit” button on the top.

Information about the the Mental Health Intervention Team Grant can be found here:

- Mental Health Intervention Team website
- Program Guide
- Memorandum of Understanding (MOU) sample

**Submission**

- **File Type:** Excel (do not send PDF)
- **Email to:** John Calvert (jcalvert@ksde.org)
- **Submit by:** Friday, June 9, 2023

**Contacts**

Program Questions:

John Calvert (jcalvert@ksde.org)
(785) 296-7866
Rule of Thumb:
Fill in ALL “Aqua” colored cells

Drop down menu: Will USD be apart of Co-op?
Enter all information in Aqua Cells. Other information will auto populate.
Need information for Application, Primary, and Financial Contact even if they are the same people.
How many F/T or P/T Liaisons are you going to be applying for?
What is the FTE of the P/T positions?

**Line 1-4:** Enter the TOTAL amount of salary and benefits requested.

**Line 5:** Total of Salary and Benefits
**Line 6:** 25% of Line 5 is what the school must pay for their Liaison.
**Line 7:** 75% of the grant amount requested is drawn down monthly by the school for Liaison salary/benefits.

**Line 8:** 25% of the grant amount requested serves as flow through money through the USD to the MHP.

**Line 10:** Is the total grant amount which includes Liaison salary/benefits and the MHP portion.
Enter the MHP(s) you are working with and services they will be providing. The amounts entered do NOT have to match BUT do have to equal line 6 on the Requested Needs tab.

Fill out the answers to all questions. You can click in this box if you want a copy of the Program Guide to pop up in a new window.
Enter the buildings that will be served by the grant. If you enter the USD number first, you can select the building numbers only associated with that district. You will also need to enter the foster care headcount for that building. Everything else will auto generate. If you need help with building information, click on the Building Data tab at the bottom.
The Assurances Page is an agreement between the Superintendent and the MHIT Coordinator/Director/Liaison that the three bullet points will be met. Typing your name/date certifies your signature in agreement.
The Collaborative Agreement is between the USD and the MHP. Please enter the date the agreement will start in the aqua cell in the top right. The Agreement will auto populate, and both parties will need to type their name/date at the bottom. There are 3 agreement tabs at the bottom. Only ONE agreement needs to be filled out PER MHP.
Once completed, please save/email to John Calvert (jcalvert@ksde.org) in an EXCEL format. Submitting the application in an incorrect format could be subject to rejection.

Applications are due **NO LATER than June 9th at 5:00pm.**

If you don't receive a confirmation receipt within 48 business hours, please contact John Calvert to check.

MOUs are due **NO LATER than August 31 at 5:00pm.**

Documents are posted on the MHIT Website: [MHIT Website](#)

If you have any questions/concerns, PLEASE don't hesitate to contact:
John Calvert
jcalvert@ksde.org
785-296-7056