

**NATIONAL ASSOCIATION OF STATE MENTAL PROGRAM DIRECTORS**  
**National Technical Assistance Center For State Mental Health Planning**  
***Guidelines for Technical Assistance***

Technical Assistance (TA) is available from the National Technical Assistance Center for State Mental Health Planning (NTAC) to support mental health system improvement in planning, delivering and evaluating mental health services. Technical assistance may include local/regional training events, attendance at national conferences and travel to consult with experts in other locations. Typically, on-site technical assistance consists of 1-2 days of expert consultation in specific subject areas usually working with the State Mental Health Agency. If funds are available, follow-up to on-site technical assistance may also be available. Budget requests should generally be limited to \$10,000 or less.

### **APPLICATION REQUIREMENTS**

NTAC requests that applicants submit a letter (of no more than two single-spaced pages) that is signed by the State Mental Health Agency (SMHA) director and includes the following information:

- Name, title, address, phone, fax, e-mail numbers of contact person for TA request;
- Systems issue(s) to be addressed and immediacy of need;
- Type of TA requested (e.g., on-site consultation, local/regional training event, training subsidy);
- Participation of key stakeholders (e.g., SMHA staff, consumers, families, and state planning and advisory council members);
- Anticipated outcome(s);
- Any previous TA on this issue and its impact;
- Readiness of the SMHA or relevant parties to support or match NTAC resources; and
- Description of how this request for TA relates to the state mental health plan and/or planning process.

Examples of system issues that might be addressed through TA include the role and function of the SMHA within a managed care environment; strategies for involving consumers and families in mental health service planning, delivery and evaluation; building coalitions among key stakeholders within state systems; and implementing models of excellence and innovative practices (e.g., cultural competence, employment services, and co-occurring disorders).

### **APPLICATION DEADLINES**

Applications will be accepted and reviewed on a continuing basis. Whenever possible, applicants will be notified of results within 60 days of receipt of application. NTAC reserves the option to offer regional training/technical assistance in lieu of individual state TA.

### **SELECTION CRITERIA**

Selection will be based on:

- Potential of technical assistance to have a positive impact on the issue(s);
- Immediacy of need;
- Apparent readiness of the SMHA/public mental health system to effectively utilize TA;
- TA is aligned with the President's New Freedom Commission on Mental Health Final Report goals and recommendations (unless an exception is specifically requested);
- Potential significance of the issue to other states;
- Evidence of partnerships with key stakeholders (e.g., SMHAs, consumers, families, and state planning and advisory councils); and
- Financial/ in-kind support for TA.

### **SUBMISSION/ QUESTIONS**

National Technical Assistance Center (NTAC)  
Pat Shea, Deputy Director  
66 Canal Center Plaza, Suite 302  
Alexandria, VA 22314  
(703) 682-5191 / Fax: (703) 682-7568  
E-mail: [pat.shea@nasmhpd.org](mailto:pat.shea@nasmhpd.org)