



Family First QRTP Application Tip Sheet

1. Contact the Family First Team BEFORE applying:

- We want to assist you through the application process and help you determine the best way to submit your application.
- We will discuss characteristics of your agency and how it relates to each section. *(This is very important with the Trauma Model section)*
- Discuss next steps to meet QRTP requirements

2. Submit your application as a PDF document and bookmark each applicable section as outlined in the "GENERAL INSTRUCTIONS FOR SUBMITTING DOCUMENTATION."

- This type of file allows the team to review your application quickly and thoroughly
- The bookmarks ensure the team will not miss any of the information you want considered
- Contact the Family First Team if you need help with creating bookmarks in a PDF.

3. Please include any documents you reference in your application (handbooks, policies, or other official documents) include them as part of your application.

- The Family First Team may need to review the referenced documents; we would like to have them readily accessible.

4. Include documentation showing the training requirements (e.g., types and frequency) for any positions reference in the application.

- Trauma informed training is an important part of being a QRTP (please refer to the "Trauma Informed Model: Domain - Training and Workforce Development" for more information).
- The Family First Team needs to know:
 - What is the name of the training that is offered?
 - Who is required to complete the training?
 - How often is it required to be completed?

5. Demonstrate your program's sustainability plan to maintain a trauma informed approach.

- If a detailed budget is available that shows funds allocated to the support of the program being trauma informed, it is preferred that it be submitted in addition to any written answers to the questions bulleted below (please refer to the "Trauma Informed Model: Domain - Financing" for more information)

6. Include a job description when referencing positions in your application.

- Each program may have different job titles for the same job description.
- The Family First team needs to know the responsibilities and requirements for each position referenced (please refer to the "Registered or Licensed Nursing and Other Licensed Clinical Staff" for more information).

7. Read all the FAQs on the www.familyfirstvirginia.com website.

- [QRTP FAQs](#) contain answers to many of the questions you may have about becoming a QRTP and the application process.