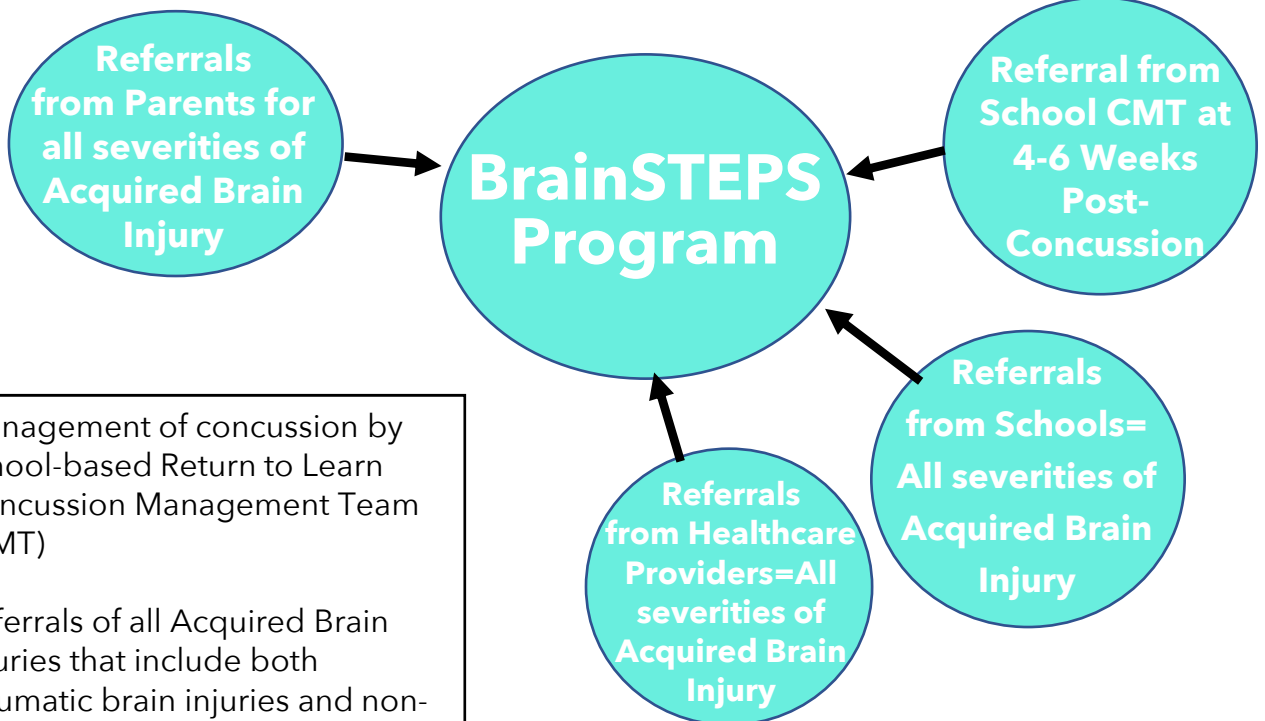


BrainSTEPS Student Referral Process



- Management of concussion by school-based Return to Learn Concussion Management Team (CMT)
- Referrals of all Acquired Brain Injuries that include both traumatic brain injuries and non-traumatic brain injuries (including concussions that do not resolve within 4-6 weeks), to the BrainSTEPS Program

**To make a student referral go to:
www.brainsteps.net**



STEP BY STEP BrainSTEPS PROCESS **for STUDENT REFERRALS**

1. Student referral is called or emailed in to BrainSTEPS team leader.

Team Leader contacts parent.

3. Team Leader gets verbal permission from parent to begin the data entry to start the referral process, until FERPA form can be signed.

4. Team Leader inputs student as a "New Student" in ORBS. (www.brainsteps.net)

5. Team Leader inputs her time spent speaking with family under "Consultation Activities" in **ORBS** (as should all team members involved, with case. Document time spent talking with school, medical/rehab, family, etc.)

6. Team Leader sends out an email to entire team asking who would like to assist with the referral.

7. Team members email back saying they can assist student (one or more), copying entire team in email.

Team Leader logs into ORBS and designates one team member under "Manage Assignments" tab as:

- Point Person (main case coordinator- only one person)

9. Team Leader forwards the Parent Team Member contact information on to the referred student's parents. Encourage them to make contact when they are ready.

10. Team Leader or Point Person (team decides responsibility) for case asks parents to sign FERPA Intermediate Unit Form. (Write BrainSTEPS on the 'recipient' line).

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11. Parent Team Member or Team Leader (team decides responsibility) ensures the family receives the "BrainSTEPS Family Information Folder" created by your BrainSTEPS team. (Includes team brochure, resources, information on brain injury & school, etc.).
12. Point Person for student makes initial contact with school district (preferably within 24 hours of referral).
13. Team Members working with student with (this varies depending on educational impact and severity of brain injury):
 - Gather pertinent educational/medical records
 1. Ask parent for copies (fastest way, typically)
 2. Ask school district for copies
 3. Contact medical and/or rehabilitation facility for copies
 - Write summary of report data for team and create presentation
 - Immediately offer a training to the student's teachers (invite/include the student's parents/guardians)
 - Ask school professionals working with the student and the parents to fill out copies of the "TBI CHECKLIST" found in your 3 ring binder
 - Attend educational meetings (IEP, 504 Service Agreement, etc.) and offer input based on your BrainSTEPS knowledge/resources
 - Team members log ALL consultation activities into ORBS
 - Offer parent/family support
 - This list is not exhaustive! Just some ideas of what other teams are doing based on the "BrainSTEPS Best Practices" document
14. Point Person OR Team Leader will log into ORBS (www.brainsteps.net)
15. During the monthly team meetings to enter all "Changes in Educational Supports" for referred students. This is based on feedback from the team members involved with individual student cases over the prior month.
16. During team meeting, ALL current student cases need to be reviewed. Input by all team members comprised of varying backgrounds is KEY.



17. Satisfaction Survey online links will be sent to Team Leader by the Program Coordinator TBD. ORBS will send the main case coordinator a reminder 6 months after initial referral. The Team Leader or Point Person (again team decides the responsibility) will send out an email with the www.surveymonkey.com Satisfaction Survey link to:

- **Parent** contact (found on initial page of Student Info in ORBS)
- **Students** - age 14 and above - via the parent

18. Annually during first week of May, the Team Leader will send out Satisfaction Survey links to all **LEA contacts** (found on initial tab of Student Info in ORBS) for students they served during the current academic year.

19. Team Leaders will ensure someone takes meeting minutes monthly during their team meetings. Minutes should be posted on ORBS under the File Repository for all of your own team members to view.

20. Team Leaders will call in monthly to the BrainSTEPS Team Leader statewide teleconference call. (Calls last approx. 1 hour) If the team leader cannot attend; another team member should take their place. All minutes from the statewide team leader teleconference calls are posted under the "NEWS" section of ORBS. Please review the minutes from the teleconference call with your entire team during that month's meeting to keep them updated on overall BrainSTEPS Program updates.

21. Annually in the fall teams will check in with the following people to see if additional BrainSTEPS support is necessary.

- a. Parent contact
- b. LEA contact

22. Each year, the team members will ensure transition trainings are held for a student's new teachers, so they are familiar with strengths and needs. Transition from school to school is another important milestone that must be appropriately planned for.

23. Team members will ensure the student's transition plan (if in special education) is appropriate. If a student does not have a transition plan, the team will ensure that transition options are discussed with the parent DURING the student's



junior year, if possible. Starting this discussion during the sophomore year would be ideal.

Some examples:

- a. Is there a current functional cognitive assessment report that the student can take with them to the post-secondary institution
- b. Occupational Vocational Rehabilitation (OVR) contact to see if student is eligible for their support
- c. Disability Support Services at the post-secondary level are contacted if transitioning to a college/university.
- d. Self-awareness & self-advocacy skills are of the **UTMOST** importance following brain injury

