

## Project Work Plan- Vermont TBI State Partnership Grant

### **Year 1 Goal: Project Planning/Development**

**Measurable Outcome(s):** *See Measurable Outcomes at the end of this document.*

\* **Time Frame** June 1, 2018 to May 31, 2021

			*Year 1				*Year 2				*Year 3			
Major Objectives	Key Tasks	Lead Person	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
1. Enhance current TBI Surveillance	Identify and plan to engage key stakeholders that are not currently reporting population level TBI data to the Vermont Department of Health	Grant manager	X	X	X	X								
2. Improve Care Transitions	<ol style="list-style-type: none"> <li>1. Develop training tools (toolkit) for discharge planners at hospitals and acute rehab centers</li> <li>2. Develop Brain Injury Association of Vermont marketing/outreach materials for individuals with TBI /Family/Caregivers</li> <li>3. Develop a plan for distributing the marketing/outreach materials</li> <li>4. Develop a method for evaluation</li> </ol>	Grant Manager with BIA VT	X	X	X	X								
3. Plan for TBI screening in the Correctional System	<ol style="list-style-type: none"> <li>1. Out -reach to assigned mentor state to develop and review plan</li> <li>2. Identify screening tool to be used</li> <li>3. Identify which staff will do the screening</li> <li>4. Identify how screening and the results will be tracked and reported</li> <li>5. Identify or develop training for use of screening tool</li> <li>6. Develop process for referral if screen is positive</li> <li>7. Develop method for evaluation</li> </ol>	Grant Manager with DOC	X	X	X	X								

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			*Year 1				*Year 2				*Year 3			
Major Objectives	Key Tasks	Lead Person	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
			1	2	3	4	1	2	3	4	1	2	3	4
4. Create person-centered individualized interventions and education for individuals with TBI in Corrections	<ol style="list-style-type: none"> <li>1. Out-reach to assigned mentor state to review what trainings and how they implemented trainings in the correctional facilities for officers, health staff and inmates</li> <li>2. Involve officers, health staff and inmates in developing an adapted training for Vermont</li> <li>3. Develop a plan to incorporate training into the Correctional Officer Curriculum</li> <li>4. Adapt training for Vermont</li> <li>5. Develop evaluation tool</li> </ol>	Grant Manager	X	X	X	X								

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			*Year 1				*Year 2				*Year 3			
Major Objectives	Key Tasks	Lead Person	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
			1	2	3	4	1	2	3	4	1	2	3	4
5. TBI Advisory Board Revitalization	<ol style="list-style-type: none"> <li>1. Identify current vacancies</li> <li>2. Identify individuals with TBI and co-occurring needs who may be interested in participating on the board</li> <li>3. Identify family/caregivers who may be interested in participating on the board</li> <li>4. Identify diverse provider representation to participate on the board (e.g. Mental Health)</li> <li>5. Outreach for vacancies</li> <li>6. Update mission, vision, By-Laws, activities as needed</li> <li>7. Establish goals short term and long- term goals for the Advisory Board (including TBI State Plan) for the next 5 years</li> </ol>	Grant Manager with BIAVT	X	X	X	X								
6. TBI Annual State Plan	<ol style="list-style-type: none"> <li>1. Introduce the need to develop a State Plan to the TBI Advisory Board</li> <li>2. Work with the Advisory Board to identify gaps and unmet needs in the current state TBI system of Care</li> <li>3. Work with the Advisory Board to create a State plan that addresses the systemic gaps and unmet needs</li> <li>4. Assure systemic TBI State Plan goals align with Vermont Agency of Human Services goals and the Administration for Community Living goals</li> </ol>	Grant Manager with BIAVT	X	X	X	X								

## Project Work Plan- Vermont TBI State Partnership Grant

### Year 2 Goal: Training/Implementation

**Measurable Outcome(s):** *See Measurable Outcomes at the end of this document.*

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1. TBI Surveillance	Engage and train key stakeholders to report population level data to the VT Department of Health	Grant Manager with DOH					X	X	X	X				
2. Care Transitions	<ol style="list-style-type: none"> <li>1. Train key stakeholders to use the TBI Care Transitions Toolkit</li> <li>2. Identify target date to implement toolkit use.</li> <li>3. Distribute marketing and outreach materials to identified key stakeholders and individuals/families</li> </ol>	Grant Manager with BIAVT					X	X	X	X				
3. TBI Screening in Correctional Facilities	<ol style="list-style-type: none"> <li>1. Train Correctional Health Services staff to use the identified screening tool.</li> <li>2. Train Correctional Health Services staff to track who is screened and the results of the screening and referral</li> <li>3. Train key staff to report results on a specified schedule</li> </ol>	Grant Manager with DOC					X	X	X	X				

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Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
4. Person – centered interventions and education in correctional facilities	<ol style="list-style-type: none"> <li>1. Implement and integrate adapted training into the Correctional Officer Academy Training and/or at each Correctional Facility</li> <li>2. Implement and integrate training into the inmate culture of each correctional facility</li> <li>3. Implement and integrate training into the health services training curriculum (Comprehensive Quality Improvement Program)</li> </ol>	Grant Manger with DOC					X	X	X	X				
5. TBI Advisory Board	<ol style="list-style-type: none"> <li>1. Hold regular advisory board meetings according to the established schedule.</li> <li>2. Track progress on TBI State Plan development/implementation and other work via meeting minutes.</li> <li>3. Delegate work to TBI Steering Committee as needed.</li> </ol>	Grant Manager with BIAVT					X	X	X	X				
6. TBI Annual State Plan	<ol style="list-style-type: none"> <li>1. Obtain public comment for TBI State Plan</li> <li>2. Revise State plan based on feedback</li> <li>3. Implement state plan</li> <li>4. Track goals/outcomes of state plan</li> </ol>	Grant Manager with BIAVT					X	X	X	X				

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### Project Work Plan, Page 3 – Sample Template

**Year 3 Goal: Evaluation**

**Measurable Outcome(s):**

*See Measurable Outcomes at the end of this document.*

\* **Time Frame** (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1. Enhance current TBI Surveillance	Compare data prior to grant implementation to year 3 of grant to determine if the surveillance data has been enhanced	Grant Manager with DOH									X	X	X	X
2. Improve Care Transitions	<ol style="list-style-type: none"> <li>1. Survey discharge planners at hospitals and rehabs to determine the effectiveness of the training and toolkits</li> <li>2. Survey individuals with TBI and families who had a care transition post toolkit implementation</li> <li>3. Develop improvement plan based on survey results</li> </ol>	Grant Manager with BIAVT									X	X	X	X
3. TBI Screening in Correctional facilities	<ol style="list-style-type: none"> <li>1. Analyze data being tracked to date and report out.</li> <li>2. Survey Health Services staff to identify gaps and opportunities for improvement in screening process.</li> </ol>	Grant Manager with DOC									X	X	X	X

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Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
4. Person-centered individualized interventions and education in correctional facilities	<ol style="list-style-type: none"> <li>1. Survey Correctional Officers, Health Services Staff and inmates on effectiveness of training/education.</li> <li>2. Develop an improvement plan based on survey results and include in TBI State Plan.</li> </ol>	Grant Manager with DOC & BIAVT									X	X	X	X
5. TBI Advisory Board	<ol style="list-style-type: none"> <li>1. Evaluate effectiveness of recruiting individuals with TBI and co-occurring needs and families/caregivers.</li> <li>2. Evaluate effectiveness of the TBI Advisory Board to develop and implement the TBI Annual State Plan.</li> <li>3. Create an improvement plan based on survey feedback from members of the Advisory Board identifying the gaps and opportunity for improvement.</li> </ol>	Grant Manager with BIAVT									X	X	X	X
6. TBI Annual State Plan	<ol style="list-style-type: none"> <li>1. Obtain feedback from TBI Advisory Board regarding the effectiveness of the Board to develop, implement and evaluate the TBI Annual State Plan.</li> </ol>	Grant Manager with BIAVT									X	X	X	X

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### Project Measurable Outcomes

	<b>Objective</b>	<b>Measurable Outcome</b>
1.	Enhance Current TBI Surveillance	<ol style="list-style-type: none"> <li>1. VT will increase the number of stakeholders who report TBI population level data to the VT Department of Health.</li> </ol>
2.	Improve Care Transitions	<ol style="list-style-type: none"> <li>1. VT will create a process for using the reportable information for referral, outreach and education to individuals with a TBI and family.</li> <li>2. VT will develop a toolkit (online resource) for hospitals and rehabilitation centers to use as a guide to support individuals with TBI during the transition back to the community-match with services and supports to meet current care needs.</li> <li>3. VT will track and do outreach and education to key stakeholders.</li> <li>4. VT will track the number of individuals transitioning from a hospital or rehab to the community via TBI registry when implemented</li> <li>5. VT will survey discharge planners at hospitals and rehabilitation centers to determine the effectiveness of the online toolkit.</li> <li>6. VT will survey individuals with TBI and families who had a care transition to evaluate their experience.</li> <li>7. VT will use information from the surveys (#5 &amp; #6) to create an improvement plan based on results.</li> </ol>
3.	TBI Screening in Correctional Facilities	<ol style="list-style-type: none"> <li>1. VT will develop and implement training on how to use the identified TBI screening tool.</li> <li>2. VT will develop and document the process for using a TBI screening tool with individuals entering the Correctional Facility.</li> <li>3. VT will track the # of health services staff trained to use the screening tool.</li> <li>4. VT will track the # of individuals screened.</li> <li>5. VT will track the # of individuals who screened positive for TBI.</li> <li>6. VT will track the # of individuals who screen positive for TBI and then who had a subsequent diagnosis of TBI.</li> </ol>
4.	Person-Centered Interventions and	<ol style="list-style-type: none"> <li>1. VT will work with Correctional Officers, Health Services Staff and inmates to develop and implement person-centered training and TBI education targeted to</li> </ol>



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	education in Correctional Facilities	<p>meet the needs of each identified group.</p> <ol style="list-style-type: none"> <li>2. VT will track # of insults on inmates with TBI and # of insults on staff by an inmate with TBI pre and post- training to determine if there has been a positive impact.</li> <li>3. VT will track recidivism of individuals who screened positive for TBI.</li> <li>4. VT will create a plan to incorporate TBI training into the Core Correctional Officer Training at the Academy.</li> </ol>
5.	TBI Advisory Board	<ol style="list-style-type: none"> <li>1. VT will have 50% of the advisory board representation made up of individuals with TBI and co-occurring needs and family/caregivers</li> <li>2. The VT TBI Advisory Board will meet regularly according to a specified schedule.</li> <li>3. The VT TBI Advisory Board will develop and implement the TBI Annual State Plan and will work with the Lead Agency to track and monitor the identified outcomes. .</li> </ol>
6.	TBI Annual State Plan	<ol style="list-style-type: none"> <li>1. VT will have an Annual TBI State Plan implemented in year three (3) of this project.</li> </ol>