



Department of Disabilities Aging and Independent Living
Adult Services Division
HC 2 South, 280 State Drive
Waterbury, VT 05671-2070

Memorandum

To: Traumatic Brain Injury (TBI) Program Service Providers
From: Sara Lane, RN, TBI Program Coordinator
CC: Andre Courcelle, Director of Quality and Provider Relations
Megan Tierney-Ward, DAIL-Adult Services Division (ASD) Director

Traumatic Brain Injury (TBI) Program Quarterly Evaluation Schedule/Process Change

This Memo is to notify the TBI Program service providers of a change in when the TBI Quarterly Evaluations are due for individuals enrolled in the TBI program. In SAMS, the assessment form is called VT DAIL TBI Evaluation.afm.

The current process is to submit the quarterly evaluation assessment every 3 months for individuals enrolled in the TBI Rehab Program and every 6 months for individuals enrolled in the TBI Long Term Program.

A workgroup (which consisted of various TBI Program service providers and DAIL-ASD program staff) was convened recently to look at the current TBI assessment tools and process. It was identified that the current quarterly evaluation and process does not add value or help to demonstrate that individuals are making progress when it is submitted so frequently. An immediate change that can be made to create efficiency and add value to the assessment process is to *change the schedule of when a quarterly evaluation is due.*

Effective immediately (November 9, 2018), all quarterly evaluations will now be due in conjunction with the TBI ILA and Individual Service Plan upon admission to

the TBI program and at the scheduled reassessment date which is every 6 months for individuals enrolled in the TBI Rehab Program and once a year (annually) for individuals enrolled in the TBI Long Term Program.

If you have any questions, please contact Sara Lane, RN by email: sara.lane@vermont.gov or phone: (802) 241-0299.

Please stay tuned for more assessment and process improvement changes in the future.