

**State of Vermont**

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*Agency of Human Services*

# MEMO

**To: Brain Injury Provider Agencies**

**From: Heather Blair, RN, Brain Injury Program Coordinator, Adult Services Division** *HYB*

**Date: April 10, 2023**

**Re: 2023 Brain Injury Program Standards Update**

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This Memo is to notify the Brain Injury Program service providers of policy/procedure changes for individuals enrolled in the Brain Injury Program. If you are an agency serving individuals enrolled in the Brain Injury Program, please implement the following procedures immediately:

Changes from Current Manual (dated 2016):

1. Reference Section V: Service Standards: page 36  
"Primary caregivers are expected to utilize two days of respite per month."  
  
\*Change: Primary Caregivers are encouraged to use two days of respite per month.
2. Reference Section V: Service Standards: page 40  
"Standards: ...The chosen Provider Agency will develop an individualized budget utilizing the TBI All Inclusive Daily Rate Request Form located in Section IV."  
  
\*Change: The TBI All Inclusive Daily Rate Request Form located in Section IV is replaced with the Individual Service Plan.
3. Reference Section V: Service Standards: page 30  
"Development, implementation, coordination and monitoring of comprehensive services provided to the individual as identified by the TBI Service Plan and the Care Plan.  
-Monitor the quality of care provided. Individualized program outcomes shall be evaluated quarterly utilizing the progress scale to complete the Rehabilitation Quarterly or Long Term Semi-Annual Evaluation.---"  
  
\*Change: The Individual Service Plan and Rehabilitation Evaluation are submitted to the BIP coordinator for approval within 30 days upon admission, at 6 months and then annually from initial admission date or upon significant changes.