



BrainSTEPS CO Brain Injury Consulting Teams Best Practices

Structure and Organization of the BrainSTEPS CO Brain Injury Consulting Teams

Team membership will vary slightly according to local structure. However, successful BrainSTEPS CO Brain Injury Consulting Teams will have the following characteristics, structure, and organization:

- Team members are from a variety of disciplines (school psychologists, social workers, nurses, speech language therapists, administrators, etc.)
- Team members have flexibility in their schedules to attend trainings/meetings and to provide services (e.g. consult with district personnel, provide training, etc.).
- Team members have support from their supervisor(s) to serve as a BrainSTEPS CO team member.
- Team members have demonstrated a desire and commitment to be a part of a BrainSTEPS CO team by completing the BrainSTEPS CO team application process.
- Each team has at least one team leader/chairperson.
- Teams develop an annual team plan which includes goals for the coming year, monthly meeting dates, etc. A copy of the annual team plan is provided to the Program Coordinator.
- Teams hold monthly team meetings with all team members in attendance. During these meetings a current listing of all students with brain injury is reviewed and cases are discussed.
- Teams have a system for receiving student referrals (both internally and externally). The team leader will send an email to all team members when a new student referral is received.
- Teams make district, community, hospital/rehab, and Colorado Brain Injury Alliance personnel aware of their existence (e.g., emails, newsletters, brochures, websites, etc.). This is an ongoing process. (CDE will assist with this.)
- Team members document all technical assistance, consultation, training, and dissemination activities.
- Team members strive to keep themselves updated on the latest brain injury information through ongoing training, as well as group and self-study.
- Team leaders, or an appointed team member, attend all scheduled team leader teleconferences, facilitated by the BrainSTEPS CO Program Coordinator.

Role of BrainSTEPS CO Teams

Listed below are the minimum expectations of each BrainSTEPS CO team.
BrainSTEPS CO teams provide:

- Consultation to educators on brain injury (BI) specific cases. Per request, BrainSTEPS CO team members will provide consultation to educators on specific cases. This may include individual case consultation, as well as attendance at team meetings, IEP meetings, or 504 meetings.
- Technical assistance to educators on specific BI cases. Per request, BrainSTEPS CO team members will provide technical assistance in the form of demonstration of teaching or behavioral techniques; modeling and coaching of teaching and behavior strategies, etc.

- Consultation to parents on any student with BI referred to the team. Dissemination of BI resource information for parents of newly injured students. Ongoing communication regarding services team is providing for student.
- School re-entry coordination. BrainSTEPS CO team members will facilitate the transition from hospital/rehab to the school setting for all students with BI. This requires that teams develop a system for notification of students who are hospitalized with BI.
- Brain injury awareness training. Teams will respond to requests for general BI overview training. In addition, teams will offer BI training to groups that they feel would benefit from such training.
- Student specific BI training. BrainSTEPS CO teams will provide BI training to a student's team, focusing on the student's unique needs.
- Dissemination of BI resource information (e.g., written information, links to websites, referrals to community resources, etc.) to educators, families, and community providers working with students with BI.

Expertise of BrainSTEPS CO Team Members

All BrainSTEPS CO team members will participate in the following to develop expertise:

- initial new team member training (in the fall), including ORBS (database) training
- Capacity Building training annually (in the spring)

Team Leaders

- Team leaders will participate in 7-9 monthly calls each school year held by the Program Coordinator for Program updates.

New BrainSTEPS CO Team Members

To maintain the expectations listed above, BrainSTEPS CO teams may add new members throughout the school year:

- All BrainSTEPS CO team members must participate in new team member training before providing the above supports on their own.
- All BrainSTEPS CO team members must participate in new team member training before access to ORBS will be granted (according to CO privacy laws).
- New members may participate in monthly team meetings and provide training and consultation ONLY in conjunction with one or more trained members of their BrainSTEPS CO team until they have attended the new team member training.