

Introduction

Certification Process for Qualified Brain Injury Professionals (QBIP) to become Certified ABI Support Coordinators (ABISC)

For Division and Privatized ABI Support Coordination

Purpose of this Training Manual

The curriculum in this manual was developed to ensure that **all** Support Coordinators, division as well as privatized, statewide receive the same training in the field of Acquired Brain Injury within the first year of their employment.

In addition to this training manual, Support Coordinators are encouraged to take full advantage of training opportunities provided by the Division of Services for People with Disabilities (DSPD), as well as those offered in the community.

This manual is a working document. It contains several links to other websites that are updated on an ongoing basis. That way you will have access to the most current information in the field of Brain Injury.

Certification Training for Qualified Brain Injury Professionals (QBIP) to become certified ABI Support Coordinators (ABISC)

Support Coordinators that wish to work with people with Brain Injuries should meet the following requirements within the first 12 months of employment:

The QBIP:

The Qualified Brain Injury Professional (QBIP) is the starting point in your career in the field of brain injury. To become a QBIP you have to have a bachelor degree in nursing, behavioral science, or a human services related field such as social work, sociology, special education, rehabilitation counseling, or psychology. You further will need one year of experience in the field of brain injury.

The QBIP will qualify you to take the path leading to the certification of an ABISC.

Please call and inform the ABI Program Manager at:

Salt Lake City: 801-538-8244 or

Provo: 801-374-7894

That you meet the criteria.

From QBIP to ABISC:

Division and privatized Support Coordinators working with individuals with Acquired Brain Injury should meet the following requirements within the first 12 months of employment:

- 1) Complete the study of the ABI Support Coordinator Training Manual
To access the ABI Training Manual, you may call the ABI Program Manager at the number above or log on to the internet and click on the following link:
<http://www.dspd.utah.gov/abitrainingmanual.htm>

- Within the first 30 days all QBIP Support Coordinators shall complete study of Modules I and II in the ABI Training Manual and complete initial ABI Training given by the DSPD ABI Program Manager

- By the end of 60 days, each new Support Coordinator shall complete DSPD's New Employee Orientation. Furthermore the support coordinator shall complete study of Module III in the ABI Training Manual and review it with an ABISC or the ABI Program Manager.

Modules III and IV entail the ABI Eligibility Process and are designed for Division Support Coordinators that will be involved in making eligibility determination once they become an ABISC. It though is highly recommended and necessary that privatized support coordinators will be involved in those Modules to understand the process of eligibility determination.

-By the end of 90 days, each Support Coordinator shall complete study of Module IV "The Comprehensive Brain Injury Assessment (CBIA)". This assessment is part of the ABI eligibility determination process. This module will be completed only under direction of a Support Coordinator carrying the credentials of an ABISC, or the ABI Program Manager, until the Division Support Coordinator demonstrates the skills necessary to complete the CBIA.

For privatized support coordinators it is important to learn the content of this assessment as well as to know and be familiar with the scoring process.

Only after completing the study of:

- the ABI Training Manual, and
- successfully passing the ABISC examination Process

will the Division Support Coordinator be allowed to perform the CBIA without supervision.

- Within the first year of employment, the Support Coordinator shall have Modules V thru XI completed and must have passed the ABI Support Coordinator Examination.

(Note: If a Support Coordinator fails to pass the ABI Support Coordinator Certification Examination after three attempts, he/she must go through the complete certification process again or be limited to work with the UCSW population only).

- After a support coordinator has completed the study of all modules in the ABI Training Manual, please fill out the "Certification Sign Off Sheet" (listed in the ABI Training Manual. At that time please contact the DSPD ABI Program Manager to review the Certification Sign Off Sheet with you. Then follow the instructions as outlined under "Certification Sign Off Sheet."

- 2) Attend each of the required DSPD ABI Support Coordinator Certification Training Sessions and complete the learning competency assignments as they

are handed out at the training sessions. The completed assignments should be returned to the DSPD Training Specialist.

Support Coordinators must maintain ABI Support Coordinator certification by attending 30 hours of training each year. Attending advanced ABI Support Coordinator trainings, Division Conferences, Brain Injury Conferences, and other related professional conferences may meet this training requirement.

The 30 hours break out as follows: 10 hours of ABI training
20 hours of related training in the field of UCSW, social work, psychology, etc.

Once you have accomplished your 30 training hours, please submit an informal statement to DSPD Training Specialist and the ABI Program Manager.

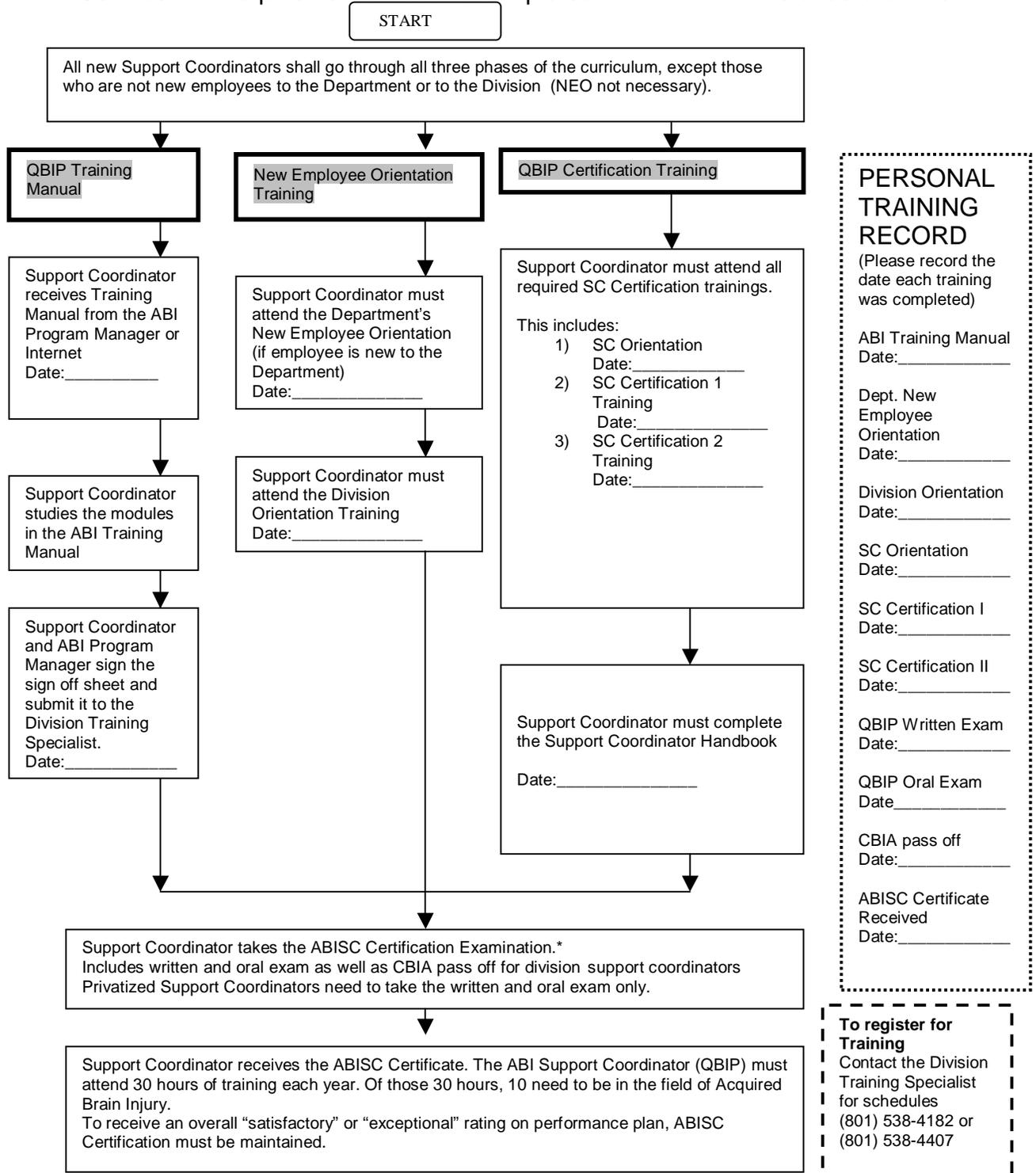
All Support Coordinators are responsible for ensuring that these training requirements are met in a timely fashion. To have any required training or assignment waived, Support Coordinators must submit a statement in writing to the DSPD training specialist, and the ABI Program Manager.

Please see the Certification Flowchart on the next page.

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Certification Process For Qualified Brain Injury Professionals (QBIP) to become Acquired Brain Injury Support Coordinators (ABISC)

All Certification Requirements must be completed within 12 months of date of hire.



* If a Support Coordinator fails to pass the ABISC Certification Examination after three attempts, he/she must go through the complete certification process again or be limited to work with the UCSW population only.