

DIVISION AND PRIVATIZED ABI SUPPORT COORDINATION

Introduction

Version: 5/2024

Purpose of this training manual

The curriculum in this manual was developed to ensure that all support coordinators 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. This 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)

Education and basic skill set:

Acquired brain injury waiver support coordinators (ABISC) - certified by DSPD - shall possess at least a bachelor's degree in nursing, behavioral science, or a human services related field such as social work, sociology, special education, rehabilitation counseling, or psychology and demonstrate competency relating to the planning and delivery of health services to the acquired brain injury population through successful completion of a training and testing program approved by the state Medicaid agency. Although a variety of degrees may satisfy the requirements, majors such as geology and chemical engineering are not acceptable.

Steps to certification:

1. Access the manual:

Trainees can start by accessing the acquired brain injury resources web page and the ABI training manual. [Click here to access ABI resources and manual.](#)

Trainees will see on the middle of their screen the "ABI Training Manual Index." Trainees are able to click on each individual module. Trainees may study the modules and confirm they have completed them by signing each module on the "ABISC certification sign off sheet".

[Click here to access the ABISC certification sign off sheet.](#)

Please Note: The content of Module IV is the Comprehensive Brain Injury Assessment - CBIA (please see the link to the assessment under #4 below). This will guide a trainee to the "paper version" of the assessment.

Once the trainee completes the manual and the certification sign off sheet (entered the completion date for each module with their signature), they will scan and email the ABISC/T their certification sheet.

Once an ABISC/T receives the completed certification sign off sheet the ABISC/T will call or meet in person with the trainee and ask if they have any questions regarding the content of the manual. Then the ABISC/T will sign the trainees certification sign off sheet.

2. The ABISC/T will send the trainee the written exam:

The trainee has up to two weeks to complete it. After successful completion the ABISC/T will schedule the oral exam with the trainee.

3. The oral exam includes two steps:

Step a): The ABISC/T will hand the trainee a picture of an MRI of a person with a brain injury. The trainee will be asked to identify the lobes that may be impacted by the injury and what kind of functional limitations this person may have suffered due to the injury. The possible implications of the person's injury on the PCSP planning process (goals, etc...) will be discussed.

Step b): Review of the trainees written exam and asking follow up questions.

4. (ONLY FOR DIVISION STAFF) The Comprehensive Brain Injury Assessment (CBIA).

The CBIA is the instrument used as part of the eligibility determination process for ABI.

[Click here to access the CBIA.](#)

In order for a trainee to pass the CBIA process, they will need to observe/shadow at least a couple of CBIA's as administered by certified ABISC's or by ABISC/T's. Trainees will also need to administer a CBIA on a real client in services (while being monitored by an ABISC/T).
