

Request for Proposals - Building TBI Service Provider Capacity

Release date: Friday July 1, 2016

Submission deadline: Monday July 25, 2016

Intent:

Nebraska VR requests proposals to build regional and local community-based service provider capacity to serve individuals with traumatic brain injury (TBI). A grant will be awarded to one (1) qualified applicant for a period up to one (1) year for this project.

Qualified Applicants:

Any Nebraska agency, business or organization with either non-profit or for-profit status with experience in providing services to individuals with significant disabilities. Applicants must demonstrate the ability to deliver culturally competent services in environments accessible to individuals with physical, mental and sensory impairments.

Grantor/Funding:

Nebraska VR is a division of Nebraska's Department of Education and is the designated lead state agency for TBI. The agency was awarded a TBI Implementation Partnership Grant for 2016-2018 from the U.S. Department of Health and Human Services (HHS), Administration For Community Living (ACL) to increase access to rehabilitation and other services for individuals with TBI.

Nebraska VR coordinates the Brain Injury Advisory Council, which advises and makes recommendations to the Department of Education's Special Education Office, Nebraska VR, and the Department of Health and Human Services (DHHS) with respect to implementing the goals of the *Nebraska State Plan for Systematic Services for Individuals with Brain Injuries* and the ACL TBI Implementation Partnership Grant.

Background and Need:

An estimated 36,500 Nebraskans currently live with disabilities resulting from TBI. The CDC estimates that each year there are 8,933 TBI-related emergency department visits, 1,261 TBI-related hospitalizations, and 383 TBI-related fatalities in the state. Individuals with moderate to severe injuries may require intermittent or life-long supports for housing, work and community living. Even for those experiencing mild TBI, a variety of barriers may prevent successful recovery, rehabilitation and return to activities of daily living. Nebraska's community-based service providers have expertise in providing employment supports, job re-training and on-site job coaching, assistive technology training, independent living skills and transportation training, however may not be familiar with the specific neurobehavioral and cognitive barriers and needs that may result from TBI.

Individuals with TBI of any age may need access to long-term community-based services and supports, however Nebraska has identified two targeted groups of individuals at high risk for experiencing a TBI; children and youth aged 5 to 26 years (including student athletes at risk for concussion or mild TBI) and the elderly with TBI, aged 65 years and over. Nebraska's Brain Injury Registry data indicates that nearly 4,000 children, youth and young adults aged 5 to 26 years and at least 2,000 individuals aged 65 years and over are treated in emergency departments, are hospitalized, or die each year due to TBI. *The scope of this proposal request is not limited to these targeted groups, but must include specific strategies for building service provider capacity to reach and serve them.*

Requested Scope of Work:

Organize service provider meetings and communications with the Nebraska Department of Health & Human Services Long-term Services and Supports (LTSS) consultant during the LTSS redesign process, representing the neurobehavioral and cognitive needs of Nebraskans with TBI and recommending services and supports to meet those needs from the community-based service provider's perspective.

Act as fiscal agent and sub-grant with up to three providers of community-based services (such as habilitative, employment, residential or independent living services, etc.) providing funding, guidance and technical support for the service providers in program development, service coordination and outreach to individuals with TBI and potential referral sources.

Provide intermediate-level training and support to the providers on the potential long-term cognitive, physical, emotional and behavioral effects of TBI (including concussion or mild TBI) and the resulting implications for housing, work and community living. *Training curriculum requirements are listed on page 3.*

Provide staff training and support to the providers for implementing TBI screening at the point of service planning to assess the impact of potential TBI incidents on an individual's service needs. The Ohio State University TBI Identification Method interview form is the preferred screening tool for adults, however others may be considered in consultation with Keri Bennett, Nebraska VR. *See OSU-TBI ID under Resources.*

Provide technical support for the providers to serve individuals with TBI under Nebraska's Aged & Disabled Waiver, other waivers and funding sources, including (but not limited to):

- * Appropriate service coordination contacts for each age group served
- * How to become a Waiver services provider, provider rights, responsibilities, documentation, reporting and billing processes
- * Independence Skills Management service options that may be beneficial for individuals with cognitive impairment due to TBI or acquired brain injury (ABI), such as self-care and daily living skills, home and financial management activities, etc. *See Independence Skills Provider Handbook under Resources.*
- * Appropriate communication, case management and teaching methods for serving individuals with cognitive impairment due to TBI or ABI
- * Coordination with potential referral sources for individuals in need of and eligible for Waiver Independence Skills Management services, such as Money Follows the Person (MFP) Transition Coordinators, Aging & Disability Resource Center (ADRC) Options Counselors, the Brain Injury Alliance of Nebraska Resource Facilitators, Nebraska VR personnel, Brain Injury Regional School Support Teams (BIRSST), school personnel, etc.

Engage the Nebraska Brain Injury Advisory Council, Nebraska VR and other identified stakeholders in project design, implementation, evaluation and continuous improvement.

Note: Project performance measures, a process and schedule for data collection, reporting and evaluation will be developed jointly with Nebraska VR and Schmeeckle Research, Inc. of Lincoln, NE, external evaluator for the TBI grant. Financial reporting requirements and schedules will be included in the sub-grant agreement. The awarded organization will be required to provide data and information for an annual progress report for ACL, and a final written report with "lessons learned/best practice" recommendations at the end of the pilot.

Training Curriculum Requirements:

Per TBI Implementation Partnership Grant guidance, the following criteria must be met by all professional training curricula used to meet grant objectives. Training curricula must:

- Emphasize an inter-professional team approach to providing services to individuals with TBI and their families.
- Include strategies for partnering with professionals in other disciplines to determine the comprehensive service needs of individuals with TBI, make referrals to professionals in other disciplines and develop comprehensive care plans.
- Promote individual/family partnership in decision-making and service planning at all levels.
- Promote access to coordinated, ongoing comprehensive care within a medical home (promote ACA Navigator contacts, etc.) and access to insurance and financing to pay for needed services.
- Promote early and continuous screening for TBI and intervention for special needs identified through the screening process.
- Promote access to community services organized for easy use by individuals and families.
- Promote services needed to transition youth to adult health care systems, competitive work and independence.
- Allow for cultural, racial, linguistic and geographic diversity of participants.
- Use a standardized training evaluation form (created by the external grant evaluator) and provide a list of names, positions/titles, employers and email address for each participant (to be used for post-training follow-up surveys).

All products and training materials developed or produced with TBI grant funds must bear the following acknowledgement statement:

"This project was supported, in part by grant number 90TBSG0013-01-00, from the U.S. Administration for Community Living, Department of Health and Human Services, Washington, D.C. 20201. Grantees undertaking projects under government sponsorship are encouraged to express freely their findings and conclusions. Points of view or opinions do not, therefore, necessarily represent official Administration for Community Living policy."

Proposal Format:

* A brief summary of the organization's capacity, previous experience and expertise to implement the requested activities.

* Methodology, including a proposed work plan with estimated timelines. If specific community-based service providers are identified for potential sub-grants, please list them and list the reasons they were identified. List proposed deliverables, such as reports, white papers, resource guides, etc.

* Strategies to be used to help the participants implement and sustain training concepts and best practice procedures after the project is completed.

* A list of key partners or collaborators that will be involved in project development and/or implementation and their role or contribution.

* A detailed budget narrative with estimates in the following categories:

* Personnel (salary and % FTE or hourly wages)

- * Travel (other than local)
- * Equipment (itemized with costs)
- * Supplies (itemized with costs)
- * Contractual
- * Other expenses, such as printing, postage, etc.
- * Indirect expenses
- * Total amount requested

In the budget narrative, please indicate how any supplemental in-kind or state funds used for the project will be documented (required for Nebraska's state match). In-kind match cannot come from another federal source, but may be documented from donated volunteer time or other local or state-funded resources.

Submittal Instructions:

Submit an electronic copy with a signed cover letter via email with any supporting documentation by 5:00 pm Central time on July 25, 2016 to Keri Bennett, Nebraska VR at keri.bennett@nebraska.gov.

Submit questions regarding this proposal and/or request a copy of the ACL TBI Implementation Partnership Grant Notice of Award (NOA) via email to: Keri Bennett, Nebraska VR at keri.bennett@nebraska.gov

Resources:

- * [Ohio State University TBI Identification Method \(OSU-TBI ID\)](#)
- * [Independence Skills Provider Handbook](#)

Additional resources available for download at the Brain Injury Advisory Council's website: <http://www.braininjury.ne.gov/>:

- * [Resource Facilitation Survey Results, 2009. The Health Resources and Services Administration's Maternal and Child Health Bureau Federal TBI Program, National Opinion Research Center at the University of Chicago.](#)
- * [Nebraska State Plan for Systematic Services for Individuals with Brain Injuries](#)
- * [Nebraska's 2014-2018 TBI Implementation Partnership Grant Project Narrative](#)
- * [Nebraska's TBI Needs and Resources Assessment, 2010](#)
- * [Shaping the Future of Brain Injury: Nebraska's Brain Injury Summit on Resource Facilitation Summit Summary and Recommendations, March 2015](#)
- * [Nebraska Traumatic Brain Injury Provider Training Manual](#)