

Attachment B: Scope of Work
[Placeholder – Vendor Name] - Brain Injury Fund 2024

Article 1
GENERAL PURPOSE

- 1.1 **General Purpose.** The general purpose of this grant is to develop and provide brain injury services throughout the state of Utah.

Article 2
DEFINITIONS

- 2.1 **Definitions.** In this grant the following apply:

“BI” means Brain Injury.

“Fund” means Traumatic Brain Injury Fund.

“OBISSS” means Online Brain Injury Screening Support System

“Quality of Life Assessment” means an assessment that identifies domains of quality of life: material and physical well-being, relationships with other people, social, community and civic activities, personal development and fulfillment, and recreation.

“Resource Facilitation” means connecting clients to available resources such as, information, services, and supports to meet client goals and assist with successful return to school, work or community reintegration.

Article 3
SERVICE REQUIREMENTS

- 3.1 **Staffing.** The Grantee shall:

- (1) ensure that staff have five years' experience providing Resource Facilitation or similar services to people with BI;
- (2) provide a list of the resource facilitators that are currently certified in TBI Fundamentals or have Certified Brain Injury Specialists certification or provide a plan to have resource facilitators certified; and
- (3) submit an annual plan about how resource facilitators will maintain 10 hours of continuing education in BI, no later than July 31 of each year.

- 3.2 **Training and Education.** The Grantee shall:

- (1) use Utah Brain Injury Council's TBI 101 and other DHHS approved training curriculum and material to educate the general public and professionals on the treatment and prevention of BI;

- (2) provide access to training evaluations;
- (3) identify which BI training will be provided;
- (4) identify which geographic area where training will be conducted;
- (5) identify the number of anticipated BI participants to be served;
- (6) submit the description of recruitment and screening process for participants;
- (7) provide training to individuals and agencies including:
 - (A) mental health providers;
 - (B) vocational rehab;
 - (C) community groups;
 - (D) schools, no restriction on age;
 - (E) rehab facilities;
 - (F) Division of Child and Family Services; and
 - (G) other groups;and
- (8) distribute DHHS training evaluations and analyze the data.

3.3 Client Intake. The Grantee shall:

- (1) Complete the screening process using the BI intake form;
- (2) use OBISSS to develop a written plan for each client with mutually agreed upon goals with the individual and family that includes:
 - (A) person-centered practices in development of all plans;
 - (B) a step-by-step implementation plan to reach goals;
 - (C) list of current resources used and resources needed; and
 - (D) additional resources, services and support identified in the written plan;

- (3) if OBISSS indicates that the individual has experienced a BI then submit a referral to the Fund for neuro-psychological evaluation when necessary to determine identified needs and additional services needed; and
- (4) ensure that clients meet Fund eligibility requirements for neuro-psychological evaluations:
 - (A) have a BI documented by a qualified medical professional;
 - (B) resident of Utah; and
 - (C) have no other means to pay for services.

3.4 Resource Facilitation. The Grantee shall:

- (1) administer the initial Quality of Life assessment no later than 30 days after BI assessment;
- (2) administer successive Quality of Life assessments every six months up to two-years after the initial assessment;
- (3) link the individual to resources as indicated in the written plan and nearest to the client's residence;
- (4) contact the individual no less than one time each month for the first three months to problem solve and assist the individual and family members to attain the goals of the written plan; and
- (5) complete the DHHS discharge summary when the client has completed two years of Resource Facilitation, or the client has disclosed that they no longer want to receive services.

3.5 Media. The Grantee shall:

- (1) provide education through various media programs and through March Brain Injury awareness month;
- (2) comply with DHHS Media and Public information policies; and
- (3) develop and promote a media campaign to reach all areas of the state of Utah.

3.6 Reporting and Record Keeping. The Grantee shall:

- (1) maintain an electronic record of all individuals who receive services;
- (2) submit a description of how individual progress will be tracked and evaluated no later than January 31 and July 31 of each year;
- (3) submit or provide Quality-of-Life Assessment findings no later than January 31 and July 31 of each year;

- (4) provide a monthly media campaign report at the Utah Brain Injury Council meeting and identify the number of media events, type of media, and how many individuals received information from the media provided; and
- (5) submit a report every six months with the number of Quality of Life assessments conducted within 30 days of the BI assessment.

Article 4 FUNDING

- 4.1 **Funding.** This is a Cost Reimbursement Grant. DHHS agrees to reimburse the Grantee up to the maximum amount of the Grant for expenditures made by the Grantee directly related to the performance of this grant.
- (a) [Placeholder \$0.00] for the period July 1, 2024 to June 30, 2025.
 - (b) [Placeholder \$0.00] for the period July 1, 2025 to June 30, 2026.
 - (c) [Placeholder \$0.00] for the period July 1, 2026 to June 30, 2027.
 - (d) [Placeholder \$0.00] for the period July 1, 2027 to June 30, 2028.
 - (e) [Placeholder \$0.00] for the period July 1, 2028 to June 30, 2029.

<u>4.2 Budget Description</u>	<u>Amount</u>
Staffing (# of FTEs)	[Placeholder \$0.00]
Training and Education (including vendor fairs)	[Placeholder \$0.00]
Media	[Placeholder \$0.00]
Reporting and Record Keeping	[Placeholder \$0.00]
Indirect Costs (if applicable)	[Placeholder \$0.00]
Total	[Placeholder \$0.00]

Article 5 INVOICING

- 5.1 **Invoicing.** The Grantee shall submit invoices and amounts in each budget category and submit June's invoice no later than July 15 of each year.

OUTCOMES

- 5.1 **Outcome.** The desired outcome of this contract is for individuals with a BI to live and thrive in equitable, healthy, and safe communities at all stages of life.
- 5.2 **Performance Measure.** Provide Resource Facilitation statewide for people with a BI and the number of Quality of Life assessments.
- 5.3 **Reporting.** The Grantee shall submit reports.