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December 14, 2010

MEMORANDUM

TO: Exceptional Student Education Directors

FROM: Bambi J. Lockman

A handwritten signature in black ink, appearing to read "Bambi J. Lockman".

**SUBJECT: TRAUMATIC BRAIN INJURY (TBI) PRE- AND POST-INJURY CHECKLISTS:
SCHOOL AND PARENT FORMS**

We are pleased to provide you with the *Traumatic Brain Injury (TBI) Pre- and Post-Injury Checklists: School and Parent Forms*. These checklists were created to assist school districts in gathering more complete descriptions of skills before and after a documented TBI. In developing these checklists, information was gathered across counties and input was provided by Florida's Brain and Spinal Cord Injury School Re-integration Task Force, as well as educational professionals, parents, and health-care professionals.

Rule 6A-6.030153, Florida Administrative Code (F.A.C.), *Exceptional Student Education Eligibility for Students Traumatic Brain Injury*, requires an evaluation to include the following:

- a) A report of medical examination, within the previous twelve-month (12) period from a physician(s) licensed in Florida in accordance with Chapter 458 or 459, Florida Statutes (F.S.), unless a report of medical examination from a physician licensed in another state is permitted in accordance with paragraph 6A-6.0331(3)(c), F.A.C. The physician's report must provide a description of the traumatic brain injury and any medical implications for instruction;
- b) Documented evidence by more than one person, including the parent, guardian, or primary caregiver, in more than one situation. The documentation shall include evidence of a marked contrast of pre- and post-injury capabilities in one or more of the following areas: cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem solving; sensory, perceptual, and motor abilities, psychosocial behavior; physical functions; information processing or speech; and,
- c) An educational evaluation that identifies educational and environmental needs of the student.

BAMBI J. LOCKMAN

Chief

Bureau of Exceptional Education and Student Services

These checklists were designed as a resource for school districts and may be used to assist an evaluation team in gathering the data required by Rule 6A-6.030153, F.A.C. **Districts are not required to use the attached checklists.**

If a district decides to utilize these checklists, instructions for completing the forms are as follows:

- No less than one *Parent Form* and one *School Form* should be completed to meet the requirement for documented evidence by more than one person in more than one situation.
- The *Parent Form* must be completed by the parent(s), guardian(s), or primary caregiver(s). The parent(s) may complete the observation independently or with a school staff member presenting items and asking questions of the parent through an interview. Using varied formats to complete the form may clarify items and afford the opportunity for examples to be presented.
- The *School Form* must be completed by an educator or health-care provider. Two different individuals may fill out the checklist if an educator or health care provider who can complete both the pre- and post-comparison is not available (i.e., one individual completes only the pre-injury column and the other completes only the post-injury column).
- The injured student may complete either the *Parent* OR the *School* form. A TBI often affects awareness of self, others, and the environment. Self-reports may provide information regarding the perception and understanding of the injured individual in comparison to him/herself.
- There is no limit on forms that may be completed by other individuals for additional information-gathering purposes.
- All items on the checklists should be answered.

If you have questions about the checklists, please contact Ms. Jennifer Hykes, Program Specialist, at jennifer.hykes@fldoe.org or (850) 245-0478.

BJL/jhj

Attachments

cc: Cathy Bishop
Sheryl Sandvoss
Jennifer Hykes