



**COLORADO**  
Department of Education

# Annual Report to the Colorado Traumatic Brain Injury Trust Fund Board

By:  
Janet Tyler, Ph.D.  
Senior Brain Injury Consultant

July 1, 2018 – June 30, 2019

---

Colorado Department of Education/Health and Wellness Unit  
201 E. Colfax Ave., Denver, CO 80203  
303-866-2879  
Tyler\_j@cde.state.co.us



---

**Table of Contents**

Overview	3
Key Accomplishments for FY2019	3
Key Activities for FY2019	4
1. Activities Related to Developing, Implementing, and Maintaining a Network of School Based Concussion Management Teams (CMTs)	
2. Activities Related to Developing, Implement, and Maintain a Network of BrainSTEPS CO Teams across the State	
3. Activities Related to Maintaining a Data Base for both CMT and BrainSTEPS CO Team Data	
4. Activities Related to Community Based Training and Outreach	
Barriers/Challenges Faced (in Terms of Meeting SOW) for FY2019	23
Plans for FY2020	23
Appendices	24
Appendix A	
Appendix B	
Appendix C	

## Overview

---

### Background

MINDSOURCE Brain Injury Network within the Office of Community Access and Independence at the Colorado Department of Human Services (CDHS) contracted with the Colorado Department of Education (CDE) for brain injury support services for FY2019 (July 1, 2018-June 30, 2019). The scope of this work involved building the infrastructure of Colorado schools and the capacity of school personnel and health professionals, and providing support to develop and maintain both school based concussion management and district based brain injury consulting teams. In addition, this contract involved providing the following; general training on brain injury both in the schools, as well as in the community; developing guidelines/protocols, and monitoring and developing appropriate policies related to supporting students with brain injury in the education setting. Finally, this contract involved partnering with community agencies and others at CDE to build the capacity of families to better understand how to support their child with a brain injury. Funding for this work was provided through MINDSOURCE Brain Injury Network, Traumatic Brain Injury (TBI) Trust Fund revenue.

### Key Accomplishments for FY2019

- Disseminated information explaining and promoting Return to Learn Concussion Management Teams to administrators and educators at conferences and meetings.
- Facilitated Return to Learn CMT Community of Practice (CoP) Meetings for individuals who completed the CMT training.
- Facilitated Concussion Action Team (CAT) teleconference meetings to keep districts up-to-date on concussion information.
- Provided consultation to school personnel and parents with questions regarding concussion.
- Provided a two-day new BrainSTEPS CO Team/team member training and trained 6 additional BrainSTEPS CO Brain Injury Consulting Teams and 37 new team members to add to existing teams. There are now 26 District and 5 Board of Cooperative Educational Services (BOCES) Level BrainSTEPS CO Teams with 189 team members serving 65 districts in Colorado.
- Provided a one-day up-date training for 146 BrainSTEPS CO team members.
- Provided a one-day BrainSTEPS CO Team Leader Training to enhance the skills of BrainSTEPS CO Team Leaders.
- Held monthly teleconference calls with BrainSTEPS CO Team Leaders.
- Supported BrainSTEPS CO team members through consultation and mentoring.
- Disseminated brain injury information at conferences and professional meetings.
- Maintained the TBI and CAT ListServes, disseminating information on a regular basis.



## Key Activities for FY2019

1. Develop, implement, and maintain a network of school based CMTs.

a. Provide training to, and obtain buy in from, appropriate administrators.

The following activities took place to encourage support for CMTs by administrators and school personnel:

- Promoted the Return to Learn CMT training via dissemination of Return to Learn CMT Rack Cards and *Why Your School Needs a CMT* flyers distributed to school administrators at a booth manned by Dr. Tyler at the:
  - Colorado Association of School Executives' Conference, 7/25-26/18, Breckenridge, CO. (Approximately 1,100 school administrators attended this conference.)
  - Colorado Association of School Nurses' Conference, 11/3/18, Loveland, CO.
  - Colorado School Counselors' Association Conference, 10/18/18, Keystone, CO.
- Presented *Return to Learn Concussion Management: Supporting Students through Data-Based Decision Making, Collaboration, and Tiered Supports* at the Colorado Society of School Psychologists' 2018 Conference in Keystone, CO, 11/2/18.
- Promoted Return to Learn CMT training during a webinar presentation entitled *Return to Learn Following Concussion: Information for School Nurses* at the Colorado School Nurses' Orientation on 1/8/19.
- Marketed the Return to Learn CMT training at Concussion Action Team (CAT) Teleconference (8/23/18) and BrainSTEPS CO Team Leader Meetings (8/29/18, 9/26/18). Instructions for registering for the training were given at all CAT and BrainSTEPS CO meetings.
- Provided Return to Learn CMT training information to the Colorado Charter School Institute summer 2018 to disseminate to charter schools in their fall newsletters.
- Communicated with Teresa Tate, VP of School Services, at the Colorado League of Charter Schools, and sent her BrainSTEPS CO Return to Learn CMT literature, including BrainSTEPS CO Return to Learn CMT Rack Card and *Why Your School Needs a CMT* to distribute to Charter Schools.
- Applied to present/exhibit Return to Learn CMT information at FY2020 conferences (e.g., Colorado Association of School Executives, Colorado Association of School Counselors, and Colorado Association of School Nurses).

b. Develop CMTs in a minimum of 100 schools.



As shown in the table below, at the end of FY2019, 159 CMTs were registered for the CMT training (with 278 individuals on those teams). Additionally 175 BrainSTEPS CO Team Members were registered for the CMT training. Thirty-two districts have one or more Return to Learn CMTs.

Groups Registered for CMT Training	Number Registered as of 6/30/19
Concussion Management Teams (CMTs)	159
Individuals (on CMTs)	278
BrainSTEPS CO Team Members	175
Districts with CMTs	32

c. Conduct Monthly Concussion Management Team (CMT) Meetings

- To help support the Return to Learn CMTs once they have completed the training, Return to Learn CMT Community of Practice (CoP) Monthly Meetings are held. These meetings are open to all persons who have finished the Return to Learn CMT online training. The meetings are co-hosted by Dr. Brenda Eagan Johnson, Director of the BrainSTEPS Pennsylvania program, and Dr. Tyler. The purposes of the online meetings are to provide answers to any questions participants may have regarding concussion management and to disseminate new concussion research. During each meeting a PowerPoint presentation was delivered highlighting concussion research, concussion resources, case studies, and strategies for Return to Learn. Participants were encouraged to ask questions about Return to Learn concussion management. PowerPoint presentations from each meeting are available upon request.

Return to Learn Concussion Management Community of Practice Meetings

Return to Learn CMT CoP Meeting Date	Number of Persons from CO & PA who Completed CMT Training & were Invited to the Meeting
10/10/18	1,153
11/07/18	1,199
12/12/18	1,265
01/09/19	1,343
02/20/19	1,411
05/15/19	1, 561

The March and April meetings were cancelled due to urgent commitments that occurred for both Drs. Eagan Brown and Tyler. The November and May meetings were held by Dr. Tyler as Dr. Brown was holding other trainings.

d. Conduct bi-monthly Concussion Action Team (CAT) meetings.

CAT teleconference meetings are held bi-monthly during the school year to provide school professionals an opportunity to discuss challenges, share information/documents, and share



achievements related to concussion management. In addition, CDE provides updates and facilitates discussion of current research articles and new materials produced within the brain injury field. Five CAT teleconference meetings were held during the FY19 school year. The table below shows CAT teleconference dates, number of persons attending via GoToMeeting, and the number of districts represented:

Concussion Action Team Teleconference Meetings

CAT Meeting Date	Number of Persons Attending	Number of Districts/BOCES
08/23/18	13	10
10/09/18	12	12
12/06/18	14	14
02/05/19	04*	03
05/07/19	10	10

\*Technical issues with GoToMeeting caused login difficulties for this meeting.

Persons from the following 19 school districts participated in CAT meetings during FY19: Academy 20, Aspen, Aurora Public Schools, Boulder Valley, Cherry Creek, Colorado Springs 11, District 27J, District 49, District 70, Douglas County, Englewood Schools, Gunnison Community Schools, Jefferson County, Littleton Public Schools, Manitou Springs, Mesa County Valley 51, Pueblo City 60, St. Vrain Valley Schools, and Swink. Additionally, minutes from the CAT meetings were emailed to over 384 school district members on the CAT Listserv. The minutes contained concussion resources and links to research articles and resources discussed during the CAT conference call.

- e. Update CDE Concussion Guidelines as necessary annually and disseminate these guidelines both in Colorado and nationally.
  - While work continues on updating 2014 Colorado Department of Education Concussion Management Guidelines, contacts and links have been updated in the online version (found on the CDE <http://www.cde.state.co.us/healthandwellness/braininjury> and CoKids <https://cokidswithbraininjury.com/> webpages.)
  - The 2018 edition of the *Brain Injury in Children and Youth: A Manual for Educators*, which had been in the process of being updated for the last year, was completed. The final manual was posted on the CDE and CoKids' websites, announced through the Brain Injury Listserv and publicized at all trainings. A small number of hard copies of the manual have been printed and distributed.
  - Return to Learn Concussion Consultation: School district personnel and parents frequently call requesting information regarding issues related to concussion. During FY19, consultation was provided to 32 persons regarding return to learn concussion matters, developing district concussion policies, identification of concussions, etc., via email/phone. Notes or email document each individual occurrence.



2. Develop, implement, and maintain a network of BrainSTEPS Teams across the state.
  - a. Develop and implement BrainSTEPS CO New Team trainings two times per year (fall and spring).

The following actions were taken to prepare for the BrainSTEPS CO new team training:

- Developed and disseminated *BrainSTEPS CO District/BOCES Brain Injury Consulting Teams* rack card and *Why Your District Needs a BrainSTEPS CO Team* information sheet to administrators at the Colorado Association of School Executives' Conference 7/25/18 and 7/26/18 in Breckenridge, Colorado.
- Recruited districts who were without BrainSTEPS CO teams (e.g., Denver Public Schools, Adams 12, Moffat County) through discussions with appropriate district personnel.
- Developed 2018 application for BrainSTEPS CO New Team Training and posted applications on the BrainSTEPS CO website and CDE Health & Wellness and Exceptional Student Services Unit websites.
- Posted notices of the BrainSTEPS CO New Team Training on the CDE's Weekly Newsletter (6/13/18, 8/1/18, 8/15/18, 9/12/18,) TBI ListServ, School Nurse's ListServ, and in the Exceptional Student Services Newsletter.
- Disseminated information regarding the New Member BrainSTEPS CO Team Training to current BrainSTEPS CO team members.
- Made arrangements for the BrainSTEPS CO November 2018 new team training (venue and speakers booked, agenda set, training materials developed, etc.)

### **BrainSTEPS CO New Team/Team Member Training**

The 79 applications that were received before the 9/14/18 deadline were reviewed and notices were sent to those that were accepted for the training and those that were not. New teams from 6 districts and 1 BOCES applied for the BrainSTEPS CO team training. Of the 7 new teams that applied, 6 were accepted. One team only had 2 people apply, and after working with them to get more people on board, it was decided that they would wait and reapply at a later date. There were also 4 interns and a paraprofessional who applied that were not accepted for the training because of the need to accept persons who can best fulfill the *BrainSTEPS Co Best Practices Guidelines*. There were also 14 existing district/BOCES teams that wanted to add additional members to their teams and 37 individuals from those team completed applications and were accepted for training (see Districts/BOCES attending November 14-15, 2018 BrainSTEPS CO New Team Training Table on page 8).

The BrainSTEPS CO New Team training (see Appendix A for Agenda) was held at the Lowry Conference Center in Denver on 11/14-15/18. A total of 69 Colorado school district personnel from 20 districts/BOCES attended the training to become BrainSTEPS CO team members.



Participants included school nurses, instructional specialists, special education teachers, occupational therapists, physical therapists, speech language therapists, school psychologists, school social workers, a Director of Health Wellness and Prevention, and a Director of Special Services. A BrainSTEPS CO Team Leader who had all new team members joining her team also attended the training so she could be there to help plan with and support her new team members. Additionally, the Youth Education Liaison from the Brain Injury Alliance of Colorado, attended the training.

Below is a listing of the school districts/BOCES and the number of individuals trained from each entity. New teams are marked with an asterisk\*.

Districts/BOCES Attending November 14-15, 2018 BrainSTEPS CO New Team Training

District	Number Attending
Academy 20	2
<b>Adams 12*</b>	<b>7</b>
Aurora Public Schools	1
Boulder Valley SD	2
Cherry Creek	8
Colorado River BOCES	1
<b>Denver Public Schools*</b>	<b>5</b>
Douglas County SD	4
Englewood Schools	1
<b>Fort Morgan RE-3*</b>	<b>5</b>
Fountain-Fort Carson SD 8	2
<b>Harrison 2 SD*</b>	<b>9</b>
Jefferson County	3
Mesa County Valley SD 51	1
<b>Moffat County SD*</b>	<b>3</b>
Poudre SD	5
Pueblo County District 70	1
<b>Santa Fe Trails BOCES*</b>	<b>3</b>
St. Vrain Valley	4
Thompson Schools	2
Total Number Attending	69

While the main content for the two-day training was delivered by the CDE brain injury consultants, Janet Tyler, Heather Hotchkiss, and Nicole Crawford, Judy Dettmer was invited to come and provide an overview of MINDSOURCE Brain Injury Network. Additionally, community partners with whom the teams are likely to have frequent interactions, were invited to present an overview of their programs. These presenters included Jodi Krause and Erin Austin from Children’s Hospital, Laura Magnuson from Craig Hospital, and Cari Ledger from BIAC. All persons who were accepted for the November BrainSTEPS CO New Team





Participants were sent a link to complete an online *Knowledge about Children and Youth with Brain Injury* pretest prior to the training. A total of 69 persons completed the pre-test. Following the training, participants were asked to complete the *Knowledge about Children and Youth with Brain Injury* post-test. A total of 67 persons completed the post-test.

Scores were compared with those who took both the pretest and the post-test, and as a group; participants scored 71% on the pretest and 87% on the post-test, showing a 16% gain in knowledge. On all questions, participants showed an increase in score. Where the score increase was only minimal (indicating not all participants had a thorough understanding of the concept), those topics will be reviewed at the update training in February.

Participants were also expected to complete the BrainSTEPS CO Brain Injury New Team Training Evaluation survey. In an effort to increase participation, participants were told at the training that they would have a chance to be entered into a drawing for a \$50 Lash & Associates gift certificate by completing both the post test and evaluation. A total of 65 individuals completed the evaluation survey (94% completion rate). The survey asked participants to respond to the following 4 statements for presentations covered in the two-day training, rating each 1) Strongly Disagree, 2) Disagree, 3) Agree, or 4) Strongly Agree.

BrainSTEPS CO New Team Training, November 14-15, 2018 – Evaluation Survey

Question	Strongly Disagree	Disagree	Agree	Strongly Agree	Number	Weighted Average
The presenter(s) instruction of the content was effective.	0 (0.00)%	1 (1.54)%	31 (47.69)%	33 (50.77)%	65	3.49
The presenter(s) knowledge of the content was comprehensive.	0 (0.00)%	0 (0.00)%	14 (21.54)%	51 (78.46)%	65	3.78
The content presented in this training was high quality.	0 (0.00)%	1 (1.54)%	24 (36.92)%	40 (61.54)%	65	3.60
The activities in this training gave me sufficient practice and feedback.	1 (1.54)%	6 (9.23)%	35 (53.85)%	23 (35.38)%	65	3.23
I will implement strategies, skills, and/or knowledge as a result of this training.	0 (0.00)%	0 (0.00)%	21 (32.81)%	43 (67.19)%	64	3.67
As a result of this training, I know where to access support and resources for students with acquired brain injury.	0 (0.00)%	0 (0.00)%	13 (20.00)%	52 (80.00)%	65	3.80



Question	Strongly Disagree	Disagree	Agree	Strongly Agree	Number	Weighted Average
As a result of this training, my knowledge of students with acquired brain injury has improved.	0 (0.00)%	0 (0.00)%	19 (29.23)%	46 (70.77)%	65	3.71

A final open ended question asked respondents, “What types of additional information or follow-up activities should be provided?” Information received from this question will be used when planning future trainings.

**BrainSTEPS CO Up-Date Training**

A BrainSTEPS CO all team Update Training was held at the Cherry Creek Fremont Building in Centennial, Colorado on 2/21/19 (see Appendix B for BrainSTEPS CO Update Training Agenda). A total of 146 BrainSTEPS CO team members attended the training to increase their knowledge in brain injury and skills in serving as BrainSTEPS CO team members. In addition to presentations by CDE BrainSTEPS CO staff, Lori Cook, Ph.D., Director of Clinical Research, Center for BrainHealth, University of Texas at Dallas, was contracted to provide a half-day training entitled *Strategies for Life: Promoting Higher-Order Cognitive Skills for Students with TBI across Contexts*. Russha Kaauer, MA, a Management Analyst with the Division of Probation Services in the State Court Administrator’s Office in Denver also provided a presentation on how individuals with brain injury interact with the criminal justice system.

Below is a listing of the BrainSTEPS CO teams and the number of individuals attending the Update Training from each district or BOCES team.

Districts/BOCES Attending February 21, 2019 BrainSTEPS CO Update Training

District/BOCES	Number Attending
Academy 20	5
Adams 12	7
Aurora 28J	5
Boulder Valley SD	5
Centennial BOCES	10
Cherry Creek SD	9
Cheyenne Mountain SD	4
Colorado River BOCES	4
Denver Public Schools	5
Douglas County SD	9
East Central BOCES	6
Englewood Schools	4
Fort Morgan RE-3	3



District/BOCES	Number Attending
Fountain-Fort Carson SD 8	6
Harrison 2 SD	9
Jefferson County	12
Mesa County Valley SD 51	2
Moffat County SD	2
Poudre SD	10
Pueblo County District 70	5
Santa Fe Trails BOCES	1
School District 27J	4
School District 49	3
St. Vrain Valley SD	9
Thompson Schools	2
Ute Pass BOCES	4
Total Number Attending	146

All persons who registered for the training were sent a link to complete an online *February 2019 BrainSTEPS CO Update Training Pre-Test* prior to the training. The pretest was composed of questions submitted by the invited speakers and the CDE BrainSTEPS CO staff. A total of 139 persons completed the 10 question pre-test. Following the training, participants were asked to complete the *February 2019 BrainSTEPS CO Update Training Post-Test*. 133 persons completed the 10 question post-test (91% completion rate).

Scores were compared for those who took the pretest and the post-test, and as a group participants scored 72% on the pretest and 86% on the post-test, showing a 14% gain in knowledge.

All participants were also expected to complete the BrainSTEPS CO Brain Injury Update Training Evaluation survey. A total of 133 individuals completed the evaluation survey (91% completion rate). The survey asked participants to respond to the following 4 statements for presentations covered in the training; rating each: 1) Strongly Disagree, 2) Disagree, 3) Agree, or 4) Strongly Agree. The table on page 12 shows the team members responses.



BrainSTEPS CO Update Training February 21, 2019 - Evaluation Survey

Question	Strongly Disagree	Disagree	Agree	Strongly Agree	Number	Weighted Average
The presenters' instruction of the content was effective.	1 (0.75%)	0 (0.00%)	54 (40.60%)	78 (58.65%)	133	3.57
The presenters' knowledge of the content was comprehensive.	1 (0.75%)	0 (0.00%)	36 (27.07%)	96 (72.18%)	133	3.71
The content presented in this training was high quality.	1 (0.76%)	1 (0.76%)	50 (37.88%)	80 (60.61%)	132	3.58
The activities in this training gave me sufficient practice and feedback.	1 (0.75%)	10 (7.52%)	66 (49.62%)	56 (42.11%)	133	3.33
I will implement strategies, skills, and/or knowledge as a result of this training.	0 (0.00%)	2 (1.50%)	55 (41.35%)	76 (57.14%)	133	3.56
As a result of this training, I know where to access support and resources for students with acquired brain injury.	0 (0.00%)	2 (1.50%)	53 (39.85%)	78 (58.65%)	133	3.57
As a result of this training, my knowledge of students with acquired brain injury has improved.	0 (0.00%)	3 (2.27%)	50 (37.88%)	79 (59.85%)	133	3.58

Question	Yes	No	Number
I will share the information I learned at this training with my colleagues.	133 (100%)	0 (0.00%)	133

Additionally open ended questions asked respondents, "Overall, I thought this training was:"; "What types of additional information or follow-up activities should be provided?"; "Anything additional?" Information received from these questions will be used when planning future trainings.



### BrainSTEPS CO Team Leader Training

Each of the BrainSTEPS CO teams has a designated team leader or co-team leader. To increase team leaders’ knowledge of brain injury and to provide them with strategies for effectively leading their BrainSTEPS CO teams, a BrainSTEPS CO Team Leader Training was held at the Front Range Community Center in Westminster on April 24, 2019. The agenda for the BrainSTEPS CO Team Leader training is found in Appendix C.

Twenty-Seven Team Leaders from the following 21 BrainSTEPS CO teams attended (one or two leaders from each team attended, as noted in the parentheses following each team): Academy 20 (1), Aurora 28J (1), Boulder Valley (2), Centennial BOCES (1), Cherry Creek (2), Colorado River BOCES (1), Denver County (2), Douglas County (1), Englewood (2), Falcon 49 (1), Harrison 2 (1), Jefferson County (1), Poudre (1), Pueblo County 70 (2), Santa Fe Trail BOCES (1), School District 27J (2), St. Vrain Valley (1), Thompson (1), and Ute Pass BOCES (1). Seven BrainSTEPS CO Team Leaders could not attend due to prior commitments in their districts. Following the training, all presentations and handouts were posted on the BrainSTEPS CO website for team members to view, so those who were not able to attend had access to the information.

Following the training, participants were emailed a link to complete the *BrainSTEPS CO Team Leader Training Evaluation Survey*. Twenty-seven of the 27 attendees completed the evaluation (100% completion rate.) The survey asked participants to respond to 6 statements evaluating the speakers, content, training activities, etc. rating each: 4) Strongly Agree 3) Agree, 2) Disagree, or 1) Strongly Disagree, with a rating of Strongly Agree being a positive rating and Strongly Disagree being a negative rating of the training. The table below shows the team leaders’ responses to the survey.

BrainSTEPS CO Team Leader Training April 24, 2019 - Evaluation Survey

Question	Strongly Disagree	Disagree	Agree	Strongly Agree	Number	Weighted Average
The content presented in this training increased my knowledge of the BrainSTEPS CO model.	0 (0.00%)	0 (0.00%)	15 (44.44%)	12 (55.56%)	27	3.44
Dr. Johnson’s presentation helped me think of ways to improve my team’s functioning.	0 (0.00%)	1 (3.70%)	12 (44.44%)	14 (51.85%)	27	3.44
Dr. Gorgen’s Managing Symptoms after Brain Injury session helped increase/ confirm my knowledge of brain injury.	0 (0.00%)	0 (0.00%)	3 (11.11%)	24 (88.89%)	27	3.89



Question	Strongly Disagree	Disagree	Agree	Strongly Agree	Number	Weighted Average
The presentation by the PA Panel helped increase/confirm my knowledge of the BrainSTEPS Team role.	0 (0.0%)	3 (11.11%)	17 (62.96%)	7 (25.93%)	27	3.15
This training provided me with useful ideas and information for serving as a BrainSTEPS team leader.	0 (0.00%)	0 (0.00%)	9 (33.33%)	18 (66.67%)	27	3.67
I will implement strategies, skills, and/or knowledge as a result of this training.	0 (0.00%)	0 (0.00%)	8 (29.63%)	19 (70.37%)	27	3.70

There was also one open ended question that asked participants for “Additional Comments (e.g., general comments regarding the training, topics for future Team Leader Trainings, etc.)” Examples from the “Additional Comments” question included the following responses from Team Leaders:

- “I got a lot of new ideas for team meetings and increasing our visibility in the district and community. As always, very helpful.”
- “Loved the team leader training. I think my favorite was the presentation by Dr. Gorgen-- she was fabulous. However, I felt I learned a lot in general and am excited to begin my role as a co-team lead for our district BrainSTEPS team.”
- “Great day! Appreciate all of your support of our team!”

b. BrainSTEPS CO Team Support

Team Leader Meetings are held monthly via GoToMeeting to update the team leaders with new information, announcements, etc. This also provides them an opportunity to ask any questions they may have regarding BrainSTEPS CO procedures, management of students with TBI, etc. The meeting begins with announcements and updates being disseminated through a PowerPoint presentation. The meeting then opens up to a question and answer session and general discussion. Minutes from each of the BrainSTEPS CO Team Leader Monthly Conference calls are sent to all team leaders following the call and are posted on the BrainSTEPS website.

Monthly meetings were not held in February or April because in-person BrainSTEPS CO meetings were held during those months. In May, information was sent via email, as team leaders voiced it



would be difficult for them to make the May monthly meeting given their schedules at the end of the school year.

The table below shows the BrainSTEPS CO Team Leader teleconference dates, number of persons attending via GoToMeeting, and the number of districts represented.

BrainSTEPS CO Team Leader Teleconference Meetings (via GoToMeeting)

Date	Number of Team Leaders Attending	Number of Districts/BOCES	Topics
08/29/18	19	15	BrainSTEPS CO folder, Parent Permission/Statements, Database, New Team & Spring Follow-Up Training, Team Member Changes, BrainSTEPS CO Overview PowerPoint
09/26/18	18	16	Parent Permission, BrainSTEPS CO Overview, BrainSTEPS Google Drive, applications for New Team Training
10/31/18	16	14	Follow-up from the November training, the role of the BrainSTEPS CO team, database usage, and the Return to Learn CMT training.
11/29/18	19	17	Upcoming February Update Training, CMT training, the Team Leader Survey, and ORBS Database/Security.
12/19/18	17	16	Follow-up from the February training, the dates of the fall new team member training, a potential sibling panel, the team leader training, the ORBS database manual, CDC Report to Congress, National TBI Budget, and CMT training.
01/23/19	19	17	Evaluation/Post-Test data from February training, May Team Leader Training, BrainSTEPS CO database, Return to Learn CMT training update
03/27/19	9	9	FY20 trainings, MINDSOURCE grants, TBI professional development opportunities, Other Health Impaired guidance doc, dissemination of information from Hill Day and 13 <sup>th</sup> World Congress on Brain Injury, schedule for meeting with teams

It is important that BrainSTEPS CO team leaders and team members have expert support available as they carry out their role. During FY19, Dr. Tyler responded to approximately 84 phone calls and emails from BrainSTEPS CO team leaders and team members seeking information or guidance on various aspects of serving students with brain injury.



As an additional means of providing support to the BrainSTEPS CO teams, the CDE BrainSTEPS CO staff (Tyler and Hotchkiss) began plans to attend one of each team’s monthly meetings. During FY19 Dr. Tyler attended the following BrainSTEPS CO team meetings listed in the table below.

Date	BrainSTEPS CO Team Leader Meeting Visits
03/05/19	Douglas County School District, Castle Rock
03/06/19	St. Vrain Valley School District, Longmont
03/07/19	Pueblo County School District, via phone conference
03/08/19	Academy 20 School District, Colorado Springs
04/22/19	Centennial BOCES, Greeley
05/06/19	East Central BOCES, via Zoom meeting
05/13/19	Mesa County Valley School District, Grand Junction

c. Conduct Annual Survey of BrainSTEPS CO Teams

Two surveys were conducted during FY19. The first survey was sent to team leaders on 3/11/19 in an effort to determine what type of financial supports (if any) the BrainSTEPS CO teams were receiving from their districts. Responses were received from 25 of the 26 BrainSTEPS teams (96% response rate). The questions from the *Quick Survey* and the results are found below.

Q.1) *Does your district/BOCES pay any of your BrainSTEPS CO members any FTE for serving on the BrainSTEPS CO team? If yes, how many/how much?*

Results:

- 5 districts pay their team leaders some FTE.
- One district pays both team leaders some FTE.
- Amount of FTE = 1.0, .2 (two teams), .05, .01

Q.2) *Does your district/BOCES pay any of your BrainSTEPS CO members a stipend for serving on the BrainSTEPS CO team? If yes, how many/how much?*

Results:

- Three districts/BOCES pay all their BrainSTEPS CO team members stipends.
- Stipend amounts ranged from \$200-\$500 and are dependent on the district/BOCES budget for the year.

Q.3) *Who is primarily responsible for overseeing the BrainSTEPS program in your district (e.g., SPED, Professional Development, Learning Services).*

Results:

- In the majority of cases (15) Special Education is the administrative unit responsible (or jointly responsible) for the BrainSTEPS CO team in the districts.
- Other units include Health Services, Mental Health, Speech-Language, etc.
- Two team leaders reported that no one was responsible for overseeing the BrainSTEPS CO team besides themselves.





Results of this survey were shared with team leaders at the April 2019 BrainSTEPS CO Team Leader Training. Discussions took place regarding how districts with low levels of support from administration could possibly gain additional support.

A link to the second survey, the *BrainSTEPS Team Member Satisfaction Survey*, was emailed to all team members on 4/3/19. Ninety-four of the 190 BrainSTEPS CO team members responded (49% response rate). At least one person from each team responded and one team had all seven members respond. Responses to the *BrainSTEPS Team Member Satisfaction Survey* are found in the table below.

BrainSTEPS Team Member Satisfaction Survey

Question	Strongly Disagree	Disagree	Agree	Strongly Agree	NA	Number
The communication among my team members is sufficient and effective.	0 (0.00%)	2 (2.13%)	51 (54.26%)	41 (43.62%)	-	94
My team responds in a timely manner to student referrals.	0 (0.00%)	2 (2.13%)	48 (51.06%)	37 (39.36%)	7 (7.45%)	94
I am satisfied with the quality of services my team has provided this past school year.	0 (0.00%)	8 (8.51%)	49 (52.13%)	37 (39.36%)	-	94
I feel my team works well together.	0 (0.0%)	3 (3.19%)	38 (40.43%)	53 (56.38%)	-	94
I feel the services provided by my BrainSTEPS team this year have made a difference in the lives of the students.	0 (0.00%)	4 (4.26%)	63 (67.02%)	27 (28.72%)	-	94
I feel comfortable using the ORBS database ( <a href="http://www.brainsteps.net">www.brainsteps.net</a> ).	3 (3.19%)	23 (24.47%)	59 (62.77%)	9 (9.57%)	-	94
As a result of being involved in the BrainSTEPS program, my knowledge about brain injury has increased.	0 (0.00%)	1 (1.06%)	37 (39.36%)	56 (59.57%)	-	94



Question	Strongly Disagree	Disagree	Agree	Strongly Agree	NA	Number
My involvement with the BrainSTEPS program has contributed to my overall professional development.	0 (0.00%)	0 (0.00%)	35 (37.23%)	59 (62.77%)	-	94
I am satisfied with the assistance the CDE Brain Injury Consultants (Heather Hotchkiss, Janet Tyler, and Nicole Crawford) have provided to me when support was requested.	0 (0.00%)	0 (0.00%)	27 (28.72%)	57 (60.64%)	10 (10.64%)	94

BrainSTEPS Team Member Satisfaction Survey (continued)

Question	Yes	No	Number
Did you participate in any student referrals this year?	58 (61.70%)	36 (38.30%)	94
My team meets regularly (at least quarterly) to discuss program updates, student referrals, etc.	88 (93.62%)	6 (6.38%)	94
My team leader keeps me in the communication loop for referrals meetings, etc.	90 (95.74%)	4 (4.26%)	94
Our team meetings are productive. If “no” please explain how they could be more productive.	89 (94.68%)	5 (5.32%)	94
My administrator supports my role and time spent as a BrainSTEPS Team member.	87 (92.55%)	7 (7.45%)	94

The survey also contained space for team members to write in comments after each response. The numerical results of the survey and comments were shared with the team leaders at the April Team Leader training. Team Leaders were encouraged to discuss the results of the survey with their teams.

d. Aggregate data from BrainSTEPS database

- Number of students by district (cumulative totals)

Quarter	Number Districts	Number BOCES	Total Students
One	22	2	110
Two	25	1	159
Three	28	0	196
Four	33	3	227



- Breakdown of students by age (cumulative totals)

Quarter	0-2 years	3-5 years	6-12 years	13-18 years
One	34	14	30	32
Two	45	19	36	59
Three	53	27	47	69
Four	63	30	57	74

- Reporting by category of “Medical Diagnosis” (cumulative totals)

Quarter	TBI (mod/severe)	Number Non TBI	Number Concussions (mTBI)
One	58	22	12
Two	86	31	22
Three	107	41	24
Four	122	46	33

### 3. Activities Related to Maintaining a Data Base for both CMT and BrainSTEPS CO Team Data

- Communications occurred with Tim Kelly of Leader Services to make necessary changes to update dates on the home page, move team members from one district to another, set up five new teams in the ORBS database, etc.
- Additional updates that did not require Mr. Kelly’s assistance were made to the BrainSTEPS CO database by Dr. Tyler as needed (e.g., deleted members who had retired/moved, changed status to team leader, added the names and contact information for 67 team members trained at the November new team training to the ORBS database, provided updates to team members profiles).
- Worked with Tim Kelly of Leader Services to continue to customize the ORBS database based on feedback from BrainSTEPS CO team members (e.g., added a Best Practice Review specific to Colorado, changed form so that a student’s profile can be saved even if all information is not included, etc.).
- Spent time responding to requests from Return to Learn CMTs to add and delete people from their teams and to help them problem solve user errors.
- Worked with Sam Cartos of Frameweld to add columns to the reports, so persons registering as BrainSTEPS team members can be separated out in the data.
- Worked with Leader Services and Frameweld to resolve minor user issues that occurred.

### 4. Activities and deliverables related to community based training and outreach.



- a. Respond to education requests from school personnel, families, community providers (including partnering with the Brain Injury Alliance of CO) by either providing education or partnering with an appropriate entity to provide requested education.
  - Through a request from the Brain Injury Alliance of Colorado, Dr. Tyler was interviewed by a student from Denver School of Science and Technology (Stapleton High School) regarding return to learn following concussion.
  - Upon request, Janet Tyler and Heather Hotchkiss, presented a full-day workshop entitled *Concussion Management & TBI* to school personnel in the Cherry Creek School District, Student Achievement Resource Center, Centennial, CO (11/28/18).
  - Presented *Return to Learn Concussion Management Team Training Model in Pennsylvania & Colorado* with Brenda Eagan Johnson at the International Brain Injury Association's 13<sup>th</sup> World Congress on Brain Injury, Toronto, Canada (March, 2019).
  - Presented *Acquired Brain Injury School Consulting Teams: A Statewide Model to Improve School Services* with Eagan-Johnson and Melissa McCart at International Brain Injury Association's 13<sup>th</sup> World Congress on Brain Injury, Toronto, Canada (March, 2019).
  - Presented "Solution Based Approaches to Training Professional Working with Children and Supporting Successful Return to School after TBI with Julie Haarbauer-Krupa, Eagan-Johnson, and McCart, at the International Brain Injury Association's 13<sup>th</sup> World Congress on Brain Injury, Toronto, Canada. (2019, March).
- b. Develop and maintain a relationship with appropriate hospitals and providers in the state (e.g. Children's Hospital of CO and Rocky Mountain Hospital for Children).
  - Jodi Krause and Erin Austin from Children's Hospital, Laura Magnuson from Craig Hospital, and Cari Ledger from BIAC all presented at the BrainSTEPS CO New Team Member Training in November 2018. Each was invited for lunch and asked to stay for as long as their schedules would allow.
  - Kept Jodi Krause and Erin Austin from Children's Hospital, Laura Magnuson from Craig Hospital, and Cari Ledger from BIAC updated with the latest BrainSTEPS CO Team Leader lists.
  - CDE hosted the March meeting of the Pediatric Brain Injury Professional Network meeting, partnering with professionals from Children's Hospital and Rocky Mountain Hospital and BIAC. Approximately community persons attended (3/28/19, Lowry Conference Center.)
  - Communicated with personnel from Children's and Rocky Mountain Hospitals as needed regarding issues that arose from student cases.

- Scheduled summer “touch base” meeting with Jodie Krause and Erin Austin from Children’s Hospital.
- c. Maintain/enhance, develop content, and facilitate webpage design for the website [www.cokidswithbraininjury.com](http://www.cokidswithbraininjury.com).



The Colorado Kids Brain Injury Resource Network webpage ([www.cokidswithbraininjury.com](http://www.cokidswithbraininjury.com)) serves as a resource for educators, school administrators, school psychologists, related services professionals, and families.

In addition to maintenance and minor updates (e.g., to fix broken links) on the website, changes were made to the welcome paragraph of the homepage to more accurately reflect the purpose of the CoKids website and to explain the funding source. The table below shows the monthly COKids webpage analytics reports.

Colorado Kids with Brain Injury Webpage Analytics

Period	New Visits	Unique Visitors	Page Views
07/01-31/18	215	234	771
08/01-31/18	375	405	1,417
09/01-30/18	348	390	1,286
10/01-31/18	486	537	2,007
11/01-30/18	579	643	2,098
12/01-31/18	385	443	1,556
01/01-31/19	511	579	2,008
02/01-28/19	512	563	1,755
03/01-31/19	384	422	1,675
04/01-30/19	438	489	1,648
05/01-31/19	268	302	974
06/01-30/19	225	240	544

In February of 2019, the COKids webmasters from Harmony Design emailed and recommended doing a complete redesign of the website due to its age. They estimated the redesign would cost approximately \$6,000-\$9,000. Dr. Tyler presented this information to the Youth Ops group at the 5/22/19 meeting. It was decided that Judy Dettmer would take the information back for further discussions with her office and Harmony Designs.



The Brain Injury Consultant at the Colorado Department of Education is responsible for maintaining the Health and Wellness brain Injury webpage which contains brain injury information for Colorado educators. Webpage analytic reports for the CDE Health and Wellness brain injury webpage (<http://www.cde.state.co.us/healthandwellness/braininjury>) provide the statistics as seen in the table below.

CDE Health and Wellness Brain Injury Webpage Analytics

Period	Page Views	Unique Page Views
07/01-31/18	76	55
08/01-31/18	187	116
09/01-30/18	204	135
10/01-31/18	191	142
11/01-30/18	149	110
12/01-31/18	153	110
01/01-31/19	178	112
02/01-3/31/19	336	239
04/01-30/19	217	132
05/01-31/19	124	87
05/01-31/19	37	9

- d. Maintain and facilitate listserv e-mails on both the brain injury and concussion listserv to raise awareness on upcoming events, trainings, resources, etc.
  - Two listservs are maintained and utilized to raise awareness of upcoming events, trainings, resources, etc. The TBI ListServ was recently updated and now has 1,488 members and the Concussion Action Team (CAT) listserv has 383 members.

Examples of information sent out via the listservs during the first quarter included announcements about:

- Concussion Action Team Meeting Notices and Minutes
- The Pediatric Brain Injury Professional Network (BIPN) Meetings
- Free webinar about brain Injury
- The Center for Concussion, Rocky Mountain Hospital for Children
- The Colorado Brain Injury Alliance’s Professional Conference in October
- Youth Suicide Prevention & Intervention Symposium
- The Brain Injury Alliance’s Education Workshop for Parents of Youth with a Brain Injury
- Notice of AAP’s Return to Learn ECHO training.
- Notice that the Office of Special Education published a new resource, Guidance for Determining Eligibility for Special Education Students with Other Health Impairments.
- The 2018 edition of the *Brain Injury in Children and Youth: A Manual for Educators* was available and a link to download it.
- A survey for the Colorado Division of Vocational Rehabilitation to gather information to assist them to best meet the rehab needs of individuals with disabilities to obtain their



employment goals.

- MINDSDOURCE's 2020 Community Grants Award Opportunity
- MINDSOURCE Spring 2019 Newsletter
- Research Opportunities for Family Caregivers of Children with TBI
- Opportunities to Provide Input on the Colorado Brain Injury State Plan (Draft)

### ***Barriers/Challenges Faced (in Terms of Meeting SOW) for FY2019***

---

All tasks in the Statement of Work were completed in FY2019. However, challenges continued in the area of securing administrative support for the Return to Learn CMT training. Ongoing work is needed to dispel administrators' misperceptions that athletic trainers always provide return to learn care for *all* students and that all school personnel are knowledgeable regarding academic adjustments following concussions.

### **Plans for FY2020**

---

Plans for FY2020 are to continue to ensure that Colorado students with brain injuries are served by educational personnel that are trained to meet their unique cognitive, behavioral, and physical needs. To do so, additional BrainSTEPS CO Brain Injury Consulting teams will be trained in FY2020 and existing BrainSTEPS CO team members will be supported through ongoing training and consultation. Furthermore, additional Return to Learn CMT's will be trained to manage the academic needs of the numerous students returning to learn following concussion and previously trained Return to Learn CMT's will be kept up-to-date and supported through monthly Community of Practice teleconference meetings and consultation.



## Appendices





Appendix A: BrainSTEPS CO  
New Team Training Agenda  
November 14-15, 2018



**New Team/Team Member Training**  
**November 14-15, 2018**  
**Lowry Conference Center, Denver, CO**

*Wednesday – Nov. 14<sup>th</sup>*

Time	Topic/Activity	Presenter
8:00-8:30a	Check in	
8:30-9:00a	Welcome, Introductions, and Instructions	Janet Tyler, PhD, CBIST Heather Hotchkiss, MSW
9:00-9:45a	What is a BrainSTEPS CO Team?	Tyler
9:45-10:00a	Break	
10:00-11:30a	What is Brain Injury and Why it is Different?	Tyler
11:30-12:00p	Break – get lunch	
12:00-12:30p	Working Lunch – Exploring Community Resources MINDSOURCE Brain Injury Network Brain Injury Alliance of Colorado	Judy Dettmer, BSW Cari Ledger, EdS, NCSP, CBIS
12:30-1:00p	(Continued) What is Brain Injury and Why is it different?	Tyler
1:00-2:15p	Building Blocks of Brain Development – The Colorado Neuroeducational Model	Hotchkiss Nicole Crawford, PhD
2:15-2:30p	Break	
2:30-4:00p	(Continued) Building Blocks of Brain Development – The Colorado Neuroeducational Model	Hotchkiss Crawford

*Thursday – Nov. 15<sup>th</sup>*

Time	Topic/Activity	Presenter
8:00-8:15a	Check-in	
8:15-8:30a	Questions-Follow-Up from Yesterday	Hotchkiss/Tyler
8:30-9:30a	Concussions and Concussion Management Team Training	Tyler
9:30-9:45a	Break	
9:45-10:30a	Overview on Special Education Eligibility for Brain Injury	Hotchkiss
10:30-12:00p	School Re-Entry	Tyler
12:00-12:15p	Break – get lunch	
12:15-12:45p	Working Lunch- Exploring Community Resources Craig Hospital Children's Hospital	Laura Magnuson, MEd Jodi Krause, MA/Erin Austin, MA
12:45-1:45p	Online Reporting for BrainSTEPS (ORBS)	Crawford
1:45-2:00p	Break	
2:00-3:00p	Team Planning Considerations	Crawford
3:00-3:30p	Closing Remarks – Evaluation & Post-test Instructions	Tyler/Hotchkiss



Appendix B: BrainSTEPS CO  
Up-Date Training Agenda  
February 21, 2019



### BrainSTEPS CO Update Team Training

Cherry Creek School District (Options School)  
14603 East Fremont Ave., Centennial, CO

**Thursday, February 21, 2019**

Time	Topic/Activity	Presenter
7:45-8:15a	Check in	
8:15-8:45a	Welcome	Heather Hotchkiss, MSW Janet Tyler, PhD, CBIST
8:45-10:00a	Strategies for Life: Promoting Higher-Order Cognitive Skills for Students with TBI across Contexts	Lori Cook, PhD
10:00-10:15a	Break	
10:30-11:45a	Strategies for Life (continued)	Lori Cook, PhD
11:45-12:30a	Lunch	
12:30-1:15p	Criminal Justice: What Do Those People Do, Anyway?	Russha Knauer, MA
1:15-1:45p	Framework	Hotchkiss/Tyler
1:45-2:00p	Break	
2:00-3:00p	Problem Solving Scenarios	Hotchkiss/Tyler
3:00-3:10p	What is ABI Activity	Hotchkiss
3:10-3:45p	ORBS Database	Nicole Crawford, PhD
3:45-4:00p	Evaluation, Wrap Up & Adjourn	Hotchkiss/Tyler

**Guest Presenters:**

**Lori Cook, Ph.D., CCC-SLP**, Director of Clinical Research, Center for BrainHealth, University of Texas at Dallas, Senior Clinician, Brain Performance Institute, Adjunct Assistant Professor, School of Behavioral and Brain Sciences.

**Russha Knauer, MA**, is a Management Analyst with the Division of Probation Services in the State Court Administrator's Office in Denver, Colorado.



Appendix C: BrainSTEPS CO  
Team Leader Training Agenda  
April 24, 2019



## BrainSTEPS CO Team Leader Training

Front Range Community College  
3645 West 112<sup>th</sup> Ave., Room C0579, Westminster, CO

*Wednesday, April 24, 2019*

Time	Topic/Activity	Presenter
8:45-9:00	Check in	
9:00-10:00a	Welcome - Networking Activity Team Leader Update	Heather Hotchkiss, MSW & Janet Tyler, PhD, CBIST
10:00-10:15a	Break	
10:15-10:45	BrainSTEPS PA Follow-Up Data	Angela Ciccio, PhD & Jessica Salley, MS
10:45-11:30	A Decade of Lessons Learned: Team Leader Challenges and Innovative Solutions	Brenda Eagan Johnson, Ed.D, CBIS
11:30-12:00p	Lunch	
12:00-1:00p	Managing Symptoms After Brain Injury	Kim Gorgens, Ph.D., ABPP
1:00-2:00p	PA BrainSTEPS Team Leader Panel – Expanding Upon the Morning Session	Tina Gelso, MA, Sarah Krusen, MA, & Jim Wolf, PsyD
2:00-2:15p	Break	
2:15-3:00p	Case Study & Share Out	Hotchkiss & Tyler
3:00-3:45p	Team Leader Update (Continued) 2019-2020 Team Goals & Best Practice Review Implementation in database	Hotchkiss & Tyler
3:45-4:00p	Wrap Up & Adjourn	Hotchkiss & Tyler

