

Documentation Guidelines for Traumatic Brain Injury (TBI)

Assessment Providers

Services for Students with Disabilities (SSD) provides services to qualified students with a traumatic brain injury. Traumatic brain injury is considered a medical or clinical diagnosis. Individuals qualified to render a diagnosis for this disorder are professionals who have been trained in the assessment of head injury or traumatic brain injury. Recommended professionals may include neurologists, rehabilitation counselors, neuropsychologists, and psychiatrists.

Assessment Documentation

Documentation must be current within the last 3 years. Although some individuals have longstanding or permanent diagnoses, because of the changing manifestations of traumatic brain injuries, it is essential to provide recent and appropriate documentation from a qualified evaluator. Documentation must be typed or printed on official letterhead of the doctor, institution and/or agency making the diagnosis.

The following guidelines are provided in the interest of assuring that the documentation demonstrates the disability *substantially limits* a major life activity, including learning. Recommended documentation includes all of the following:

1. Diagnosticians name, title, licensure/certification, phone and fax number, address, signature and date(s) of treatment.
2. A clear statement of the head injury or traumatic brain injury and the date of the injury.
3. A statement describing the current impact the head injury has on the student's functioning (perceptual, behavioral, cognitive, physical), particularly as it relates to the student's ability to function in an academic environment.
4. A summary of cognitive, achievement and rating scale measures used and evaluation results including standardized scores or percentiles used to make the diagnosis.
5. A summary of present residual symptoms which meet the criteria for diagnosis.
6. Medical information related to the student's needs including the impact of medication on the student's ability to learn.
7. Suggestions of reasonable accommodations that might be appropriate at the postsecondary level are encouraged. These recommendations should be supported by the diagnosis.

Further assessment by an appropriate professional may be required if co-existing learning disabilities or other disabling conditions are indicated. All documentation is confidential and should be submitted to:

UC Riverside
Services for Students with Disabilities
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125 Costo Hall
Riverside, CA 92521
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