



**NATIONAL ASSOCIATION
OF STATE HEAD INJURY
ADMINISTRATORS**

SOS EXPENSE JUSTIFICATION TOOLKIT

Use this toolkit to assist in supporting your trip to Eugene, Oregon for NASHIA's 2024 State of the States in Brain Injury (SOS) Conference!

Time is increasingly valuable, and resources can be hard to come by, but SOS is going to be bigger and better than ever! We are here to help with the reasons to participate in the 35th Annual SOS Conference.

What is SOS?

NASHIA's State of the States in Brain Injury Conference is the premier national conference for brain injury professionals and those professionals who need to expand their expertise into this area. Annually, this event welcomes state leaders, decision makers, advocacy groups, service providers, brain injury partners, researchers, and community supporters for intensive learning and networking. Participation leads to shared ideas, new collaborative efforts, and advancement of resources for the brain injury community.

What to expect at the 2024 SOS event?

- Networking and relationship building with community leaders and decision makers
- Medicaid & Home and Community-Based Services focused pre-conference intensive
- General content that spans the continuum of brain injury from onset to community
- Content track focused on brain injury in the criminal legal system
- Advanced knowledge from leading experts and practitioners
- Innovative ideas to return to your own organization

Why should YOU attend?

This is simple. You will gain knowledge needed to improve your work and the work of your organization by exposure to first-class content and networking with field leaders, ALL IN ONE LOCATION. Additionally, we offer continuing education credits (CEs) that

will increase your value as a professional. CEs offered this year include those for social workers and rehabilitation counselors. Other CEs may also be available and certificates of attendance will be provided.

It does not matter if your program is comprised of a small, dedicated, and passionate team or has a \$10,000,000 budget. You will be exposed to content and people that will increase the value of your work.

Why should you join the Medicaid Home and Community Based Services pre-conference?

The Medicaid HCBS pre-conference is intended for states that have or are seeking brain injury waivers, those states who are supporting people with brain injury on other waivers, and those states looking for opportunities to support people with brain injury through innovative Medicaid models. No matter what your state Medicaid system looks like, every state is providing home and community-based services for people with brain injury, often at higher levels than can be shown by solely reviewing brain injury waivers. Additionally, people with brain injury often have intertwining social determinants that must be considered, including high prevalence of BI among people connected to criminal and legal systems (40-89 percent), concurrent mental health and substance use disorders (75 percent), experience with housing instability (50 percent), intimate partner violence (75 percent), and other vulnerabilities.

Research indicates that states with better long term services and supports and more brain injury specific supports have higher levels of community participation and life satisfaction for people with brain injury. The Medicaid Home and Community Based Services pre-conference provides a valuable opportunity to learn about some long term services and supports strategies to support people with brain injury, including those with complex needs. There will be sessions on waiver operations and upcoming changes on the horizon impacting states, utilizing advocacy to support HCBS, brain injury informed person-centered care, self-direction, rates settings, and Medicaid demonstration waivers.

Why should you join the Criminal Legal System (CLS) Track?

The prevalence rates of brain injury within the CLS is staggering with a conservative estimate at 65% but reaching as high as 95% in specific vulnerable populations such as female offenders. The Centers for Disease Control and Prevention (CDC) has stated that brain injury in the criminal legal system is a significant public health challenge. This is due to the prevalence and also because:

- Individuals with brain injury have been shown to have a recidivism rate of 69 percent compared to 37 percent of those without a brain injury.
- People with brain injury are more likely to be determined high-risk by probation officers, have a higher rate of felony convictions, and have lower rates of successful probation completion.

- The general population of individuals with brain injury often have concurrent experience with housing instability (50 percent) and intimate partner violence (75 percent), which may be even more prevalent for those who have criminal legal involvement. There is also a high co-occurrence of criminal legal involvement and other vulnerabilities with those who have a past history of brain injury, including, substance use disorders (92 percent), mental health challenges (68 percent), exposure to childhood violence (50 percent), and suicide attempts (28 percent).

Highlighting initiatives across all intercepts of the system, our goal is to bring together brain injury professionals and our CLS partners to learn about the state-of-the-art initiatives happening at the intersection of brain injury and the criminal legal system. There will be sessions on supporting people with brain injury across the sequential intercept model, including deflection, courts, jails, reentry, and probation.

Those choosing to participate in the CLS track will also have access to all the sessions as well as plenary sessions.

Next steps:

1. Prepare your travel proposal using the worksheet and letter template below and the talking points above.
2. Visit our site at nashia.org/sos2024 to gather information needed to help with decisions making (ie. agenda, travel information).
3. Register for SOS.
4. Tell a colleague/peer/co-worker to join you in Eugene, OR for 2024's SOS!
5. Bring your Medicaid Home and Community Based Services AND Criminal Legal System partners with you.



Estimate your costs:

Expense Category	Description	Estimated Cost
Registration	Full Conference Early Bird Rates: Member \$800 Non-Member \$900	\$
Travel (i.e.. Flight, Train)	Estimate your round-trip travel to SOS.	\$
Hotel/Lodging	Stay at the conference hotel for a special rate of \$169/night + 13%tax. ((_____ days x \$169) x 13%)	\$
Local Transportation (to and from hotel)	Estimate your costs of a car rental, taxi, or ride share.	\$
Meals	Many meals are included in the cost of registration. Estimate those meals that are not covered.	\$
Per Diem	(_____ x _____ days)	\$
Mileage Reimbursement	Estimate your distance and multiple by your organization's mileage rate. (_____ miles x . _____ /mile)	\$
Parking Fees	\$22/day (_____ days x \$22)	\$
TOTAL		\$

Letter of Support:

[Date]

[Decision Maker's name]

[Title]

[Organization name]

[Mailing Address]

[City, State, Zip]

Dear [Decision Maker's name],

The National Association of State Head Injury Administrators (NASHIA) is hosting their annual conference in Eugene, Oregon, from September 16 to 19 and I would like to attend. The opportunity to receive immersive training on content related to brain injury as it relates to the organization's work is unmatched at any other national conference. Being able to sit face-to-face with community leaders and peers to network, build relationships, and solve shared challenges is invaluable.

NASHIA's event will be the 35th annual conference hosted, and they have a long history of producing high quality content and facilitating connections with partners. I will be able to bring back knowledge in many areas that span our mission to include home and community-based services programs, brain injury across the ages, behavioral health, the criminal legal system, and many more. Additionally, continuing education will be offered that will increase my value as a team member and as a professional.

Attached is a worksheet with estimated costs associated with my attendance. Being able to focus my time and the organization's resources on this premier event, instead of many other shorter events is a valuable investment. I hope to receive your support for my travel proposal.

Best Regards,

[Your name]

[Title]