

**Name:**

**Date:**

**Modules:** Please complete these in the order below and place a check next to those you have completed. This form is for your own personal use. We have included approximate times for completion of each task.

**Level 1**

1. ☐ Toolkit Table of Contents and Instructions/Checklist (5 minutes)
2. ☐ Welcome to the BIAC letter (2 minutes)
3. ☐ Acronyms List (10 minutes)
4. ☐ Member Roster (5 minutes)
5. ☐ Council History and Vision (10 minutes)
6. ☐ Resources (10 minutes)
7. ☐ Full Participation Guidelines and Accommodations Checklist (optional; 30 minutes)

**Level 2**

8. ☐ Operating Procedures Manual (60 minutes)
9. ☐ Robert's Rules of Order Summary (10 minutes)
10. Organizational Charts:
  - a. ☐ Administration for Community Living (5 minutes)
  - b. ☐ Nebraska State Government (5 minutes)
11. ☐ Registry Overview (5 minutes)
12. ☐ TBI Grant Overview (10 minutes)
13. ☐ Needs and Resources Assessment (60 minutes)
14. ☐ State Plan (30 minutes)

**Level 3**

15. ☐ Legislation and Funding: Table of Contents and Overview (10 minutes)
  - a. ☐ Federal Statutes (optional supplementals; 3 hours)
  - b. ☐ State Statutes (optional supplementals; 3 hours)

**Mentor**

16. ☐ Role description and guide, supports, resources (30 minutes)
17. ☐ Templates (60 minutes)
22. ☐ **Certificate of Completion** (5 minutes)
23. ☐ **Website Table of Contents** (5 minutes)

**Feedback/Comments:** Please email: [vr.infobiac@nebraska.gov](mailto:vr.infobiac@nebraska.gov)