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The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Massachusetts Rehabilitation Commission
Community Based Services
Statewide Head Injury Program
600 Washington Street
Boston, MA 02111-1704

(617) 204-3852
1 (800) 223-2559
Voice/TDD (617) 204-3817
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Applicant

Dear Applicant,

Thank you for contacting the Statewide Head Injury Program (SHIP). SHIP is a department within the Massachusetts Rehabilitation Commission that provides a range of supports and services for individuals with a traumatic brain injury. For your convenience, we have enclosed a brochure that further details these services.

The eligibility process for the Statewide Head Injury Program consists of the following:

- Completing and returning the enclosed MRC SHIP application in the enclosed self-addressed, stamped envelope. *Please make sure that you, or your court-appointed guardian, sign the application on both page 5 and 7.*
- Once we receive your application back, the application process will continue. You will next receive from us specific Medical Release forms for each hospital that you list on page 4 of your application. These are the hospitals where you identified receiving treatment during the time of your head injury. *You, or your court-appointed guardian, will need to sign, date and initial each one of these releases and mail them back to us in the envelope provided.*
- Once these releases are received, we will then mail these releases to the hospitals identified to obtain the necessary medical records.
- When we receive adequate medical records from the hospital(s) to document your traumatic brain injury, your application will then be clinically reviewed for an eligibility determination.
- When a determination has been made, you will be notified both in writing and additionally contacted by a regional coordinator here in the SHIP program.

Please note that the complete application process can take several months, however, the sooner you return the completed application and the medical releases, the quicker the process will progress. Thank you for your application and please do not hesitate to contact me at 617-204-3852 for additional guidance or questions. If you need additional resources or information, the Brain Injury Association of Massachusetts, is also available to assist you. Their brochure is enclosed for your convenience and we encourage that you contact them.

Sincerely,

Catherine Lovings, Eligibility Coordinator

Enclosures: SHIP application, SHIP brochure, BIA-MA brochure