

Process for Requesting EI/ECSE Hearing Screening or Evaluations: August, 2015

A request can be made for a *hearing screening by an audiologist*, when:

- One or more hearing screenings were attempted by EI/ECSE, with an *unable to test* result due to the child's reluctance to participate, and the SLP believes that conditioning will not improve the child's willingness to participate.

A request can be made for a *hearing evaluation by the audiologist*, when:

- The child has failed two hearing screenings completed by EI/ECSE or other providers.
- The child has a condition that puts him/her at risk for a hearing impairment and no other conclusive hearing evaluations are available.
- The child failed his/her newborn hearing screening and the family has limited resources to follow up with medical providers.
- A child has a fluctuating hearing loss or one deemed to require regular monitoring.

The request process is detailed below:

1. The EI/ECSE service coordinator completes the request form and sends it to his/her supervisor with any evidence to support the need for a screening or evaluation.
2. Supervisor will review, sign, and will complete a Form 30A if needed, and send this documentation to Vicky. Vicky will track each request, send forms to Nancy for her signature, and will forward to Roy (if Form 30A is involved) or Sonia (if no payment is required) once Nancy has returned the request.
3. Sonia will schedule the appointment with the family.
4. The screening or evaluation will be completed by Bret. This will not be considered a special ed. referral at this point and consent for evaluation will not be obtained. Bret may use his professional judgment to move from a screening to an evaluation during a screening appointment.
5. Bret will send reports/audiograms to service coordinator noted on request form and will include information regarding the results in the ecWeb contact log. The service coordinator will follow up regarding next steps, if applicable.
6. If results of a hearing evaluation indicate a qualifying hearing loss, the service coordinator has two options for determining HI eligibility and initiating the HI Regional Referral:

- a. Schedule a meeting with the child's team to review the hearing and other evaluation results to determine HI eligibility. At this meeting, the consent for evaluation would be obtained using a file review process (note the date(s) of hearing evaluation(s) and other information to support the impact of the disability.) If HI eligibility is determined, the service coordinator would complete the HI Regional Referral process to **Request for Services** (follow all steps of process.)
- b. If the child's team would like the HI Specialist to be present at the HI eligibility meeting, the service coordinator should submit the HI Regional Referral for **Request for Assistance with Eligibility Determination** once the results are obtained and **before** the HI eligibility meeting. Steps for the process should be followed (a consent for evaluation must be included with this request.)