



**SNOWFLAKE UNIFIED SCHOOL DISTRICT #5
HEALTH SERVICES**

PROCESS FORMAT FOR HEARING SCREENING

The school district will establish and implement procedures which meet legal requirements for providing hearing evaluation services.

STRUCTURE CRITERIA

1. School policy and procedures regarding the school's hearing screening program are congruent with applicable state and federal laws.
2. The Health Staff and/or designated persons are actively involved in planning and/or implementing hearing screening program activities.
3. Appropriate training is available for persons conducting hearing screening examinations. (Training is provided by the Arizona Department of Health Services (ADHS) Hearing Conservation Program (HCP).
4. Resources for hearing evaluation, medical treatment, counseling and/or modification of education programs are identified in the community.
5. Appropriate facilities for conducting hearing screening activities are provided in the school setting.
6. Equipment and supplies are available for implementing the hearing screening program.
7. Resources for annual calibration of school-owned equipment are identified.
8. The students' school health records and Arizona School Health Annual Report and HCP Report forms are available in the school setting.
9. A data management system for follow-up of health concerns exists in the school setting.
10. Means of communicating with other school personnel, parents, and health care providers regarding hearing screening concerns are established.

**SNOWLAKE UNIFIED SCHOOL DISTRICT #5
HEALTH SERVICES**

HEARING SCREENING PROCESS CRITERIA

The Health Staff or designated personnel should:

1. Plan and prepare for hearing screening activity.
 - a. Identify:
 1. Students to be tested. (A.A.C. R9-13-107)
 2. Type of tests to be performed.
 3. Students who have disabilities/conditions requiring special testing techniques. Determine what procedures will be used and who will perform them.
 - b. Schedule students, testing locations, equipment, and related health education activities.
 1. Testing should be done at the beginning of the school year so remedial measures may be taken as soon as possible.
 2. One tester can perform pure tone screening at the rate of 20-25 students per hour. (Depending on age group and comprehension).
 3. Time should be allocated for setting up equipment.
 4. Examine room selected to be sure that it is quiet and that there are sufficient electrical outlets.
 - c. Establish a procedure to notify parents that hearing screenings will be conducted.
 - d. Notify teachers of scheduled screening times. Ask teachers to identify any students about whom they are particularly concerned. Request that on the day their class is to be tested, they provide a list of students who are absent (this is done for follow up purposes).
 - e. Recruit and train volunteers.
 - f. Verify that audiometers have received an annual calibration check.
 - g. Obtain necessary supplies.
 - h. Review existing data management system:
 1. How will screening and follow up be recorded?
 - a. Testing and follow up data. (See Exhibit 1.)
 - b. School Health Record.
 - c. Hearing Conservation Report.
 - d. Procure forms needed for data collection and reporting.
2. Carry out mass screening procedures in accordance with applicable laws (A.A.C. R9-13).
 - a. Prepare the screening room.
 - b. Check audiometers.
 - c. Conduct and supervise screenings.
3. Conduct/arrange for hearing screening of students requiring special testing procedures.
4. Conduct or supervise screening of students who were absent on previous screening dates.
5. Evaluate test results according to pass/fail criteria given in A.A.C. R9-13-104 and A.A.C. R9-13-105.

- a. Report results and interpret them as needed to students, parents and teachers.
 - b. Identify students who did not pass and reschedule them for retesting in 4-6 weeks.
 - c. Once retesting for pure tone is complete failures will be referred to the consortium audiologist.
6. The audiologist will use results obtained from retesting to make proper referrals:
 - a. Medical Referrals
 - b. Audiological Referrals
 - c. "Noise Letters"
 - d. Students "at risk"
 7. Conduct vision testing for any students with hearing problems who have not recently been tested for vision. Sighted students with hearing impairments rely on vision for lip reading and obtaining other information from the environment.
 8. Retest "at risk" students as required.
 9. Follow up on referrals:
 - a. Contact parent or guardian if no response is received as a result of a referral letter sent to the home.
 - b. Communicate to teachers and other school personnel regarding referral results as needed.
 10. Refer students with documented hearing loss for evaluation for special education placement and services as required.
 11. Record test results and referral/follow-up information in individual student's computer health record.
 12. Evaluate hearing screening program activities on an on-going basis and make changes in procedures as needed.
 13. Compile data for annual written report.
 14. Document program participation on the Arizona School Health Annual Report.
 15. Evaluate Hearing Screening Program at the end of the school year and document changes to be made in the program procedures for the upcoming year.

**SNOWFLAKE UNIFIED SCHOOL DISTRICT #5
HEALTH SERVICES**

VISION SCREENING PROCESS CRITERIA

The Health Staff or designated personnel should:

1. Plan and prepare for vision screening activity:
 - a. Identify:
 1. Students to be tested. (See Vision Screening Guidelines for current requirements as to which students must be tested).
 2. Types of tests to be performed.
 3. Students who have disabilities/conditions requiring special testing techniques. Determine what procedures will be used and who will perform the tests. (See 'Vision Screening Difficult To Test Children' in the Vision Screening Guidelines.)
 - b. Schedule students, testing locations, equipment, and related health education activities.
 - c. Establish a procedure to notify parents that vision screening will be conducted; notification in advance allows the student to prepare to bring glasses and/or contacts if they wear them.
 - d. Notify teachers and/or secretaries of scheduled screening times. Ask teachers to identify any students about whom they are particularly concerned. Request that on the day their class is to be tested, they provide a list of students who are absent (for follow-up).
 - e. Recruit and train volunteers.
 - f. Obtain necessary supplies.
 - g. Review the existing data management system:
 1. How will screening and follow-up data be recorded?
 - a. Screening and follow-up data. (See EXHIBIT 1 and Vision Screening Guidelines).
 - b. School Health Record.
 - c. Annual Vision Screening Survey.
 - h. Procure forms needed for data collection and reporting; develop new forms as required (i.e., forms for referring to the Lion's Club).
2. Carry out mass vision screening procedures in accordance with Vision Screening Guidelines.
3. Conduct/arrange for vision screening of students requiring special testing procedures. (See 'Vision Screening Difficult to Test Children' in Vision Screening Guidelines.)

4. Conduct or supervise screening of students who were absent on previous screening dates.
5. Evaluate screening results.
6. Rescreen all students who failed initial vision screening.
7. Use results obtained from screening to make proper referrals for complete eye examinations. Refer to the 'Parent Notification Regarding Vision Problem' letter.
8. Follow-up on referrals as recommended:
 - a. Initial notification letter mailed.
 - b. Follow up phone call in 30 days.
 - c. Second notification letter mailed in 60 days.
9. Refer students with documented vision loss as appropriate for evaluation for Special Education placement and services. (Refer to 'Protocol for Referral for Low Vision' examination or 'Specialized Health Care Needs' in the 'Vision Screening Guidelines'.)
10. Record screening results and referral/follow-up information in individual student's computer health file.
11. Evaluate vision screening program activities on an on-going basis and make changes in procedures as required.
12. Compile vision program data for and submit annual written reports to ADHS.
13. Document program participation on the Arizona School Health Annual Report.
14. Evaluate vision screening program at the end of the school year and document any changes to be made in program procedures and training for the upcoming year.

4. Conduct or supervise screening of students who were absent on previous screening dates.
5. Evaluate screening results.
6. Rescreen all students who failed initial vision screening.
7. Use results obtained from screening to make proper referrals for complete eye examinations. Refer to the 'Parent Notification Regarding Vision Problem' letter.
8. Follow-up on referrals as recommended:
 - a. Initial notification letter mailed.
 - b. Follow up phone call in 30 days.
 - c. Second notification letter mailed in 60 days.
9. Refer students with documented vision loss as appropriate for evaluation for Special Education placement and services. (Refer to 'Protocol for Referral for Low Vision' examination or 'Specialized Health Care Needs' in the 'Vision Screening Guidelines'.)
10. Record screening results and referral/follow-up information in individual student's computer health file.
11. Evaluate vision screening program activities on an on-going basis and make changes in procedures as required.
12. Compile vision program data for and submit annual written reports to ADHS.
13. Document program participation on the Arizona School Health Annual Report.
14. Evaluate vision screening program at the end of the school year and document any changes to be made in program procedures and training for the upcoming year.

SNOWFLAKE UNIFIED SCHOOL DISTRICT VISION AND HEARING SCREENING

For your information, the recommended grades for hearing screening in schools is the following:

Hearing - Pre-K
Kindergarten
First grade
Second grade
Sixth grade
Ninth grade
All new students

The required grades for vision screening in schools is the following:

VISION - Pre-K
Kindergarten
First grade through

Sixth grade

Seventh grade
Ninth grade
All new students

If a child fails the vision screening, they are rescreened in two - three weeks. This allows any students who may have had colds or allergies a second chance before referrals. If the student fails the vision screening for a second time, a letter is sent by mail to the parents with the results and recommendation to follow up with an Optometrist. If the student fails the second hearing screening, the student is scheduled to be seen by our consortium audiologist for verification of a hearing loss. (This is at no cost to the parents.) If the audiologist substantiates a hearing loss, a letter is sent by mail to the parents with the results and recommendations.

If your child is not in a required and recommended grade and you have a concern about either their vision or hearing, please feel free to contact the Health Staff and we will gladly screen your child for you as soon as mandated grades are complete.