

Hearing Conservation and Audiology Services

5100 Adolfo Road, Camarillo, CA 93012

805-437-1380 • FAX: 805-389-4297

Email: hearing@vcoe.org

www.vcoe.org/hearing

VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

Hearing Screening Information Elementary Schools

Important preparation steps:

- ☐ *Send teachers a reminder of the screening dates.* Activities such as field trips and assemblies should be avoided on screening days.
- ☐ *Reserve a quiet room with electrical outlets and a campus phone.* An empty classroom, conference room, or the library are rooms that typically work well. The room should be large enough to house a testing station for the audiometrist(s) and enough space for a full class of pupils to wait.
- ☐ *Prepare class lists.* Print two sets of class lists that are free of other markings. Class lists should include:
 - Names and birthdates of all students in alphabetical order by last name
 - Student referrals for non-mandated grades (1, 3, 4, 6, 7). Indicate these referrals by highlighting the names of these students on the class list.
 - Indicate **DNT (Do Not Test)** next to the names of all students whose parents decline hearing screening.
- ☐ *Prepare testing room and materials prior to testing day.* School audiometrists typically arrive ½ hour before school starts to prepare for testing. Inform office staff to have all materials and the room ready prior to their arrival. Materials include:
 - Two sets of class lists
 - One copy of the student *Recheck List* sent from the Hearing Conservation
 - Signed *Verification of Parent Requests to Not Test* (page 3 in this packet)
 - A bell schedule, school map, and teacher lists with phone extensions
- ☐ *Share this information with the principal as well as the page titled School Principal Information.*

Additional detailed information is included in this packet. Thank you for your assistance. We value your time and are always open to ideas and suggestions for simplifying this process. Feel free to call us at (805) 437-1380 with any questions or suggestions, and please be sure to complete the enclosed Evaluation of *VCOE Hearing Conservation Services* form. Your feedback is appreciated.

VCOE Hearing Screening Program

School Principal Information

For efficiency, it is important to avoid scheduling hearing testing on dates the school has assemblies, field trips, drills, etc.

In accordance with California Administrative Code, Title 17, Section 2951, the following pupils require state mandated testing:

- All pupils in grades: kindergarten, second, fifth, eighth and tenth (unless an annual waiver has been approved for Grade 10)
- Pupils entering the California public school system for the first time
- Pupils enrolled in Special Education programs should have a hearing test when enrolled in the program and every third year thereafter (triannual IEP)

Additionally, the following should have their hearing tested:

- Pupils who have been referred for testing by school staff or families
- Designated pupils with previously identified hearing problems

Notice of mandated health screenings, including hearing screening, is typically included in the *Annual Notification and Parents' Rights & Responsibilities*. Parents should be informed they have the right to submit a written request if they prefer their child not participate in screening programs. VCOE Hearing Conservation must be informed of each Do Not Test parent request by notation next to the student's name on the *Class List* for screening as well as the *Recheck List*. The **Verification of Parent Requests to NOT TEST** form (page 3 of this packet) must be signed by an appropriate school staff member and presented to the audiometrist on screening day.

Screening will be conducted by certificated school audiometrists or audiologists.

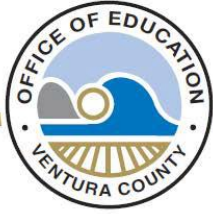
A quiet room with electrical outlets is needed throughout the screening day. It is understood that space is usually extremely limited at school sites and all efforts to secure a quiet screening space are appreciated. The screening results provide information that is critical for pupils' success as learners.

In two to six weeks an audiometrist will return to retest pupils whose initial results were outside the normal range, as well as those pupils who were absent. Again, a quiet room with electrical outlets is needed.

Hearing screening results will be given to the school nurse or designated staff member who handles pupil records and parent notifications.

Please call Hearing Conservation at (805) 437-1380 if you have any questions.

Thank you.



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TO: School Nurses

FROM: Hearing Conservation and Audiology Services

SUBJECT: **Verification of Parent Requests to NOT TEST**

Typically, information about health (hearing) screenings is sent to families in the *Annual Notice of Parents' Rights & Responsibilities* in a section about Mandated Health Screenings. Parents are informed that if they do not want their child tested at school, they should notify the school in writing. When these requests are received, the pupil files should be noted as **DO NOT TEST**.

Failure to honor DO NOT TEST requests can result in serious legal consequences. Ask that the names, grade and room number of all referrals for hearing screening be sent to your office well in advance of the screening date so that records can be checked for **DO NOT TEST** requests, and all lists for hearing screening can be clearly noted.

If the audiometrist(s) receives additional referrals the day of the screening, they will ask that the referrals be checked through the office to verify the parent has not declined testing.

Please have the person who prepares the *Class Lists* and *Recheck List* verify that pupil records have been checked for parental Do Not Test requests by signing the tear-off below. Attach this to the *Class Lists* that have been prepared for the audiometrist(s). They will ask for this verification if it is not present. Thank you.

To the best of our knowledge, all records have been checked for parent DO NOT TEST requests and DO NOT TEST (or DNT) has been noted on the *Class Lists* and *Recheck List* as appropriate.

Name

Title

School

District

Date

"Commitment to quality education for all"

Elementary School Guidelines – Hearing Screening

Class Lists

In accordance with California Administrative Code, Title 17, Section 2951, the following State mandated hearing screening:

- All pupils in grades: kindergarten, second, fifth, eighth
- Pupils entering the California public school system for the first time
- Pupils enrolled in special education programs, other than those enrolled for hearing, should have a hearing test when enrolled in the program and every third year thereafter (within 12 months prior to triannual IEP)

Additionally, the following should have their hearing tested:

- Pupils referred for testing by school staff or parents
- Designated pupils with previously identified hearing problems (Recheck List)

Prepare *Class Lists* for all classrooms in the school, since referrals, rechecks and students new to California Public Schools may come from grades other than the mandated grades (mandated grades = K, 2, 5, 8).

- Highlight names of students in non-mandated grades indicating they need to be tested.
- Note Parent requests to **DO NOT TEST ("DNT")** on Class Lists and Recheck List.

Please provide TWO complete sets of *Class Lists* for all classes in EVERY grade level.

The lists should be free of markings except for:

- Pupil identification number
- Pupil name – *alphabetical by last name, first name*
- Grade
- Pupil birth date
- Teacher name/room number
- DNT, a star, or highlight as described below

Example of Class List to provide to audiometrist:

Alphabet Way School/XYZ Unified

Class List

Teacher: Mrs. Incredible

Room: A1 Grade: 2/3

Student		Date of Birth	ID #	Grade	
Bumble, Bea		02/03/04	645612	2	
Serpent, Cecil C.	★	03/25/04	543216	2	(star = Recheck)
Muskrat, Susie	DNT	10/20/04	123456	2	(DNT = Do Not Test per parent)
Quest, Johnny	REF	12/01/03	234561	3	(highlight or REF = referral to test)

Screening results will be noted on *Class Lists*, and will be left at the school. Use this information to update pupil records. Keep the lists. They serve as the *Retest List*. Those pupils marked F (failed screening) or Abs (absent) will be screened on the Retest Date which is two to six weeks after the Initial Screening.

Recheck Lists (Elementary Schools)

Prior to the Initial Screening date, Hearing Conservation sends the school a list (*Recheck List*) of students whose results from previous years indicate a need to be rechecked. For each student listed, indicate:

- Grade
- Room Number
- Do Not Test (if applicable)
- If student is no longer enrolled in the school, mark “gone” and enter where they transferred to, if known

Have this completed by screening day for all students listed. Or, if possible, email (Hearing@vcoe.org) or fax (805-389-4297) the completed list to the Hearing Conservation Office at least one week prior to the Initial Screening date.

Students on the *Recheck List* have previous records and often require more extensive testing. Student names that appear on the *Recheck List* should be marked with an asterisk on all class lists to the right of the student’s name.

Recheck List Example:

**Ventura County Office of Education
Hearing Conservation-Screening Services**

**Hearing Screening Recheck List
2017-2018
School/District**

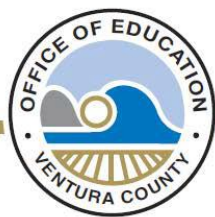
Include grade and room numbers for all students

Last Name	First Name	Date of Birth	ID	History Type	Grade	Room	Transferred to Where?

Retest Information

- ☐ Retest will be scheduled two to six weeks following the Initial Screening date. In most cases, the Retest date will be set at the time Initial Screening dates are scheduled.
- ☐ The *Class Lists* from the Initial Screening date serve as the *Retest Lists*. Those students marked as failed (F) or absent (Abs) will be screened on the Retest date.
- ☐ Reserve a quiet room for retesting (classroom, conference room, library, etc.) with electrical outlets and a campus phone for contacting teachers. Students may be called from the office as needed for screening if a telephone is not available.
- ☐ Parent Letters. When an audiometrist notes a possible medical or audiological concern, a parent letter is completed and left at the school to be sent home. This letter asks for a report from a physician or audiologist. Please send Hearing Conservation a copy of any completed *Physician's Reports and/or Audiology Reports* returned to the school. Likewise, copies of *Physician's Reports* received in Hearing Conservation will be sent to the school. Please notify the Hearing Conservation office if you receive information from a parent regarding their child's hearing or ear health.
- ☐ *Annual Report of Hearing Testing* (PM-100). By June 30 each school year, the Annual Report of Hearing Testing (PN100) is due to California Department of Health Care Services, Systems of Care Division, Hearing Conservation Program in Sacramento. Late in spring, VCOE Hearing Conservation sends schools/districts the screening numbers for the school year. The district Annual Report can be completed using the PM100 form available on the California Department of Health Care Services website:

<http://www.dhcs.ca.gov/formsandpubs/forms/forms/childMedSvcForms/PM100.pdf>



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Hearing Screening Survey

In order to better serve you, we ask that you complete the following questionnaire. Please circle the number from 1-5 that best describes your experience with the hearing screening program this year.

5 = Strongly Agree

4 = Agree

3 = Neutral

2 = Disagree

1 = Strongly Disagree

1. You are important to us. We value your time and expertise.
 - A. I received information for planning the hearing screening program in a timely manner. 5 4 3 2 1
 - B. The information I received was appropriate for my planning needs. 5 4 3 2 1
2. It is important that special circumstances and scheduling needs are considered when your hearing screening dates are arranged.
 - A. The scheduling constraints at our school were considered when hearing screening was arranged. 5 4 3 2 1
3. The Audiology staff members are highly trained and qualified to serve your students and staff.
 - A. Audiometrists/Audiologists were prepared and organized. 5 4 3 2 1
 - B. Audiometrists/Audiologists were courteous and pleasant. 5 4 3 2 1
 - C. Audiometrists/Audiologists considered the special needs of students and staff. 5 4 3 2 1
4. It is important that VCOE provide you with efficient and comprehensive services.
 - A. The results of the hearing screening were received in a timely manner. 5 4 3 2 1
 - B. The results and recommendations from the hearing screening were easily understood. 5 4 3 2 1
5. Your comments are respected and valued.
 - A. Overall, the program services were satisfactory. 5 4 3 2 1
 - B. My questions and concerns were addressed promptly and in a satisfactory manner. 5 4 3 2 1

Comments: _____

Optional: School Name

Optional: Position of individual completing evaluation

Date

Please return this form to Ventura County Office of Education, Hearing Conservation via the school mail. Thank you for your time.

Questionnaire adapted from ASHA #111909, 1994

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