



## Hearing Conservation and Audiology Services

5100 Adolfo Road, Camarillo, CA 93012

805-437-1380 • FAX: 805-389-4297

Email: [hearing@vcoe.org](mailto:hearing@vcoe.org)

[www.vcoe.org/hearing](http://www.vcoe.org/hearing)

# VENTURA COUNTY OFFICE OF EDUCATION

Stanley C. Mantooth, County Superintendent of Schools

## Referral/Authorization for Hearing Services 2019-2020

### Client Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ M F Grade \_\_\_\_\_ School \_\_\_\_\_  
District of Attendance \_\_\_\_\_ District of Residence (if different) \_\_\_\_\_  
IEP? Yes No IEP Type: DHH VI OI Other \_\_\_\_\_  
Is this an initial IEP assessment for a child with documented hearing loss? Yes No This student has a 504 Plan  
Home Language \_\_\_\_\_ Interpreter Needed Parent's Name/Phone \_\_\_\_\_

### Referred by

Name \_\_\_\_\_ Title/Role \_\_\_\_\_  
School/Agency \_\_\_\_\_ District/City \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Case Manager (if different) \_\_\_\_\_ Email \_\_\_\_\_  
Teacher (if different) \_\_\_\_\_ Email \_\_\_\_\_

### Type of Referral: (See instructions attached)

Hearing Test\* Educational Audiology Consult/Services Equipment Purchase Services  
Aided Testing Hearing Assistive Technology (HAT) Central Auditory Processing Assessment (CAP)  
Other: \_\_\_\_\_

**\*Authorization effective for current school year**

### Reason for Referral

Indicate any timelines that need to be met: \_\_\_\_\_

Primary Concern:

Attachments: Audiological Records from other Sources 504 Plan

### Authorization for Billing (Required at time of submission; not required for low incidence eligible students)

Administrator (District of Attendance) \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**If the student is attending a school outside of their DOR, and SELPA funding is not applicable, the DOR will be billed for the services and HAT equipment. Authorization will be needed from BOTH designated district administrators.**

District of Residence – Administrator \_\_\_\_\_ Signature \_\_\_\_\_  
Title \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

## Instructions for Completing the Referral/Authorization Form

This referral/authorization form is required from Hearing Conservation.

1. Client Information
  - a. Enter the name and date of birth; put any nicknames in quotes.
  - b. Complete district information. If the child is not yet attending school, still put in the District of Residence (DOR). If the student is attending a school outside of their DOR, and SELPA funding is not applicable (per below), the DOR will be billed for the services and any HAT equipment. Be sure to indicate both the District of Attendance (DOA) and DOR. Authorization will be needed from designated administrators for both the DOA and the DOR.
  - c. Indicate whether the student has an IEP; if so, whether the primary or secondary eligibility is Deaf/Hard of Hearing (D/HH), Visual Impairment (VI), or Orthopedic impairment (OI), or whether this is an initial IEP assessment for a student with a documented hearing loss (therefore, a student pending D/HH IEP eligibility).
2. Referred By: Enter all information for the referring person, IEP or 504 case manager and primary teacher.
3. Type of Referral: See table below for description of the service options, costs and scheduling process.
  - *Services and HAT equipment for students with low incidence IEP eligibility (D/HH, VI, OI) are funded through SELPA.*
  - *Funding for services/HAT for all other students are the responsibility of the school district and must be pre-authorized.*
4. Reason for Referral: Briefly explain the reason for the referral and indicate assessment timeline, IEP date, and/or any other deadlines that need to be met. Forward copies of all available (non-VCOE) audiology records.
5. Authorization for Billing: It is the responsibility of the referring professional to **first obtain authorization** for services (and, therefore, approval to bill the district/agency) from the **designated administrator** (e.g. Director) **prior** to submitting this form.
6. To submit this request: Save/Print a copy for your records; forward to Hearing Conservation.

Hearing Conservation Services and Cost			
Service / Referral Type	Description	Cost	Scheduling Process
<b>Hearing Test</b>	Comprehensive testing at VCOE to determine the presence and characteristics of hearing loss and to link the family to needed services in the community and school	\$130	After submitting this form, instruct parent to call our office to schedule an appointment.
<b>Aided Testing</b>	Testing at VCOE to determine a student's auditory abilities while using their current amplification devices (hearing aids or cochlear implants)	\$200	After submitting this form, instruct parent to call our office to schedule an appointment.
<b>Educational Audiology Consult/Services</b>	School-based services for a student with hearing loss, including assessment, consultation, teacher in-servicing, IEP attendance, etc.	\$130/hour	After submitting this form, the educational audiologist will contact you to initiate services.
<b>Hearing Assistive Technology (HAT)</b>	Purchase of HAT and related services (estimated at 5 hrs./yr.), including set up of equipment and training of teacher(s) and students at the school site.	Equipment invoice and \$130/hour for services	After submitting this form, the educational audiologist will contact you to initiate services.
<b>Central Auditory Processing Assessment (CAP)</b>	Assessment at VCOE for central auditory processing includes testing, report, IEP participation and consultation with school team, parents, and others involved.	\$1,500	After submitting this form, refer to the <i>Central Auditory Processing (CAP) Scheduling Process</i> , and forms for scheduling CAP assessments.
<b><u>Other</u></b>	Briefly state the needed services	\$130/hour	We will contact you to initiate services.

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Rev. 06/13/19