

# Local Public Health Hearing Screening Checklist

## EARLY HEARING DETECTION AND INTERVENTION

### Referral and follow up process

1. MDH sends referral via email to local public health key contacts.
2. A local public health nurse is assigned to the case.
3. A local public health nurse uses the case ID on the follow up form for tracking and reimbursement.

### Follow up checklist

#### 1. Verify contact information

- Consult current electronic databases (Electronic Medical Record, MIIC, MA eligibility, SSIS) or primary care provider to verify contact information is current, correct, and/or that the family is still residing in county.
- If it is a current client, follow up with a family home visiting nurse to identify best contact information or other considerations that could lead to a successful contact.

#### 2. Contact family

- Contact parent/guardian by phone. If no answer, leave a voicemail. If no response is received within one week, contact the family by phone again. If no answer, leave a second voicemail.
- Send a letter to the parent/guardian. The letter should include information about the importance of the newborn hearing screening test, such as [REFER Result Hearing Screen Result Notification](http://www.health.state.mn.us/people/newbornscreening/materials/hearingrefer.pdf) ([www.health.state.mn.us/people/newbornscreening/materials/hearingrefer.pdf](http://www.health.state.mn.us/people/newbornscreening/materials/hearingrefer.pdf)).

#### 3. Contact primary care provider

- Send a letter by fax to the PCP along with the HIPPA release form. The letter should include the reason for contact, a request for the family's current contact information, and a request that the PCP address the importance of hearing rescreening at the child's next well child visit.

- Call the PCP's staff within 1-2 days to get updated contact information (the PCP should now have the HIPPA release form and letter).

#### 4. Follow up

- If an updated phone number is found, contact the family by phone. If no answer, leave a voicemail. If no response is received within one week, text the primary contact phone number.
- Once connected with the parent/guardian, find out the reason they did not schedule or missed their child's rescreening appointment. Verify if another appointment has been made. Document this information in whatever manner your agency prefers.
- Contact audiologist to get a copy of the final screening and/or diagnostic results and verify that they were sent to the public health lab.

### Notes

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