



**COUNTY OF SAN BERNARDINO**  
**PRESCHOOL SERVICES DEPARTMENT**  
**POLICY**

**NO. 01 HS ISSUE 2**

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**EFFECTIVE: 03-05-14**  
Updated

**SUBJECT:**  
**HEARING SCREENING PROCEDURE FOR INFANTS,  
TODDLERS, AND CHILDREN**

**APPROVED: 03-05-14**  
*Diana Alexander*  
**BY: Diana Alexander, Director**

**PURPOSE**

Undetected hearing loss in early childhood causes developmental delays. Normal development of speech, language and behavior is directly related to how well a child hears. Early intervention when a hearing loss is detected can have a tremendous impact on a child's normal development. Preschool Services Department is committed to screening every Head Start child for undetected hearing loss. Every Head Start child suspected of having hearing loss will be referred for definitive audiological evaluation.

**POLICY**

1. All Head Start children will receive an audiometric screening by a certified Program Generalist within 45 days of enrollment.
  - Generalist should attempt to get the screening within the first 30 days but no longer than 45 days
  - Generalist will submit the hearing screening date to the Health Education Specialist one week prior to the beginning of school.
  - Before screening, Screening Consent Form should be signed by parent and filed in the child's file.
  - Only Child Health Disability Prevention (C.H.D.P.) approved audiometers with a current calibration date can be used.
  - Generalist must attend a C.H.D.P. Audiometric Screening Seminar Training every four years to maintain their level of skills and competency.
2. Infant and toddlers - Upon recommendations from the Health Advisory Committee (Audiologist), an exam by the doctor on the physical constitutes a hearing screening. If this is not done, a completed questionnaire will meet the requirements for the Early Periodicity Schedule.
3. Generalist will communicate and work together with classroom teachers to make sure children have been educated and emotionally prepared for the screening.
  - Every effort will be made to make the screening process computable and enjoyable for the child:
    - Avoid using terms such as hearing "Test" and "Failed".
    - Call procedure a "game with our ears"
    - Failure of this screening is considered a "did not respond" and needs further evaluation.
    - Greet the child with a smile

- Send child away feeling like a winner.

## REFERENCE

Head Start Performance Standards 1304.20 (B)(1) & 1308.6(b)

## PROCEDURE

### Completion of Screening

A screening is considered completed by a medical provider if they indicate:

1. Numerical Results
2. Within Normal Range/Limits
3. Passed
4. No Problem Suspected

*Note: Conversations with the Counties CHDP Liaison Officer indicated that the County Health Department will consider a hearing screening by a medical provider to be completed and will authorize payment for that screening to a CHDP medical provider if any of the above four notations are indicated.*

A screening performed by a trained PSD staff is considered complete when:

1. Child completes and passes the screening with numerical results
2. The child does not complete and pass the first screening and does complete and pass a re-screening with numerical results
3. Child does not respond correctly at one or more frequencies during the entire (STEP A-G) hearing screening and has been rescreened.

*Note: In the case of # 3 above, the child has completed and failed a **screening** and a referral is given to the parent for a medical provider to complete further **assessment** and appropriate **treatment**.*

Screening is **not** considered to be completed if the person screening the child indicates or states any language such as:

1. Child non-cooperative
2. Child refused
3. Child unable to screen/test
4. Child lost focus

## SCREENING FOR CHILDREN 3-5

### Preparation:

1. Set up the screening area. The screening area should be in a quiet area free from distractions (away from traffic areas, phones, etc.)
2. Use a square or rectangular child sized table. This is preferred because a round table allows the child to scoot away from the evaluator.
3. When screening more than one child at a time, the child's chairs must be matching in size and color. This prevents argument/ competitions.
4. The blocks used for the screening must be matching in size and color (prevents decision making).
5. Position the children (1 or 2 at a time) so that you can see their faces, but they cannot see your hands working the controls of the audiometer.

Audiometer:

1. Check the calibration date
2. Plug it in
3. Check the headphones for loose connections/ static. Listen to both right and left headphones at all frequencies, checking 25 and 50 decibel (dB) levels

**For a complete screening, STEPS A-H must be completed.**

**STEP A-E pertains to Conditioning and STEP F-H is the Screening.**

Conditioning:

STEP A:

1. Audiometer must be set to 90 dB, 4000 Hz, right ear, earphones on table
2. Blocks and basket on table
3. Press/ Present the tone and the audiometer will beep. Say "WOW" after the beep
4. Repeat #3

**Note:** Do not ask questions, i.e. did you hear that beep?

STEP B:

1. Audiometer must be set to 90 dB, 4000 Hz, right ear, earphones on table
2. Blocks and Basket on table
3. Give a child a block, you take a block
4. Instruct the child to put the block in the basket when he/she hears the tone (BEEP SOUND)
5. Press/ Present the tone
6. You go first; let the child see what is required of them

STEP C:

4. Audiometer must be set to 90 dB, 4000 Hz, right ear, earphones on table
5. Blocks and basket on table
6. Give a child a block, you take a block
7. Say to the child, "Let's see how fast you can put the block in the basket". When you hear the tone put your block in fast
8. Press/ Present the tone
9. Let the child win
10. Praise appropriate response

STEP D:

1. Audiometer must be set to 90 dB, 4000 Hz, right ear, earphones on table
2. Blocks and basket on table
3. Give child a block, you do not take one
4. Instruct the child, when you hear the beep put the block in the bowl
5. Press/ Present the tone
6. Child responds alone
7. Praise appropriate response

STEP E:

1. Audiometer must be set to 50 dB, 4000 Hz, right ear, EARPHONES ON
2. Blocks and bowl on table
3. Give child a block, you do not take one
4. Press/ Present the tone
5. Child responds alone
6. Praise appropriate response

**If child responds to this step continue onto STEP F.**

**If the child does not respond, continue with STEP E below.**

7. Switch ears and repeat STEP E, Move on to STEP F, if child responds. If child does not respond, keep reading below
8. Recondition B, C, & D and Repeat STEP E. Move onto STEP F if child responds. If there is still no response, **Rescreen child in 2 weeks**

Screening:

STEP F:

1. 20/25 dB, checking for RIGHT ear
2. Give a child a block
3. Present “Beep” at: 4000 Hz, 3000 Hz, 2000 Hz and 1000 Hz

**If child responds to this step continue onto STEP G.**

**If the child does not respond, continue with STEP F below.**

4. Recondition at 50 dB. This is done at the Hz in which NO response was elicited. If child responds Repeat Hz at 20/25 dB. If child does not respond, go to the next Hz at 20/25 dB
5. At any time if the child responds at this point, Complete screening at this ear and proceed to STEP G
6. If child does not respond, go to STEP G to check left ear and document your findings for the complete right ear screening

STEP G:

1. 20/25 dB, checking for LEFT ear
2. Give a child a block
3. Present “Beep” at: 1000 Hz, 2000 Hz, 3000 Hz, and 4000 Hz

**If the child responds to STEP G continue on to STEP H.**

**If the child does not respond, continue with STEP G below.**

4. Recondition at 50 dB. This is done at the Hz in which no response was elicited. If child does not respond go to next Hz at 20/25 dB
5. If the child responds at 50 dB, repeat Hz at 20/25 dB. If child responds, complete the screening at this ear
6. If child does not respond at 20/25 dB, complete screening at this ear and rescreen **in 4 weeks**
7. When you rescreen the child **in 4 weeks**, repeat STEPS A-G, if child continues not to respond refer to Health Specialists for follow-up and make a referral

## STEP H:

### 1. STOP: Passed Screening

For a visual Aid, Refer to FIGURE 1. Visual Aid was provided by Dr. Salisbury Hearing Training.

## SCREENING FOR INFANT AND TODDLERS

1. Put child's name and date on top of hearing form.
2. Home Base Educator will be given the Hearing Screening Questionnaire to be completed before the 45 day time frame.
3. Home Base Educator will review in a timely manner the results of the hearing screening questionnaire.
4. Hearing Screen is to be conducted by age group.
5. If infant/toddler does not respond to age appropriate tool then refer the infant/toddler to primary physician and Health Education Specialist.
6. Share results with parents. If infant does not pass age appropriate tool a referral to the health education specialist must be done.
7. If the child fails the screen, talk to the parent to see if they have a medical home. Each site should have a list of providers in the area available to parents in their language. A medical home needs to be determined the first 90 days of enrollment.
8. Document that results were shared with parent on the Services Activity Documentation Sheet and in the case notes in COPA.
9. Enrollment can take place throughout the year the assessments will be ongoing keeping in mind the 45-day time frame.

## FOLLOW UP

If the child is absent, the screening still needs to be completed within the **45-day time frame**.

Continue to follow-up with parent **every fourteen days** until intervention is provided and treatment is completed and documented.

## MONITOR

- Hearing screening is completed within **45 calendar days** from enrollment (first day child entered program).
- Check the well child physical screening form in the child's file for normal or abnormal.
- All results are given to parents and documented.

## COPA DOCUMENTATION

All results will be documented in COPA using the following guidelines:

- No Problem Suspected
  - Use when child passes screening
  - Use "Pass/Pass" as results

- Rescreen
  - Use when child does not respond after steps A-G are completed
  - Put in date that child needs to be rescreened under “Next Exam Due”
- Problem Suspected
  - Use if child does not pass the second screening
  - Refer to primary physician and notify Health Education Specialist

#### **RESOURCES AND SUGGESTIONS**

- Make sure the family is insured or enrolled in Medi-Cal or Health Families: phone number to apply is 1-888-747-1222.
- Children may qualify for assistance through California Children’s Services (see C.C.S. referral package for telephone numbers).
- Children’s Fund may be accessed for children needing assistance, if the above resources do not meet the child’s needs.

# PLAY AUDIOMETRY CONDITIONING

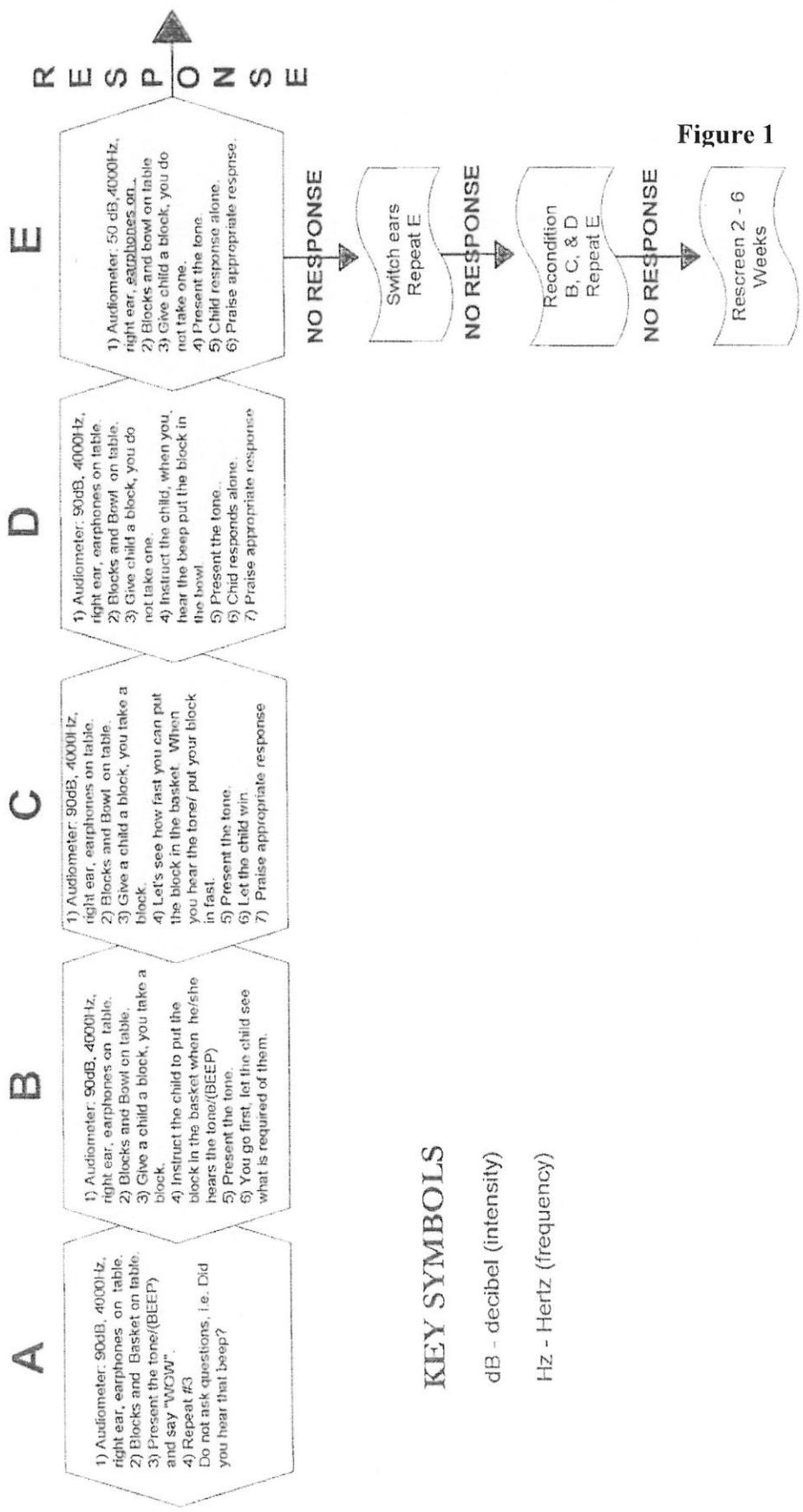


Figure 1

## KEY SYMBOLS

dB - decibel (intensity)

Hz - Hertz (frequency)

# SCREENING

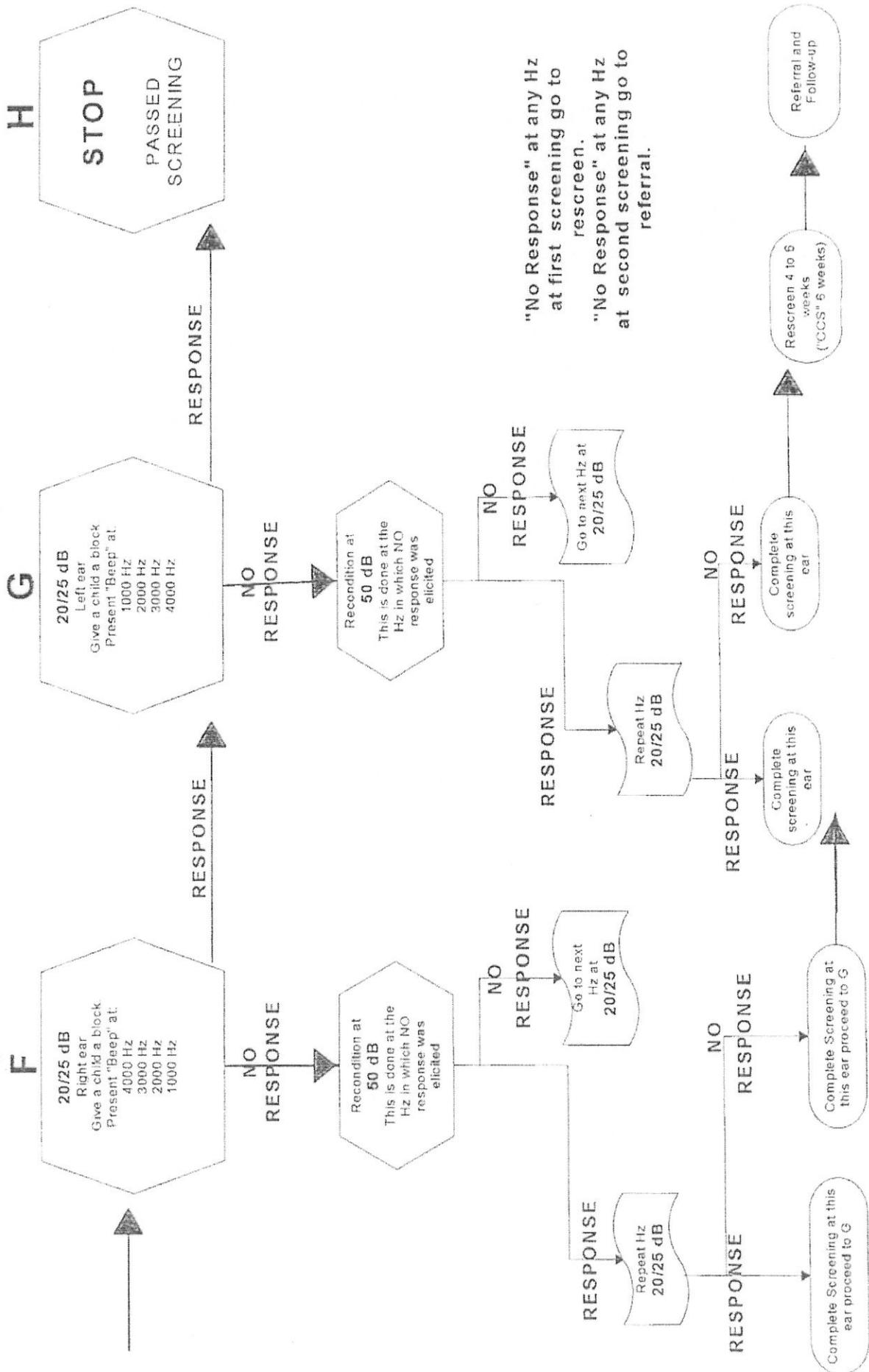


Figure 1