

## **EARLY HEAD START OTOACOUSTIC EMISSION HEARING (OAE) REFERRAL PROCEDURE**

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Early Head Start hearing screenings are achieved through a Three-Pronged approach: parent interview, medical/family history review, and observations. When appropriate children may be referred for an OAE screening.

1. When a parent/guardian requests an Otoacoustic Emission/hearing screening staff should complete the OESD 114 Early Head Start Screening Summary with the parent/guardian. The parent/guardian keeps a copy.
2. A copy goes in the child's file.
3. The white copy should be turned into the Family Services Program Manager along with a copy of the Three-Pronged Screening.
4. The referral and Three-Prong will be forwarded to Holly Ridge.
5. Holly Ridge will contact the parent/guardian to schedule an OAE screening. In the event Holly Ridge is unable to complete the OAE, trained staff from OESD will contact, schedule, and complete the screening.
6. Within one month of receiving the referral the Family Services Program Manager will keep staff informed of the status including dates, general nature of contact and follow-up.
7. Health staff assure that OAE/Hearing referrals are followed-up on and documented in the Action Log.