

Department: Health	Effective Date: 7/1/2014	Policy Number: 1100
Regulation Number: 1302.20(b)(2) MAHS Policy 1100	Regulation Topic: Hearing and Vision Screenings	Procedure Title: Required procedure for completion of 45-day screening requirements
Version: 1:2014		Version Date: 10/1/2018

Policy:

MARC and direct service providers must have written procedures that outline how they will ensure 45-day screening requirements are completed on all new enrollees within the required timeframe.

These procedures should include:

- Persons responsible for completing each of the various screenings (staff members, community agencies, school district personnel etc.)
- How the direct service provider will coordinate timely screening for large numbers of new enrollees at the start of the program year as well plan for screening of individual children that enroll throughout the year.
- How the direct service provider will obtain prior consent from parents/guardians before on-site screenings are provided and/or arranged.
- How the direct service provider will communicate screening results with parents/guardians and maintain documentation of this communication in children’s records.

Results of the screenings will be recorded and uploaded in the ChildPlus database and placed with the child’s file.

Note: For Tier 1 & Tier 2 direct service providers the MARC Data team will enter and upload screenings results in the ChildPlus database.