

# HEARING SCREENING REPORT for 2015-16

## Completion and Submission Guidelines

### Completion Guidelines

- Download and print the hearing screening report form to manually complete
- Complete all fields.
- Verify the screener(s)' certificates are valid for the current screening period
- Verify calibration dates for your school's hearing equipment are were valid for the screening period
- Complete and submit one hearing screening report form for each school

### Submission Guidelines

School hearing screening reports for the 2015-16 school year are due to ADHS between **April 1 and June 30, 2016**. Hearing screening reports can be submitted one of two ways, online or by mail.

#### **Online Submission—**

**Step 1:** Input the information from the hearing report form you manually completed into the Hearing Screening Report Survey at the following ADHS website:

<https://www.surveymonkey.com/r/AZHearingScreeningReport2015-2016>

**Step 2:** Email copies of screener's certificates (include OAE and Tympanometer) to the email address below. Put in the email "Subject Line" your school's CTDS number:

**hearingscreeningreport@azdhs.gov**

#### **Mail in Submission—**

- Mail the hearing screening report form with attached copies of your screener(s)' certificates (include OAE and Tympanometer) to:

**ADHS/BWCH Sensory Program  
150 N. 18<sup>th</sup> Avenue, Suite 320  
Phoenix, AZ 85007-3242 – (602) 542-1860**