



# Sensory Program

## Policies and Procedures for Hearing Trainers and Screeners

History

Vision Screening

Where can I  
find equipment  
to perform  
hearing screenings?

What are the  
procedures for  
equipment loans?

What is the Timely  
Return Policy?

What is the T3  
Program?

How do I become a  
T3 Master Trainer?

How do I become a  
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How do I become a  
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# History

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### Vision Screening

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**Did you know** the history of the Sensory Program goes back to 1946 when the Easter Seal Society established a hearing screening program? In 1951, the **Arizona Department of Health Services** (ADHS) took over this responsibility by establishing and managing the **Hearing Conservation Program** through the **Office of Maternal and Child Health** (OMCH). The ADHS worked with county health departments to have children's hearing screened. The ADHS purchased audiometers and loaned them to counties that did not have equipment to screen children. In 1971, the Arizona Legislature mandated hearing screening for school-aged children and the OMCH monitored compliance of the mandate to Arizona schools. *(continued next page)*



## History (continued)

### History

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The Hearing Conservation Program has been renamed to the **Sensory Program**. It continues to be managed by the **Bureau of Women's and Children's Health** (BWCH), previously known as the Office of Maternal and Child Health. A program manager is responsible for maintaining and monitoring the program. Arizona schools are required to submit annual hearing screening reports on children screened during each school year. The Sensory Program collects the reports, reviews them for correctness and completion, and inputs data from the hearing screening reports. The data is used to prepare various statistical reports, mass mailings, and determine compliance to hearing screening mandates for school children.





# Where can I find equipment to perform hearing screenings?

The Sensory Program loans hearing screening equipment (audiometers, tympanometers, etc.) to public schools, charter schools, private schools, head start programs, preschools, and T<sup>3</sup> Trainers. The schools must have at least one person on staff who is an approved-ADHS trainer or screener as described in the **Hearing Screening Rules**. (continued next page)

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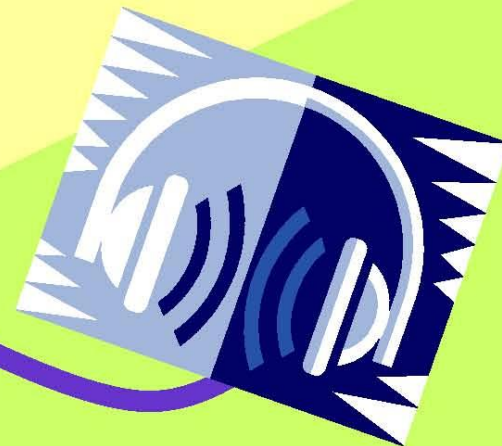
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# Where can I find equipment to perform hearing screenings? (continued)

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Sensory equipment is available at three locations in the state: Phoenix, Tucson and Flagstaff. The locations are:

Phoenix: Arizona Department of Health Services  
Office of Women's and Children's Health  
150 North 18<sup>th</sup> Avenue, Suite #320 \* Phoenix, Arizona 85007 \* (602) 364-1400  
Hours: 8:00 am to 4:30 pm \* Monday through Friday (except holidays)

Tucson: Arizona School for the Deaf and Blind  
Southeast Regional Cooperative  
1200 W Speedway Boulevard  
Tucson Arizona 85745  
520-770-3199

Flagstaff: Arizona School for the Deaf and Blind  
1000 East Butler \* Flagstaff, Arizona 86001 \* (928) 774-0655  
Hours: 7:30 am to 4:00 pm \* Monday through Friday (except holidays)



# What are the procedures for equipment loans?

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- \* Equipment may be loaned out for up to two weeks. Longer equipment loans are dependent upon demand and availability. The Sensory Program Manager must approve requests for loans longer than two weeks.
- \* Up to five (5) equipment units can be loaned at one time. The Sensory Program Manager must approve requests for more than five units.
- \* Requests for equipment are made through the Bureau of Women's and Children's Health.
- \* Upon equipment pick up, the individual borrowing the equipment is required to sign the Equipment Loan Request form, acknowledging responsibility to return equipment in the same condition by the date noted on the form. (continued next page)



# Equipment Loan Procedures (continued)

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- \* Equipment must be picked up and returned to the same site on the designated date of return.
- \* The individual returning the equipment must sign the Equipment Loan Request form indicating the return.
- \* If equipment is not picked up by the requestor as arranged, the Sensory Program Staff contacts the school/person that requested the loan. Loan requests may be modified or cancelled.





# What is the Timely Return Policy?

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- \* Loaned equipment is due on the date agreed upon at the time of pick up. Schools or screeners shall contact the ADHS Sensory Program at the location from which it was loaned if unable to return equipment by the agreed due date.
- \* Extensions for equipment may be requested by contacting the ADHS Sensory Program at the location that loaned the equipment. Loans may be extended based on availability and demand.
- \* Late returns could be subjected to suspension of equipment check-out privileges. Schools or individuals that are consistently late in returning equipment may lose eligibility for future equipment check out.
- \* Hearing equipment not returned may be considered stolen property and reported to law enforcement.



# What is the T<sup>3</sup> Program?

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The ADHS has contracted services for the Train the Trainer (T<sup>3</sup>) Hearing Screening Program with the University of Arizona (U of A) Cooperative Extension. The T<sup>3</sup> Program consists of three layers of activities: (1), Master Trainers, (2) Trainers, and (3) Hearing and Vision Screeners (Screeners). Trainers train the Screeners who actually perform screening activities in the Arizona schools. The U of A T<sup>3</sup> Program is responsible for:

- \* Master Trainers and T<sup>3</sup> Trainers functions
- \* Applications for Vision Screening Trainers and Hearing Screening Trainers
- \* Information regarding the T<sup>3</sup> Training program

Training opportunities can be found on their website:  
<http://cals.arizona.edu/maricopa/t3/index.php>



# How do I become a T<sup>3</sup> Master Trainer?

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- \* The T<sup>3</sup> Master Trainer must be a Registered Nurse, a person with a Bachelors or Masters in Nursing, an Audiologist, or a Speech Pathologist, and/or have experience as a T<sup>3</sup> Trainer; and is currently under contract with the U of A Cooperative Extension.
- \* Must meet requirements as designated by state law and/or the Arizona Department of Health Services, Bureau of Women's and Children's Health, Sensory Program.
- \* Must also meet the requirements of the U of A T<sup>3</sup> Program.



# How do I become a T<sup>3</sup> Trainer?

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- \* In order to become a T<sup>3</sup> Trainer, individuals are required to attend a two-day T<sup>3</sup> training institute conducted by an approved T<sup>3</sup> Master Trainer, pass a written test and master training observation with a minimum score of 80% as described in the **Hearing Screening Rules (R9-13-107)**.
- \* Submit to the U of A T<sup>3</sup> Program a letter of recommendation from a person with knowledge regarding the qualifications, work experience and suitability to become a T<sup>3</sup>.
- \* T<sup>3</sup> Trainers must successfully demonstrate the ability to operate auditory equipment as observed by an approved T<sup>3</sup> Master Trainer. This is not required if an individual holds a current audiologist license.
- \* T<sup>3</sup> Trainers must successfully conduct a training that has been observed and approved by a Master Trainer within six (6) months after successfully completing the T<sup>3</sup> Training unless approved by the T<sup>3</sup> Program. Upon successful completion of the Master Training Observation, trainers will receive a certificate from the ADHS.
- \* In the event an individual has not passed the written test or the observation, he/she will be given the option to retake the course after six (6) months. However, these individuals are eligible to continue to function as hearing screeners. (continued next page)



## T<sup>3</sup> Trainer Requirements (continued)

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- \* T<sup>3</sup> Trainers are to provide their training participants with a certificate at the end of a training session. (Training certificates are provided by the ADHS Sensory Program).
- \* T<sup>3</sup> Trainers must submit to the U of A Cooperative Extension T<sup>3</sup> Program the following T<sup>3</sup> documents: Hearing Screening Training Report Summary, Training Report, AAP-5 Report, Participant Evaluations, and Training Roster to the T<sup>3</sup> Program for each training conducted.
- \* It is strongly recommended that trainers post their scheduled trainings on the Calendar of Events of the T<sup>3</sup> Website or contact the T<sup>3</sup> Program for assistance.
- \* T<sup>3</sup> Trainers are expected to conduct a minimum of one (1) training annually.
- \* T<sup>3</sup> Trainers are expected to provide to the Sensory Program Manager and the T<sup>3</sup> Program any change of address, telephone number, notice of training availability, and any other information related to their status as a Trainer.
- \* T<sup>3</sup> Trainers must participate in and successfully pass a screening-renewal course every five (5) years as stated in **R9-13-107**.



# How do I become a Hearing Screener?

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- \* In order to become a hearing screener, individuals are required to be trained by an approved T<sup>3</sup> Trainer.
- \* In order to become a hearing screener, individuals must successfully pass a written test from an approved-T<sup>3</sup> curriculum with a minimum score of 80% as described in the Hearing Screening Rules.
- \* Hearing screeners must successfully demonstrate the ability to operate auditory equipment as observed by an approved T<sup>3</sup> Trainer.
- \* Hearing screeners must ensure that auditory equipment has been calibrated within the last 12 months prior to use.
- \* All hearing screeners must participate in and successfully pass a screening-renewal course every five (5) years as stated in **R9-13-107(C)**.  
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## Hearing Screener Requirements? (continued)

- \* Screeners and/or schools shall provide to ADHS the annual Hearing Screening Report of students screened, due no earlier than April 1 and no later than June 30 of each year. A copy of their training certificate must be attached to ensure that the screening was conducted by a qualified screener as stated in **R9-13-107(B)**. Note: if the Annual Hearing Screening Report is submitted without proof of a "qualified screener," ADHS is not able to collect that data and the school will be considered to be out of compliance.

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