



ORDERING PROCEDURES FOR DEAF AND HARDING OF HEARING PROGRAMS

All requests for low incidence funding for students who are deaf (DEA) or hard of hearing (HOH), including requests from Marlton School, will be processed by the Deaf and Hard of Hearing (DHH) and Audiology Programs. The procedure for ordering material and/or equipment for DHH students is outlined below.

1. Assessment Process

An audiogram documenting a hearing loss at the level of disability is required. In addition, an assessment by a credentialed teacher of the deaf and hard of hearing will be conducted. The DHH teacher will review the student's educational records and conduct an observation/assessment. The teacher will document in the assessment report that the need for specialized materials, equipment and/or services, is specifically due to the student's hearing loss.

2. IEP Documentation

At the IEP meeting, the assessed need for specialized material, equipment and services is documented in the Present Level of Performance and in FAPE Part I under "Low Incidence Support" and "Low Incidence Equipment."

IEP Documentation: The following IEP pages must accompany any order submitted for processing:

- *Page 1:* Student information.
- *Page 3:* Documentation of the need for specific type of equipment or material, making sure to use generic descriptors and NOT specific product (brand) names in present levels of performance.
- *Page 4:* Determination of eligibility of DEA or HOH.
- *FAPE Part I:* Indicate that student qualifies for LI funding under Deaf and Hard of Hearing and document materials and equipment. Indicate specific accommodations including reading medium, and specific equipment.
- *FAPE Part II:* If student is served through itinerant program indicate in Services section the code (08) Deaf and Hard of Hearing Itinerant.
- *Page 10:* Parent must sign IEP, agreeing to the LI components of the IEP and need for equipment.

3. Procedure for Ordering Equipment

The teacher/provider will send the completed *Request for Low Incidence Equipment or Materials* (Attachment D), the "Request for New Low Incidence Expenditure" (Attachment E), and the required IEP pages to the Deaf and Hard of Hearing Program Coordinator for approval. If the request is approved, it will be submitted for processing. If the request is not complete or there is a question about the appropriateness of the purchase through LI funding, the LI Coordinator (or designee) will contact the teacher/provider with an explanation of what is needed to approve the request or provide an explanation of why the request was denied.

If the request is approved, a search is made for equipment/materials requested in the DHH Low Incidence Database. If the equipment or material must be purchased, a written quote from the vendor is required and attached to the above documentation. Once the item is approved by the Coordinator, it is submitted for ordering.



4. **Receiving and Inventory Procedure for LI Material and Equipment**

Once the order is received, an identifying number is assigned to the item(s) and the information is entered into the DHH LI Database. All materials must be labeled with the assigned number.

For individual equipment, whether newly purchased or simply distributed from the existing DHH LI inventory, teachers, students, and their families are given a Responsibility Contract (Attachment F) to maintain the equipment in good working order.

5. **Shipping and Distribution of LI Materials and Equipment**

All materials and equipment are delivered through either of the following two processes:

- 1) DHH itinerant teacher or audiologist checks out the items at the DHH office and delivers them to the school site.
- 2) If an order is for a DHH special day program student, the item(s) is transported directly to the school site – arrangements for delivery will be made through the DHH office.

6. **LI Inventory Requirements**

Each school must also keep a Low Incidence Inventory of materials or equipment. At the end of each year, the school is responsible for updating the LI inventory. The inventory must be updated to reflect the current status of the equipment, including newly acquired items, and items removed for servicing. The inventory should be current and available upon request.

When a low incidence piece of equipment or material is no longer needed by the student(s), it is taken off the campus inventory, and sent back to the DHH office for distribution to another student.

All questions regarding low incidence materials/equipment for Deaf or Hard of Hearing students should be referred to the DHH program at (323) 669-4360.

Amplification

The following is the procedure when the request for low incidence funding involves amplification:

1. **Assessment**

A recent (within one year) audiogram documenting a hearing loss is completed by an audiologist. The DHH itinerant completes the *Request for Amplification* form and sends it along with the current audiogram to the DHH/ARU Office. An educational audiologist reviews the audiogram and Request for Amplification Form and determines the most appropriate system. At the IEP meeting, the assessed need for classroom amplification is documented in the Present Level of Performance and in FAPE Part I under Low Incidence Support and Low Incidence Equipment.

2. **IEP Documentation**

The following IEP pages must accompany any order submitted for processing:

- *Page 1*: Student information.
- *Page 3*: Documentation of the need for specific type of equipment or material, making sure to use generic descriptors and NOT specific product (brand) names in present levels of performance.
- *Page 4*: Determination of eligibility of DEA or HOH.
- *FAPE Part I*: Indicate that student qualifies for LI funding under Deaf and Hard of Hearing and document materials and equipment. Indicate specific accommodations including reading medium, and specific equipment.



- *FAPE Part II*: If student is served through itinerant program indicate in Services section the code (08) Deaf and Hard of Hearing Itinerant.
- *Page 10*: Parent signature indicating agreement with at least LI components of the IEP and need for equipment.

3. Ordering Procedure

Amplification systems are purchased under a District contract. If the need to order amplification equipment from a non-contracted vendor arises, a quote is obtained by the senior educational audiologist and it is submitted for approval to the Deaf and Hard of Hearing/ Audiology Program.

- a. Receiving and Inventory Procedure: When amplification is received at the DHH/Audiology office, it is inventoried by serial number and placed onto the DHH/Audiology LI database.
- b. Assignment of Amplification Equipment:
 - DHH Special Day Programs: Assigned educational audiologist will determine appropriate amplification. This amplification will be set for student's hearing loss and recorded on the DHH/Audiology FM inventory. The school must list the LI amplification equipment on the receiving school's inventory. At the end of the school year, the equipment is removed from campus for servicing and returned to the student upon his/her return to school.
 - Itinerant Services: The DHH itinerant completes the Request For Amplification Form and sends it along with the current audiogram (within 1 year) to the DHH/ARU Office. An educational audiologist reviews the audiogram and Request for Amplification Form, determines the most appropriate system for the student to use, and sets the amplification to the student's hearing loss. Pertinent identifying information is recorded on the Request for Amplification Form.
- c. Distribution of Amplification Equipment:
 - Amplification systems are distributed from the DHH/ARU Office to the DHH itinerant teacher. An *Amplification Check-Out* form is completed and signed by DHH itinerant teacher/audiologist who will be responsible for the equipment. The information is then placed in the DHH/Audiology LI Database.
 - The amplification is then delivered to the student at his/her school of attendance. The receiving administrator, classroom teacher, and responsible DHH or ARU personnel sign and date the Amplification Check-Out form indicating the FM equipment has been provided to the student and is on the school campus. The school must list the LI amplification equipment on the receiving school's inventory. At the end of the school year, the amplification equipment is picked up for servicing and the same personnel sign that it has been removed from the school site.
 - The amplification systems are then checked in at the DHH/ARU office and the responsible personnel sign that it has been returned. A copy of the Amplification Check-Out form is kept in the student's folder with all pertinent information noted in the database. This LI procedure is repeated for each school year.

All questions regarding auditory amplification for students with a hearing impairment should be referred to the Audiological Resource Unit at (323) 669-4360.