



State Intermediate Educational Unit
146 State House Station, Augusta, ME 04333
Telephone (207) 624-6660
Fax (207) 624-6661
www.maine.gov/education/speced/cds

Administrative Letter Number: 18

DATE: May 29, 2009

TO: Child Development Services Board Chairs, State Level Advisory
Committee Members and Regional Site Directors

FROM: David Stockford, Team Leader and Policy Director
Debra Hannigan, CDS State Director

RE: Central Audiological Referrals

It is required that CDS State IEU provides a single point of referral intake for children who have been identified with a hearing impairment.

1-A. Referral to Child Development Services System [2007, c. 695, Pt. A, §28 (AMD)]

The department shall adopt rules according to which it shall in a timely fashion refer children identified in subsection 1 as having a high likelihood of having a hearing impairment to the Child Development Services System. The rules must also describe the timetables under which the department shall refer to the Child Development Services System children identified by the department in accordance with subsection 1 as having possible hearing impairment but for whom hearing impairment has been neither confirmed nor disconfirmed by 6 months of age. The Department of Education and the Department of Health and Human Services shall execute an interagency agreement to facilitate the referrals in this subsection. In accordance with the interagency agreement, the Department of Education shall offer a single point of contact for the Department of Health and Human Services to use in making referrals. Also in accordance with the interagency agreement, the Child Development Services System may make direct contact with the families who are referred. The referrals may take place electronically. For purposes of quality assurance and improvement, the Child Development Services System shall supply to the Department of Health and Human Services aggregate data at least annually on the number of children referred under this subsection who are found eligible for early intervention services and on the number of children found not eligible for early intervention services.

To ensure compliance with this rule and to ensure the promptness of referrals from Maine's Audiologists, a central referral process has been developed. Audiologists will initiate a referral by calling the CDS State IEU office. Audiologists will then fax to the CDS State IEU documentation in support of the referral. The contact at the CDS State IEU office will use the *Referral Intake Form* when taking the referral. All information gathered will be transferred to the appropriate regional CDS site the day the referral is taken. The transfer will be accomplished through a telephone call along with an electronic transfer of the Referral Intake Form (http://www.maine.gov/education/speced/cds/adminltrs/other/refer_intake.doc) and the faxed information from the audiologist.



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The regional site has 24 hours, from the time CDS State IEU informs of the referral, to make contact with the family of the child being referred. Regional sites need to be sensitive to the fact that, in some instances, the family may not be aware of the referral.

Attached for your reference are two documents:

- Letter to Audiologist
http://www.maine.gov/education/speced/cds/adminltrs/other/audiologists_let.pdf
- Referral Intake Form
http://www.maine.gov/education/speced/cds/adminltrs/other/refer_intake.doc

If you have any questions please contact Debra Hannigan at Debra.Hannigan@maine.gov and/or Janna Gregory at Janna.Gregory@maine.gov.