

Guidance Document #2: Reporting SKI*HI Language Development Scale (LDS) Scores of infants and toddlers enrolled in the Regional Infant Hearing Program (RIHP) to Service Coordinators (SCs) who enter these scores into Early Track:

The ODH-Infant Hearing Program (ODH-IHP) has created a fillable PDF form to make the reporting of LDS scores from Regional Infant Hearing Program personnel to HMG Early Intervention Service Coordinators clear and accurate. The form immediately follows these directions and is posted here on the HMG website: <http://www.ohiohelpmegrow.org/Professional/formstemplates.aspx>

For RIHP personnel to use the attached & provided form:

1. Enter your Region Number and the date you are reporting the information to HELP ME GROW at the top of the Form.
2. Enter your name and phone number of the person completing the form so the SC can contact you if there are questions.
3. Enter the demographic information for the child.
4. Enter the Information on the LDS Assessment, the administrator, and add a brief note, if necessary. For Discipline, RIHPs should enter **Hearing impairment intervention**.
5. Keep a copy for your records.
6. Send the form to the SC for the child's county of residence.

For Help Me Grow Service Coordinators to use the attached & provided form:

1. Enter the SKI*HI LDS scores in the Assessments section of Early Track within 10 days of receipt.
2. Select SKI*HI LDS from the dropdown menu.
3. Use the information entered on the SKI*HI LDS form sent by the RIHP to complete the assessment detail.
4. Document, on the bottom of the form, the Child's ID number, the date the information was entered into ET, and the name of the person who entered the information.
5. Keep a copy for your records.

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