Child Health Notes Instructions: Early Hearing Detection, Diagnosis, and Intervention (EHDDI) Program

To Customize the Child Health Note for Your Community:

We recommend that you only edit and revise the parts of the Child Health Note that are indicated with a number (#). Experts in the field, relative to the health note topic, have carefully reviewed the didactic content material, and we strongly discourage editing those aspects of the health note. However, if you need more space for Local Special Needs Information and Resources specific to the CHN topic, you can select other items to delete in the regional and national internet resources box.

The table below identifies the recommended information for each (#).

|  |  |
| --- | --- |
| Numeral  | Instruction |
| (Date) | Indicate the date for this publication. For example: January 2020 |
| (1) | Name of your county |
| (2) | Name the primary agency or program(s) that is distributing the Child Health Notes. For example this may be the local health district or your Medical Home Leadership Network team. |
| (3) | Children with Special Health Care Needs (CSHCN) Coordinator for your Local Health Department/District |
| (4) | Lead Family Resources Coordinator name and contact information for your county <https://del.wa.gov/sites/default/files/public/ESIT/Contacts_Directory.pdf> |
| (5) | Local School DistrictHow to find School District Special Ed Director info- * This information is updated monthly and is available on the OSPI website.
* (Start on OSPI home page <http://www.k12.wa.us/>    🡪  Offices and Programs tab 🡪 Special education tab 🡪 Publications (<http://www.k12.wa.us/SpecialEd/publications.aspx>)

[Directory: Special Education and Institutional Directory](http://www.k12.wa.us/SpecialEd/pubdocs/SpecialEdDirectory.pdf)  (PDF).  Go to Table of contents and look up School Districts which are listed alphabetically.    The Director Special Services is the second person listed for each school district (since this is a special ed directory) and contact info is there. |

**CONGRATULATIONS!** You have a customized Child Health Note for your community.