



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Lead Case Management Protocol
APPLICABILITY:	Public Health Nurses
CONTACT PERSON & DIVISION:	Diane Thompson, RN, MSN, Director of Nursing
ORIGINAL DATE ADOPTED:	05/23/2016
LATEST EFFECTIVE DATE:	05/21/2018
REVIEW FREQUENCY:	Every five (5) years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	200-008-P

**A. PURPOSE**

To provide clear guidance regarding case management services for children with elevated lead levels. The purpose of providing case management for children under the age of 6 years with elevated lead levels is to provide lead resources and education.

**B. POLICY**

This policy applies to Canton City Public Health Nurses (PHNs).

**C. BACKGROUND**

N/A.

**D. GLOSSARY OF TERMS**

N/A.

**E. PROCEDURES & STANDARD OPERATING GUIDELINES**

Most commonly, elevated lead levels ( $\geq 5$  ug/dL) are referred to PHNs by private physician offices. However, the following agencies may also refer elevated leads:

1. Help Me Grow (HMG)
2. Ohio Department of Health (ODH)
3. Other local health departments
4. Environmental Health Department at Canton City Public Health

When the PHN receives a referral, the following steps are followed:

1. The PHN will confirm the child's address is within Canton City limits prior to contacting the family about an elevated lead ( $\geq 5$  ug/dL) case.
2. The territory nurse assigned to the geographical area of the child will manage the follow-up.
3. Children with lead elevations of  $\pm 5$  ug/dL will receive a call from the PHN.
4. If the PHN has made reasonable attempts to contact the parent(s) (3 calls) without a response, the PHN will mail a letter and educational materials to the family.
5. The PHN may share the Notice of Privacy Practices if requested by the parent(s).
6. The PHN will provide the parent(s) with lead prevention literature.
7. The PHN may complete a request for PHN Consultative services for children birth to age 3 years for the elevated lead level for reimbursement.
8. The PHN may coordinate a referral to the Bureau for Children with Medical Handicaps (BCMH) program for Treatment and/or Diagnostic services if appropriate according to BCMH Policy and with parent(s) consent
9. The PHN will document all case management activities and communications on nurse's notes and maintain with the client record as detailed in the retention schedule.

10. If a pediatrician contacts the PHN to assist with contacting families whose child has an elevated lead level, or, if the child has a lead level  $\geq 25$  ug/dL, the PHN will make 3 attempts by phone; if no contact, send a letter to the family to contact PHN; followed by a cold call if no connection with the family is made. The PHN will follow up with the physician on the outcome.

#### **F. CITATIONS & REFERENCES**

Ohio Healthy Homes and Lead Prevention Program (OHHLPPP)

BCMH Lead Poisoning Medical Policy

#### **G. CONTRIBUTORS**

The following staff contributed to the authorship of this document:

1. Diane Thompson, RN, MSN
2. Jon Elias, MD, Medical Director

#### **H. APPENDICIES & ATTACHMENTS**

N/A

#### **I. REFERENCE FORMS**

N/A

#### **J. REVISION & REVIEW HISTORY**

Revision Date	Review Date	Author	Notes

#### **K. APPROVAL**

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.