



POLICY AND PROCEDURE	
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:	3/17/2026
REVIEW FREQUENCY:	Every five (5) years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	200-08-P

A. PURPOSE

The purpose of this policy is to provide clear guidance for Canton City Public Health (CCPH) Public Health Nurses (PHNs) regarding referrals and case management services for children under six years of age with elevated blood lead levels (eBLL) in accordance with Ohio Law.

B. POLICY

This policy applies to CCPH PHNs, specifically Territory nurses assigned to the Northeast, Southeast, Southwest, and Northwest regions of Canton City, Ohio.

C. BACKGROUND

Lead exposure occurs when a child swallows or breathes in lead or lead-contaminated dust. Once inside the body, lead quickly enters the bloodstream. There is no safe blood lead level in children. Even very low levels of lead can negatively affect a child’s ability to learn, pay attention, and succeed academically. The damage caused by lead exposure can be permanent. The most important step that parents, healthcare providers, and communities can take is to prevent exposure before it happens.

OAC Rule 3701-30-02 mandates that healthcare providers administer blood lead screening to at-risk children at ages 1 and 2, or up to age 6 if prior tests are lacking, especially for children on Medicaid, in high-risk ZIP codes, or with other risk factors. As of July 1, 2023, Ohio adopted the CDC’s blood lead reference level of 3.5 µg/dL as the threshold for public health action.

Per OAC Rule 3701-30-05, clinical laboratories are required to report eBLL to the Ohio Department of Health (ODH) within 7 calendar days. ODH is then required to forward reported data to Medicaid and local health departments (LHDs) within 10 calendar days. LHDs act under delegated authority from the Ohio Department of Health to enforce OAC Chapter 3701-30, including obligations for follow-up in elevated lead cases.

Often, medical providers ordering the tests may report these results directly to the LHD requesting PHN follow-up with the family to provide education.

D. GLOSSARY OF TERMS

CMH Program: Complex Medical Help (formerly, Children with Medical Handicaps and more formerly BCMH) is an Ohio based program that assists families of children and young adults with special healthcare needs by providing case management and helping pay for services for eligible conditions.



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Elevated Blood Lead Level (e BLL): Confirmed blood lead level ≥ 3.5 $\mu\text{g}/\text{dL}$ to <10 $\mu\text{g}/\text{dL}$, as per [OAC 3701-30](#)

Lead Poisoning: Confirmed blood lead level ≥ 10 $\mu\text{g}/\text{dL}$, as per [OAC 3701-30](#). For the purposes of this policy, any blood lead level ≥ 3.5 $\mu\text{g}/\text{dL}$ will be referred to as elevated blood lead level (e BLL).

Public Health Nurse (PHN): CCPH Registered Nurse (RN)

Territory PHN: CCPH PHN RN providing case management services for an assigned geographic area (NE, SE, SW, NW) region of Canton City, Ohio.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

Most commonly, elevated lead levels (≥ 3.5 $\mu\text{g}/\text{dL}$) are referred to CCPH Nursing Division by private physician offices. However, the following agencies may also refer e BLL for patient/resident education:

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

PHN Management of e BLL Referrals

1. Intake of e BLL Reports
 - a. Any CCPH PHN, including non-Territory PHN, can receive the information regarding the e BLL case referral and should request the following information:
 - i. Child's full name
 - ii. Child's date of birth
 - iii. Child's address
 1. PHN will confirm child's address is within Canton City limits/jurisdiction.
 - a. PHN should use [Find My Local Health Department](#) to search the address and determine the child's local health department/district.
 - i. If the child resides outside the Canton City's jurisdiction, the PHN will:
 1. Direct the reporting entity (i.e. lab, provider, etc.) to send the information/report to the appropriate jurisdiction.
 2. Fax or mail a received report to the appropriate health jurisdiction (based on the child's address).
 - iv. Parent's name
 - v. Parent's phone number
 - vi. Details related to the e BLL
 1. Level
 2. Blood source [capillary vs venous]
 3. Date test was performed



4. PHN will request a written copy of the result be faxed to CCPH secure fax line
 - vii. Details related to if the parent/legal guardian has been informed of the lead level.
 1. PHN will ask the provider to notify the parent/legal guardian of the e BLL prior to the CCPH PHN reaching out to the parent/legal guardian.
 - viii. Details related to what follow-up the reporting entity is requesting of CCPH PHNs.
 - ix. Detailed as to If the e BLL result was reported to ODH
 1. CCPH will not forward the e BLL report to ODH, the clinical lab is responsible for reporting the lab to ODH directly.
 - b. All information should be documented on a nurse's note and kept per CCPH records retention policy.
 - c. The PHN receiving the referral should notify the Nursing Supervisor and/or the Director of Nursing about the receipt of the referral.
 - d. All referral information will be forwarded to the CCPH Territory PHN for follow-up and case management (as necessary).
2. Territory Nurse Case Management of e BLL Referral
- a. Referral Assignment
 - i. Referral will be assigned to the Territory Nurse assigned to the geographical area (NW, SW, NE, SE) of the City of Canton where the child resides.
 1. Initial follow-up may be delegated, by a Nursing Division supervisor, to a different Territory nurse, or another CCPH PHN, if the assigned Territory Nurse is not available.
 - b. Initial review of referral (prior to contacting parent/legal guardian):
 - i. Confirm the child's address is within Canton City limits
 - ii. Confirm e BLL is ≥ 3.5 ug/dL
 1. Review and confirm the lab result provided by the medical provider
 - iii. Prepare information/education to provide the parent
 - c. Contact parent/legal guardian
 - i. Territory PHN will make a reasonable attempt to contact the parent/legal guardian
 1. Reasonable attempt is defined as 3 phone calls (with or without a message left) on different days and at different times of the day.
 - a. If unable to contact patient via phone, PHN will mail a letter and lead educational materials to the parent/legal guardian to the address provided by the reporting entity.
 2. If the reported e BLL is ≥ 20 ug/dL the PHN will make a reasonable attempt to contact the patient, as listed above.
 - a. The PHN may also make an unscheduled visit to the reported address of the child (also known as a cold call) in order to attempt to contact the parent/legal guardian of the child.
 - ii. If able to contact the parent/custodian/guardian, Territory PHN will:



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1. Verify child’s demographic information.
2. Provide the following:
 - a. Verbal and written education regarding lead prevention, intervention options, and early intervention information.
- iii. PHN may also:
 1. Provide a copy of the CCPH Notice of Privacy Practices if requested.
 2. Complete a Complex Medical Help (CMH) Request for Payment Authorization, PHN Consultative Services Form for children birth to age 3 years (36 months) with eBLL for the purpose of reimbursement.
 3. With parental consent, coordinate a referral to CMH Program for treatment/diagnostic services according to CMH guidelines (See CCPH CMH Policy).
- d. Referral Follow Up
 - i. PHN will:
 1. Notify the reporting physician/entity via phone call and/or fax what follow-up was performed or was unable to be performed with the parent/legal guardian.
- e. Documentation:
 - i. PHN will:
 1. Document information in the Territory Nurse Elevated Lead Log.
 2. Document all case management activities and communications on nurse’s notes and maintain patient record on file at CCPH per the CCPH records retention policy.

F. CITATIONS & REFERENCES

- [Ohio Healthy Homes and Lead Poisoning Prevention Program \(OHHLPPP\)](#)
- [Childhood Lead Poisoning Information For Healthcare Providers](#)
- [Childhood Lead Poisoning for Parents](#)
- [Medical Management Recommendations Ohio Healthy Homes and Lead for Ohio Children Receiving Blood Lead Tests](#)
- [Ohio Administrative Code: Chapter 3701-30 | Lead Screening and Assessment](#)

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Sarah Thomas, RN, BSN, MPH Staff Nurse III/Nursing Supervisor
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H. APPENDICIES & ATTACHMENTS

N/A

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
12/11/2025	3/13/2026	SThomas	Overhaul of Policy



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K. APPROVAL

This document has been approved in accordance with the “800-001-P Policy Development” procedure as of the effective date listed above.