



Center for **Deaf**
and **Hard of Hearing**
Education

CDHHE School-Age Services

Enrollment process for Deaf/Hard of Hearing Teacher of Record (TOR) or Deaf/Hard of Hearing Adult Involvement School-Age Mentor (SAM) services:

1. Complete a) TOR School-Age Request form or b) DHH Adult Involvement Request form
2. School registers with the State of Indiana to use the Supplier Contracts Management (SCM) system. Instructions for electronic registration are located at <http://in.gov/idoa/2464.htm>. The step-by-step guide to registration is located at http://in.gov/idoa/files/BUSINESS_BIDDER_REGISTRATION_GUIDE_2013v1.d ocx Bidder registration in oracle is located at https://fs85.gmis.in.gov/psp/guest/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL if you have questions about this process, please contact Mike Mendyk at MMendyk@isdh.in.gov.
3. CDHHE School-Age Coordinator will send your completed forms to the Department of Health legal team who will create a contract for the school.
4. A member of the legal team will get back with you for signatures on the final contract paperwork.
5. If you are receiving SAM services, Meg Warnock, the lead for the DHH Adult Involvement program, will review the request and communication needs (Indiana CDHHE Communication Plan) and assign a School-Age Mentor (SAM) to each student who will be receiving services.
6. During the contract process, CDHHE can still provide services per student IEPs prior to the final contract being fully executed.
7. The point of contact the school has assigned will receive monthly detailed invoices for services rendered.

Please contact Sarah Kiefer, School-Age Coordinator with questions or concerns at skiefer@isdh.in.gov or 317/232.0971

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