

September 1, 2022

Greetings!

Thank you for participating once again in the school-lead data match process with the Iowa Department of Health and Human Services. This work continues to be integral in promoting healthy Iowa children as they enroll in school.

As a reminder, the process has several steps to complete that will consist of

- The Department providing to the school contact person a formatted spreadsheet that is to be filled out by the school with information regarding children enrolled in kindergarten.
- The completed spreadsheet is then submitted back to the Department in a secure email format.
- The Department will electronically match the list of kindergartners with the information in our lead-testing database, and a list of non-matched students, who need a blood lead test, will be given back to each school.
- Finally, the school will send, in a timely manner, a memorandum to parents to have their kindergartners tested for lead.

How to handle exemptions?

If you receive copies of low risk exemption or religious exemption, please be sure that these certificates are *notarized* and have the Department's staff signature in the low risk exemption. Do not include the information of this child in the spreadsheet nor send the exemption certificate to the Department.

Parents/legal guardians who request an exemption for their kindergarten, need to download the certificate from <https://idph.iowa.gov/lpp/blood-lead-testing> and follow the instructions.

How to handle copies of blood-lead tests?

If you receive copies of blood-lead tests, include the names of these students in the spreadsheet. Once you receive the list of children who need a blood-lead test, you may compare it with the information you have.

Important dates to remember:

- **September 6:** Regular email from the Department of Health (school.lead@idph.iowa.gov) to inform about the secure email account and general information.
- **September 7:** Secure email from the Department (school.lead@idph.iowa.gov) with two attachments: the spreadsheet and the instructions.
- **October 5 & November 2:** A reminder email from the Department to those who still did not submit their data.

- **September 7 – November 30:** Timeframe to send your kindergartner's data via secure email to school.lead@idph.iowa.gov
- **November 30:** Deadline to submit the list of the kindergarteners enrolled in the 2022-2023 school year.
- **Mid-December:** Results available to all schools that submitted their data.
- **Mid-December-January 2023:** Letter from schools to parents in regards to their children who may need a blood lead test. Memorandums are available in different languages [HERE](#)

Reminders:

- This communication is targeted to elementary school administrators and kindergarten program staff. *However, only one school contact person will receive the spreadsheet to submit the kindergartners' data.*
- If your school has a new contact person for the kindergartners' program and has not informed the Department about it, please contact sree.maddali@idph.iowa.gov And provide the following information:
 - Name of the new person
 - School name
 - School district/School building # (8 digits total)
 - Email address
 - Phone number

Looking forward to working with you!

Rossany Brugger

Mandatory Blood Lead Testing Coordinator
Lead Poisoning Prevention Program
Iowa Department of Health and Human Services
(515) 281-3225

Rossany.brugger@idph.iowa.gov

<https://idph.iowa.gov/Environmental-Health-Services/Childhood-Lead-Poisoning-Prevention/Providers-Labs-and-Schools/School-Lead-Screening>