

## **Instructions for Condition Nomination for the Montana Newborn Screening Panel**

This document contains an outline with instructions on how to complete and submit the Condition Nomination Form for review by the Montana Newborn Screening Advisory Committee.

- **Page 1**
  - Fill out information about Nominator
  - Fill out information about Co-Sponsor(s)
  - Indicate whether you have nominated this condition before
    - If yes, explain
- **Page 2 - Section I: Condition Background Information**
  - Answer the questions regarding background information about the condition
    - Symptoms
    - Identification
    - Screening
    - Treatment
    - Proposed testing method
  - Provide information regarding the status of the condition in the U.S.
    - Please provide the information if it is known
      - States currently screening
      - States mandated to screen
      - Has the condition been reviewed by RUSP?
        - If so, include RUSP documentation with the nomination packet
      - Is there an FDA approved test?
  - Registries/Databases
    - Please provide the information if it is known
      - List the registries or databases currently established for the condition
- **Page 3 - Section II: Criteria**
  - This section must be filled out completely by providing details for each answer because it is the material that will be considered during the Advisory Committee's review
  - You can complete this section by indicating whether the statements are true and by providing robust answers with resources to support your decision
    - Sources used to support your answers must be reputable, listed in Section III, and cited with their corresponding reference number
- **Page 4 - Section III: List of Key References**
  - List the references in order by their corresponding reference number used in Section II
  - Attach PDF's of the references to the nomination packet
- **Page 5 - Review**
  - Review the form before submitting to ensure everything is accurate.

## Montana Newborn Screening Program – Condition Nomination

- After reviewing is complete, click submit to automatically send the condition nomination form to the Newborn Screening Program for their review.
- Next steps
  - The Newborn Screening Program will confirm receipt of the nomination packet and may request additional information.
  - Submissions will be reviewed by the Newborn Screening Advisory Committee for determination of next steps.
  - The Newborn Screening Program will be in contact with you and remain available to you regarding your submission.