

# QUICK GUIDE TO ECHO INITIATIVE TRACKING AND DATA SUBMISSION



This 2-page Quick Guide will help you use the OAE Screening & Diagnostic Log Excel spreadsheet to track your hearing screening and diagnostic outcomes. Programs working with the ECHO Initiative will also take an additional step of submitting data quarterly. Pages 3 - 9 provide more detailed instructions and examples.

## Data Entry

**Step 1 Identifying Information.** Enter the names of all children 0 – 3 years old enrolled in your program. Include a program identification number, and teacher/classroom/site/location information. Update this list regularly as new children are enrolled. Enter the child's newborn hearing screening results: *Unknown* "U", *Not screened* "N", *Passed* "P", or *Referred* "R".

### **State Option (reporting to Early Hearing Detection and Intervention/Newborn Hearing Screening (EHDI/NHS) program)**

- Enter the child's date of birth (MM/DD/YY), birth hospital, and mother's name. Check with your state's EHDI/NHS program coordinator if the mother's maiden name is preferred.

**Step 2 OAE Screening.** Enter the date of OAE 1. If the child passed the **OAE 1** screening on both ears, record "1" in the *Pass* column. The screening is "complete" – no further outcomes need be recorded. If the child referred on one or both ears, or can't be tested, record a "1" in the *Not Pass* column. For any child not passing OAE 1, record **OAE 2** screening results as you obtain them by entering "1" in the *Pass* or *Not Pass* column. Alternately, indicate that the child has *Exited* the program or *Skipped* to the next step in the protocol.

**Step 3 Middle Ear Consultation.** For any child not passing (or skipping) the OAE 2 screening, record a Middle Ear Consultation outcome by entering "1" in the appropriate column.

**Step 4 Inner Ear Outcome.** For any child receiving (or skipping) a Middle Ear Consultation, enter a date and record a final Inner Ear Outcome by entering "1" in the appropriate column.

## **Data Submission**

Programs working with the ECHO Initiative will submit data every three months. It is expected that some children will not have completed all of the steps above at the time of data submission. An example of a Data Submission Log can be found on page 8.

### **State Option (reporting to EHDI/NHS program)**

- Reporting to your state EHDI/NHS program may occur on a different schedule. Check with your state EHDI/NHS program coordinator for submission details.

**Step 1—Open the ECHO OAE Screening & Diagnostic Log.** Place your cursor in the spreadsheet cell at Row 7 and Column D. Select all Columns (D through W) and all Rows in which children are listed. Choose the *Copy* command for the selected cells.

**Step 2--**Open a blank copy of the ECHO Data Submission Log. In Row 3, enter the name of your program, state, and audiologist partner. Place your cursor in the spreadsheet cell at Row 7 and column D, then Choose the *Paste* command. The ID #, teacher/class/site/location, hearing screening and diagnostic outcomes, and notes for all children should appear in the ECHO Data Submission Log.

**Step 3--**Save the new Log with a file name that includes your EHS program name, state and date.

*Example:* Mid\_Central\_EHS\_IL\_11\_02\_10.xls

**Step 4--**Submit the new ECHO Data Submission Log by emailing it to [echo.ncham@usu.edu](mailto:echo.ncham@usu.edu).

### **State Option (reporting to EHDI/NHS program)**

**Step 1—**Re-save the **OAE Screening & Diagnostic Log** (not the ECHO Data Submission Log) with a file name that includes your EHS program name, state and date.

*Example:* Mid\_Central\_EHS\_IL\_11\_02\_10.xls

**Step 3--**Submit the new OAE Screening & Diagnostic Log to your state EHDI/NHS program, per instructions from the EHDI/NHS coordinator.

#### **Note**

Submission of hearing screening results with child identifying information (name, date of birth, birth hospital, mother's name) to your state EHDI/NHS program may require parent consent and a Memorandum of Understanding with your state EHDI/NHS program.

# DETAILED INSTRUCTIONS ON TRACKING RESULTS



## OAE SCREENING & DIAGNOSTIC LOG

This Excel log helps you track which Early Head Start children have completed the OAE hearing screening process and which need additional follow-up. It also assists you in summarizing your program's OAE hearing screening outcomes and monitoring the quality of your screening program.

The Log should reflect all screening and diagnostic activities for all children ages 0 – 3 years who are enrolled during a program year. The Log should be updated regularly as new children are enrolled in the program and as screening and diagnostic activities are accomplished and results acquired. Please refer to each child's OAE Hearing Screening and/or Diagnostic Follow-up Forms when completing this Log. Examples of OAE Screening & Diagnostic Logs can be found on pages 8 and 9.

### Notes

- Brief explanations for each entry can be found by “hovering” the cursor near the small red triangles in some of the cells in Rows 2 through 6.
- The *Current Totals* in Row 2 are automatically calculated. No data entry is permitted in these cells.
- The *OAE Pass 1 Rate* in Row 3 is automatically calculated based on the results of the first OAE hearing screenings completed in the EHS program.
- The *Status* column (Column A) is automatically filled with the word “Complete” when there is no more follow-up needed for a particular child. If the word “Complete” is not in Column A for a particular child, there is additional follow-up needed to determine the hearing status of that child.
- Only the number “1” can be entered in Columns F, H through R, and T through V.

### Identifying Information

Record each child's first and last name, program identification number, and teacher/classroom/site/location for all children ages 0 – 3 years in your EHS program.

- Input each child's first and last name or import from your program's child data system.
- Input or import the program identification number if one is assigned by the program's data system. If there is no unique identifying number assigned to each child, begin numbering at 0001 for the first child, 0002 for the second child, etc.
- Input or import the name of the teacher, classroom, site, or location where the child is receiving EHS services.
- Enter the results of the child's newborn hearing screening in Column F: *Unknown* “U”, *Not screened* “N”, *Passed* “P”, or *Referred* “R”.

**State Option (reporting to Early Hearing Detection and Intervention/Newborn Hearing Screening (EHDI/NHS) program)**

- Enter the child's date of birth (MM/DD/YY), birth hospital, and mother's name in Columns EHDI-A, EHDI-B, and EHDI-C. Check with your state's EHDI/NHS program coordinator if the mother's maiden name is preferred.

**OAE Screening**

**OAE 1**

Enter the date of the first OAE screening (OAE1) in Column G as MM/DD/YY. For example, May 3, 2012 would be entered as 05/03/12.

If a child passed the first OAE hearing screening for both ears, enter the number "1" in the **Pass** column (Column H). The word "Complete" will appear in Column A.

If a child did not pass the first OAE hearing screening (refer, fail, or can't test) for one or both ears, enter the number "1" in the **Not Pass** column (Column I).

**Notes**

- You may make several probe insertions/screening attempts within a screening session in order to get a valid screening result. Only the most definitive screening outcome for a screening session is recorded on the OAE Screening Form and on the Log.
- Children with Pressure Equalization (PE) tubes can and should be screened. If the tubes are clear and working as intended, and the child's hearing is normal, the child should be able to pass the OAE screening.
- If the child was referred to a health care provider from the Visual Inspection before an OAE hearing screening attempt was made, enter the Middle Ear Consultation results (see page 5) and record the OAE 1 outcome when available.

**OAE 2**

If the child moved or left the EHS program before the second OAE hearing screening could be completed, enter the number "1" in the **Exited Program** column (Column J). No further results will need to be recorded for that child. The word "Complete" will appear in Column A.

If a child passed the second OAE hearing screening for the ear(s) that did not pass OAE1, enter the number "1" in the **Pass** column (Column K). The word "Complete" will appear in Column A.

If a child did not pass the second OAE hearing screening (refer, fail, or can't test) for one or both ears, enter the number "1" in the **Not Pass** column (Column L).

### Note

- For any child not passing OAE 2, one result for Middle Ear Consultation section and one result for Inner Ear Outcome section will be recorded as results are known.

If the child was referred directly to a health care provider for a Middle Ear Consultation or a pediatric audiologist for an Audiological Evaluation without receiving a second OAE hearing screening, enter the number “1” in the **Skipped OAE 2** column (Column M).

### Middle Ear Consultation

If the child moved or left the EHS program before the Middle Ear Consultation could be completed by the health care provider, enter the number “1” in the **Exited Program** column (Column N). No further results need to be recorded for that child. The word “Complete” will appear in Column A.

If the child’s outer/middle ear system for both ears was determined by the health care provider to be clear of wax, fluid, etc., and free of conditions or disorders at the time of the visit, enter the number “1” in the **Normal (No condition or disorder detected)** column (Column O).

If the child’s outer/middle ear system for one or both ears was diagnosed with a medical condition or disorder, such as a blockage or middle ear infection, enter the number “1” in the **Condition or disorder detected** column (Column P).

### Note

- If a middle ear condition or disorder requires treatment, you will need to wait to conduct the OAE Rescreen until the provider indicates that the middle ear is clear. Refer to page 21 of the *Early Identification of Hearing Loss: Getting a Hearing Head Start Screening Guide* for further information on follow-up after a middle ear condition or disorder has been treated.

If the child was referred directly to a pediatric audiologist for an Audiological Evaluation without a referral to a health care provider for a Middle Ear Consultation, enter the number “1” in **Skipped middle ear consultation** column (Column Q).

### Inner Ear Outcome

If the child moved or left the EHS program before the EHS program’s OAE Rescreen or before the Audiological Evaluation could be completed by the pediatric audiologist, enter the number “1” in the **Exited Program** column (Column R). The word “Complete” will appear in Column A.

Enter the date (MM/DD/YY) of the *final* Inner Ear Outcome result in Column S. The *final* Inner Ear Outcome result could be a pass on the OAE Rescreen, Normal Hearing or Permanent Hearing Loss for the Audiological Evaluation.

If the child passed the OAE Rescreen following medical clearance of the child's ear/ears, enter the number "1" in the **Pass – program OAE Rescreen** column (Column T).

#### Note

- After medical clearance, if the child did not pass the OAE rescreening of the ear(s) in question (refer, fail, or can't test), or if the Rescreen step was "skipped," no entry is made in the Log until an Audiological Evaluation has been completed.

If the child's Audiological Evaluation indicated normal hearing for both ears, enter "1" in the **Normal hearing** column (Column U).

If the child's Audiological Evaluation indicated a permanent hearing loss was present in one or both ears, enter "1" in the **Permanent hearing loss** column (Column V). These children should be immediately reported to the ECHO Initiative and to the State Early Hearing Detection and Intervention (Newborn Hearing Screening) program.

#### Notes Field

Record any note or reminder that will be helpful to explain any of the results or to indicate the next step in the necessary follow-up for a particular child. Please see examples of notes in the OAE Screening & Diagnostic Logs on pages 8 and 9.

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### ANNUAL or SEMI-ANNUAL OAE HEARING SCREENINGS

Programs will want to conduct annual, and sometimes semi-annual, OAE hearing screenings for all children enrolled in the program to ensure timely identification of later-onset hearing loss. To record additional screening and diagnostic results for all children in your EHS program, go to the first available row after the current set of results. Enter the identifying information for each child in the EHS program (see page 3) and begin entering hearing screening and diagnostic results, including the dates of OAE1 and the final Inner Ear Outcome, as they are available (see pages 4 - 6).

## **Data Submission**

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#### **Note**

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## EXAMPLES WHEN SUBMITTING TO ECHO INITIATIVE ONLY


### OAE Screening & Diagnostic Log

Col A	Col B	Col C	Col EHDI-A	Col EHDI-B	Col EHDI-C	Col D	Col E	Col F	Col G	Col H	Col I	Col J	Col K	Col L	Col M	Col N	Col O	Col P	Col Q	Col R	Col S	Col T	Col U	Col V	Col W																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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## EXAMPLES FOR SUBMITTING TO EMDI/NHS PROGRAM (State Option)

### OAE Screening & Diagnostic Log

Col A	Col B	Col C	Col EMDI-A	Col EMDI-B	Col EMDI-C	Col D	Col E	Col F	Col G	Col H	Col I	Col J	Col K	Col L	Col M	Col N	Col O	Col P	Col Q	Col R	Col S	Col T	Col U	Col V	Col W
(For reporting to State EMDI Program)								Current Totals (Auto Fill)																OAE 1 Pass Rate	
Directions: Never cursor here								46.67%																	
<div><h3>OAE Screening &amp; Diagnostic Log</h3><p>(2012 Version)</p></div>								<div><div>NHS</div><div><div>OAE Screening</div><div>OAE 1</div><div>OAE 2</div><div>Middle Ear Consultation</div><div>Inner Ear Outcome</div></div></div>																	
Enter child-specific information below this line																									
First Name	Last Name	Date of Birth (MM/DD/YY)	Birth Facility	Mother Name	ID #	Teacher/Class/ Site/Location	Teacher/Instructor/Referring (L, N, P, R)	Status of OAE 1 (MM/DD/YY)	Pass	Refer	Pass	Not Pass (Refer, Can't Test)	Support OAE 2	Referred program	Coordinates of disorder detected	Support of Middle ear consultation	Referred Program	Status of Final Inner Ear Outcome (MM/DD/YY)	Pass	program OAE Re-screen	OAE Re-screen (3) Referred Program	Normal hearing	Permanent hearing loss	Notes	
COMPLETE	Noah	Keller	05/18/11	Regional East	Judith Rice-Keller	7858	Eastridge	R	09/03/11	1			1		1			10/04/11						1	moderate bilateral hearing loss
COMPLETE	Marissa	Lee	12/19/10	Tri-County	Amy Lee	9875	Hardin County	N	09/03/11	1															
COMPLETE	Ryan	Waters	09/28/10	Tri-County	Charlene Waters	9543	Hardin County	P	09/03/11	1															PE tubes
COMPLETE	Joelle	Romero	07/30/11	Mercy Hospital	Jill White-Romero	8549	Northside	P	09/03/11	1															
COMPLETE	Emily	Wishart	01/03/10	Mercy Hospital	Julie Dugan	6473	Northside	P	10/12/11	1			1												
COMPLETE	Loren	Vettrus	02/05/10	Regional East	Mary Vettrus	6472	Eastridge	P	10/12/11	1															
	James	Doescher	03/10/11	Regional East	Peggy Doescher	3845	Eastridge	P	10/12/11	1															Re-screen in two weeks (by Oct 29)
	Jessica	Barrick	04/12/10	Regional East	Donna Lang	8177	Eastridge	U	10/12/11	1			1												Appointment Dr. Gomez on Nov 12
COMPLETE	Audrey	Mackey	05/18/11	Tri-County	Gina Quinn	8736	Hardin County	P	10/12/11	1															
COMPLETE	Serena	Basham	12/19/10	University Hospital	Blanca Ramirez	7482	Hardin County	P	10/12/11	1															
	Marianne	Osborne	09/28/10	Regional East	Tonya Ramos	4532	Eastridge	P	10/12/11	1															Re-screen in two weeks (by Nov 3)
NICK	Prewitt	07/30/11	Tri-County	Allison Prewitt	2257	Hardin County	P	10/12/11																	New - screen by Oct 27

### OAE Submission Log

Col A	Col B	Col C	Col EMDI-A	Col EMDI-B	Col EMDI-C	Col D	Col E	Col F	Col G	Col H	Col I	Col J	Col K	Col L	Col M	Col N	Col O	Col P	Col Q	Col R	Col S	Col T	Col U	Col V	Col W	
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Directions: Never cursor here								46.67%																		
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Enter child-specific information below this line																										
Method	First Name	Last Name	Date of Birth (MM/DD/YY)	Birth Facility	Mother Name	ID #	Teacher/Class/ Site/Location	Numbers: Initial Screening (I, N, F, R)	Date of OAE 1 (MM/DD/YY)	Pass	Not Pass (Refer, Can't Test)	Retest	Pass	Not Pass (Refer, Can't Test)	Referred OAE 2	Referred program	Referred (no condition identified or condition or disorder detected)	Referred (middle ear condition)	Referred Program	Date of Final Inner Ear Outcome (MM/DD/YY)	Pass - program OAE Referred	Normal hearing	Permanent hearing loss	Notes		
COMPLETE	Noah	Keller	05/18/11	Regional East	Judith Rice-Keller	7858	Eastridge	R	09/03/11	1					1					10/04/11				1	moderate bilateral hearing loss	
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COMPLETE	Nick	Prewitt	07/30/11	Tri-County	Allison Prewitt	2257	Hardin County	P	10/12/11																	New - screen by Oct 27