QUICK GUIDE TO ECHO INITIATIVE TRACKING AND DATA SUBMISSION



This 4-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.

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 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 (Normal or Condition/Disorder Detected). Alternately, indicate that the child has *Exited* the program or *Skipped* to the next step in the protocol.
- **Step 4 Inner Ear Outcome**. For any child receiving (or skipping) a Middle Ear Consultation, record the Rescreen (third OAE) 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. For any child not passing (or skipping) a Rescreening (third OAE), record the results of the audiological evaluation by entering a "1" in the Normal Hearing or Permanent Hearing Loss column. Enter the Date of Final Inner Ear Outcome (mm/dd/yy) in Column Y.

Note: If a Permanent Hearing Loss is identified, notify the ECHO Initiative at echo.ncham@usu.edu.

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Data Submission

Programs working with the ECHO Initiative will submit data every three months (Aug 15, Nov 15, Feb 15, May 15). 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 3.

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 Z) 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 #, 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 state, EHS program, and date. *Example:* IL_Mid_Central_EHS_11-14.xls
- **Step 4**--Submit the new ECHO Data Submission Log by emailing it to jeffhoffman.echo@gmail.com.

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 state, EHS program, and date. *Example:* IL_Mid_Central_EHS_11_14.xls

Step 2--Submit the new OAE Screening & Diagnostic Log to your state EHDI/NHS program, per instructions from the EHDI/NHS coordinator.

Note

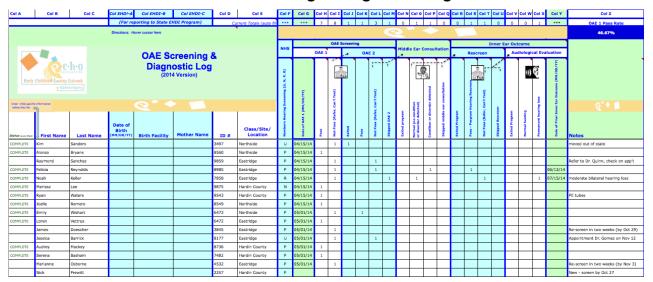
Submission of hearing screening results with child identifying information (name, date of birth, birth hospital, mother's name) to your state EHDI/NHS program may require parent consent and a Memorandum of Understanding or other agreement with your state EHDI/NHS program.

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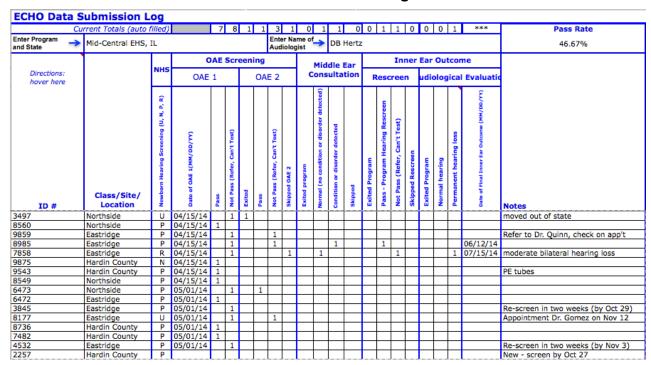


EXAMPLES WHEN SUBMITTING TO ECHO INITIATIVE ONLY

OAE Screening & Diagnostic Log



OAE Submission Log



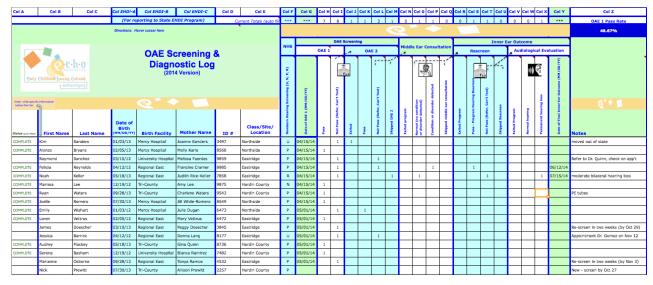
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EXAMPLES FOR SUBMITTING TO EHDI/NHS PROGRAM (State Option)

OAE Screening & Diagnostic Log

Col A	Col B	Col C	Col EHD!-A	Col EHDI-B	Col EHDI-C	Col D	Col E	Col F	Col G	Cal H	Call	Call	Call	Cell	Cal M	Cal N	Call O	Cel D	- A	Cal D	Call C	Call	Celli	Cally	Cal W	Cally	Colv	Col Z
COLA	COLB	Corc					_	***		7	COLI	COLD	COLK	COLE	COLIM	0	COLO	COLF	0	0	1	COLL	0	0	0	COLX	***	
(For reporting to State EHDI Program) Current Totals (auto fill										7	8	1	1	3	1	0	1	1	0	0	1	1	0	0	0	1		OAE 1 Pass Rate
Directions: Hover cursor here															~	۷.										46.67%		
								NHS	OAE Screening					_	Middle Ear Consultation			Inner Ea				ar Outcome						
OAE Screeni						a &			OAE 1		. 12	A OAE 2		A.			Rescreen			Audiological Evaluation			eluation					
Parly	Childhood hearing	h-0 Outreach suringery	Diagnostic Log (2014 Version)					vening (U, N, P, R)	(a/m)	Treet)	T Treat			Trest)		ť	S. C.	detected	onsellation		ng Rescreen				()) €	E	r Dutcome (RM/DD/YY)	
Enter child-speci below this line Status (suin titus)		Last Name	Date of Birth (MM/DD/YY)	Birth Facility	Mother Name	ID#	Class/Site/ Location	Newborn Hearing Scr	Date of OAE 1 (MM/D	Pass	Not Pass (Refer, Can'	Exited	Pass	Not Pass (Refer, Can'	Skipped OAE 2	Exited program	Normal (no condition or disorder detected)	Condition or disorder	Skipped middle ear o	Exited Program	Pass - Program Heari	Not Pass (Refer, Can'	Skipped Rescreen	Exited Program	Normal hearing	Permanent hearing lo	Date of Final Inner Ea	Q° ♦ ■
COMPLETE	Kim	Sanders	01/03/13	Mercy Hospital	Joanne Sanders	3497	Northside	U	04/15/14		1	1																moved out of state
COMPLETE	Alonzo	Bryans	02/05/13	Mercy Hospital	Molly Karle	8560	Northside	Р	04/15/14	1																		
	Raymond	Sanchez	03/10/12	University Hospital	Melissa Fuentes	9859	Eastridge	Р	04/15/14		1			1														Refer to Dr. Quinn, check on app't
COMPLETE	Felicia	Reynolds	04/12/12	Regional East	Francine Cramer	8985	Eastridge	Р	04/15/14		1			1				1			1						06/12/14	
COMPLETE	Noah	Keller	05/18/13	Regional East	Judith Rice-Keller	7858	Eastridge	R	04/15/14		1				1		1					1				1	07/15/14	moderate bilateral hearing loss
COMPLETE	Marissa	Lee	12/19/12	Tri-County	Amy Lee	9875	Hardin County	N	04/15/14	1																		
COMPLETE	Ryan	Waters	09/28/13	Tri-County	Charlene Waters	9543	Hardin County	Р	04/15/14	1																		PE tubes
COMPLETE	Joelle	Romero	07/30/13	Mercy Hospital	Jill While-Romero	8549	Northside	Р	04/15/14	1																		
COMPLETE	Emily	Wishart	01/03/12	Mercy Hospital	Julie Dugan	6473	Northside	Р	05/01/14		1		1															
COMPLETE	Loren	Vettrus	02/05/12	Regional East	Mary Vettrus	6472	Eastridge	Р	05/01/14	1																		
	James	Doescher	03/10/13	Regional East	Peggy Doescher	3845	Eastridge	Р	05/01/14		1																	Re-screen in two weeks (by Oct 29)
	Jessica	Barrick	04/12/12	Regional East	Donna Lang	8177	Eastridge	U	05/01/14		1			1				_										Appointment Dr. Gomez on Nov 12
COMPLETE	Audrey	Mackey	05/18/13	Tri-County	Gina Quinn	8736	Hardin County	Р	05/01/14	1								_										
COMPLETE	Serena	Basham	12/19/12	University Hospital	Blanca Ramirez	7482	Hardin County	Р	05/01/14	1																		
	Marianne	Osborne	09/28/13	Regional East	Tonya Ramos	4532	Eastridge	Р	05/01/14		1																	Re-screen in two weeks (by Nov 3)
	Nick	Prewitt	07/30/13	Tri-County	Allison Prewitt	2257	Hardin County	Р																				New - screen by Oct 27

OAE Submission Log



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