

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.

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.

EXAMPLES WHEN SUBMITTING TO ECHO INITIATIVE ONLY



OAE Screening & Diagnostic Log

Col A	Col B	Col C	Col EHD-A	Col EHD-B	Col EHD-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	Col X	Col Y	Col Z						
(For reporting to State EHD Program)							Current Totals (auto fill)																		OAE 1 Pass Rate									
							*** ** 7 8 1 1 3 1 0 1 1 0 0 1 1 0 0 0 1 ***																		46.67%									
<div><div><div>OAE Screening & Diagnostic Log</div><div>(2014 Version)</div></div></div>							<div><div>NHS</div><div>OAE Screening</div><div>Inner Ear Outcome</div></div>																											
							<div><div>OAE 1</div><div>OAE 2</div><div>Middle Ear Consultation</div><div>Rescreen</div><div>Audiological Evaluation</div></div>																											
Enter child specific information (enter last name)							<div><div>Northside Hearing Screening (U, N, P, R)</div><div>Date of OAE 1 (MM/DD/YY)</div><div>Pass</div><div>Not Pass (Refer, Can't Test)</div><div>Exited</div><div>Pass</div><div>Not Pass (Refer, Can't Test)</div><div>Skipped OAE 2</div><div>Exited program</div><div>Normal (no condition or disorder detected)</div><div>Condition or disorder detected</div><div>Skipped</div><div>Exited program</div><div>Pass - Program Hearing Rescreen</div><div>Not Pass (Refer, Can't Test)</div><div>Skipped Rescreen</div><div>Exited program</div><div>Normal hearing</div><div>Permanent hearing loss</div><div>Date of Final Inner Ear Outcome (MM/DD/YY)</div></div>																											
							<div><div>First Name</div><div>Last Name</div><div>Date of Birth (MM/DD/YY)</div><div>Birth Facility</div><div>Mother Name</div><div>ID #</div><div>Class/Site/Location</div><div>Notes</div></div>																											
COMPLETE	Kim	Sanders				3497	Northside	U	04/15/14		1																	moved out of state						
COMPLETE	Alonso	Bryans				8560	Northside	P	04/15/14	1																								
COMPLETE	Raymond	Sanchez				9859	Eastridge	P	04/15/14		1		1															Refer to Dr. Quinn, check on app't						
COMPLETE	Felicia	Reynolds				8985	Eastridge	P	04/15/14				1															06/12/14						
COMPLETE	Noah	Keller				7858	Eastridge	R	04/15/14		1			1			1											07/15/14 moderate bilateral hearing loss						
COMPLETE	Mariela	Lee				9875	Hardin County	N	04/15/14		1																							
COMPLETE	Ryan	Waters				9543	Hardin County	P	04/15/14		1																	PE tubes						
COMPLETE	Jessie	Romero				8549	Northside	P	04/15/14		1																							
COMPLETE	Emily	Wahart				6473	Northside	P	05/01/14		1		1																					
COMPLETE	Loren	Veltrus				6472	Eastridge	P	05/01/14		1																							
	James	Doescher				3845	Eastridge	P	05/01/14		1																	Re-screen in two weeks (by Oct 29)						
	Jessica	Barrick				8177	Eastridge	U	05/01/14		1		1															Appointment Dr. Gomez on Nov 12						
COMPLETE	Audrey	Mackey				8736	Hardin County	P	05/01/14		1																							
COMPLETE	Serena	Basham				7482	Hardin County	P	05/01/14		1																							
	Marianne	Osborne				4532	Eastridge	P	05/01/14		1																	Re-screen in two weeks (by Nov 3)						
	Nick	Prewitt				2257	Hardin County	P																				New - screen by Oct 27						

OAE Submission Log

ECHO Data Submission Log																										
Current Totals (auto filled)										7	8	1	1	3	1	0	1	1	0	0	1	1	0	0	1	***
Enter Program and State → Mid-Central EHS, IL										Enter Name of Audiologist → DB Hertz										Pass Rate						
																				46.67%						
ID #	Class/Site/ Location	NHS	OAE Screening						Middle Ear Consultation				Inner Ear Outcome				Notes									
			OAE 1			OAE 2							Rescreen		Audiological Evaluation											
			Date of OAE 1 (MM/DD/YY)	Pass	Not Pass (Refer, Can't Test)	Exited	Pass	Not Pass (Refer, Can't Test)	Skipped OAE 2	Exited program	Normal (no condition or disorder detected)	Condition or disorder detected	Skipped	Exited program	Pass - Program Hearing Rescreen	Not Pass (Refer, Can't Test)		Skipped Rescreen	Exited program	Normal hearing	Permanent hearing loss	Date of Final Inner Ear Outcome (MM/DD/YY)				
3497	Northside	U	04/15/14	1	1																			moved out of state		
8560	Northside	P	04/15/14	1																						
9859	Eastridge	P	04/15/14	1			1																	Refer to Dr. Quinn, check on app't		
8985	Eastridge	P	04/15/14	1				1					1				1						06/12/14			
7858	Eastridge	R	04/15/14	1					1			1					1			1			07/15/14	moderate bilateral hearing loss		
9875	Hardin County	N	04/15/14	1																						
9543	Hardin County	P	04/15/14	1																				PE tubes		
8549	Northside	P	04/15/14	1																						
6473	Northside	P	05/01/14	1		1																				
6472	Eastridge	P	05/01/14	1																						
3845	Eastridge	P	05/01/14	1																				Re-screen in two weeks (by Oct 29)		
8177	Eastridge	U	05/01/14	1			1																	Appointment Dr. Gomez on Nov 12		
8736	Hardin County	P	05/01/14	1																						
7482	Hardin County	P	05/01/14	1																						
4532	Eastridge	P	05/01/14	1																				Re-screen in two weeks (by Nov 3)		
2257	Hardin County	P																						New - screen by Oct 27		

OAE Screening & Diagnostic Log

[illegible]

OAE Submission Log

[illegible]