

Planning Checklist for Implementing an OAE Screening Program



Early childhood education or health care staff organizing the OAE screening effort should print this Checklist. Once a pediatric audiologist is identified (Step 3), work through each item together. All materials and resources referenced are available at www.kidshearing.org.

- 1. Get acquainted with the instructional and implementation resources specifically for OAE screening available at: www.kidshearing.org/learn-to-implement.
- 2. Determine whether your setting is appropriate for OAE screening by reviewing the conditions that contribute to a sustainable screening context, including:
 - ongoing access to/relationships with children and families,
 - access to medical and audiological services,
 - a tracking system,
 - adequate staffing and budget,
 - focus on child language development and hearing, and
 - sufficient collaborative capacity.(Under *Implementation Tools* see *Planning and Learning Tools/Contextual Conditions*.)
- 3. Identify a pediatric audiologist partner to support your planning, training and implementation efforts. (Under *Implementation Tools* see *Find an Audiologist*.)
- 4. View Video Tutorial Modules 1 - 4. (Individuals involved with planning the screening program will view these modules at this point; all participants will view the modules during the training process):
 - *Introduction to OAE Hearing Screening*
 - *How OAE Hearing Screening Works*
 - *OAE Protocol Overview*
 - *Plan Your OAE Screening Program*

Identify questions that surface from viewing these tutorials and seek clarification from your pediatric audiologist partner and from corresponding *Tools and Resources*.

- 5. Determine who needs to be included in planning and implementation steps and how the individuals will potentially be incorporated into the process:
 - administrators,
 - any oversight committees (such as the local Health Services Advisory Committee providing guidance each Early Head Start program),
 - screeners,
 - staff responsible for the program's documentation and tracking systems.

- 6. Carefully consider how the screening and follow-up protocol will be implemented and how children not passing the initial screening will be tracked through the process to completion, including:
 - How many individuals will be conducting the OAE screening?
 - In what settings will screening take place?
 - How many pieces of equipment will be needed? How will equipment and supplies be stored, shared and maintained?
 - How will outcomes be documented and children requiring follow-up be tracked? (Under *Implementation Tools* see resources listed under *Protocol Guides & Forms* and *Track Child Progress & Monitor Program Quality*.)
 - How often children will be screened?

- 7. Select and purchase OAE equipment demonstrated to work effectively for screening children 0 - 3 years of age. (Under *Implementation Tools*, see resources under *Select OAE Equipment*.) Be sure to elicit input from a pediatric audiologist partner in this selection process. If funding for equipment is needed, identify charitable organizations likely to support screening efforts and use the *Sample Mini-grant Proposal* to solicit funds.

- 8. Develop a training and implementation timeline and plan. Arrange for training of screeners to occur once equipment and supplies are available and shortly before actual screenings are scheduled to begin. Under *Implementation Tools*, the pediatric audiologist and other individuals planning the training should open the *Audiologist's & Trainer's Tools* heading to access the *Audiologist's & Facilitator's Guide* and *Sample OAE Training Agenda*. These documents offer a helpful structure for providing a high-quality training experience to learners.

- 9. Complete the training process, making sure that everyone involved views all Video Tutorial Modules and that staff being trained as screeners also complete the practice exercises. Make a plan for follow-up technical assistance that includes a review of the protocol and the capacity of the program's tracking system, "next steps" for children not passing the screening, quality improvement indicators and additional screener skill development as needed.

- 10. Contact your state Early Hearing Detection and Intervention (EHDI) or newborn hearing screening program to let them know about your screening efforts, to obtain relevant information and resources, and to make a plan for sharing screening outcomes if desired. Be sure to report to your State EHDI Program any child newly identified with a permanent hearing loss. Your EHDI program will be a source of additional resources to help your program and/or the child's family.