

# GUIDE TO ECHO INITIATIVE HEARING SCREENING TRACKING AND DATA SUBMISSION



This Guide will help you use the Hearing 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 3 to 5 years old enrolled in your program. Include a program identification number and class/site/location information. Update this list regularly as new children are enrolled.

**Step 2 - Hearing Screening.** Enter the type of screen conducted (PT = Pure Tone, OAE = Otoacoustic Emissions). Enter the date of Screen 1. If the child passed the Screen 1 on both ears, record "1" in the *Pass* column. The screen is "complete" – no further outcomes need be recorded. If the child did not pass on one or both ears, or can't be tested, record a "1" in the *Not Pass* column. For any child not passing Screen 1, record Screen 2 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 Screening 2, record a Middle Ear Consultation outcome by entering "1" in the appropriate column: Normal (no condition or disorder detected) or Condition or Disorder Detected.

**Step 4 - Inner Ear Outcome.** For any child receiving (or skipping) a Middle Ear Consultation, record a final Inner Ear Outcome by entering "1" in the appropriate column: Exited the program before Rescreen, Rescreen Pass, Rescreen Not Pass, Skipped Rescreen and the Audiological Evaluation results: Normal Hearing or Permanent Hearing Loss. Enter the date of the final Inner Ear Outcome.

Col A	Col B	Col 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	
Current Totals (auto filled)					***	***	7	8	1	1	3	1	0	1	1	0	0	0	1	0	0	0	0	1	***	Hearing Screen 1 Pass Rate
					<div style="text-align: right;">46.67%</div>																					
Directions: Hover cursor here					TYPE																					
					Hearing Screening				Middle Ear Consultation				Inner Ear Outcome													
					Screen 1		Screen 2						Rescreen		Audiological Evaluation											
					Screening Type - OAE or PT	Date of Screening 1 (MM/DD/YY)	Pass	Not Pass (Refer, Can't Test)	Exited	Pass	Not Pass (Refer, Can't Test)	Skipped Screen 2	Exited Program	Normal (no condition or disorder detected)	Condition or disorder detected	Skipped middle ear consultation	Exited Program	Pass - Program Hearing Success	Not Pass (Refer, Can't Test)	Skipped Rescreen	Exited Program	Normal Hearing	Permanent Hearing Loss	Date of Inner Ear Outcome (MM/DD/YY)	Notes	
COMPLETE	Kim	Sanders	3497	Northside	PT	04/15/14		1	1																	moved out of state
	Alonzo	Bryans	8560	Northside	OAE	04/15/14	1																			Tried PT first, then OAE
COMPLETE	Raymond	Sanchez	9859	Eastridge	PT	04/15/14		1																		Refer to Dr. Quinn, check on app't
COMPLETE	Felicia	Reynolds	8985	Eastridge	PT	04/15/14				1															10/12/11	
COMPLETE	Noah	Keller	7858	Eastridge	PT	04/15/14		1				1		1											10/04/11	moderate bilateral hearing loss
	Marissa	Lee	9875	Hardin County	PT	04/15/14		1																		
	Ryan	Waters	9543	Hardin County	PT	04/15/14		1																		PE tubes
	Joelle	Romero	8549	Northside	PT	04/15/14		1																		
COMPLETE	Emily	Wishart	6473	Northside	PT	05/01/14		1		1																
	Loren	Vettrus	6472	Eastridge	PT	05/01/14		1																		
COMPLETE	James	Doescher	3845	Eastridge	PT	05/01/14				1																Re-screen in two weeks (by Oct 29)
COMPLETE	Jessica	Barrick	8177	Eastridge	PT	05/01/14		1			1															Appointment Dr. Gomez on Nov 12
	Audrey	Mackey	8736	Hardin County	PT	05/01/14		1																		
	Serena	Basham	7482	Hardin County	PT	05/01/14		1																		
COMPLETE	Marianne	Osborne	4532	Eastridge	PT	05/01/14				1																Re-screen in two weeks (by Nov 3)
	Nick	Prewitt	2257	Hardin County																						Now - screen by May 30

## Data Submission

Programs working with the ECHO Initiative will submit data every three months (Nov 15, Feb 15, May 15, Aug 15). It is expected that some children will not have completed all of the steps above at the time of each data submission.

**Step 1—Open the ECHO Hearing 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 #, 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 Head Start program name, state and date.**

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

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

ECHO Hearing Screening Data Submission Log																							
Current Totals (auto filled)		***	***	7	8	1	1	3	1	0	1	1	0	0	1	0	0	0	0	1	***	Hearing Screen 1 Pass Rate	
Enter Program and State →		Mid-South HS, CO										Enter Name of Audiologist →		DB Hertz								46.67%	
Directions: Hover cursor here		TYPE		Hearing Screening				Middle Ear Consultation				Inner Ear Outcome											
				Screen 1		Screen 2				Rescreen		Audiological Evaluation											
ID #	Class/Site/Location	Screening Type - OAE or PT	Date of Screening 1 (MM/DD/YY)	Pass	Not Pass (Refer, Can't Test)	Failed	Pass	Not Pass (Refer, Can't Test)	Skipped Screen 2	Failed program	Normal (no condition or disorder detected)	Condition or disorder detected	Skipped middle ear consultation	Failed Program	Pass - Program Hearing Rescreen	Not Pass (Refer, Can't Test)	Skipped Rescreen	Failed Program	Normal hearing	Permanent Hearing Loss	Date of Inner Ear Outcome (MM/DD/YY)	Notes	
3497	Northside	PT	04/15/14	1		1																moved out of state	
8560	Northside	OAE	04/15/14	1																		Tried PT first, then OAE	
9859	Eastridge	PT	04/15/14		1			1														Refer to Dr. Quinn, check on app't	
8985	Eastridge	PT	04/15/14		1			1				1			1							10/12/11	
7858	Eastridge	PT	04/15/14		1				1				1									1	10/04/11
9875	Hardin County	PT	04/15/14	1																			moderate bilateral hearing loss
9543	Hardin County	PT	04/15/14	1																			PE tubes
8549	Northside	PT	04/15/14	1																			
6473	Northside	PT	05/01/14		1			1															
6472	Eastridge	PT	05/01/14	1																			
3845	Eastridge	PT	05/01/14		1																		Re-screen in two weeks (by Oct 29)
8177	Eastridge	PT	05/01/14		1				1														Appointment Dr. Gomez on Nov 12
8736	Hardin County	PT	05/01/14	1																			
7482	Hardin County	PT	05/01/14	1																			
4532	Eastridge	PT	05/01/14		1																		Re-screen in two weeks (by Nov 3)
2257	Hardin County																						New - screen by May 30