PROGRAM OPERATIONS

CLERC CENTER
AT GALLAUDET

Data Collection Checklist For Programs Serving Deaf and Hard of Hearing Children Birth to Three: Enrollment

Enrollment/Intake
This list provides checkpoints for the intake data collection process and establishes a complete baseline for each child and family entering your program. Consistent intake data allows your program to understand who you are serving, identify equity gaps, and set a measurable starting point for tracking language growth and family outcomes over time.

Collect this information when a family first enrolls. The goal is to establish a complete baseline for the child and family that will anchor all future data points.

Child & Family Demographics

- ◯ Child date of birth and age at enrollment
- ◯ Identification: degree and type of hearing levels
- ◯ Etiology of hearing level differences (if known)
- ◯ Primary language(s) used in the home
- ◯ Family structure and primary caregivers
- ◯ Race, ethnicity, and cultural background
- ◯ Geographic location / region served

Hearing Technology (if applicable)

- ◯ Current hearing technology (hearing aids, CI, BAHA, none)
- ◯ Date of most recent audiological evaluation
- ◯ Hearing aid / device fitting date (if applicable)
- ◯ Consistent device use at enrollment (yes/no/partial)

Communication & Language Baseline

- ◯ Communication modality(ies) in use at enrollment
- ◯ Baseline language sample or standardized assessment result
- ◯ Child's expressive language level at enrollment
- ◯ Child's receptive language level at enrollment

Service & Referral History

- ◯ Referral source (EHDI, hospital, physician, self, other)
- ◯ Age at identification of hearing levels
- ◯ Previous EI services received (if any)
- ◯ Current IFSP goals at time of enrollment
- ◯ Other service providers involved (SLP, OT, vision, etc.)

Family Priorities & Goal Setting

- ◯ Family-identified priorities for their child
- ◯ Family's knowledge of deafness and communication options at intake
- ◯ Family connection to Deaf community at intake (yes/no)

Implementation Notes

This checklist is designed for both program staff and directors. Staff collect data closest to the family; directors are responsible for ensuring data enters program-level tracking systems.

Use consistent data entry templates at each time point so information can be aggregated across families for grant reporting, program evaluation, and outcome tracking over time.