PROGRAM OPERATIONS

CLERC CENTER
AT GALLAUDET

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

Exit data closes the loop on a child's enrollment and generates the evidence your program needs to demonstrate impact. It supports a clean, informed handoff to the receiving team, ensures families leave with what they need, and feeds your program's outcomes reporting, grant accountability, and long-term evaluation work.

Collect this information when a family completes the program. Exit data closes the child's record, informs the receiving team, and feeds your program's outcomes reporting.

Exit Logistics

- ◯ Age at exit
- ◯ Reason for exit (age out, goal completion, family choice, relocation, other)
- ◯ Total length of enrollment
- ◯ Total sessions completed

Language & Development at Exit

- ◯ Expressive language level at exit
- ◯ Receptive language level at exit
- ◯ Communication modality(ies) at exit
- ◯ Final standardized assessment results
- ◯ Language growth from enrollment to exit
- ◯ Completed IFSP goal attainment summary

Transition & Handoff

- ◯ Receiving program / school identified
- ◯ Child records shared with receiving team (with family consent)
- ◯ Transition meeting held or warm handoff completed
- ◯ Family provided with transition checklist and next steps
- ◯ IEP meeting date confirmed with family (if applicable)

Hearing Technology at Exit

- ◯ Current hearing technology and usage consistency at exit
- ◯ Next audiological appointment scheduled (if applicable)
- ◯ Device maintenance and troubleshooting plan shared with family

Deaf Community & Identity Connection

- ◯ Family connected to Deaf community organization or network
- ◯ Family enrolled in or referred to ASL instruction
- ◯ Child had exposure to Deaf adult role models during enrollment
- ◯ Family provided with Deaf community resource list at exit

Program Outcomes Data

- ◯ Outcome data entered into program database or tracking system
- ◯ Exit documentation filed in child's permanent record
- ◯ Any unmet referrals or service gaps flagged for program review
- ◯ Team debrief completed for program learning

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.