PROGRAM OPERATIONS

CLERC CENTER AT GALLAUDET

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

Ongoing data collection ensures your program can monitor each child's progress, respond to changing family needs, and make informed decisions about service adjustments between enrollment and exit. When collected consistently across all families, this data also reveals patterns at the program level — including service gaps, equity concerns, and trends in language development — that inform continuous improvement.

Collect this information at each IFSP review period or at minimum quarterly. Ongoing data tracks growth, flags concerns, and informs service adjustments.

Language & Communication Progress

- ◯ Current expressive language level (updated)
- ◯ Current receptive language level (updated)
- ◯ Progress toward IFSP communication goals
- ◯ Communication modality shifts (if any)
- ◯ Language sample or updated standardized assessment

Hearing Technology & Audiology

- ◯ Device usage consistency (regular, inconsistent, none)
- ◯ Any changes to hearing technology since last review
- ◯ Date of most recent audiological follow-up
- ◯ FM system or captioning access in place (if applicable)

Service Delivery

- ◯ Number of sessions completed vs. scheduled this period
- ◯ Any gaps or interruptions in service (and reason)
- ◯ Service setting (home, center, community, telehealth)
- ◯ IFSP goals reviewed and updated
- ◯ Additional referrals made this period

Family Engagement & Capacity

- ◯ Family participation level in sessions (active, moderate, limited)
- ◯ Family implementation of strategies between sessions
- ◯ Family confidence in supporting child's language (self-report)
- ◯ Family access to ASL instruction or Deaf community events

Equity & Access Flags

- ◯ Interpreter or translation services used this period
- ◯ Any barriers to service access identified (transportation, work, etc.)
- ◯ Cultural or linguistic responsiveness concerns noted

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.