

Getting Enrollment Right: Five Data Essentials for Programs Serving Deaf and Hard of Hearing Children Birth - Three

A strong enrollment process is the foundation for everything that follows. Capturing the right information from the start helps your team understand each child and family, measure real progress over time, and meet reporting and evaluation needs. Use these five tips to build a consistent, family-centered intake process for every child who enrolls.

1

Know The Family: Collect Complete Demographics

Document date of birth, age at enrollment, diagnosis, degree and type of hearing level, etiology if known, race, ethnicity, home language, family structure, primary caregivers, and geographic location.

2

Capture Referral and Service History

Record how the family came to your program, age at identification, any previous early intervention services, current providers involved, and IFSP or language goals at the time of enrollment.

3

Establish a Communication and Language Baseline

Document communication modality or modalities in use at enrollment and capture expressive and receptive language levels through a baseline language sample or standardized assessment.

4

Document Hearing Technology from Day One (if applicable)

Record current hearing technology type, date of most recent audiological evaluation, device fitting date if applicable, and whether the child is using the device consistently, partially, or not at all.

5

Center Family Priorities from the Start

Document family priorities in their own words, their existing knowledge about deafness and communication options, and whether they have any current connection to the Deaf community.

Implementation Note: This tip sheet 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 program evaluation and outcome tracking over time.