

CHAPTER 1000 – CHILD OUTCOMES SUMMARY RATINGS POLICY

A. Child Outcomes Summary Ratings

The Child Outcome Summary Form with Evidence Organized by Level of Functioning (October 15, 2009) developed by the Early Childhood Outcomes Center (ECO) is used to assess and report child progress in accordance with federal reporting requirements under Part C of IDEA for Indicator 3 of the state's Annual Performance Report to the Office of Special Education Programs. The Child Outcome Summary (COS) is to be completed at initial entry into Babies Can't Wait for children less than or equal to 30 months of age and at exit for all children who are enrolled with an active IFSP for at least six months. Entry and exit ratings are entered and reported in the state database as well as a hard copy placed in the permanent record for each child. See COS procedures document.

B. Child Outcomes Summary Process

The COS process is a team process for summarizing information related to a child's progress on each of three child outcome areas on a 7-point scale. The COS process must be explained to the family at entry and exit.

The COS process is used:

1. To describe a child's functioning on each of the three outcome areas based on multiple sources of information. The information could include one or more norm-referenced or curriculum-based assessments, parent report on child's skills and behavior, progress notes of therapists working with the child, observations by a teacher or child care provider, or other sources; and/or
2. To aggregate outcome data across local programs throughout the state for federal reporting.

The three outcome areas that must be rated and reported in the state database for each child are:

1. Development of positive social-emotional skills (including social relationships)
2. Acquiring and using knowledge and skills (including early language/ communication and early literacy)
3. Use of appropriate behaviors to meet needs

C. Entry Ratings

The entry COS ratings must be determined by the team of evaluators who participate in the initial eligibility evaluation or program planning assessment for each eligible child. The team should include the Service Coordinator, the evaluator(s) and the parent. The rating must be entered into the state database by the local program when finalizing eligibility in BIBS. In determining COS ratings, evaluators will use the Decision Tree developed by the ECO Center. Information from an approved five domain evaluation/assessment tool (examples: AEPS, BDI-2, Hawaii Early Learning profile, Carolina Curriculum or other approved instrument) is used as the reference for typical child development in conjunction with the Decision Tree. In addition, the following sources of information must be considered in determining COS ratings: input from Service Coordinators, parent report, crosswalks of evaluation/assessment tools developed by the ECO Center, other approved evaluation/assessment tools, observation and informed clinical opinion.

D. Exit Ratings

The exit COS ratings must be determined in collaboration with a child's team that includes, at a minimum, a family member, the Primary Service Provider and the Service Coordinator. Other IFSP team members who are familiar with the child may be included. The COS exit rating must be completed within the last 30 days prior to the child's exit date. In determining COS ratings, providers will use the [Decision Tree](#) developed by the ECO Center. Information from an approved five domain evaluation/assessment tool can be used as the reference for typical child development in conjunction with the Decision Tree. A formal assessment or evaluation is not required for determining exit ratings. Additional information from crosswalks of evaluation/assessment tools developed by the ECO Center, other approved evaluation/assessment tools, observation and informed clinical opinion can be considered in determining COS exit ratings.

E. Team Participation

Ratings must be determined by a team as defined under **Entry Ratings** and **Exit Ratings** including family members, professionals who work with the child (including Service Coordinators), and others familiar with the child's functioning. COS ratings should not be determined by individuals who do not know the child's abilities. Ratings should not be assigned based only on information available in the child's records. Ratings should be determined by providers in collaboration with each other, not in isolation. BCW personnel must receive training, guidance and instruction on the COS process prior to determining ratings for a child. It is the responsibility of the local program EIC to ensure that BCW professionals in their local program receive training required by the state BCW program before completing COS ratings for a child.

F. State COS Training Requirements

1. All Special Instructors, Intake Service Coordinators and Service Coordinators must complete the following COS training within 60 days of their initial hire or contract date:
2. Completion of the online [COS learning module located at: \[https://valdosta.co1.qualtrics.com/jfe/form/SV_5paSam2eB1lqIHT\]\(https://valdosta.co1.qualtrics.com/jfe/form/SV_5paSam2eB1lqIHT\)](#) through Valdosta State University (VSU)
 - After each module there is a test. The provider will receive a certificate of completion.

G. The Decision Tree

The [Decision Tree](#) was created by the ECO Center as a tool for training in the use of the COS Form. The Decision Tree is a series of questions about the extent to which a child exhibits age-appropriate skills and behaviors in each outcome area. Responses guide the user to a specific rating category on a 7-point scale. The Decision Tree was updated in November 2015 based on input from the COS Training Consortium.

Decision Tree for Summary Rating Discussions

