

Name of Activity: COS Quality Review Activity

Preparation Time: 30 minutes

Activity Time: 15 - 20 minutes

Preparation:

1. Print the *“Guidance for Reviewing Completed COS Forms”* and copy for each participant.
2. Based on the age focus of the group, print either the *“COS Review Activity Emily (40 months)”* or the *“COS Review Activity Theresa (24 months)”*. Copy for each participant.
3. Based on the activity selected in the previous bullet, print the trainer notes for either Emily (40 months) or Theresa (24 months) to have available during the activity.

Activity Instructions:

1. Begin the activity by describing the indicators of a quality COS form using the *“Guidance for Reviewing Completed COS Forms”* worksheet.
2. Divide the participants into small groups of 4 or 5. Review the COS Form Review Activity Instructions for either Emily or Theresa.
3. Have small groups review the COS documentation beginning on page 2 and answer the questions on page 1 of the COS Review Activity worksheet. Give the groups 10-15 minutes for this portion of the activity.
4. In the remaining 5 – 10 minutes, debrief as a large group by going through the worksheet questions and having participants share their responses. Provide explanations and additional information using the trainer notes for either Emily or Theresa.

Activity Variations:

- Trainers may opt to use locally developed COS forms this activity if they are available. These examples may either be made up or can be copies of actual COS forms received with names removed, changed or blacked out.
- If training a small group of participants (i.e. less than 10), this activity may be completed as a large group.

If actual examples are used, it is recommended consent be obtained to review and get feedback from the training participants from the teams submitting the COS forms.

