

Name of Activity: COS to Federal Progress Categories

Preparation Time: 5 minutes

Activity Time: 10 minutes

Preparation:

1. Print the “*Rating Scale Definitions*” and copy for each participant.
2. Print the “*Table Explaining Federal Reporting Categories*” and copy for each participant.
3. Print the “*Exercise: COS to Progress Categories*” worksheet and copy for each participant.

Activity Instructions:

1. Provide a brief overview of the OSEP reporting categories (a-e), using the Table Explaining Federal Reporting Categories as a reference.
2. Ask participants to complete the Exercise: COS to Progress Categories individually.
3. As a large group, review each item in the exercise. Provide the correct answers along with explanations.
4. Provide participants with an opportunity to ask questions to support their understanding of the a-e progress categories.

Activity Variations:

- Consider including content in your Power Point slides from the Table Explaining Federal Reporting Categories to support participants’ understanding of the topic.
- Divide a larger group into 4-5 smaller groups and have them complete the exercise together. Begin the large group debriefing with the question, “Were there any items that you had difficulty converting to an a-e answer?” Have each group contribute as appropriate for the size of the group and the time available.
- Consider presenting your state’s a-e data as an illustration of how the data is used and/or interpreted.

