

## **Child Outcomes Summary Form (COSF) Professional Development Materials and Activities**

### **Unit 3. Quality Assurance (QA): Reliability, Validity, and Accuracy of the COSF Data**

#### **Introduction**

Quality assurance (QA) activities are the key to reliable, valid, and accurate data. The QA activities covered in this training unit are geared to COSF users, those who supervise COSF users, and administrators with responsibility for making sure the COSF data are correct before submitting them to the state office. The materials in this training unit provide quality indicators, or characteristics of a well-completed form and an optimal team process for determining a rating on the COSF 7-point scale. The presence or absence of these characteristics tells the user and the supervisor if the COSF and the COSF process are complete and accurate. Complete and accurate COSF ratings will lead to quality data that are a valid reflection of children's progress and the program's contribution toward that progress.

#### **Quality Assurance Slide Set and Activities**

This set of slides ([http://www.fpg.unc.edu/~eco/assets/ppt/Quality\\_assurances\\_slides.ppt](http://www.fpg.unc.edu/~eco/assets/ppt/Quality_assurances_slides.ppt)) introduces the notion that the data from the COSFs need to be accurate. Although the child outcomes data collection requirements have been in force for several years, ongoing efforts at assuring data quality and accuracy are essential. QA activities are meant to increase the accuracy of the data.

The slides present three ways to look at quality assurance, as activities that should occur 1) *before* COSFs are completed, 2) *during* the completion of COSFs, and 3) *after* COSFs are completed. QA activities that should occur *before* data collection include training and guidance on procedures for measuring outcomes. QA *during* data collection can mean supervision and 'refresher' staff development. QA activities that occur *after* data collection include a record review of completed COSFs, focusing on the accuracy and relevance of the information provided on the form, and an exercise for writing the supporting evidence that documents the COSF rating.

Unit 4 will address data analysis, another strategy for assuring quality, which occurs after data are collected.

The slides and activities in this unit are meant to help staff:

- Understand key considerations related data quality,
- Evaluate a team discussion for quality,
- Evaluate completed child outcomes summary forms for accuracy, and
- Provide additional guidance for documenting the COSF rating.

#### **Activity: Discussion of factors that influence data quality**

Begin or end your slide presentation by having staff generate a list of factors that may influence



the quality of the data. Examples of factors may include time, access to information, getting the team together, etc. Use the worksheet at this link to note the factors and to try to think of strategies for addressing them.

[http://www.fpg.unc.edu/~eco/assets/pdfs/Factors\\_Data\\_Quality.pdf](http://www.fpg.unc.edu/~eco/assets/pdfs/Factors_Data_Quality.pdf)



Time check: This activity should take about 15-20 minutes.

### **Activity: Quality review of a COSF team discussion**

In this activity the trainer describes indicators of a quality COSF team discussion. Then, participants watch a video clip of a COSF team and review the quality of that team discussion.

#### **Instructions:**

- Beforehand, identify which video clip(s) you plan to show. The video includes three COSF team discussions. The first two focus on a preschooler and the last discussion is about a toddler; you may wish to fast forward to the discussion about the toddler for this activity. Team videos are available on the web at [Child Outcomes Scenarios Video \(2008\) \[quicktime\]](#) or request a copy of the DVD by contacting the ECO Center [staff@the-eco-center.org](mailto:staff@the-eco-center.org)
- First, have participants describe indicators of a quality COSF team, using the 'Reviewing the Quality of a COSF team discussion' worksheet [\[link to review worksheet PDF\]](#)
- Next introduce the video clip and ask participants to answer the worksheet questions during the video [\[link to DVD worksheet PDF\]](#).
- Show the video clip of a team discussion.
- Debrief the video by reviewing the worksheet questions and asking participants to share their impressions of the video, as guided by the quality indicators.



Time check: This activity should take about 15-20 minutes.

### **Activity: Quality review of family participation in a COSF team discussion**

In this activity, the trainer describes the importance of family participation in the COSF team discussion. Then, participants watch a video clip of a COSF team and review the quality of family participation using the questions on the worksheet

#### **Instructions:**

- Beforehand, identify which video clip(s) you plan to show. You may use the same clip used in the activity above, or a different one. The team videos are available on the web at [Child Outcomes Scenarios Video \(2008\) \[quicktime\]](#) or request a copy of the DVD by contacting the ECO Center [staff@the-eco-center.org](mailto:staff@the-eco-center.org)
- Review the 'Including Families in the COSF Discussion' worksheet [\[link to worksheet PDF\]](#) and describe the importance of family participation in the COSF team discussion.
- Introduce the video clip and ask participants to answer the worksheet questions during the video.



- Show a video clip of a team discussion.
- Debrief the video by reviewing the worksheet questions and asking participants to share their impressions of the family's participation.



Time check: This activity should take about 15-20 minutes.

### **Activity: Review a completed COSF for errors**

This activity provides practice in looking at completed COSFs for accuracy.

#### **Instructions**

- First, review quality indicators of a completed COSF with participants using the [Guidance for Reviewing Completed COSFs \[link to PDF\]](#).
- Have staff review a 'mock' COSF with errors [\[link to mock COSF for Theresa, 24 months\]](#). Participants may work in pairs or small groups and answer the review questions.
- Walk through the worksheet questions and have participants share their responses to the whole group. Provide explanations and answers as needed using the trainer notes [\[link to trainer notes PDF\]](#)



Time check: This activity should take about 15 minutes

### **Activity: COSF documentation-supporting evidence**

This activity is meant to help teams practice writing the evidence to support the ratings given on the COSF. The written evidence provides a rationale for the rating and should therefore include examples of functioning that led to the rating. For example, if the COSF rating is 7, supporting evidence should include examples of age-appropriate functioning.

#### **Instructions:**

- You will need a case example for this activity, including a completed COSF and assessment information. The child example may be provided by the trainer or be brought by the participant team members for discussion. The ratings for a child's functioning in each of the 3 outcome areas should already be completed.
- Use the worksheet to document the "supporting evidence" for the rating given in each outcome area. The worksheet contains a documentation key and the form with supporting evidence boxes. [\[link to worksheet PDF\]](#).
- The one-page documentation key can be used as a resource handout for participants completing this activity [\[link to documentation key PDF\]](#)



Time check: This activity should take about 20 minutes.

