

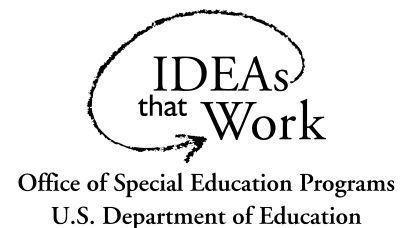
## State/Program-Specific COS Process Policies and Procedures Checklist

The *Child Outcomes Summary (COS) Online Learning Module*<sup>1</sup> provides practitioners with general information on why and how to implement the COS process. However, states and local programs have established specific policies and procedures for implementing the child outcomes measurement process. These policies and procedures cover such topics as when to collect entry and exit data, which assessment instruments can be used, and how to handle children who move in state. It is important that these policies and procedures be documented and available in writing and communicated to practitioners through professional development activities.

TA providers should use this checklist to ensure that practitioners understand the policies and procedures that their state/program has set. These policies and procedures will help inform program monitoring, accountability, and improvement.

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<sup>1</sup> Register to use the COS Process module at: <http://ectacenter.org/eco/pages/cos.asp#COSProcessModule>

# State/Program COS Policies and Procedures Checklist

Person Completing:	Date:
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## 1. Informing Families About the COS Process

1a. How are families informed about the process?

1b. What materials does your state/program provide to families about the COS?

1c. Does your state have a family brochure?

- Yes
- No
- In progress

1d. When in the process are materials shared with families?

1e. How does your state/program expect families to be included in the COS process? (e.g., the family provides input about the child's functioning, the family was present during the decision of the child outcomes rating)

Notes:

## 2. Tools Used During the COS Process

**2a. Does your state/program use designated assessment tools to inform the COS?**

Yes

No

Name(s) of assessment tool(s):

**2b. Does your state/program use a specific age-anchoring tool(s)?**

Yes

No

Name(s) of age-anchoring tool(s):

**2c. Does your state/program use the COS decision tree?**

Yes

No

Other decision-making tool:

**Notes:**

### 3. Timing of the COS Process

**3a. At what point in the IFSP/IEP process is the entry COS completed?**

- Initial IFSP/IEP
- After the evaluation date
- After first delivered services
- Other (please explain):

**3b. How frequently is the COS process conducted?**

*(Note: required at entry and at exit, at minimum)*

- Entry and exit
- Entry, annual, and exit
- Entry and exit, optional at annual
- Entry, then annual or exit
- Semi-annually (at 6-month IFSP review)
- Quarterly
- Other (please explain):

**3c. How is “entry” defined?** *(e.g. date of entry COS rating, evaluation date, date of first delivered services)*

**Notes:**

**3d. How many days before or after the entry date can the rating be completed?**

**3e. How is “exit” defined?** (e.g., date of exit COS rating, date of last delivered service, IFSP/IEP end date)

**3f. How many days before or after the exit date can the rating be completed?**

**3g. Part C only: What is the minimum age for COS entry rating?**

- No minimum age
- Minimum age 2 months
- Minimum age 4 months
- Minimum age 6 months
- Other (please explain):

**3h. Does your state/program conduct periodic reviews of COS documents?**

- Yes
- No

## 4. Teaming During the COS Process

4a. Who are the mandatory COS team members?

4b. Who are the optional COS team members?

4c. COS team members meet:

- In person
- Virtually
- Both

Notes:

## 5. Determining and Recording the Rating

5a. To record COS ratings, what does your state/program use?

- Numbers (7-point scale)
- Descriptor statements

5b. The format of the COS documentation is:

- Bulleted
- In paragraph form

5c. The COS documentation is entered and scored:

- Electronically
- On paper
- Both

5d. Does your state/program require/recommend data to support rating for:

- Entry
- Exit

Notes:

## 6. Special Circumstances for Exit Ratings

6a. If a child exits unexpectedly, what are your program's policies regarding the exit COS?

- No policies or procedures
- The team meets and determines the rating/score after the child exits based on ongoing assessment information.
- We use the last periodic child outcomes rating/score that was completed before the child exited, as long as it meets our state-established timeline for being current.
- Other (please explain)

6b. How do you handle a transfer to another program within your state?

6c. What does the COS process look like for a child transferring from Part C to Part B 619 services?

Notes:

## 7. Sharing Local Program Data and State Data

7a. What data are shared with locals? (e.g., local progress categories, summary statements)

7b. How are these data shared with locals? (e.g., annual meetings, online data system reports, newsletters)

Notes: