

## Guidance for Documenting the Rating on the Childhood Outcomes Summary Form (COSF) – Evidence by Level

Documentation provides the written rationale on the COSF for the rating assigned to a child's level of functioning in each outcome area. Supporting evidence for a rating should include examples of how the child is functioning in the outcome area across settings and situations. The rows of the evidence table correspond to levels of functioning and the how they are completed should be consistent with the rating. For example, if the ECOSF rating is 5, supporting evidence should include examples of age-appropriate functioning for that outcome area in the first row of the table and examples of functioning that is not yet age appropriate in the second row.

The attached **Documentation Key** shows the where the evidence would be written for each rating. Following the guidance provided in the documentation key, write examples of functioning in the appropriate row(s) of the table that provide support for the rating.

After completing the evidence table, review the written evidence for accuracy and quality. Review to ensure that the examples of functioning:

- support the rating by providing the evidence consistent with rating,
- are placed in the appropriate row(s) of the table,
- show that multiple sources of assessment data were used,
- reflect various aspects of the outcome (such as, examples of functioning with peers, not just adults, for Outcome 1), and
- illustrate the child's everyday functioning (not just test items or test scores).

If the team cannot identify examples of the child's functioning for the row(s) of the table that support the rating (See the Documentation Key), the team needs to re-consider the rating. For example, if the team decided that the COSF rating was 7, but the team is not able to identify evidence of age-appropriate functioning, then the team needs to reconsider the rating so that the rating is consistent with the evidence.



## Documentation Key for Multiple Sources of Evidence to Support ECOSF Ratings

Complete the evidence table as indicated below depending upon the rating given. Indicate the source or sources in parentheses after the evidence.

Example: *Interacts well with other children and adults at home and in the classroom. Has conversations, asks questions, shares, takes turns. (Mother report, teacher obs)*

### Rating of 7

- Provide examples of the child's age-appropriate functioning in the top section of the "supporting evidence" box.
- *No 'concerns' should be noted for a rating of 7.*

### Rating of 6

- Provide examples of the child's age-appropriate functioning in the top section of the "supporting evidence" box.
- Note concerns on the line provided in the top section of the "supporting evidence" box.
- *If there is evidence of functioning that is not age appropriate, a rating of 6 or 7 should not be assigned.*

Supporting Evidence
Age appropriate functioning
Concerns? _____
Immediate foundational skills/functioning that is not age appropriate
Functioning that is not yet age appropriate or immediate foundational

### Rating of 5

- Provide examples of the child's age-appropriate functioning in the top section of the "supporting evidence" box.
- Provide examples of the child's functioning that is NOT age-appropriate in the middle section of the "supporting evidence" box.

### Rating of 4

- Provide a few examples of the child's age-appropriate functioning in the top section of the "supporting evidence" box.
- Provide examples of the child's functioning that is NOT age-appropriate in the middle section.
- *Evidence should show more functioning that is NOT age-appropriate than age-appropriate for a rating of 4.*

Supporting Evidence
Age appropriate functioning
Concerns? _____
Immediate foundational skills/functioning that is not age appropriate
Functioning that is not yet age appropriate or immediate foundational



**Rating of 3**

- Provide examples of the child's functioning at the immediate foundational skill level in the middle section of the "supporting evidence" box.
- *No age-appropriate functioning should be noted for a rating of 3.*

Supporting Evidence
Age appropriate functioning
Concerns? _____
Immediate foundational skills/functioning that is not age appropriate
Functioning that is not yet age appropriate or immediate foundational

**Rating of 2**

- Provide a few examples of the child's functioning at the immediate foundational skill level in the middle section of the "supporting evidence" box.
- Provide examples of the child's functioning that is not yet age appropriate or immediate foundational in the bottom section.
- *Evidence should show more functioning that is NOT immediate foundational than is immediate foundational for a rating of 2.*

Supporting Evidence
Age appropriate functioning
Concerns? _____
Immediate foundational skills/functioning that is not age appropriate
Functioning that is not yet age appropriate or immediate foundational

**Rating of 1**

- Provide examples of the child's functioning that is not yet age appropriate or immediate foundational in the bottom section of the "supporting evidence" box.
- *No age-appropriate or immediate foundational functioning should be noted for a rating of 1.*

Supporting Evidence
Age appropriate functioning
Concerns? _____
Immediate foundational skills/functioning that is not age appropriate
Functioning that is not yet age appropriate or immediate foundational

