

# Guidance on Using the Child Outcomes Summary Team Collaboration (COS-TC) Checklist



The Child Outcomes Summary Team Collaboration (COS-TC) Quality Practices Checklist provides a mechanism for those who implement, supervise, or train on the COS process to identify, observe, and assess recommended team collaboration practices. **Short and simple:** Using the Checklist can help individuals and teams improve their COS team collaboration skills!

This document provides guidance for practitioners and staff supervisors or trainers on how to use the Checklist through activities in three-phases: Learn, Reflect, and Plan. All materials/resources referenced in this document are available on the COS-TC Quality Practices page of the ECTA Center's website: <http://ectacenter.org/eco/pages/costeam.asp>

## Learn about COS-TC Quality Practices

### ACTIVITIES FOR ALL

- Read the COS-TC Quality Practices Checklist and Descriptions. The descriptions and sample illustrations (Norton and Emanuel) demonstrate how two different teams work in collaboration.
- After familiarizing yourself with the Checklist, complete the COS-TC Online Practice to further develop your understanding of how each Quality Practice is defined and implemented. You will be asked to observe and document practices while watching video examples of COS meetings. Note: The COS-TC online videos intentionally include missed opportunities and some practices are not evident.
- Share what you learned about COS-TC Quality Practices with others. Show colleagues/staff where they can learn more about them on the ECTA website (see link above).

### ADDITIONAL ACTIVITIES FOR PRACTITIONERS

- Use the Checklist to self-assess your practice. For each Quality Practice, ask yourself: *Do I implement this?* Use the scale “no – partly – yes” to answer.
- Consider videotaping or audio recording a COS meeting in which you participate as a member of the team. Use the Checklist to identify the presence or absence of Quality Practices.

### ADDITIONAL ACTIVITIES FOR SUPERVISORS/TRAINERS

- Observe COS team meetings using the Checklist to identify what Quality Practices staff are or are not implementing.
- Facilitate shared understanding of COS-TC Quality Practices using the training resources available on the COS-TC webpage, including video examples, role playing, and training scenarios.

# Reflect on COS teaming practices

## ACTIVITIES FOR PRACTITIONERS

- Think about the practices you are implementing (i.e., those you assessed as “yes”) and how you are implementing them. Are there opportunities for improvement?
  - ◊ What actions/behaviors do you want to be certain to continue in future COS meetings?
  - ◊ What actions/behaviors do you want to change or modify? How can you make this happen?
- Think about the practices you are not implementing (i.e., those you assessed as “no” or “partly”). Consider what you could do to move ratings of “no” or “partly” to “yes.”
  - ◊ Why are these practices difficult to implement? Why are some easier to implement than others?
  - ◊ What practices do you want to learn more about? What help or resources do you need?

## ACTIVITIES FOR SUPERVISORS/TRAINERS

- After using the Checklist to observe staff, provide opportunities to share and discuss practices in a supportive and trusting way.
- Encourage staff to reflect on their implementation of the COS-TC Quality Practices (see prompts in the Practitioner section above).
- Following reflection, provide responsive feedback to facilitate identification of opportunities for growth.
- Look for program-wide areas of needed improvement by examining practices across all staff. What practices are teams missing? Are there staff who are implementing practices well who can help others?

# Plan for improving COS teaming practices

## ACTIVITIES FOR ALL

- Identify which COS-TC Quality Practices are in need of improvement and develop a training plan (whether an individual or program-wide plan). If there are many practices in need of improvement, identify which practices to focus on initially. Remember, it will be easier to focus on a few practices at once rather than several!
- Identify what is needed to enhance the practice(s) being targeted for improvement. What additional training or support is needed? Supervisors/trainers should assist staff with accessing needed resources and supports.
- Decide on a reasonable timeline to accomplish improvement goals and determine how progress will be measured, e.g., re-assessing with the Checklist.
- Implement training plans and celebrate incremental successes! Once improvement has been documented and if there are other practices that still need improvement, select a new set of practices and repeat the process.
- Sustain implementation of COS-TC Quality Practices through ongoing use of the Checklist, reflection, and training.

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