

# COS COMPLETION

## WHEN TEAMS CAN'T MEET IN PERSON

Considerations and resources to assist teams conducting Child Outcomes Summary (COS) rating determination meetings through telecommunication devices such as phones and/or computers with or without video.

For the full guidance, visit: <https://ectacenter.org/eco/pages/cos-distance.asp>

### 1) Determining Feasibility

Check state and local guidance on teleconferencing to see what options are available. Pay attention to confidentiality and system security guidelines. Consider if all team members, including family members, have access to the technology needed and if an interpreter is needed.

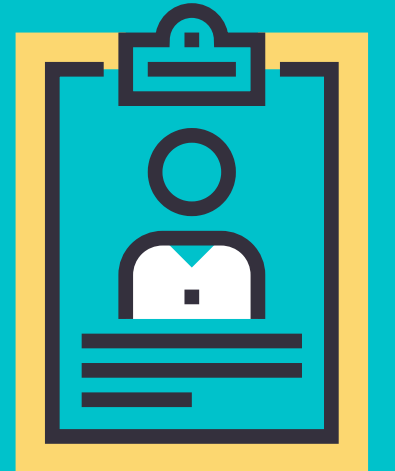


Check out these resources:

- [Planning for the Use of Video Conferencing for Early Intervention Home Visits During the COVID-19 Pandemic](#)
- [Planning for the Use of Video Conferencing in Preschool Special Education and Early Care and Education During the COVID-19 Pandemic](#)

### 5) Discussing the Child's Functioning

Discuss one outcome area at a time. Use screen sharing to reference materials and display the write-up about the child's functioning to help team members follow along. Invite questions and engage all participants in discussion, acknowledging that there may be longer pauses of silence, especially if you cannot see everyone or if people need to unmute.



Check out this resource for information on improving team collaboration and promoting quality COS implementation:

- [COS-TC Quality Practices Checklist and Descriptions](#)

### 2) Practitioner Planning for COS

Gather information about the child's functioning. Identify secure means for information sharing. Share information with families (electronically or by mail). Have a practitioner teleconference pre-meeting to verify completeness of information and determine COS meeting roles and responsibilities.



Check out these resources for strategies on gathering information from families and promoting their participation during the assessment process:

- [Engaging Families as Assessment Partners](#)
- [Assessment Tools](#)

### 6) Using the Decision Tree to Determine COS Ratings

Share a visual of the Decision Tree for Summary Rating Discussions and use it to facilitate discussion about the child's functioning relative to age expectations. Encourage input from all team members and invite individual responses rather than assuming silence means agreement. Come to a consensus when making a rating determination. Document decisions fully and seek feedback about the process.

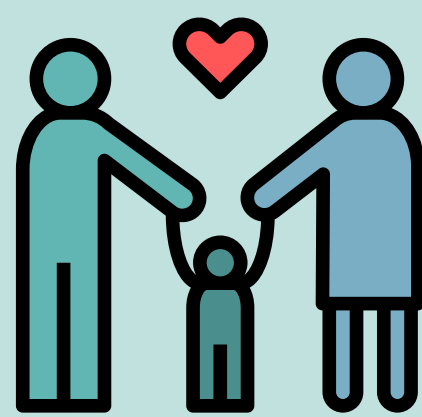


Check out these resources:

- [Developmental Progressions and the COS Process 7-Point Rating Scale](#)
- [Effective Documentation for Outcome Ratings Key](#)

### 3) Connecting with Families to Prepare for COS

Connect with families and check their comfort and availability with participating in a teleconference meeting (with or without video). Describe the meeting's purpose and discuss ways to prepare for it. Offer to do a test run. Schedule the meeting and provide all teleconference details in one note, including connection details, date, time, duration, purpose, and invited participants.



Check out these resources:

- [Tips for Families on Tele-Intervention](#)
- [Family Checklist Flyer](#)

### 4) Getting the COS Meeting Started

Start with introductions. Review the meeting purpose and agenda. Check that everyone has the necessary materials. Discuss tips for effective teleconferencing participation (e.g., mute/unmute, turn-taking, hand raising, chat functions, screen sharing). A designated meeting facilitator can help with the flow of the meeting.



Check out these resources:

- [Video Conferencing 101: Guidance for early interventionists on using video conference](#)
- [Family Guide to Participating in the Child Outcomes Measurement Process](#)
- [Child Outcomes Step-by-Step Video](#)
- [Examples of state-developed materials used to inform families about outcomes](#)

### 7) Teleconferencing Practice Pointers

- **BEFORE:** Check state and local guidance on information sharing and privacy and confidentiality. Test the technology and offer all a trial run. Silence devices and minimize digital and environmental distractions.
- **DURING:** Start with introductions. Review technology features. Allow time for small talk to get comfortable. Ensure everyone has an opportunity to speak. Practice respect and courtesy. Summarize decisions. Discuss next steps.
- **AFTER:** Fully document meeting information and resulting decisions. Send a follow-up note and thank you to all participants. Invite feedback to support continuous quality improvement.



Check out these teleconferencing video illustrations:

- [Tele-Intervention 101](#)
- [Use of Technology with Evidence Based Early Intervention](#)
- [Early Childhood Intervention Tele-Practice](#)