

**OSEP Child Outcomes Q & A**  
**Addendum October 31, 2006**

***1. Could we use the IFSP/IEP team to complete the entry data on the Child Outcome Summary Form?***

Yes. The team can complete the entry form at the time of the initial IFSP/IEP meeting

The same team (or several members of the team including the parent) could also complete the entry form within 60 calendar days of the child's IFSP initial signature date or IEP initial placement signature date.

The advantage to completing the form near the time the child enters a program or service is that the team has a chance to know and observe the child and do ongoing assessment prior to completing the entry form.

The team can also use subsequent IFSP/IEP meetings as an opportunity to review the status of the three child outcomes.

***2. Can we email the Child Outcomes Summary Form back and forth between team members so that we can each fill in individual information?***

You must apply the same confidentiality policies and procedures you use for IEPs/IFSPs and other reports that have personally identifiable information

***3. Do we need parents to sign a separate consent form to share information about the Child Outcomes Summary Form between Birth to 3 and 3 through 5 programs?***

No. If you already have parent consent through the transition process and IFSP/IEP process to share evaluations, assessments and information between the two programs e.g. Birth to 3 and 3-5 programs, you do not need a separate consent to share information regarding OSEP Child Outcomes data

***4. (a) If the district was in the small sample, and now is in the 2006-2007 cycle of district sampling, do we have two sets of children to follow? (b) Do we still report on children who were in the small sample as they exit?***

(a) No. you do not have a 2nd set of children to follow, you are not required to collect entry data on children that enter during 2006-2007

A district who was involved in the 2005-2006 small sample will need to complete all other requirements of the self-assessment process [see: The Procedural Compliance Self-Assessment Yearly Cycle at: <http://www.dpi.state.wi.us/sped/spp-cycle-actions.html>]

(b) Yes. Districts who participated in the small sample (2005-2006), follow each child with entry data through to exit, reporting annually on that specific group of children.

***5. In the school district of Milwaukee, we need to sample 1/5 of our children every year. Will there be a point that we will need to keep entrance and exit data for ALL of our early childhood special education students?***

No. This year you would select every 5<sup>th</sup> child (only the new children with initial IEPs) and use the Child Outcome Summary Form within 60 days of entry (initial placement signature date). This is your entry cohort. The 2006-07 entry cohort equals one fifth of the students who entered between the dates of July 1, 2006 and June 30, 2007.

This group of children would be followed to exit. You would report their exit status to the state during the year of their exit. The sequence would be repeated for the next year, only 1/5<sup>th</sup> of the children who enter are “in” the child outcome sample if they enter between July 1, 2007 and June 30, 2008. At this point in time, you are following the 1/5 from the first year and 1/5 from the second year. As children exit, this total sample group will have fewer children. As you see from this example, you would never be providing entry and exit data for ALL children, ages 3-5, in MPS..

***6. If a child exited Birth - 3 at the end of the school year and the IEP initial placement date was June 2006, would the child be in the 2006-2007 sample cycle?***

No. The child would not be in this 2006-2007 sample cycle. Any child whose placement was signed July 1, 2006 though June 30, 2007 would be in this cohort.

***7. What if the child's IEP was held after June 30<sup>th</sup> e.g. July 1, 2006 and the child started receiving services in September?***

The child would be in the 2006-2007 sample and you would complete a Child Outcome Summary Form within 60 calendar days of the IEP initial placement signature. This would mean that the Child Outcome Summary Form would be completed by a team including parents using information received previously. If this child was in a Birth - 3 program previously, the IEP team (including Birth - 3 provider) may choose to complete the form at the initial IEP team meeting. Data could be the same for exit Birth - 3 and entry 3-5. The summary of relevant information used for Birth - 3 exit data may be part of the information considered for entry status for 3-5.

***8. Do we use a new form for entry and exit?***

Yes. One Child Outcome Summary Form is used for entry and new copy of the form for exit. The entry and exit form is the same with the exception that at the top of the Child Outcome Summary Form is a box to check that the form is being completed as

“Entry Data” or “Exit Data.” In each case, supply the date of entry or exit, as appropriate.

***9. Once we collect entry data on the children who enter during the year, do we have to follow that entire group of students until they exit?***

Yes. All children who have entry data must be followed until the child exits the program/service.

***10. (a) What about a child who is receiving special education and turns 6 during the kindergarten school year? (b) Do we complete an exit rating form for the child when the child turns 6 during the year or at the end of the kindergarten year?***

(a) For the purpose of the OSEP Child Outcomes process, children between the ages birth through 5 years of age are being followed to determine child outcomes. If the child turns six after September 1st and continues to receive special education services, the exit rating would be completed when the child turns 6. As an example, if the child turns 6 on December 15<sup>th</sup> the Child Outcomes Summary Form would be completed within 60 days (prior to or following) of the child’s December 15<sup>th</sup> birthday.

(b) The exit ratings are completed at the time of the child’s birthday. It may be reported on the web-based reporting tool on the schedule that the district has determined, but not later than the following September 1<sup>st</sup>.

***11. What about a Birth - 3 child who transfers between Birth - 3 programs? What about a child who is between the ages of 3- 5 and transfers between 3-5 programs?***

**DHFS:** Children in Birth -3 programs have a HSRS number that is consistent as the child moves between counties. Therefore, the child would continue in the program and the receiving program would not need to do entry data again. If the child leaves and is not involved in another Birth - 3 program, the exiting program would need to do exit data. If the child reenters a B-3 program after an extended period of time, then you would need to redo entry data when the child re-enters a new Birth - 3 program.

**DPI:** The only transfer students you count are those children for whom you have developed an initial IEP. If a child was in the evaluation process, but did not yet have an IEP, your district would complete the IEP, and then you would be the district to follow the child for the OSEP Child Outcomes process. A child who has an IEP and has been in a 2006-2007 OSEP Child Outcomes Sample in another district, is not your responsibility to follow.

***12. Is the 60 day timeline for completing entry and exit data 60 school days or 60 calendar days?***

Sixty days means 60 calendar days.

***13. As other tools are cross walked by the national Early Childhood Outcome (ECO) Center, will those tools be added to the recommended tools?***

Yes. We will also look to add tools that address specific disabilities, such as sensory disabilities.

***14. Is information available on the validity and reliability of the Child Outcomes Summary Form (COSF)?***

The ECO Center is currently collecting information to examine the validity and reliability of the COSF ratings. Ideally, this information would have been available before the tool was released but the OSEO reporting timeline did not allow for this. Preliminary results from pilot data collected to date is promising, leading us to feel confident that under proper conditions e.g. sufficient training, adequate opportunities to have questions addressed, adequate monitoring of the process, the COSF will produce valid and reliable information but the data are not yet available (answer taken from the Q &A Overview of the Child Outcomes Summary Form, ECO Center, 9/29/06)

***15. When do we report entry and exit data?***

DHFS and DPI reporting dates are upon entry and upon exit for the same child. Report entry data using the web based reporting tool as soon as possible after you have completed the Child Outcomes Summary Form (within 60 calendar days of entry) or no later than the following September 1<sup>st</sup>.

Report exit data as soon as possible (within 60 calendar days of completing the Child Outcomes Summary Form) or prior to September 1<sup>st</sup> of the following year; e.g., if a child entered on September 4, 2006 and exited on June 3, 2007, you would report data as soon as possible (no later than September 1, 2007).

Refer to table below for a comparison of Child Outcome Summary Form recording of entry and exit data and reporting of data:

<b>Child Entry Date</b>	<b>Child Outcomes Summary Form Completed</b>	<b>Web based Report Completed</b>
September 4, 2006	At initial IFSP/IEP if child had an IFSP	Soon after Child Outcomes Summary Form has been completed
	As soon as possible after entry	On or before September 1, 2007
	Within 60 calendar days of child's entry	
<b>Child Exit Date</b>	<b>Child Outcomes Summary Form Completed</b>	<b>Web based Report Completed</b>
June 3, 2007	At IFSP/IEP meeting	Soon after Child Outcomes Summary Form has been completed
	As near to exit as possible	On or before September 1, 2007
	Within 60 calendar days of child's exit	

**16. How do we use the electronic form for reporting?**

In both districts and counties, you will need to develop a plan for determining how the person/s gathering and recording the data will share the data with the person who will be reporting

**DPI:**

The link to the web based reporting tool and related information has been sent to the Special Education Director for each school district in the 2006-7 cycle year. The link to access the names of districts and their sampling cycle is:

<http://www.dpi.wi.gov/sped/xls/selfassmt-cycle.xls>

For further information about reporting data, you can access the October 12, 2007 web cast entitled, "SPP #7 Child Outcomes Web Based Recording," at:

<http://media2.wi.gov/dpi/viewer/?cid=1fe95f3f-5675-464b-b673-adbd0a4b85ba>

**DHFS:**

Counties who participated in the small sample, will be asked to start using the web based tool on Nov. 1 2006 to report exit data. All Counties are welcome to start the process and web based reporting prior to the required implementation date of July 1 2007. Training will be provided during Fall Regional Meetings and information is available on the DPI website as follows: "SPP #7 Child Outcomes Web Based Recording," at: <http://media2.wi.gov/dpi/viewer/?cid=1fe95f3f-5675-464b-b673-adbd0a4b85ba>

**17. Where do we get the ID Number requested on the Child Outcomes Summary Form or web based reporting form?**

DPI

For school districts, there is no ID number on the web based form.

DHFS

For Birth - 3 it is the HSRS client number, (not the episode number). The HSRS number always starts with a letter and contains 11 numbers.

**18. Which information from the Child Outcomes Summary Form is reported on the web-based reporting tool?**

The data elements are highlighted in the following illustration. The web-based report guides the submitter, question by question, to provide the necessary information.

The Child Outcome Summary Form

[http://www.collaboratingpartners.com/Early\\_OSEP.htm](http://www.collaboratingpartners.com/Early_OSEP.htm)

