IL- Child Outcomes Summary Process Fidelity Checklist

SC Name: _____   **Meeting Type (select one):**   Initial   Annual   Exit

Please indicate the extent to which the team used these practices:	Yes/No (Y/N)	Evidence/Notes
Including the family: The team		
Communicates with the family about the COS process in an unbiased way by: • discussing the meaning of the three outcomes		
• describing the rating criteria, and		
• explaining how the family will be involved in the process		
Shares what data is collected and that it is used to evaluate the program		
Uses the "COS at IFSP" document or verbalizes its content to explain the COS process at the ISFP meeting		
Discusses the types of information that will be useful for the process. Examples (as appropriate) may include: • reports from parents and/or other caregivers, • information from intake (RBI and ASQ:SE), • information from the referral source, • evaluations, • observations, and • progress reports		
Both listens to the family and shares information to build respectful partnerships that are responsive to the family's cultural practices and beliefs		
Uses an EI enrolled interpreter when needed to ensure understanding		
Routinely checks for understanding by team members before moving on		
Understanding child functioning: The team		
Shares information they have about the child's functional skills for each of the 3 child outcomes		
Discusses the child's current functioning in each outcome area, including gathering information from the family about the child's participation in everyday activities across settings.		
Ensures that information from multiple sources is considered for each outcome, e.g., family input, other observations, assessment, progress monitoring, child care providers, specialists, etc.		

Please indicate the extent to which the team used these practices:	Yes/No (Y/N)	Evidence/Notes
Discusses the child's current use of skills related to age-expected development (incorporating age anchors as necessary), including skills the child has and has not yet developed.		
Building Consensus: The team		
Uses available resources/materials to create a shared understanding of the child's development.		
Discusses the rating for each outcome in descriptive terms, NOT using a number.		
Reaches consensus for each outcome's rating.		
Ensures that the ratings are consistent with the information shared and discussed, verifying that sufficient evidence has been discussed to support the rating.		
Documentation: The team		
Documents the rating in Cornerstone (ASO3 screen)		
Includes sufficient evidence for the rating in the documentation (e.g., captures the reason for the rating)		