

CHILD OUTCOMES SUMMARY PROCESS

Resource Package User Guide

Purpose:

The following professional development resource package was developed by the Illinois Early Intervention Training Program (EITP) at the University of Illinois at Champaign-Urbana. The intention of this resource package is to further support early intervention professionals' knowledge and utilization of the federally mandated Child Outcomes Summary (COS) process. This tool was developed and adapted from the Child Outcomes Summary – Team Collaboration (COS-TC) Toolkit. Additionally, many resources from the Early Childhood Technical Assistance Center (ECTA) and The Center for IDEA Early Childhood Data Systems (DaSy) Center are included in this package.

About the Resource Package:

Although this resource package was originally developed to support professionals specifically located within the identified Innovation Zones pertaining to Illinois' State Systemic Improvement Plan (SSIP), it can be utilized with all early intervention professionals across the state of Illinois.

The resource package is divided into the following five sections:

- Section 1 – Planning for the COS Process
- Section 2 – Planning & Explaining the COS Process to Families
- Section 3 – Understanding Child Functioning
- Section 4 – Building Consensus for High Quality COS Ratings
- Section 5 – Interactive Practices

*See outline below for more information about each section.

The overall intentions of this resource package, in its entirety, include:

- support professionals' understanding of the COS process
- strengthen professionals' capacities and confidence with reaching accurate and reliable COS ratings
- highlight practices to promote collaboration and involvement of all team members involved in the COS process

Considerations:

The package was designed to be implemented in the above order; however, facilitators within each Leadership Team are encouraged to modify, combine and supplement the content as necessary to meet the unique needs of the professionals within their Child and Family Connections (CFC) offices and provider groups.

Resource Package Outline

Section 1 – Planning for the COS Process

Description:

The activities and resources included in this section are aimed at supporting early interventionists' basic understanding of the Child Outcomes Summary Process. Professionals have the opportunity to identify their own unique needs pertaining to the process as well as preview one way the process can look.

The following activities are included in this section:

- Activity 1 – Preparing for the Process – Reflecting on What You Know
- Activity 2 – Previewing the Process
- Activity 3 – Getting Started

Section 2 – Planning & Explaining the COS Process to Families

Description:

The activities and resources included in this section are intended to assist professionals with describing the COS process to families as well as the purpose for collecting and reporting the data.

The following activities are included in this section:

- Activity 1 – Beginning the Conversation
- Activity 2 – Describing the Three Child Outcomes to Families
- Activity 3 – Why & How?

Section 3 – Understanding Child Functioning

Description:

The activities and resources included in this section are aimed at supporting early interventionists' understanding of, and ability to discuss, the full breadth of the three child outcomes as well as child functioning.

The following activities are included in this section:

- Activity 1 – What are the factors which impact how young children develop?
- Activity 2 – Functional and Discrete Skills
- Activity 3 – What does Foundational, Immediate Foundational or Age-Expected Mean?
- Activity 4 – Age Expected Skills: 12 Months
- Activity 5 – Age Expected Skills: 13-24 Months
- Activity 6 – Age Expected Skills: 25-36 Months
- Activity 7 – Foundational, Immediate Foundational or Age-Expected?

Section 4 – Building Consensus for High Quality COS Ratings

Description:

The activities and resources included in this section are designed to promote professionals' knowledge of, and ability to build, team consensus. Two tools covered include the decision tree and the COS descriptors and ratings to determine accurate child outcome indicators.

The following activities are included in this section:

- Activity 1 – Including Caregivers in Conversations
- Activity 2 – Teams
- Activity 3 – COS Descriptors & Ratings
- Activity 4 – Using the Decision Tree
- Activity 5 – Reaching Consensus

Section 5 – Interactive Practices

Description:

The activities and resources included in this section are aimed at promoting early interventionists' understanding and use of interactive practices, such as using responsive behaviors and including all members of the team in the discussion. The interactive practices reviewed are appropriate for COS conversations as well as teaming interactions in general.

The following activity is included in this section:

- Activity 1 – Interactive Practices for COS Conversations