

Kansas Early Childhood Outcome Frequently Asked Questions September 2011

- 1. When we receive a student who has move-in from another Kansas network/district with an organizational exit, the Outcome Web System (OWS) will not allow us to input an entry Child Outcome Summary Form (COSF).**

Organizational entry/exits do not require a COSF, therefore the system will not allow the input of a COSF. The OWS asks networks/districts to track **two** types of entry and exits; a child's program entry/exit and all organizational entry/exits the child makes during their time in either Part C or B services. A program entry refers to when a child is initially found eligible for either Part C or B services. When a child is new to either Part C or B services their network/district is required to indicate a program entry and complete an entry COSF. Similarly, when a child permanently leaves Part C or B services (see the [Key Points](#) in the OWS manual for a definition of permanent exit), the network/district is required to complete a program exit and an exit COSF. A COSF is required only on program entry and exit.

The second type of entry/exit is an organizational entry/exit. This is a record of the number of different networks or districts that have served a child while they are in either Part C or B services. Each time a child moves between an organization, the sending organization is required to document an organizational exit in the OWS and the receiving agency is required to document an organizational entry in the OWS.

- 2. Why won't the OWS let me answer "No" on the progress question, when a child's rating did not improve between entry and exit?**

At program exit, teams are required to answer question b, indicating whether a child has made progress and document a short summary of the most significant evidence of progress. Each time a rating is completed, the team is comparing a child to their same age peers. Therefore, a child who scores a 3 on entry and a 3 on exit has demonstrated progress because that child is being compared to two different age groups. On the Kansas ECO website there is a document entitled, [Impossible Combinations of COSF Responses](#), which highlights responses the OWS will not accept along with an explanation of why the responses are not possible.

- 3. What information do we enter for the "b" question when a child exits a Part C or B program?**

For question "b" in each of the outcome areas, teams should document whether the child has shown any new skills or behaviors related to that outcome area since the entry COSF rating. If a child has the same rating at entry and exit or the rating at exit is higher than at entry, the answer to the skills question has to be "yes". If the child has a lower rating at exit than at entry, the answer to the skills question may be "yes" or "no" depending on whether the child has shown any

new skills or behaviors between entry and exit related to this outcome. Teams are also asked to enter a narrative description of the progress made by the child, which is directly related to this outcome. This should include information about new skills and not what is contained in the summary of relevant results.

4. We want to enter our COSF rating for Part B, but sometimes the child's record has not been exited from the Part C program in OWS until after the 30 day time period the rating must be completed. Do you have suggestions for how we can work more closely together?

Part C is encouraged to enter a child's COSF exit rating as soon as possible once Part C services have ended. While Part C is required to complete an exit COSF rating within 30 days of a child's last day of service, they have 90 days to enter that information into the OWS system. While Part B must complete the COSF rating within 30 days of the child's first day of service, Part B has until July 31st to enter the rating into OWS. It is recommended that Part C and B organizations include a discussion regarding OWS timelines when they develop MOUs between their organizations.

5. Should OWS timelines be part of an MOU between Part C and B? Is there guidance available for this?

While this is not a required component of an MOU, it would definitely support transition activities and is recommended Part C and B organizations discuss and include decisions related to OWS timelines in their MOU agreements. The Kansas Inservice Training System is in the process of developing an example MOU that will include information related to OWS timelines. When completed it will be posted at www.kskits.org.

6. For children transitioning between a Part C and B program, why can't we see the Part C entry and exit data?

Part C and B are two separate programs under IDEA. Parent consent is required before information can be exchanged between agencies. Part C is required to document parent consent to release information in the OWS database before that information can be viewed by a Part B program. If a child has been exited from a Part C program and Part B is not able to view the Part C ratings, it is possible that the parent has not given consent or the Part C program has missed documenting this in the OWS. It is recommended that when there are questions regarding the sharing of information between a Part C and B program, the organizations contact each other to determine the reason information is not available.

7. Can you define the statement "all children who have been in Kansas Part C for 6 months or longer"?

Kansas requires a COSF entry rating for all children who are able to be in either a Part C or B program for 6 months and an exit rating for all children who permanently exit a Part C or B program and have been in that program for at least 6 months. The 6-month timeline is computed using the time between the

first and last day of services. The OWS program exit and COSF exit rating would be based on the last day of service and NOT on when the child was exited from ITS database.

8. Why is June 30th a shared date/timeline for data entry for both Part C and Part B? Part B cannot input data on June 30th if Part C has not entered their data.

The June 30th timeline is based on the state fiscal year. For data being reported between July 1st and June 30th of the previous state fiscal year, Part C and B programs have until July 31st to input COSF data into the OWS system. It is recommended that Part C and B programs work with each other to share data and ensure that all data is entered into the OWS database by July 31st. Please refer to question 4 above for further timeline information.

9. We had a teacher who forgot to turn in the initial COSF rating for a child who was identified in April. The COSF was completed, but it wasn't until she came back in August that we realized it never got entered into the OWS database. Since this was after the July 31st deadline, what should we do?

Teams have until July 31st to enter all data for last fiscal year. One of the purposes of the data verification process that occurs each August is to provide organizations with an opportunity to find and correct any errors in their data reporting. If organizations find that an error has occurred, they may make corrections in OWS. If there are further questions, please contact either Sarah Walters (swalters@kdheks.gov) for Part C or Tiffany Smith (tsmith@ksde.org) for Part B to obtain assistance in correcting their data. After August 31st each year, neither KDHE nor KSDE can make any changes to the database, therefore it is important that organizations locate and make corrections before the August 31st deadline.

10. Who in our district/network gets information about the data verification process and what do we do with the information once it is completed?

OWS data verification occurs during the month of August each year. Information about the steps and requirements for Part C data verification is emailed each August to network coordinators. Information for Part B data verification is emailed to the KSDE early childhood contact list, sent through the KSDE listserve and is posted on the KSDE website. Networks and Districts are required to complete data verification each year and keep this information as part of their records.

11. Is there a plan for KAN Serve or the Infant Toddler database and OWS to be able to communicate in the future?

While this is a long-range goal, at this time neither KAN Serve nor the Infant Toddler Database communicates with the OWS. In August each year, networks/districts are asked to complete a data verification process to ensure there is accurate reporting across databases. If errors are found during this data

verification, Tiffany Smith (tsmith@ksde.org) for Part B and Sarah Walters (swalters@kdheks.gov) for Part C are able to help organizations make changes in the OWS. After August 31st, no further changes to the OWS are possible for data reported between July 1st and June 30th of the previous year.

12. What happens when our ESY extends past June 30th?

Preschool-age students transitioning to kindergarten who receive extended school year services that end after the June 30th fiscal year are counted in the following year's data. The OWS database reports a student's data based on their last date of service. When a student's extended school year services end after June 30th, that student's data is reported in the following year.

13. We had a child who was in a Part C program and turned 3 in March. The family declined an initial Part B evaluation, however in August the family gave consent for an initial evaluation and the child was found eligible and Part B services were initiated the September following the child's 3rd birthday. Can we still use the Part C exit data for our entry data?

Teams are encouraged to use the information collected during the initial Part B evaluation to review the Part C exit rating and determine whether the Part C exit rating continues to be reflective of the student's abilities. If the Part C exit rating is within 6 months of the initiation of Part B services and the rating continues to be reflective of the student's abilities, the Part B program may use the Part C exit rating as the child's entrance rating for Part B.

14. What do we do when the family of a child, who was supposed to enter kindergarten and was permanently exited from OWS, decides over the summer to have the child remain in preschool services for another year?

Children who have been permanently exited from the OWS system and then re-enter a Part B program would be treated as a new student and a new entrance COSF should be completed. In the above example, the team would complete a new entrance COSF, if the child could be in a Part B program for at least 6 months before the child turns 6 years old.

15. What do teams do when a student unexpectedly moves or a family decides to revoke consent for services over the summer?

Teams are highly encouraged to keep assessment information up-to-date to ensure they have the information they need to complete an exit COSF rating. Kansas selected Curriculum Based Assessments (CBA) as a main source of documentation on the COSF because CBAs are intended to be given at regular intervals to monitor a child's overall development. While the state does not require the CBA be administered at any time besides program entrance and exit, it is considered best practice to keep the CBA information updated at regular intervals. If a child in a Part B program moves over the summer and the district does not know about the move until August; the district should complete an exit COSF rating **as soon as possible before the August 31st deadline**. Remember, that no changes can be made to the OWS database after August 31st, so if a rating

can not be completed and entered into the OWS before August 31st, that data will not be credited to the district.

16. What do we do for a student who has an August birthday, and the parents can't decide whether or not to send them to Kindergarten? When do we fill out the exit COSF?

If a team is in doubt about when a COSF will be needed, it is recommended they complete a paper COSF rating and keep this information on file in the event it is needed. In the above example, if the child did attend Kindergarten in the fall, the team would be able to enter this child's COSF rating into the OWS database before the August 31st deadline. If the child returned to preschool services, the COSF would not be entered into the OWS and the team would complete another exit rating on the student's last date of service.

17. If a child was only evaluated by the speech-language pathologist and no other professionals were involved in the evaluation, who can serve as the second team member for the COSF rating?

Kansas does require that COSF ratings be completed by at least two professionals, however does not define who must make up the team. It is not required that the all members of the COSF team participate in the evaluation, however team members are required to have access to assessment information, understand the early childhood outcomes, and have an understanding of the COSF rating process. It is up to individual organizations to determine who might serve on the team for each child. A second professional might include the administrator who attended the IEP meeting, another speech-language pathologist, an early childhood special education teacher, or a regular education early childhood teacher.

18. Can paraeducators who work with students be listed as a team member for the COSF?

Paraeducators can provide teams with valuable information about a child's functioning across the 3 outcomes, and should be included as a team member on the COSF when they participate in the rating process. However, a paraeducator does not fulfill the requirement of having a team of 2 or more professionals and would not meet the requirement as one of 2 professionals participating in the rating.

19. Do we list the parent on the team section if they did not help make the rating?

No, parents should only be listed in the "*Persons involved in deciding the summary ratings*" section of the COSF when they have participated in the actual selection of a rating for each outcome. There is a separate section of the COSF for recording how family information was obtained. Teams are required to obtain and use information from the families when making the rating, however the

parents would not be listed as team members unless they participated in the rating process.

20. Do all children have to be rated on all three outcomes? We had understood that if a child was only receiving speech services and we could rate them a 6 or 7 on the “speech” outcome, we did not have to rate the other two outcomes.

The Early Childhood Outcomes were selected to cut across developmental domains. Communication, cognition, motor and social emotional skills can impact a child’s functional abilities in all three outcome areas. Therefore, teams are required to rate all three outcomes when completing an entry or exit COSF.

21. What is the rule about using a Curriculum Based Assessment (CBA)?

Assessment information used to make COSF ratings for each outcome must include information from one of the approved curriculum-based assessments listed in Table 4 of the [Outcome Web System Users Guide](#). For children with only one area of concern (i.e. children receiving only Speech, OT or PT services), who can be accurately rated a 6 or a 7 in all three outcomes on the basis of record review, interview, observation, tests, and screening information, the curriculum based assessment requirement is waived.

22. Must the Curriculum Based Assessment (CBA) be given in its entirety?

Yes. To accurately use a CBA to make a COSF rating, the CBA must be completed in its entirety, even for students only receiving SL services who can not be rated a 6 or a 7 on all three outcomes. Remember the outcomes cut across developmental domains and the purpose of using a CBA is to get a global picture of where a student is functioning. To do this you need information from all developmental domains.

23. When a child is being evaluated in only one area (e.g. Speech, OT, PT) do we need to obtain written parental consent to evaluate the child in all areas before we can complete a curriculum-based assessment?

When a curriculum-based assessment is used with all children, for ongoing assessment and progress monitoring, parental consent is not required.

24. Who do I contact when I have questions?

For questions regarding the Outcome Web System contact the HELP Desk at 785-296-7935. For questions regarding Part C guidance contact Sarah Walters at swalters@kdheks.gov or 785-296-2245. For Part B guidance contact Tiffany Smith at tsmith@ksde.org or 785-296-1944. For questions regarding Training or Technical Assistance contact the Kansas Inservice Training System at klawson@ku.edu or 620-421-6550 ext. 1618.