Slide 1:
Welcome to the Child Outcomes Training Series: Part 2 Data Collection Procedures. This training will provide information concerning the updated BabyNet data collection policies & procedures for the OSEP early childhood outcomes at ENTRY and EXIT. This process requires teamwork by all BabyNet system personnel, collaborating agencies and families of children receiving services. This training will provide a framework for team collaboration necessary for service delivery in the BabyNet system.

There are several attachments associated with this training for use during and after the training. A full listing of these resources can be found near the end of the training. The post-test for this lesson and evaluation for the child outcomes training series module should be completed if you wish to have recorded credit of participation in this training. This training can be credited toward Early Intervention Credential Certification or Re-Certification.

I am Dr. Lesly Wilson, the Research and Evaluation Coordinator for Child and Family Outcome Measures with the Team for Early Childhood Solutions (TECS), and I will be facilitation this training.

Slide 2:
The objectives of this training are for the participant to be able to:

• Accurately define the SC Criteria for data collection at ENTRY and EXIT;
• Accurately define the SC Procedures for data collection at ENTRY and EXIT;
• Identify the Roles and Responsibilities of Service Coordinators and Service Providers in data collection; and
• Access the online data collection ENTRY and EXIT portals.

These learning objectives will assist with ensuring consistent selection criteria and procedures; ensure clear understanding of roles and responsibilities; and access to online data portals among BabyNet personnel participating in the child outcomes process.

Slide 3:
Procedures specific to the ENTRY DATA process will be reviewed in the next section series of slides. It is important to note that although the ENTRY and EXIT processes appear similar, there are separate policies and procedures for each process.

The Child Outcomes ENTRY process should be completed within 30 days following the initial IFSP meeting occurring during the initial 45-day SPOE period.

A 4-Step Child Outcomes Checklist has been developed to assist BabyNet Service Coordinators through the ENTRY processes and II better aligning daily practice of BabyNet personnel with systematic child outcomes procedures.

Slide 4:
We will now review the criteria for gathering ENTRY data on children within the BabyNet system.

Child Outcomes data collection for all children began on August 1, 2006 and current data collection includes all children who enter BabyNet after that date. No ENTRY data should be reported on children who entered the BabyNet system prior to August 1, 2006.

It is required by OSEP that at least 6 months of functional status progress be captured in child outcomes reporting. If a child is older than 30 months at ENTRY, the BabyNet system will be unable to capture the required at least 6 months of functional progress data. No data is to be recorded at ENTRY for children who enter the BabyNet system older than 30 months of age.
Children must meet both criteria to have ENTRY data reported. Data collection is not required for children who do not meet the criteria.

Slide 5:
The BNSC at the time of initial Individualized Family Service Plan (IFSP) development and signing is responsible for ensuring that the ENTRY process is completed. The child outcomes process should be guided by the BNSC to ensure data collection from multiple sources and service providers delivering services within the BabyNet system.

The BNSC will complete and document the following activities (including all required data input):

• Compare the results of the initial Curriculum Based Assessment (CBA)
• Document on Child Outcome Summary Form (COSF)
• Review all input, and use the ECO Decision Tree to assign a rating to the child’s functional abilities compared to same-peers.
• Record child status rating for each outcome on the COSF.
• Input ENTRY data for each outcome through the TECS website link
• Print computer screen page
• Click ‘submit’ button on screen to input data
• File printed copy of ENTRY data and all completed COSFs in child’s record

Slide 6:
The CBA should serve as a guide to determine a child’s strengths and weakness within functional development. CBAs provide a road map determining areas of needed service delivery as well as monitor functional developmental progress.

Slide 7:
This slide outlines what should be documented by the BNSC. It is important to also remember when applicable, to forward a copy of completed COSF to any available prior service providers for their input concerning the child’s function. This input should be used when determining the ENTRY rating of each outcome (example: PT makes the initial referral to BabyNet, Service Coordinator forwards the COSF to prior providers for their input on child function; see Policy 2 below).

Slide 8:
After receiving input from team members, the BNSC should complete these additional steps.....

Remember to print a copy of the computer screen with the inputted ENTRY data. File the printed copy along with all completed COSFs in the child’s record.

Slide 9:
This slide proves an overview of the role of the BNSC during the child outcomes ENTRY data process. The BNSC should:

• Gather all necessary information from all sources of input within 30 days following the initial IFSP meeting that occurs during the 45-day SPOE process
• Complete the Child Outcome Summary Form (COSF) for all three child outcome areas using the Decision Tree to determine
• Assign a Summary Entry Rating for child in each outcome area
• Document an Entry Rating in the TECS online data system, print the computer screen, and file all supporting evidence as a part of child’s BabyNet Educational Record.

Slide 10:
This slide provides BNSC’s with easy to follow guidance during the ENTRY data process. There are five questions presented with sources of where to find the information for the question, documentation process and persons involved in providing a thorough response to the question. Take some time to review this slide while using it to assist with shaping your thoughts during the ENTRY child outcomes process.
Slide 11:
This slide provides a snapshot of the Child Outcomes Checklist for BNSCs to be use at ENTRY and EXIT. This checklist should be filed with the COSF in the child’s record at ENTRY for final completion at EXIT by BNSC.

Slide 12:
Policies and procedures specific to the EXIT DATA process will be reviewed in this section. It is important to remember that although the ENTRY and EXIT processes appear similar, there are separate policies and procedures for each process.

The child outcomes **EXIT** process should be completed within 10 days following the child’s exit from the BabyNet system.

A 4-Step Child Outcomes Checklist has been developed to assist Service Coordinators through the ENTRY and EXIT processes, while a separate 4-Step Child Outcomes Checklist has been developed to assist Contracted Service Providers through these EXIT processes. The intent is for these resources to assist BabyNet system personnel with aligning daily practice with child outcomes policy and procedure.

Slide 13:
This slide outlines the three criteria for reporting EXIT data. **Children must meet all criteria to have EXIT data reported.** Data collection is not required for children who do not meet all of the criteria.

Slide 14:
This slide reviews of the policy regarding the role of DDSN or SCSDB BabyNet Service Coordinators during the EXIT data process.

The BNSC (employed by DDSN/SCSDB) at the time of child’s EXIT from BabyNet system will complete and document the EXIT activities (including all required data input) for children who are transitioning out of their service because they are no longer eligible for Part C or turning 3 or have a planned move out of state.

Slide 15:
This slide reviews of the policy regarding the role of DHEC BabyNet Service Coordinators during the EXIT data process.

Child with discontinued special instruction services through DDSN should have EXIT data process completed by DHEC BNSC only if it is clear the family is declining all Part C services. The DDSN BNSC is then required to complete a COSF prior to forwarding the child’s record to DHEC BNSC who will complete the EXIT process by synthesizing information for a rating and inputting the final EXIT data for the child.

Slide 16:
This slide proves an overview of the role of the BNSC during the child outcomes EXIT data process. The BNSC should:

- Gather all necessary information from all sources of input within 10 days following the child’s exit from the BabyNet system
- Complete the Child Outcome Summary Form (COSF) for all three child outcome areas inputting information regarding child’s CBA and function in a variety of situations and settings; Forward the completed COSF to other IFSP team members
- Collect and Synthesize individual COSF input from other IFSP team member(s) while using the Decision Tree to determine a consensus EXIT rating for each outcome area. Also determine the child status category and yes/no regarding any new skill development from entry into BabyNet system
- Document consensus EXIT Rating in the TECS online data system, print the computer screen, and file all supporting evidence as a part of child’s BabyNet Educational Record.

Slide 17:
This slide provides BNSC’s with easy to follow guidance during the EXIT data process. There are seven questions presented with sources of where to find the information for the question, documentation process and persons involved in providing a thorough response to the question. Take some time to review this slide while using it to assist with shaping your thoughts during the EXIT child outcomes process.

**Slide 18:**
The BNSP’s involvement will typically be more evident during the EXIT process. Upon receipt of a COSF from BNSC, the BNSP is requested to complete and document the following....

*If provider does not return COSF, BNSC should contact the provider/s by phone and document their input on the COSF.*

**Slide 19:**
This slide proves an overview of the role of the BNSP during the child outcomes EXIT data process. The BNSP should:

- Review the information on forwarded BNSC COSF.
- Complete an individual Child Outcome Summary Form (COSF) for all three child outcome areas taking into consideration input from BNSC COSF regarding the child’s CBA and function in a variety of situations and settings; service provider assessments, treatment and service notes, documented parent reports and observations.
- Use the Decision Tree to determine an individual EXIT rating for each outcome area and forward the completed COSF to BNSC.

*Note: The BNSP DOES NOT determine the child status category OR yes/no regarding any new skill development from entry of BabyNet system*

**BNSP should complete individual COSFs in a timely manner to ensure that the BNSC has all necessary information from all sources in order to input information within TECS online database within 10 days following the child’s exit from the BabyNet system.**

**Slide 20:**
This slide provides a snapshot of the Child Outcomes BNSP Checklist to be used during EXIT process. It is not necessary to file this checklist in the child’s educational record, as it is a tool to assist BNSPs with standardizing their data collection processes.

**Slide 21:**
There are a variety of technical assistance documents available associated with child outcomes. This slide provides a listing of resources that are specific to this training which further support concepts reviewed in this training. All documents can be found on the TECS website at-- http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm

**Slide 22:**
Add Q and A slides

**Slide 23:**
No Narrative

**Slide 24:**
Special thanks is offered to the following individuals who have assisted TECS’ staff in development of this training.

**Slide 25:**
The following contact information is included for technical assistance following completion of this training. (read statement regarding CDR)
Training Objectives

• The participant will be able to:
  – Accurately define the SC Criteria for data collection at ENTRY and EXIT
  – Accurately define the SC Procedures for data collection at ENTRY and EXIT
  – Identify the Roles and Responsibilities of Service Coordinators and Service Providers in data collection
  – Access the online data collection ENTRY and EXIT portals

ENTRY DATA PROCEDURES

ENTRY DATA IS REPORTED FOR EVERY CHILD WHO...

• has entered BabyNet system on or after August 1, 2006
  AND

• are between ages birth and 30 months of age at time of initial IFSP

Who guides the ENTRY data process?

• The BabyNet Service Coordinator (BNSC) of record at the time the initial plan is signed by the family is responsible for guiding the data collection, analysis, synthesis and inputting during the ENTRY process.

All activities should be completed within 30 days of initial IFSP

How is CBA used in this process?

• Compare the results of the initial Curriculum Based Assessment (CBA) as recorded in Section 6B of the IFSP (‘Skills Child Currently Demonstrates’) with the Early Childhood Outcomes (ECO) Cross-Walk for the CBA used with the child.
What does the BNSC document on the COSF?

- Only items appearing on both Section 6B of the initial IFSP and the CBA cross-walk for child outcomes;
- Family input about how the child uses the CBA cross-walked skills in home and community routines and activities;

ENTRY Status Data Capture: BNSC’s ROLE

Gathers current functional status input from:
1) family
2) early care educator
3) cross-walked CBA items
4) any existing providers

Documents Entry Rating on-line AND places completed COSF with a Copy of online inputted Entry Rating in child’s file

Service Coordinator Documents input on the Child Outcome Summary Form (COSF)

Based on input & Decision Tree process, assigns child an Entry Rating on each of the three outcomes

What other procedures should be followed at ENTRY?

- Review all input, and use the ECO Decision Tree to assign a rating to the child’s functional abilities compared to same-peers. Record child status rating for each outcome on the COSF.
- Input ENTRY data for each outcome through the TECS website link
- Print computer screen page
- Click ‘submit’ button on screen to input data
- File printed copy of ENTRY data and all completed COSFs in child’s record

ECO Procedures in South Carolina: Entry Data at a Glance

<table>
<thead>
<tr>
<th>Question</th>
<th>Source of Information</th>
<th>Documentation/Process</th>
<th>Person Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Step 1: What is the child doing right now?</td>
<td>COSF (Child Outcome Summary Form)</td>
<td>Step 1: Cosmos: Initial IFSP (Section 6)</td>
<td>Service Coordinator Referring development of initial IFSP</td>
</tr>
</tbody>
</table>
| 2. Step 2: Are any of these skills things the child
has worked on in the past? | Child Outcome Summary Form (COSF) | Initial IFSP, Section 6B | Service Coordinator Referring development of initial IFSP |
| 3. Step 3: What was the last time the child had these skills, even if the child has worked on them since then? | Child Outcome Summary Form (COSF) | Cosmos: Initial IFSP (Section 6B) | Service Coordinator Referring development of initial IFSP |
| 4. Step 4: This completes Step 1 for what's described above. | Child Outcome Summary Form (COSF) | Cosmos: Initial IFSP (Section 6B) | Service Coordinator Referring development of initial IFSP |

EXIT DATA PROCEDURES
EXIT DATA IS REPORTED FOR EVERY CHILD WHO...

- entered BabyNet system on or after August 1, 2006

AND

- were age 30 months or less when the Initial IFSP was developed

AND

- have been continuously enrolled in BabyNet system for at least 6 months prior to EXIT

DDSN or SCSDB Service Coordinators

- These BNSCs employed by these agencies will complete the child outcomes process at exit (including data input) for children who:
  - are no longer eligible for Part C, or
  - are turning 3, or
  - have a planned move out of state.

All activities should be completed within 10 days of EXIT

DHEC Service Coordinators

Service coordinators employed by this agency will complete the child outcomes process (including all required data input) at exit for Children who:

- are no longer eligible for Part C, or are turning 3, or have a planned move out of state

AND

for Children who:

- DHEC is the ongoing service coordinator, OR
- The family has declined continued participation in all Part C services, OR
- Special instruction services through DDSN are discontinued prior to exit from Part C.

Exit Status Data Capture: BNSC’s Role

Gathers current functional status input from:
1) family
2) early care educator
3) cross-walked CBA items
4) other relevant persons?

Documents input on the COSF

Forwards to all team members

Using the Decision Tree, and the all completed COSFs, assigns an Exit Rating

Inputs online:

Entry Rating (present in child’s file) and Exit Rating

Child Status category
Yes/No – new skills

How is the BabyNet service provider (BNSP) involved in process?

For each outcome, synthesis of data and observations relevant to provider’s area of service regarding child’s functional abilities relative to same-age peers, and

Using the ECO Decision Tree, assign and record a rating to the child’s functional abilities compared to same-peers.

Return the completed COSF to the child’s BabyNet Service Coordinator.
Exit Status Data Capture: BNSP’s Role at EXIT

BNSP completes all relevant sections of COSF using multiple sources of information:
- Documents relevant information
- Corresponds relevant information to source (e.g., CBAs and/or other assessments, treatment or service notes, documented parent report, recorded observations, IFSP, etc.)
- Indicates if any relevant skills are new

Uses Decision Tree to determine rating for child in each outcome area and return forms to BNSC

Documents Associated with Training
- Child Outcomes Summary Form (COSF)
- Decision Tree for Summary Rating Decision
- ECO 7-Point Rating Scale for use with COSF
- BNSCP Checklist
- BNSCP Checklist

To download copies of these documents, visit the child outcomes link within the TECS website

http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm

Data Collection Portals
- ENTRY DATA Portal (password: entry)
  https://classclimate.uts.sc.edu/classclimate/indexstud.php
- EXIT DATA Portal (password: exitdata)
  https://classclimate.uts.sc.edu/classclimate/indexstud.php

Additional Child Outcomes TA Supports
- Child Outcomes Page within TECS Website
  (http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm) has additional resources including archived all technical assistance presentations, bulletins, and FAQ documents related to child outcomes.
- TECS ongoing trainings as scheduled, to address questions and to provide additional focused technical assistance with the Child Outcomes Process.
- Email for all questions concerning the Child Outcomes Process should be sent to leslie.wilson@uscmed.sc.edu with ‘Child Outcomes Question’ in the subject line.

Thank You for Participating in this Training
- To receive Early Intervention Credential credit for completion of this training, you must complete the post-test for this lesson and evaluation for the Child Outcomes Series module. The evaluation is located on the TECS website.

Acknowledgements and Credits

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The Center for Disability Resources (CDR) is recognized as an A University Center for Excellence in Developmental Disabilities, Education, Research and Services by the Association of University Centers on Disabilities and by the U.S. Department of Health and Human Services' Administration for Children and Families, Administration on Developmental Disabilities.

http://uscmed.sc.edu/cdrcode/