Slide 1:
Welcome to the Child Outcomes Training Series: Part 3 Data Collection Tools & Resources. This training will provide overview of the child outcomes tools & resources to be used during the data collection process.

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 facilitating this training.

Slide 2:
The participant will be able to:
- Review all available child outcome data collection resources
- Accurately use the COSF
- Accurately use the Decision Tree and define the ECO Rating Scale
- Accurately access and use online data portals for ENTRY and EXIT data collection

Slide 3:
This slide provides an overview of WHAT= key child outcomes resources, WHO= BNSCs or BNSPs and WHEN= ENTRY or EXIT processes.

Slide 4:
This form is to be used by BNSCs and BNSPs. It provides a standardized framework for gathering multiple source information from BNSCs, BNSPs, and family members regarding a child’s functional performance in a variety of situations and settings. The COSF is the only form used in the process for documenting a child’s functional status and rating. There are two versions of the COSF, a short and long version. The short version of the form is for BNSCs to use to determine a child’s consensus rating when an IFSP team is involved in process. The long version can be used by BNSCs when no IFSP team is involved and should be used by BNSPs to report a child’s functional status within each outcome area. Both versions of the COSF are to be filed in the child’s records for support of consensus rating process completed by BNSC. These forms should be used at ENTRY and EXIT as appropriate.

Slide 5:
This is the short version of the COSF. The short version of the form is for BNSCs to use to determine a child’s consensus rating when an IFSP team is involved in process. The COSF should be filed in the child’s records for support of consensus rating process completed by BNSC. This form should be used at ENTRY and EXIT as appropriate.

At the very top of the form is space for demographic information regarding the child and a listing of persons involved in the rating process. There are also boxes to indicate whether this form is being completed at ENTRY of EXIT following the child’s ID#. This form list each of the three child outcome areas across the top and provides space for input from CBA, family, service providers (such as OT, PT, and SLP), as well as non-BabyNet services (such as early child educators). Across the bottom is a space for a status rating selection between 1 and 7 associated with each child outcome area. There is also a section at the very bottom to be completed ONLY at EXIT concerning the development of new skills/behaviors since entry.
Slide 6:
The next three slides provide a snapshot of the long version of the COSF. There are three pages to this document to capture individualized information concerning each of the three child outcome areas. This long form can be used by BNSCs when no IFSP team is involved but should always be used by BNSPs to report a child’s functional status within each outcome area. This version of the COSF should be filed in the child’s record to support the consensus rating process completed by BNSC. This version of the COSF should be used at ENTRY and EXIT as appropriate.

Slide 7:
The top of this form is similar to the short version with space for demographic information regarding the child and a listing of persons involved in the rating process. There are also boxes to indicate whether this form is being completed at ENTRY of EXIT following the child’s ID#. However, there is a larger area to provide detailed information regarding CBA, Family input, service provider input, and non-BabyNet services.

Slide 8:
The long form also has across the bottom is a space for a status rating selection between 1 and 7 associated with each child outcome area. There is also a section at the very bottom to be completed ONLY at EXIT concerning the development of new skills/behaviors since entry.

Slide 9:
This is a snapshot of five questions to consider at ENTRY when completing the COSF. Take a moment to review the questions, sources of information, documentation process and persons involved.

Slide 10:
This is a snapshot of seven questions to consider at EXIT when completing the COSF. Take a moment to review the questions, sources of information, documentation process and persons involved 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 11:
This form is to be used by BNSCs and BNSPs. It provides a standardized framework for BNSCs and BNSPs to determine a child’s functional status level at ENTRY and EXIT through translating that status into a number or rating. The next series of slides will provide extensive detail regarding the use of this tool.

Slide 12:
This is an example of the Decision Tree with ratings. This tool should be used by BNSCs and BNSPs when synthesizing documentation and activities to determine appropriate rating of functional status.

Slide 13:
This slide provides definitions for the Rating Scale Scores.
Note that the scores from 1-3 correspond to the left side of the tree --- so if the first question “Does the child EVER function in age-appropriate ways...?” is answered “NO” – then the ending score will always be a 1, 2, or 3.

Slide 14:
Note that the scores from 4 – 7 correspond to the right side of the Decision Tree --- so if that same question is answered with a “YES” (that the child does at times function in age appropriate ways) --- then the score will always be between 4 and 7.

Slide 15:
Again, this shows the process of reaching an Entry Rating using all the information gathered and the Decision Tree.

Read through slide.
Slide 16:
This Decision Tree highlights the Entry Example of the BNSCs thought process for determining a child’s rating as reviewed on the previous slide.

Slide 17:
At exit, service providers complete the COSF, including information from the COSF provided from the BNSC for each child. The COSF should document the child’s status on each of the three child outcomes from the perspective of the BNSP.

In this example, the provider adds her/his information on the COSF about the child that relates to the child outcome, and documents the source of the information. The provider then reviews the information for that outcome and uses the Decision Tree to reach an outcome rating. The first question is: Does the child EVER function in ways that would be considered age-appropriate with regard to this outcome?
In this example, the answer is No.
Question 2: Does the child use any immediate foundational skills related to this outcome upon which to build age-appropriate functioning across settings and situations?
In this example, the answer is yes.
Question 3: To what extent is the child using immediate foundational skills across settings and situations?
In this example, the answer is rarely.
The rating is therefore a 2, or between emerging and not yet.

Slide 18:
This Decision Tree highlights the Entry Example of the BNSPs thought process for determining a child’s rating as reviewed on the previous slide. The BNSP’s rating should be placed on COSF that is returned to the BNSC and used for determining a consensus rating among IFSP team members.

Slide 19:
When a child is exiting BabyNet, information about his functional status must be collected. This is CRITICAL. Being able to use exit data to compare to entry data is the method used to measure our success as a system. This is then reported to the federal government. This information will help us make adjustments to our system over the coming years to improve services to children and families.

So, the child is about to exit the system. The SC has gotten multiple COSFs from providers. In this example, the SC has 4 COSFs, 3 of which show ratings between 6 & 7, and one that shows a rating of 4.
The SC will use the Decision Tree to synthesize all of this information into a consensus rating.

For this child, the answer to the first question about age-appropriate functioning is “yes” – so we’re on the right side of the “tree” if you’re looking at your handout. Question 2 is “Is the child’s functioning age-appropriate across all or almost all settings and situations?” Again, looking at the information the SC has from the provider COSFs, the answer is “yes”. This leads us to the next question – “Does anyone have concerns about the child’s function with regard to this outcome area?” Clearly, because one of the providers rated the child a “4” which – looking at your Decision Tree -- corresponds to “rarely uses age-appropriate skills” there are concerns in this area --- so the final consensus rating would be a “6” because there are concerns.

Slide 20:
This Decision Tree highlights the Entry Example of the BNSCs thought process for determining a child’s consensus rating as reviewed on the previous slide. The consensus rating should represent the input of all IFSP team member submitted COSFs and ratings. The BNSC will determine the team consensus rating after careful review of all team member input from COSFs. Team members are allowed to communicate COSF findings and ratings via telephone in cases where such agreements have been determined by the BNSC and BNSP.
Slide 22:
Any challenges with accessing the online database system can be addressed to Dr Wilson at lesly.wilson@uscmed.sc.edu with the subject line stating "Data Question". Be sure to specifically state issue and include proper contact information (i.e. your name, title, agency, and phone number). These responses will be addressed in a timely manner.

Slide 23:
Once again we want to provide a quick look at what data is to be reported, who is involved in the process and how to complete the data inputting through the Web-Based portal.

In this section you will find several screen snap shots from the Web-Based portal. Along with the snapshots will be directions guiding BNSC through the input process at ENTRY and EXIT.

Slide 24:
Here is a snapshot of the ENTRY PORTAL. The password to access the ENTRY data portal is entry, the word should be entered using all lower case letters. This is a snapshot of what the Web-Based data portal looks like when it’s opened. The web-based database submission is intended to foster greater levels of accuracy, efficiency, and ease for reporting child outcomes.

Always remember to print the page prior to clicking submit.

Slide 25:
Here is a snapshot of the ENTRY PORTAL. At entry you will need to input child’s initial functional status upon entering the BabyNet system. Note you will be asked to identify the child’s “primary” diagnosis, type of CBA used and type in any “other” diagnosis not provided as a selection choice. It is critical that you be as accurate as possible with this section and not skip any section included in the entry data collection. If the diagnosis is other use additional categories such as developmental delay, low birth weight, premie, etc. You do not have to specify the birth weight of the child.

This is a snapshot also includes Outcomes #1 and #2 but the process will be the same for each outcome area. Be sure to select one response for all items. You should

These are the following steps to take at ENTRY:
- Select the child’s rating. This should be determined based on communications received through documentation of prior service providers and or other communications placed on COSF. The Decision Tree should be used to guide the consensus rating.
- Review all selections by looking for the mark within a circle for each outcome area. Only one selection is allowed.
- Print entire page.
- Clicking submit button.

Always remember to print the page prior to clicking submit.

Slide 26:
Here is a snapshot of the EXIT PORTAL. The password to access the EXIT data portal is exitdata the word should be entered using all lower case letters. This is a snapshot of what the Web-Based data portal looks like when it’s opened. The web-based database submission is intended to foster greater levels of accuracy, efficiency, and ease for reporting child outcomes.

Always remember to print the page prior to clicking submit.
Slide 27:
This is another snapshot of the EXIT PORTAL. Notice that it prompts you to STOP data entry if the child has received less than 6 months of services. The use of the online database submission is intended to foster greater levels of accuracy, efficiency, and ease for reporting child outcomes.

Always remember to print the page prior to clicking submit.

Slide 28:
Here is another snapshot of the EXIT PORTAL. Note that there is an open area for you to type in the “OTHER SOURCES OF INFORMATION” collected during the child outcomes process. This area is for you to put information like family conversations, occupational therapy evaluation and completed COSF, speech therapy evaluation and completed COSF, nursing telephone communication, etc. This area allows you to describe how the child’s rating, that will be presented next, represents the child’s functioning in a variety of environments and with a variety of persons.

Always remember to print the page prior to clicking submit.

Slide 29:
Here is another snapshot of the EXIT PORTAL. At exit you will need to re-enter the child’s entry data and then provide the above exit data for each outcome area. This is a snapshot of Outcome #1 but the process will be the same for each outcome area.

These are the following steps to take at EXIT:
- Select the child’s rating. This should be determined based on team communications received through documentation of COSF and or other communications. The Decision Tree should be used to guide individual team ratings.
- Select whether child has developed new skills or behaviors related to the outcome area.
- Select the child’s status category at exit related to each outcome area. The Decision Tree should be used to guide the status category synthesizing information from individual team member COSFs.

These steps should be repeated for each outcome area. The entire document should be printed and then the submit button should be clicked to input data.

Always remember to print the page prior to clicking submit.

Slide 30:
There is 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 31:
Add Q and A slides
No narration

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

The following contact information is included for technical assistance following completion of this training. (read statement regarding CDR)
Child Outcomes Training Series
Part 3: Data Collection Tools & Resources

Training Objectives

The participant will be able to:
- Review all available child outcome data collection resources
- Accurately use the COSF
- Accurately use the Decision Tree and define the ECO Rating Scale
- Accurately access and use online data portals for ENTRY and EXIT data collection

Child Outcomes Resources

- Child Outcomes Summary Form
  Used by BNCSs & BNSPs during ENTRY and EXIT process

- Decision Tree & ECO Rating Scale
  Used by BNCSs & BNSPs during ENTRY and EXIT process

- Online Data Portal
  Used ONLY by BNCSs during ENTRY and EXIT processes

CHILD OUTCOMES SUMMARY FORM (COSF)
THE DECISION TREE
Definitions - COSF 7-Point Rating Scale

- **3 Emerging**
  - Child does not yet show behaviors and skills expected of a child of his or her age in any situation.
  - Child's behaviors and skills include immediate foundational skills upon which to build age-expected skills.
  - Behaviors and skills might be described as more like those of a younger child.
  - Some behaviors or conditions might be interfering with the child's capability to achieve age-expected behavior and skills.

- **2 Between Emerging and Not Yet**

- **1 Not Yet**
  - Child does not yet show behaviors and skills expected of a child his or her age in any situation.
  - Child's skills and behaviors also do not yet include any immediate foundational skills upon which to build age expected skills.
  - Child's ways of forming and maintaining social relationships might be described as more like those of a much younger child.
  - Some behaviors or conditions might be seriously interfering with the child's capability to achieve age-expected behaviors and skills.

- **7 Completely**
  - Child shows behaviors and skills expected for his or her age in all or almost all everyday situations that are part of the child's life.
  - Behavior and skills are considered typical for his or her age.
  - No one has any concerns about the child's functioning in this outcome area.

- **6 Between Completely and Somewhat**

- **5 Somewhat**
  - Child shows behavior and skills expected for his or her age some of the time across situations.
  - Behavior and skills are a mix of age appropriate and not appropriate.
  - Behavior and skills might be described as more like those of a slightly younger child.
  - Some behaviors or conditions might interfere with the child's capability to achieve age-expected behavior and skills.

- **4 Between Somewhat And Emerging**

Reaching the Entry Rating: Example

- Intake BNSC uses information gathered from all sources during the 45 day process.
- Use the questions in the Decision Tree to reach an entry rating.
  - Question 1: Does the child EVER function in ways that would be considered age-appropriate with regard to this outcome?
    - In this case, the answer is **YES**.
  - Question 2: Is the child's functioning age-appropriate across ALL OR ALMOST ALL settings and situations?
    - In this case, the answer is **NO**.
  - Question 3: To what extent is the child using age-appropriate skills across settings and situations?
    - In this case, the answer is **RARELY**.
- Therefore the final rating would be a **4** = “between somewhat and emerging.”

BNSP’s Rating at EXIT: Example

- Each Service Provider uses information from such sources as service notes (treatment notes), assessments, or other records that document the child's status on each of the three child outcomes.
- Use the questions in the Decision Tree to reach a single rating per outcome.
  - Question 1: Does the child EVER function in ways that would be considered age-appropriate with regard to this outcome?
    - In this case, the answer is **NO**.
  - Question 2: Does the child use any immediate foundational skills related to this outcome upon which to build age-appropriate functioning across settings and situations?
    - In this case, the answer is **YES**.
  - Question 3: To what extent is the child using immediate foundational skills across settings and situations?
    - In this case, the answer is **RARELY**.
- Therefore the final rating would be a **2** = “between emerging and Not Yet.”
BNSC Reaching the Consensus EXIT Rating: Example

- Ongoing BNSC gets ratings from 4 BabyNet Service Providers. Three of the ratings are between 6 and 7, one of the ratings is a 4.
- SC uses the Decision Tree, to reach a single consensus rating
  - Question 1: Does the child EVER function in ways that would be considered age-appropriate with regard to this outcome?
    - In this case, the answer is YES
  - Question 2: Is the child’s functioning age-appropriate across ALL OR ALMOST ALL settings and situations?
    - In this case, the answer is YES
  - Question 3: Does anyone have concerns about the child’s function with regard to the outcome area?
    - In this case, because there is one rating of 4, the answer is YES
- Therefore the final rating would be a 6 = “between completely and somewhat.”

Tips for Reporting Data Online:

- Access to the Online Data Portal is on the TECS web site but you can save the link to your FAVORITES on your computer.
- 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
- Data should be reported using the last five digits of the child’s BabyTrac ID#.
- List full name and phone number with area code of contact person.
- Respond to all questions, don’t skip any sections.
ENTRY PORTAL: Snapshot of Online of Reporting Data

EXIT PORTAL: Snapshot of Online of Reporting Data

EXIT PORTAL: Snapshot of Online of Reporting Data

EXIT PORTAL: Snapshot of Online of Reporting Data

Documents Associated with Training

- Child Outcomes Summary Form (COSF)
- Decision Tree for Summary Rating Decision
- ECO 7-Point Rating Scale for use with COSF
- BNSC Checklist
- BNSP 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/childoutcomesinformalized.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 lesly.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 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://uscm.med.sc.edu/cdrhome/