



FREQUENTLY ASKED QUESTIONS: CHILD OUTCOMES

1. **Q: Which children should have ENTRY data inputted?**

A: ENTRY data should be collected only on children who are **30 months old or younger**.

2. **Q: How long do I have to input ENTRY data after the initial IFSP meeting?**

A: ENTRY data should be inputted within 30 days following an initial IFSP meeting.

3. **Q: Which children should have EXIT data inputted?**

A: EXIT data should be completed on children who have **received at least 6 months of continuous service** in the system. This includes planned and unplanned exits or transitions from BabyNet. (Note: This has been updated since the July 1, 2008 policies & procedures document)

4. **Q: How long do I have to input EXIT data?**

A: EXIT data should be inputted within 10 days following an EXIT or transition out of the BabyNet system.

5. **Q: How can I check to see if my child outcomes information were inputted?**

A: A monthly Missing Data Report is generated to follow-up on all data that were not captured in the prior month. At that time, any data that did not go through during an initial submission should be inputted and noted on the missing data report. Any specific concerns prior to the release of the monthly missing data report should be emailed to Dr. Lesly Wilson at lesly.wilson@uscmed.sc.edu. All emails should have **“Child Outcomes”** in the subject line with an email message including the child’s ID#, a contact name and a contact phone number. All inquiries will be investigated and responded to in a timely manner (within 24-72 hours).

6. **Q: Why might my submission not go through the first time and the child’s ID# show up on the Missing Data Report?**

A: These are the primary reasons: 1) the data were never initially inputted for child, 2) computer errors occurred during the submission, or 3) the submit button was not pressed or clicked after printing the hard copy for file.

7. **Q: What should I do if one of my children is included on the monthly Missing Data Report?**

A: Input missing data immediately into TECS system and note the correction on the Missing Data Report. Be sure to input the actual date using the format mm/year (e.g., 01/2009).

8. Q: Is there a way to retrieve ENTRY data on a child who is about to EXIT but has no hardcopy of ENTRY data on file?

A: Yes. In such cases, email Dr. Lesly Wilson at lesly.wilson@uscmed.sc.edu. All emails should have “**Child Outcomes**” in the subject line with an email message including the child’s ID#, a contact name and a contact phone number. All inquiries will be investigated and responded to in a timely manner (within 24-72 hours).

9. Q: Should I input EXIT data if the child has no record of ENTRY data?

A: No. If the child has 1) no hard copy in record of ENTRY data AND 2) no ENTRY data have been inputted in TECS system, then you do not have to input EXIT data for the child. This includes children who meet the child outcomes data collection criteria.

10. Q: Can I correct errors made when inputting the age, diagnosis, rating score, etc. for a child?

A: Yes. In such cases, email Dr. Lesly Wilson at lesly.wilson@uscmed.sc.edu. All emails should have “**Child Outcomes**” in the subject line with an email message including the child’s ID#, a contact name, a contact phone number and corrected information. DO NOT resubmit data to correct errors as this creates duplicate data in the system for a child.

11. Q: Do we still need to complete the Child Outcomes Worksheet (COW)?

A: No. The COW was phased out of the child outcomes policy & procedures effective July 1, 2008. The Child Outcomes Summary Form (COSF) is the only official form to be used in the process by all team members; however, other checklist forms are provided to assist with child outcomes the process. (Note: All individual team member COSFs should still be collected for determination of a team consensus rating.)

12. Q: Is there a way for the EI/SC to go back into the TECS database to view, correct, or reprint data that have already been submitted?

A: No. Once data have been inputted and the submit button clicked, the EI/SCs will not be able to go back to view, correct, or reprint. In such cases, contact email Dr. Lesly Wilson at lesly.wilson@uscmed.sc.edu. All emails should have “**Child Outcomes**” in the subject line with an email message including the child’s ID#, a contact name, a contact phone number and corrected information. It is recommended that updated corrections are also made on the hard copy to be filed in chart.

13. Q: Do I need to complete EXIT data for a child who is receiving services in my region and will be moving to another region within the BabyNet system?

A: No. Child outcomes data should be collected at ENTRY into and EXIT from the system. Transitions within the system are not considered system exits. Child outcomes data will be completed on these children that “meet child outcomes data collection criteria” upon their transition out of the system regardless of the reason.

14. Q: Do I need to complete EXIT data for a child who is noncompliant, cannot be located, or leaves the system unexpectedly/unplanned?

A: Maybe. If the child *has received* at least 6 months of continuous services and has ENTRY data in the system, then EXIT data *should be inputted*. If the child *has not received* at least 6 months of services, then EXIT data *should not be inputted*. (Note: Data should be captured on all planned and unplanned exits that meet the criteria; this has been updated since the July 1, 2008 policies & procedures document).

15. Q: Who should determine the ENTRY and EXIT ratings for each child outcome area?

A: All IFSP team members should provide input and help determine a consensus rating for the child at ENTRY and EXIT. (Note: At ENTRY, it is understood that fewer team members may be involved in determining the rating; however, at EXIT, more IFSP team members are likely to be involved in this process.)

16. Q: When the child’s EXIT rating for an outcome area is at the same number rating as ENTRY, what is the correct response to the following COSF question: “Has the child shown any new skills or behaviors related to each outcome area since the last outcomes summary?”

A: The correct response is YES. For example, if a child entered the system at a 4 rating, completes at least 6 months of continuous services, and exits the system at a 4 rating, then the child *has demonstrated progress to maintain level of function* during developmental trajectory. You would select “YES.”

17. Q: A child is closed out to Special Instruction services because of family preference and sent back to SPOE with ENTRY data completed at the initial IFSP and EXIT data completed at end of Special Instruction services prior to child being sent back to SPOE. However, the family preference changes during the SPOE process and they decide their child needs Special Instruction services. How should I report EXIT data for this child?

A: The correct action is to not complete the EXIT data process unless the child is exiting the system completely. Child outcomes data collection is based on a child entering and exiting the system, not a specific service within the system. In a case like this, EXIT data should only be reported at the child’s EXIT of the system.

18. Q: Where do I go to find out more about determining Child Outcome Ratings?

A: All personnel should complete the TECSBOOK Chapter for Child Outcomes. Additional information and materials concerning child outcomes can be found on the TECS website, including information from past trainings. You can visit our website for Child Outcomes Resource Page at <http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm>.

19. Q: How can I provide suggestions or feedback regarding child outcomes policies, procedures, or training needs?

A: You are welcome to provide input concerning child outcomes policies, procedures, or training needs by 1) completing a child outcomes feedback survey at <http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm>, or 2) submitting a TA Request Form (located on TECS website homepage on left column) at <http://uscm.med.sc.edu/tecs/childoutcomesinforevised.htm>.

20. Q: Who is the primary TECS contact concerning child outcomes?

A: All questions or concerns related to child outcomes should be directed to Lesly Wilson, PhD, OTR/L through email (use as primary means of contact) or phone. You can contact Dr. Lesly Wilson through email at lesly.wilson@uscm.edu or by phone at 803-935-5217 (direct line) or 803-935-5227 (TECS main office).