T E C S
TEAM FOR EARLY CHILDHOOD SOLUTIONS

FREQUENTLY ASKED QUESTIONS:
CHILDHOOD OUTCOMES SUMMARY PROCESS

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.

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: What do I do if a child who has received at least 6 months of services exits the system but comes back within 60 days of exit?**

   A: EXIT data should be completed at time system exit. If the child re-enters the BabyNet system then the recent EXIT data should be used as the new ENTRY data for the early child outcomes and inputted into the TECS data portal. If the child remains in system and received at least 6 months of services from time of second re-entry then EXIT data should be completed at time of that exit from the system. We will only count the most recent EXIT for a child so there will be no duplication of data for the child. If a child re-enters after 60 days of exit then a new CBA should be completed along with a new Child Outcomes Summary (COS) form reflecting updated ENTRY ratings and inputted in online system.

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

   A: A Missing Data Report is generated and sent to BabyNet Program Managers to follow-up on all data that were not captured. At the time of receipt of this report, 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 missing data report should be submitted to help desk: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line. The child's ID# should be included in the body of the request. All inquiries will be investigated and responded to in a timely manner.

7. **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. Always print-out a hard copy of your inputted data prior to clicking the submit button.

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

    A: Fax your print-out/hard copy showing that the submission was completed to 803-935-5300 with your contact information (i.e. name, email, & phone number). If you do not have a print-out/hard copy as proof of the submission then you will need to input the data into the ECO exit portal.

9. **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, a help desk ticket should be submitted to: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line. The child's ID# should be included in the body of the request. All inquiries will be investigated and responded to in a timely manner; however, be mindful that in some cases we may find that entry data was never inputted on the child.

10. **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 of ENTRY data **and** 2) no ENTRY data has 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.

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

    A: Yes. In such cases, submit the corrected data in the appropriate database (ENTRY or EXIT) and submit a help desk request to notify TECS staff of correction. Help desk ticket should be submitted to: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line. The child's ID# should be included in the body of the request. TECS staff will always use the most current data inputted on the child to guard against duplicates.

12. **Q: Do all IFSP team members need to complete a Child Outcomes Summary Form (COS)?**

    A: Yes. All individual team member Child Outcomes Summary Forms (COS) should be collected to help in the determination of a team consensus rating.

13. **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, a help desk ticket should be

submitted to: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line. It is recommended that updated corrections are also made on the hard copy to be filed in chart.

14. **Q: Do I need to complete EXIT data for a child who is receiving services in my district and will be moving to another district 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.

15. **Q: Do I need to complete EXIT data for a family who participates inconsistently, 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).

16. **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.) The family is an IFSP team member and should be involved in the rating process.

17. **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 COS form question:** *"Has the child shown <u>any</u> 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 sufficient progress to maintain level of function* during developmental trajectory. You would select "YES."

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

    A: All personnel should complete BabyNet Basics which provides information about the Early Child Outcomes in the TECSBOOK.   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 early child outcomes policies, procedures, or training needs by submitting a help desk ticket to: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line.
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20. **Q: Who is the primary TECS contact concerning early child outcomes?**

> **A:** All questions or concerns related to early child outcomes should be submitted through a help desk ticket: https://tecshelpdesk.zendesk.com/anonymous_requests/new All help desk request should have **"Child Outcomes"** in the subject line.

21. **Q: (DDSN ONLY): A child is closed to Special Instruction services and the file is sent back to the SPOE office with ENTRY data completed at initial IFSP and EXIT data completed (but not yet entered into the TECS system) at end of Special Instruction services. However, after the educational record is returned to the SPOE office, the IFSP team agrees the family is still in need of Special Instruction services and service coordination is returned to DDSN. Should I report EXIT data for this child?**

> **A:** The EXIT data prepared in advance of sending the educational record to the SPOE office, in anticipation of the child exiting *all* BabyNet services should *not* be used. When the child does exit all Part C services, the original ENTRY data should be used, but the EXIT data should be collected again and either: 1) sent to the SPOE office at the end of special instruction services, or 2) if the child is exiting all Part C services, entered into the TECS Child Outcomes data system prior to closing the education record