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: 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.

7. **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.

8. **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).

9. **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.

10. **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."