Early Childhood Outcomes Checklist 4-Step Process for BabyNet Service Coordinators

ENTRY: completed within 30 days following initial IFSP meeting

Step One- Is the child *30 months old or younger at the completion of initial IFSP*?

○ **NO,** ENTRY data is NOT required for the child. **STOP!** The ENTRY child outcomes process *should NOT* be initiated for the child.

○ **YES**, ENTRY data should be completed for the child. The ENTRY child outcomes process should be initiated for the child.

Step Two- Complete **ENTRY** child outcomes process.

○ Use CBA Results in Section 6B of IFSP ('Skills Child Currently Demonstrates')

○ Complete COSF using appropriate crosswalk---All Crosswalks

○ Gather Family and Community Provider input on COSF

○ Forward and Request completed COSF from any prior service providers

○ Use Decision Tree and determine a single entry rating for each outcome from 7 point scale

○ Input ENTRY ratings and CBA used into TECSspot **(password: ENTRY)**

○ 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

EXIT: completed within 10 days of exit from all BabyNet/Part C services

Step Three- Was the child been enrolled in BabyNet after August, 2006, was age 30 months or less at age of enrollment, and has received at least 6 months of continuous services?

○ **IF THE ANSWER TO ANY OF THESE QUESTIONS IS NO,** EXIT data is NOT required for the child. **STOP!** The EXIT child outcomes process *should NOT* be initiated for the child.

○ **IF THE ANSWER TO ALL OF THESE QUESTIONS IS YES**, EXIT data should be completed for the child. The EXIT child outcomes process should be initiated for the child.

Step Four- Complete **EXIT** child outcomes process

○ Has the annual review of the IFSP occurred in the last 60 days? If 'YES,' use CBA results in Section 6B of the IFSP ('Skills Child Currently Demonstrates'). If 'NO, review current developmental and functional skills and update the CBA.

○ Complete COSF using appropriate crosswalk---All Crosswalks

○ Gather Family and Community Provider input on COSF

○ Forward and Request completed COSF from all BNSPs working with family/child in last 90 days

○ Use Decision Tree and determine a single exit rating for each outcome from the 7 point scale

○ Input entry, exit, progress ratings and CBA used at entry and exit into TECSspot **(password: EXITDATA)**

○ Print computer screen page

○ Click 'submit' button on screen to input data

○ File printed copy of ENTRY & EXIT and all completed COSFs data in child's record

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