Frequently Asked Questions Concerning REQUIRED TECS Child Outcomes Training

Updated 08/14/06

How long is the online self-paced Child Outcomes training?
The training takes at least one hour to finish if you complete in one sitting. It may take you longer, depending on your level of comprehension. The online training is self-paced so you can complete some of the training during one sitting and stop. Then go back into training, to the place you stopped, and complete the remainder of the training. You are required to complete the entire training and the online evaluation at the end.

What happens if I do not complete the online evaluation?
This is a required training and completing the evaluation will insure that you get credit for completing the online self-paced Child Outcomes training.

Why is this training so important?
The Office of Special Education Program (OSEP) is mandating that all states collect child outcomes data. The Child Outcomes training reviews the South Carolina process and procedures for collection and reporting of child outcomes data. South Carolina will begin child outcomes data collection August 21, 2006

When must I have the training completed?
The Child Outcomes data collection should begin on August 21, 2006. This means all children receiving a completed IFSP on or after this date will need outcomes *entry data* reported into the online data system and filed in chart. The training must be completed prior to you participating in child outcomes process. All Babynet personnel should complete training by August 18, 2006. Remember training will continue to be available through the Internet link received, for you to refer back to during the outcomes process.

Where do I find the Part C Outcomes Manual?
The outcomes manual along with several other documents are attached to your training. At the bottom right is a "paper clip" symbol. If you click on the "paper clip" symbol, you will be able to download all required documents for the training, including the Part C Outcomes Manual. All of these documents also are located on the TECS website and are reference documents for ongoing use by BabyNet personnel.

How do I access the online database to input the data?
Access to the online database will be located on TECS website. You can save the link into your website "Favorites" for easy access, after initial access through TECS website. Database will require a BabyTrac ID number that should have been issued to the child through the BabyNet system. This number will need to be inputted during data input process, if not then data input will not be valid.

What do I do if I have questions concerning the Child Outcomes training?
It is recommended that you go through all training slides thoroughly and write down questions or concerns as you move through training. Those questions that are not addressed as you moved through training should be emailed to lwilson@cdd.sc.edu . Remember to place "Child Outcomes Question" in the subject line. All questions will be responded to in a timely manner.

What if I can not access the training through the link provided in email?
The link for the Child Outcomes Training is located in your initial email announcement and is located on the TECS website (http://www.sc.edu/tecs). If you are having trouble accessing Child Outcomes Training:

1. Double click on the link within the initial Friday August 11, 2006 Child Outcomes Training announcement email, or
2. Hold down the Ctrl key on your computer while clicking on the link with your mouse, or
3. Copy link and paste it into the web address field on the Internet and click GO.

If you continue to have problems accessing the link, contact your information technology (IT) personnel to check your firewall and security settings. Your restricted Internet access may not be allowing you to access this training. Let your IT person know that you are having problems accessing a "Flash-Based" presentation. The presentation is supported by Explore and Netscape browsers and all versions of Microsoft Windows.

What if I can access the training but can not hear the audio?
The training does offer visual and auditory learning methods. Once you enter the initial presentation window, you should hear sound. If you do not hear sound or if your sound is low, you should immediately stop the presentation by pressing the **"II'** button at bottom left of presentation. Make sure the sound bar at bottom right of presentation is pushed toward right and that your speakers are turned on. If this does not fix the issue, then go to the start button at the bottom of your screen; click into settings; then control panel; then sounds and audio devices; and check the level of your volume settings. If the bar is closer to the left, the sound will be lower but if the bar is closer to the right, the sound will be higher. Make sure the mute box is not checked. Click the *Advanced* button under *Device Volume* section and check *Volume Control* bars to make sure all bars are at least placed midway and that no mute boxes are checked. If you continue to have problems with your audio, have your local information technology (IT) personnel assist you. The training volume is in place and no sound is considered an individual computer user issue, not a presentation issue.

How can I print the Child Outcomes PowerPoint slides for future reference?
The presentation has been made available on the TECS website. Visit the website under the Child & Family Outcomes Link from the home page, and then click on Child Outcomes information to access a printable version of presentation slides.

What are the timelines for completion and reporting of the child outcomes processes?
The timelines for child outcomes are the same for already existing exit/transition processes between providers and service coordinators. At entry, it is the intake service coordinator's responsibility to make sure the COW is completed and that necessary information is inputted in online data system as a part of the initial IFSP processes. At exit, it is the ongoing service coordinator's responsibility to make sure the COW is sent to individual providers in a timely manner, so information can be included in the individual COSFs and sent back to the ongoing service coordinator along with other required documents for the IFSP process. The child outcomes process should occur simultaneously with the initial and exit/transition IFSP processes. If children exit/transition the system unexpectedly, the child outcomes process should follow the normal processes for exit/transition under such circumstances.

Will I be reimbursed for my time of completing the training and forms?
The Child Outcomes is a required training for providers in *all* states' Part C early intervention systems. This training is like others in the past: no additional compensation can be allotted for the training or completion of COW/COSF and data collection process. In an effort to help providers with time constraints and provide a comprehensive training, this training is being offered in an online *"self-paced"* format. This is a national concern, as all states are challenged with this matter.

Which providers are NOT required to complete Child Outcomes training?
All providers should review the child outcomes training.

Which providers are NOT required to complete the COW and/or COSF Process?
There are a limited group of providers that will *not* have to complete the training evaluation. All active IFSP team members must complete the COW and COSF. Other providers such as AT providers, audiologist, physicians, and foreign language interpreters are not required to complete the COW or COSF.

Where do I access the COW and COSF forms?
These forms can be accessed electronically and downloaded. The COW and COSF are in portable document format (pdf) and can be printed out for completion. Additional copies should be made and stored. At exit, the ongoing service coordinator should share the COW with all team members for the completion of individual COSFs. At exit, providers should complete the COSFs using the COW as reference. The COSF should be forward to service coordinator during the typical exit/transition IFSP process along with other necessary provider forms. Typical/already established means of transferring information during the IFSP processes should be followed with COW and COSF documents.

What about inter-rater reliability?
Inter-rater reliability should be supported through the identified sources of information listed on the COW or COSF to support individual and or consensus ratings. This information should not be interpretive data, but rather objective data reported from tests and observations. South Carolina has adopted formal formats and procedures recommend by the National Early Childhood Outcomes Center (ECO Center; website: http://www.fpg.unc.edu/~eco/). Many states have done the same and their processes look similar to ours. System monitoring of Child Outcomes processes will be a part of the overall monitoring plan for South Carolina.