A Guide to COS Process Training and Technical Assistance Resources March 2014

This resource list was developed to provide a brief overview of some of the resources available on the ECTA Outcomes webpage (http://ectacenter.org/eco/index.asp) that can support local, regional or state training and technical assistance on child outcomes. All materials may be adapted and modified to meet the needs of your audience.

What is the primary goal of COSF training and TA?
The primary goal of training and TA is to make sure your staff is using the COS effectively – so that child outcomes data are high quality (i.e. valid and reliable). When data are high quality, using the data for program improvement at the local, regional and state level becomes possible. The resources listed below contain several different resources related providing training on the COS process.

New people have joined my staff -- how do I give them the basics?

- http://ectacenter.org/eco/pages/videos.asp - The *Child Outcomes Step by Step* video describes and illustrates the three child outcomes in a consistent, easy way to understand.

- The Self-Directed Learning Page of the ECO website (http://ectacenter.org/eco/pages/selflearning.asp) has several 'voiced over PPTs' to give new staff the basic information about child outcomes and the COS process.
    - Overview to Child and Family Outcomes: This section contains the **Orientation for New Staff** and **Why Collect Outcomes Data** presentations.
    - Child Outcomes: This section contains the **Understanding the Child Outcomes** and **Assessing the Three Child Outcomes** presentations.
- http://ectacenter.org/eco/pages/training_activities.asp#pop_quiz: The Pop Quiz activity may be used to check understanding of the basics. The Pop Quiz answers and explanation are at this link -- http://ectacenter.org/eco/assets/pdfs/Pop_quiz_with_answers.pdf

- The Professional Development Resources Page (http://ectacenter.org/eco/pages/training_resources.asp) has several resources to help you organize training and technical assistance. Preparation resources, including a sample process agenda are on the home page. Each of the sections listed below contain Power Point presentation, handouts, materials and activities that may be adapted and modified as needed.
    - The General Topics section contains **Why Collect Outcomes Data, Understanding the Three Child Outcomes, Assessing the Three Child Outcomes, and Integrating Outcomes.**

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- The COS Topics section contains **The Child Outcome Summary (COS) Form, Practice Using the Child Outcome Summary Rating Scale, Refresher of the COS Process, Involving Families in the COS Process, and COS Process Quality Assurance.**
- http://ectacenter.org/eco/pages/training_activities.asp The Activities section has around 20 different activities that may be used for different training purposes. Each contains links to forms, trainer materials and instructions for use.
- The Sample Trainings section has several examples of state training demonstrating how ECO materials have been adapted for different purposes.

Is there a reference sheet that summarizes key information about child outcomes measurement?

- ECO staff have drafted flyers and brochures for COSF users in WA state – at these links – At a Glance: Child Outcomes [37KB DOC]; At a Glance: Child and Family [37KB DOC]; At a Glance: COSF Rating Scale Decisions [115KB DOC].
- http://ectacenter.org/eco/assets/pdfs/COSF_overview.pdf This document provides a full yet concise overview of the COS process.
- http://ectacenter.org/eco/pages/outcomes.asp#COSFormandInstructions The Child Outcomes Summary Process page provides several resources that support the overall COS process. The Outcomes Rating Definitions, the Decision Tree, and resources about the ECO developed form are on this page.

How will you know if your staff is using the COS process effectively?

One way to know whether staff is using the COS process effectively is by reviewing completed COS forms for accuracy and quality. Below are some resources that can help you ensure that your staff are using the various components of the COS process accurately.

How do I review a completed COS form?

- http://ectacenter.org/eco/assets/pdfs/Guidance_for_reviewing_COSFs.pdf: This link provides guidance on how to check the completeness and accuracy of a COS form. The guidance includes checks to see whether users understand the three outcomes and the 7 point rating scale, how to document the rating, and whether the documentation supports the rating.
- http://ectacenter.org/eco/pages/training_activities.asp#COSF_quality_review: If you'd like to support an individual's ability to review their own forms prior to submission, you may consider adding this training activity to your training. This activity provides a sample completed COS and has participant review the form.

What if the documentation and the ratings don't match up?

- http://ectacenter.org/eco/assets/pdfs/COSF_with_supporting_evidence.pdf The COS form at this link provides 'supporting evidence boxes' which are organized by level of

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* Developed by Naomi Younggren, Training Coordinator for the Department of Defense

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functioning. This may be helpful for COS users who may need practice or support to organize evidence by level of functioning.

- http://ectacenter.org/eco/assets/pdfs/cosfdocumentationguidance12-13-10.pdfhttp://ectacenter.org/eco/assets/pdfs/cosfdocumentationguidance12-13-10.pdf This link provides resources that show how to use the supporting evidence boxes can be found in the written guidance.
- http://ectacenter.org/eco/assets/pdfs/Documentation_Key-Mecklenburg.pdf The one-page documentation key at this link summarizes the information about how to document the evidence 'at a glance.'

What if my staff is having trouble differentiating among the seven points on the rating scale?

- http://ectacenter.org/eco/assets/pdfs/Definitions_Outcome_Ratings.pdf This document provides a table explaining the mix of age-expected and not age-expected that defines each point on the rating scale.
- http://ectacenter.org/eco/assets/pdfs/COSF_Scale_Descriptors_w-buckets.pdf If COS users need more training on the 7-point scale, you may wish to use a visual depiction of the 7 points, such as the 'bucket list'.[*] The sample 'culminating statements' on the list describe the functioning of a child for each of the points on the scale. Some states are using the 'culminating statements' when describing children's present levels of development for the IFSP or IEP, rather than or in addition to the numerical rating.
- A variation of the 'bucket list' is a visual depiction of the scale using blocks, developed by ECO staff, which can be found on the document at this link -- [115KB DOC].
- http://ectacenter.org/eco/assets/pdfs/Matching_COSF_Ratings_with_statements.pdf If you find the 'culminating statements' useful as illustrations of children whose functioning reflect the seven points on the scale, you may wish to use a training activity for matching statements to points on the scale. [*] The answer sheet for this activity is at this link http://ectacenter.org/~pdfs/eco/Matching_COSF_Ratings_Answers.pdf

What if my staff doesn't seem to have a good understanding of age expected child development?

- http://ectacenter.org/eco/pages/training_resources.asp#ChildDevelopment Several resources that can support understanding of age-expected child development resources can be found on this page of the ECO website. COSF users could reference the developmental milestones to 'age anchor' the skills they document as part of the child's current level of functioning. Larimer County, CO developed these handy and useful age-anchoring references -- Age Anchoring Tool for Outcome 1 [22KB DOC]; Age Anchoring Tool for Outcome 2 [23KB DOC]; Age Anchoring Tool for Outcome 3 [24KB DOC]. Resources such as this one from CO can be used in the rating, or by staff to review age-expected developmental milestones before their assessment of a child.

- http://ectacenter.org/eco/pages/selflearning.asp: The self-directed learning page has three modules on understanding children's development, organized by the three outcome areas.
- http://ectacenter.org/eco/pages/training_activities.asp#ageanchortyler: This activity that gives participants the opportunity to practice age anchoring skills.
- http://ectacenter.org/eco/assets/pdfs/AE-IF-F_activity_30_month_old.pdf This training activity provides practice differentiating between subsets of skills that are age-expected, immediate foundational, and foundational.[*] The Answer Key can be found at http://ectacenter.org/eco/assets/pdfs/AE-IF-F_activity-ANSWER_KEY.pdf

I'm not sure that my staff is having a team discussion to decide the COS rating.
- http://ectacenter.org/eco/assets/pdfs/Quality_Review_Team_discussion.pdf This guide may be used for reviewing a COS team discussion at this link. Supervisors may use this form while observing a team discussion and to provide feedback from the observation
- [http://ectacenter.org/eco/assets/pdfs/Quality_Review_Team_discussion.pdfhttp://ectacenter.org/eco/assets/pdfs/Quality_Review_Team_discussion.pdf](http://ectacenter.org/eco/assets/pdfs/Quality_Review_Team_discussion.pdf) Some teams have found it useful to consult a 'script' for having the COS discussion, particularly when families are involved. This link provides a generic script can be adapted as needed.
- http://ectacenter.org/eco/assets/pdfs/Quality_Review_Team_discussion.pdf This guidance provides instructions for organizing a team discussion demonstration at training events. This may provide an opportunity to highlight a team that consistently engages in a rich and appropriate discussion when determining a rating.

My staff is having a hard time pulling information from assessment tools. They're not sure what information they need to collect in addition to the information from the tool.
- http://ectacenter.org/eco/pages/crosswalks.asp This page provides both an introduction and various crosswalks of assessment tools. The crosswalks may be used to help staff understand how well the assessment tool they are using addresses the three child outcomes. The 'crosswalks' that link sections of assessment tools to the three outcomes can be used to generate discussions about what other information is needed and how that information may be gathered. Follow the guidance at this link: http://ectacenter.org/eco/pages/training_activities.asp#crosswalks to develop an activity for reviewing your assessment tool, using the crosswalks.

Are you ready to look at data?
If you are ready to introduce the idea of using data for program improvement, there are several resources on the ECO website to provide your staff with a basic understanding of their data.
- http://ectacenter.org/eco/pages/training_resources.asp#COSTopics: At the very end of this page, there are training resources for **Looking at Data**. The resources include a Power Point and several activities to help develop a basic understanding of the Evidence-Inference-Action model of looking at data.

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[*] Developed by Naomi Younggren, Training Coordinator for the Department of Defense

- http://ectacenter.org/eco/pages/selflearning.asp: The Self-Directed Learning page has a section for Working with Data. Currently, there is a presentation and materials for the **Analyzing and Interpreting Child Outcomes Data** presentation. On the same page, there is a presentation on the **Developmental Trajectories: Getting to Progress Ratings from COS Ratings**. This will be helpful if staff needs to understand how their practice and data collection turns into the data that are reported to OSEP each year.
- http://ectacenter.org/eco/pages/training_activities.asp#evidence: This activity includes basic Power Point slides on Evidence, Inference and Action, as well as a small group discussion activity geared towards looking at data for program improvement.
- http://ectacenter.org/eco/pages/training_activities.asp#eiajeopardy: This activity provides a fun, basic way to test understanding of Evidence, Inference and Action.