Ohio Department of Children & Youth

Child Outcome Monitoring Report Instructions and Tips

This report includes entry and exit COS information for all children who were exited from EI during the user-specified timeframe.

Run and save the report

Navigate to **Child Outcome Monitoring** on the **Reports** tab. Select the appropriate dropdown choice for County, Agency, and Worker as well as the desired report dates (the start and end date refer to when the child was exited). Then press "Generate CSV."

County:	BEIS Test County ▼
Contract:	Early Intervention (BEIS Test County Early ▼
Agency:	ALL ▼
Worker:	▼
* Start Date(COS date):	10/01/2018
* End Date(COS date):	12/31/2018
*Report Format:	Excel ▼

The default file format is CSV. In order to be able to utilize all functionality, save the file as an Excel file. To do so, click "Save As" and select the desired location. Type in the file name and select "Excel Workbook" in the "Save as type" field. Then press "Save."

File name:	COS Monitoring for Children Exiting 10.1.18 to 12.31.18
Save as type:	Excel Workbook

Sorting and Filtering

To utilize filters, first highlight the top row of the file that includes the field names. Then, navigate to the "Data" tab at the top of the file, then to the "Sort & Filter Section" and select "Filter."
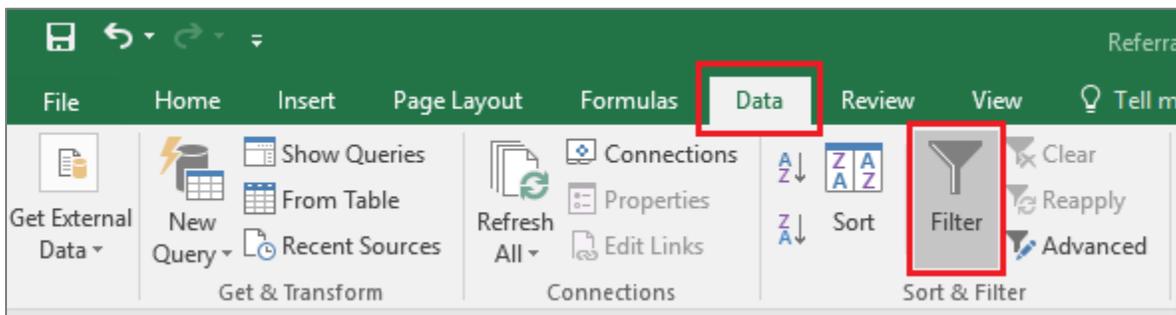
Click on the filter button in any column to sort or filter data as desired. For example, to sort the file so that data are in order based on date the child was exited from EI, navigate to the "ExitDate" column, click on the filter button, and select, "Oldest to Newest" or "Newest to Oldest."
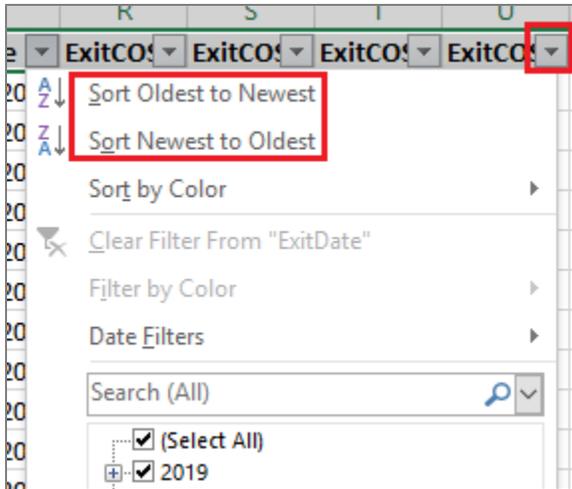
Data can also be filtered to only display selected information. For example, to select only children who had entry scores below age expectations (below a 6 or 7) in the social emotional area, navigate to the "EntryCOSSocialEmotionalScore" field, and click on the filter button. Select the desired scores, then click "OK."
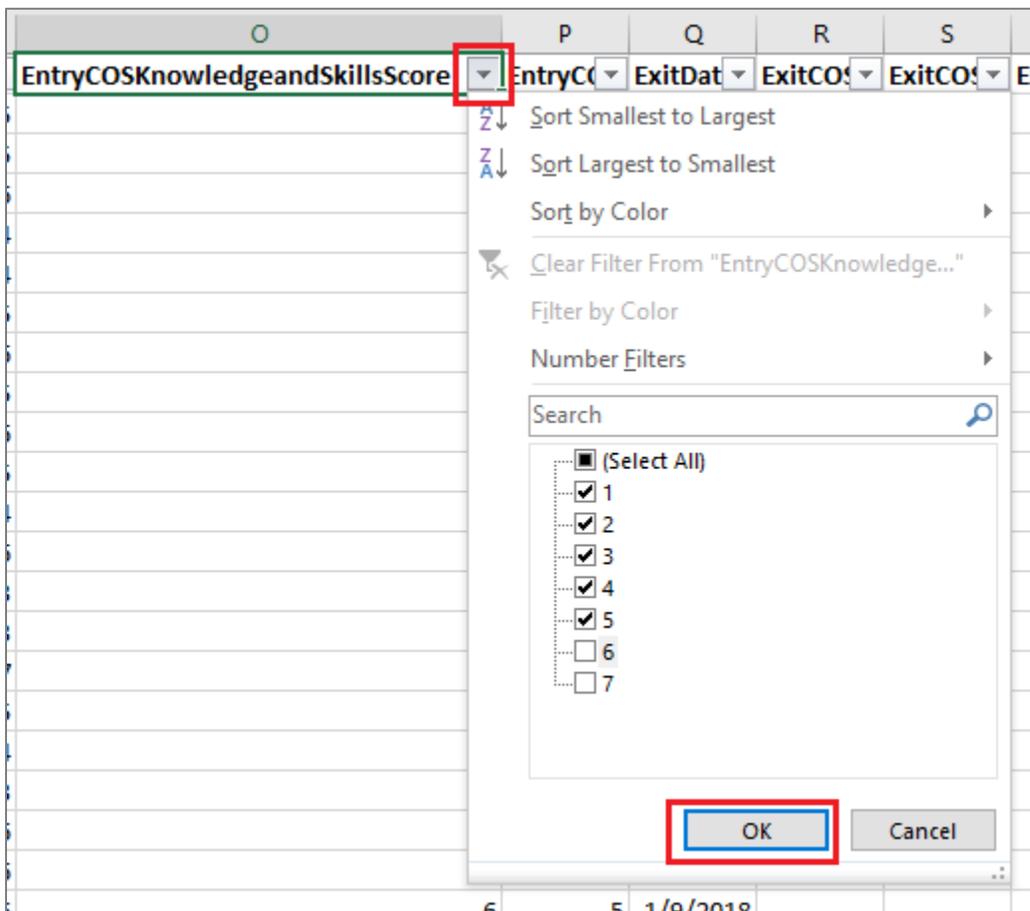
To utilize only a subset of the data, use filters to select the desired data, then copy and paste the data into a different tab. Alternatively, use filters to select unneeded data, delete the rows, then take the filter off to view desired data.

Pivot Tables

Pivot tables are a useful tool to quickly see a breakdown of data or to utilize filters without deleting information from the file. Navigate to the "Insert" tab and then select "Pivot Table" in the "Tables" section.
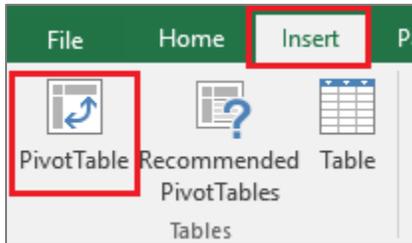
A box will pop up with options for creating the pivot table. The default table range should cover all the data in the file. Select whether the table is placed in a new worksheet or the current worksheet, then press "OK."
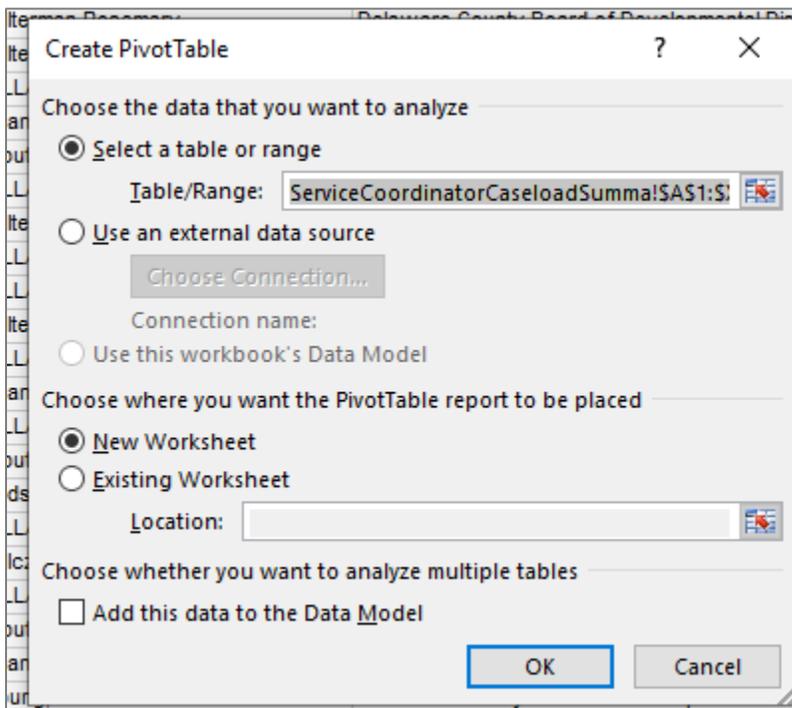
Drag fields of interest to the appropriate box below the pivot table fields. For example, to see the exit scores in the social-emotional area for children who had an entry score below 6 in the same area, drag "EntryCOSSocialEmotionalScore" to the "FILTERS" box and "ExitCOSSocialEmotionalScore" to the "ROWS" and "VALUES" box.

On the pivot table, navigate to the filter button on the "EntryCOSSocialEmotionalScore" and check the box for "Select Multiple Items," then select 1, 2, 3, 4, and 5. Then select "OK."

EntryCOSSocialEmotionalScore	(All)	
	Search	
Row Labels		
1	(All)	
2	☑ 1	
3	☑ 2	
4	☑ 3	
5	☑ 4	
6	☑ 5	
7	☐ 6	
Grand Total	☐ 7	
	☑ Select Multiple Items	
	OK	Cancel
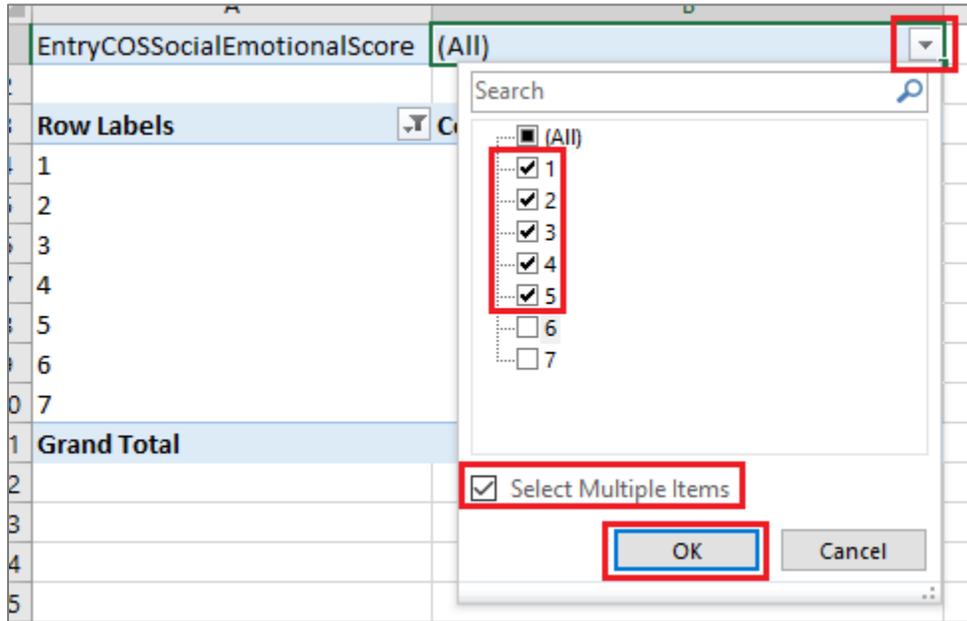
The table then displays the number of children who had each exit score in the social emotional area among those who entered with a score of 1 through 5 in the same area.

EntryCOSSocialEmotionalScore	(Multiple Items)
Row Labels	Count of ExitCOSSocialEmotionalScore1
1	56
2	97
3	119
4	259
5	559
6	374
7	365
Grand Total	1829

Additional Calculations

The following are examples of additional information that can be obtained from this report.

Number of Days Between Entry and Exit COS

Insert a column in the dataset and add a field header. In the second row, type the following formula: **=Q2-M2**, where Q2 refers to the Exit Date and M2 refers to the Entry COS date, then press Enter. Formulas reference specific columns, so ensure the formula references the desired cells.

Double click in the bottom right corner of the cell with the formula to autofill it through the entire column. Copy the entire column and paste as values (leaving the formulas in the file can create issues if subsequently sorting, filtering, etc.). Use sorting, filtering, or pivot tables to obtain the desired data regarding length of time between entry and exit COS.

Note: Children with fewer than 180 days between their entry and exit COS score are not included in COS analyses for child outcomes indicators (Indicator 3) of the Annual Performance Report (APR).

Difference Between Entry and Exit Score

Insert a column in the dataset and add a field header. In the second row, type the following formula: **=R2-N2**, where R2 refers to the social-emotional exit score and N2 refers to the social-emotional entry score, then press Enter. If these scores are in different columns, or a calculation is being made for the difference between entry and exit scores in another outcome area, be sure to reference the correct column.

Double click in the bottom right corner of the cell with the formula to autofill it through the entire column. Copy the entire column and paste as values. Use sorting, filtering, or pivot tables to obtain the desired data regarding difference between entry and exit scores.

Note: If the entry or exit score is blank or "NA," either remove those rows prior to calculating the difference between entry and exit score, or adjust the formula to accommodate for these values. An example formula is as follows: **IF(OR(N2= "",N2= "NA",R2= "",R2= "NA"),"",R2-N2))***.*

Note: Only children who have entry and exit scores, in addition to having at least 180 days between scores, are included in COS indicator analyses for the APR.

Need Additional Resources or Assistance?

See the more comprehensive "Using Data in Excel" document for instructions on how to perform many other functions in Excel. If you have specific questions regarding how to obtain needed information from this or any report, email eids@childrenandyouth.ohio.gov at any time.