Ohio | Department of
Developmental Disabilities

Child Outcome Extract Instructions and Tips

This report includes all Child Outcome ratings completed in the user-specified timeframe, including those completed at IFSPs and at exit. Each row is a unique COS rating for a unique child.

Run and save the report

Navigate to the **Child Outcomes Extract** on the **Reports** tab. Select the county, agency, and worker, and enter the desired date range. Select "Excel" for the report format, then press "Get Report."

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 Extract 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."
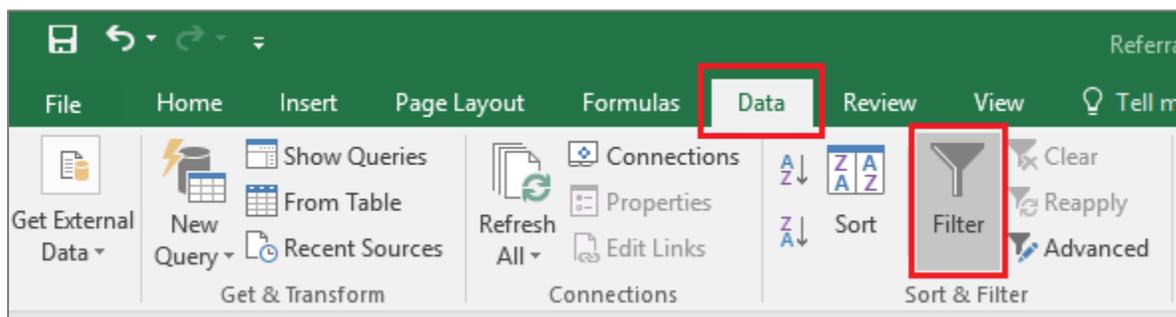
Click on the filter button in any column to sort or filter data as desired. For example, to sort the file so that data are in order based on when COS ratings were completed, navigate to the "COS Date" column, click on the filter button, and select "Sort Oldest to Newest" or "Sort Newest to Oldest," then press "OK." To arrange the file in order of COS date by specific child, sort by ETID after sorting by COS date.
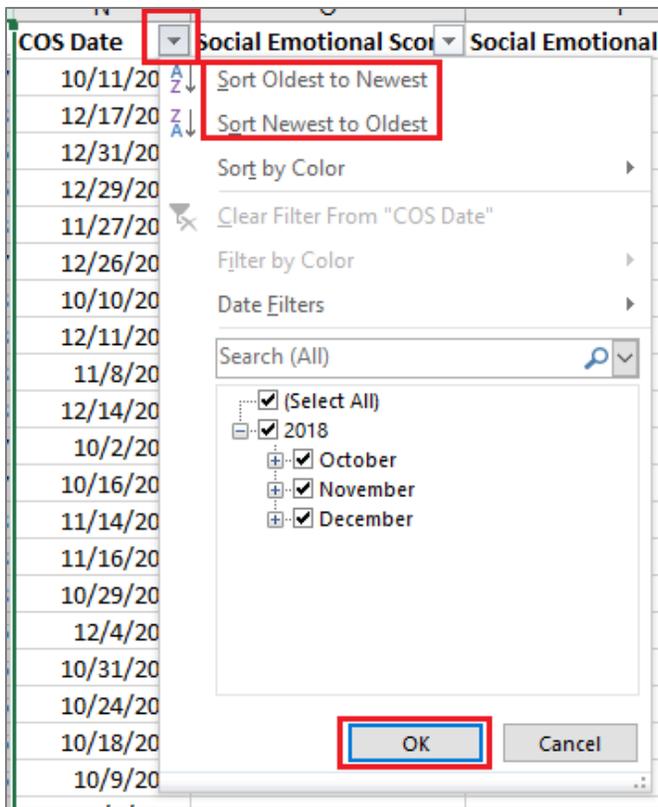
Data can also be filtered to only display selected information. For example, to select only children who had entry scores below age expectations (below a 6 or 7) in one of the COS areas, navigate to the field for that outcome area, and click on the filter button. Select the desired scores, then click "OK."
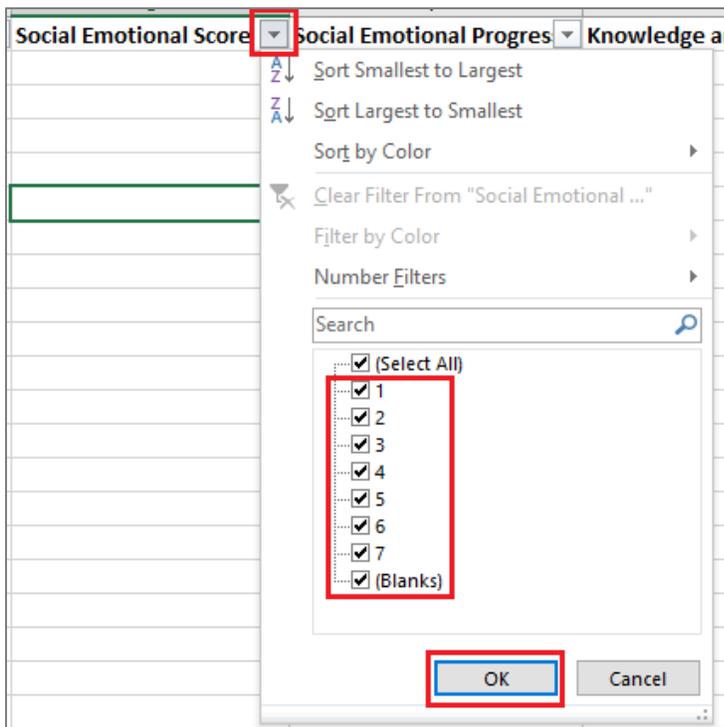
To utilize only a subset of the data, use filters to select the desired data, then copy and paste the data into a different tab. By doing so, the original data remain intact. Alternatively, use filters to select unneeded data, delete the rows, then remove the filter to view desired data.

Calculations

Is the COS rating an Initial COS?
To calculate whether each COS rating was an initial rating, first insert a new column and add a field label. In the second row of the column, type the formula =IF(N2=M2, "Yes ", "No"), where N2 refers to the "COS Date" and M2 refers to the "Initial IFSP Date," then press Enter. Formulas reference specific columns, so ensure the formula references the desired cells.

M	N	O	S
Initial IFSP Date	**COS Date**	**Initial COS?**	
9/5/2017	10/11/2018	=IF(N2=M2,"Yes","No")	
2/21/2018	12/17/2018		

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 initial COS ratings.

Is the COS rating an Exit COS?
Similar to calculating whether each COS rating is an initial COS rating, to calculate whether each rating is an Exit COS, first insert a new column and add a field label. In the second row of the column, type the formula =IF(V2=N2,"Yes","No"), where V2 refers to the "Exit Date" and N2 refers to the "COS Date," then press Enter. Again, ensure the formula is referencing the appropriate cells in the file.

V	W	
Exit Date	**Exit COS?**	
10/11/2018	=IF(V2=N2,"Yes","No")	
12/17/2018		

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 exit COS ratings.

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@dodd.ohio.gov at any time.