



Child Outcome Summary Form Guidelines-

Maine CDS will complete the requirements stated in Administrative Letter #14 through the use of the Child Outcome Summary Form (revised February 4, 2009).

Included with this document is a developmental milestone chart (reminder- these are not complete lists and are provided for reference purposes only) and the COSF decision tree.

ECO Website (<http://www.fpg.unc.edu/~eco/outcomes.cfm>) has a great deal of additional information on child outcomes.

The COSF is to be completed by IFSP/IEP teams for all children who enter the program.

To assist sites in this process the following information regarding the COSF is offered:

- The COSF must be utilized by CDS sites commencing at entry into services; reviewed annually and at exit after at least 6 months.
- The COSF must be completed for children birth through age 5.
- Entry COSF needs to be completed at the first IFSP/IEP team meeting, or no later than 30 days from eligibility determination.
- Entry, annual and exit data are collected to track child progress.
- A child staying in services when turning 3 will need an exit COSF from Part C and an entry COSF for Part B (can be documented on the same form).
- For children beginning Part B services (not having transitioned from Part C) they DO need an entry level COSF completed at the first IEP meeting, or no later than 30 days from the date of eligibility determinations.
- Children transitioning from Part C to Part B prior to completing 6 months of services may have 2 entry COSF's (the original for Part C and the original for Part B), but will not have a Part C exit COSF.
- Exit data- for reporting purposes, it's only necessary to complete exit COSFs for children on whom an entry-level COSF has been completed.
- The "6 month requirement"- OSEP only wants to know about children who have been in the program for at least 6 months. If a child begins services then leaves services before 6 months are completed, no exit COSF is needed.
- Ratings 1-7 compares child to their peers. "The 'yes/no' progress question" compares child to themselves.
- Retain a copy of each COSF in the respective child's files and electronically send the information to CDS office (Pat.McAtee@maine.gov) by the 15th of each month.
- COSFs will be returned to sender if not completed correctly and/or completely.
- When submitting you must indicate COSForm in your subject line.