



**child
development
services**

State Intermediate Educational Unit-146 State House Station, Augusta, ME 04333
Telephone (207) 624-6660-Fax (207) 624-6661-TTY-1-888-577-6690

CDS Administrative Letter: Number 2

DATE: March 15, 2007

TO: CDS Site Directors, CDS Regional Boards of Directors

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: CDS Procedures for Measuring Child Outcomes

Department of Education staff and CDS regional site staff have undertaken research and analysis to determine the most valid and reliable methods for measuring outcomes for children receiving services under IDEA, ages birth to 5 years of age.

According to Public Law 108-446, the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 20 USC 1416(a)(3)(A) performance indicator #3 for infants and toddlers, and #7 for preschoolers, require States to report annually the percent of infants and toddlers with IFSPs/IEPs who demonstrate improved:

- A. Positive social-emotional skills (including social relationship);
- B. Acquisition and use of knowledge and skills (including early language/communication);
- C. Use of appropriate behaviors to meet their needs.

Effective April 1, 2007, the Department-approved Child Outcome Summary Form (COSF) must be utilized by service provider teams to measure the child outcomes listed above. This decision was based in part on the success of three local CDS Sites in producing outcomes data for the Annual Performance Report (APR) to be submitted to the U.S. Department of Education February 2007.

The Department provided training for CDS teams in the use of the COSF on January 23, 2007. Regional training opportunities will be offered March 2007.

For further information, please contact Debra Hannigan, Child Development Services, at 207/624-6660, or email her at debra.hannigan@maine.gov

COSF GUIDELINES

Starting in February of 2008, OSEP only wants progress data reported in the annual performance report (APR), using those five progress categories. Maine CDS will meet this requirement through use of the Child Outcomes Summary Form (COSF).

The Child Outcomes Summary Form (COSF) is to be completed by personnel at local sites for children who enter the program on and after April 1, 2007.

To assist sites in this endeavor the following information is offered:

- COSFs needs to be utilized by CDS sites in Maine commencing April 1, 2007.
- COSFs needs to be completed for children Birth through age 5.
- COSFs needs to be completed at the first IFSP meeting, or no later than 30 days from eligibility determination.
- Data need only be collected for children who are entering the program April 1, 2007, or thereafter; or, who fit within the 30 days noted in the bullet above.
- To get the progress data, site personnel needs 2 points of data for comparison -- entry and exit.
- Entry data-sites should start by collecting entry level data on the children who currently begin services. Children who have already been in the program for a while won't be 'near entry' unless they started services within the time frame as defined above.
- Entry and exit data will be needed for both Part C and preschool services.
- A child staying in services when turning 3 will need an exit COSF from Part C and an entry COSF for 619.
- When exiting preschool, the child will need an exit COSF.
- For reporting purposes, it's not necessary to complete COSFs for children' who have been receiving services and who are having their service plans renewed, unless they are going from Part C to 619.
- If they are starting 619 services, then they DO need an entry-level COSF completed at the first IFSP meeting, or no later than 30 days from the date of eligibility determination.
- Exit data -- for reporting purposes, it's only necessary to complete exit COSFs for children on whom an entry-level COSF has been completed.

- To get the progress data to report to OSEP, site personnel will compare entry to exit per child and calculate the percentages of children in each of the 5 progress categories.
- If a child exits who began the program before April 1, 2007, there is no need to get the exit data, because there will be no entry data to compare it to.
- The 6 month requirement -- OSEP only wants to know about children who have been in the program for 6 months. If a child begins services, and a COSF is completed, then leaves services before 6 months are up, they 'don't count.'
- After April 1, 2007, send the completed forms for each month to the State CDS office by May 15th, 2007, and send each month's forms thereafter on the same schedule.
- Retain a copy of each COSF in the respective children's files.