Guidance and Procedure Document

Child Outcomes Summary Guidelines for Students 3-5 Years Old

This document includes:
- *Child Outcomes Summary Form guidance process in EdPlan*
- *Child Outcomes Summary resources*

Legal/State Requirements from MDE-OSE Technical Assistance [Catamaran](#) site, [CEPI](#) (page 178), and [MSDS](#). The Individuals with Disabilities Education Improvement Act (IDEA) 2004 requires all states to report information on each district's performance on specific early intervention and special education targets outlined in the State Performance Plan/Annual Performance Report (SPP/APR). For each school district, states must report data on children 3-5 years old who attend an early intervention program or receive early intervention services. States collect, analyze, and use data on three child outcomes to measure individual child and family progress toward improved results and to improve their systems and services.

Child Outcomes include:
1. Child has positive social-emotional skills (e.g., social relationships)
2. Child acquires and uses knowledge and skills (e.g., early language/communication)
3. Child uses appropriate behaviors to meet their needs

The language used to refer to this process varies by context
- Northwest Education Services - Child Outcomes Summary Form (COSF)
- EdPlan - EC Special Education Assessments
- MSDS/CEPI - Preschool Outcomes

Preschool Special Education Entry
The *EC Special Education Assessments* must be completed in EdPlan within 30 school days of the start of services. It must be based on information using either one of the ten approved assessment tools or the Early On exit information.

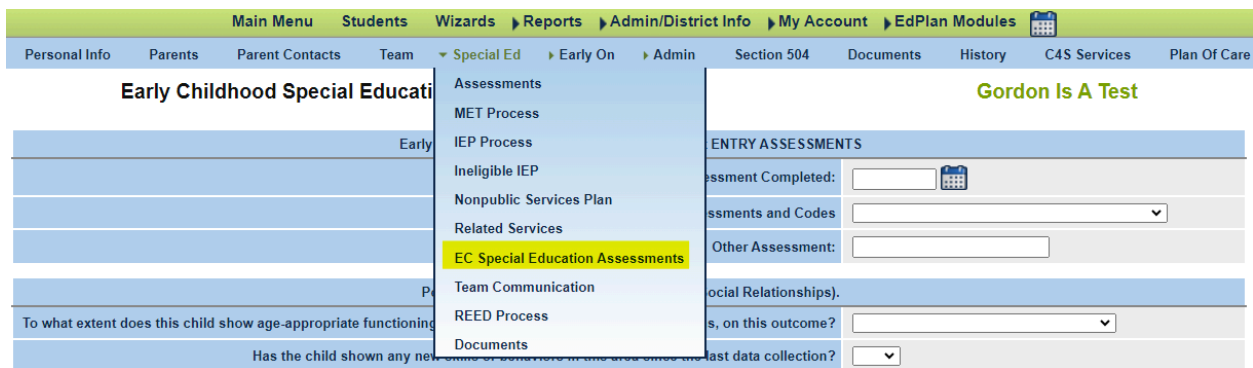Preschool Special Education Exit
The *EC Special Education Assessments* are completed for all children who have been receiving at least six months of service. It is completed in EdPlan up to 30 school days prior to leaving preschool services due to:

- No longer eligible for services
- Turning six years old
- Transitioning to Kindergarten/Developmental Kindergarten

Procedure:
- ☐ Login to Ed Plan
    - ☐ Select student
    - ☐ Go to the *Special Education* tab and select *EC Special Education Assessments*
    - ☐ Complete either the *Entry Assessments* or the *Exit Assessments*
    - ☐ Click *Save and Create Final Document* at the bottom of the screen

EdPlan Screenshot:

Additional Resources:

	Document Link	Description
1	Child Outcome Summary Process	Child Outcomes Summary (COS) Process Quick Reference Guide (ECTA)
2	Decision Tree	COS Decision Tree for Summary Rating Discussions
3	Powerpoint Slides for Child Outcomes Training	Child Outcomes Birth to Five Training
4	Child Outcomes - Early Childhood Technical Assistance Center (ECTA)	The Early Childhood Technical Assistance Center (ECTA) Outcomes Page
5	dasycenter.org	The Center for IDEA Early Childhood Data Systems (DaSy)