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1.0 PURPOSE AND SCOPE

- 1.1.1. This procedure provides instruction for the Connecticut Birth to Three System to track a child's progress through three functional outcomes identified by the Office of Special Education Programs (OSEP) for reporting child outcome data in the Annual Performance Report. This is indicator 3 -
- 1.1.2. This specifically relates to Indicator 3: Early Childhood Outcomes - the percent of infants and toddlers with Individualized Family Service Plans (IFSPs) who demonstrate improved:
- Outcome A. Positive social-emotional skills (including social relationships)
 - Outcome B. Acquisition and use of knowledge and skills (including early language/ communication)
 - Outcome C. Use of appropriate behaviors to meet their needs |

2.0 REFERENCES

2.1 Associated Documents

- 2.1.1. Crosswalks: <http://ectacenter.org/eco/pages/crosswalks.asp>
- 2.1.2. Form 3-18, Child Outcome Summary |

2.2 Source Information

- 2.2.1. Connecticut Birth to Three Child Outcome Summary (COS). Effective July 1, 2014. Revised Oct. 1, 2019. |


3.0 INSTRUCTIONS

3.1 Three Child Outcomes

NOTE

These three child outcomes are **NOT** required to be included in a child's Individualized Family Service Plan (IFSP).

- 3.1.1. **KNOW** the following three child outcomes below are used to measure a child's change over time:
- Outcome A: Positive social-emotional skills (including social relationships).
 - Outcome B: Acquisition and use of knowledge and skills (including early language or communication).
 - Outcome C: Use of appropriate behaviors to meet their needs.

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- 3.1.2. **KNOW** that if a child exits the Birth to Three System less than 6 months than an exit COS is not completed.
- 3.1.3. **KNOW** that if a child reenters the Birth to Three System and is younger than 30 months than a new COS is completed.

3.2 Upon a Child's Entry into Birth to Three System

NOTE


A new Form 3-18, Child Outcome Summary (COS) is used at a child's entry and exit of the Birth to Three System so that the conversation with families at both points is unique as to how the child is doing at that time compared to same aged peers.

- 3.2.1. **WHEN** a child less than 30 months of age is entering the Birth to Three System, **THEN COMPLETE** Form 3-18, Child Outcome Summary (COS) with child's family.

NOTE

The following question is asked of families to measure a child's change over time as part of Connecticut's Part C State Systemic Improvement Plan (SSIP).

1. **ASK** families to respond to how they feel right now about the following statement:
 - a. "I can clearly describe my child's abilities and challenges with family, friends, medical providers and others in our community."
 - Very Strongly Disagree
 - Strongly Disagree
 - Disagree
 - Agree
 - Strongly Agree
 - Very Strongly Agree
2. **ENSURE** conversations with families are uniquely focused on child compared to peers of same age.
3. **ENSURE** all data on completed COS is correct.
4. Within 10 business days from initial completion of COS **ENTER** completed COS in data system.


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- 3.2.2. **WHEN** Form 3-18, Child Outcome Summary (COS) is completed,
THEN IDENTIFY the rating from 1 to 7 for each functional outcome.
- 3.2.3. Using the rating from each functional outcome, **DETERMINE** how child is functioning compared to same aged peers (a rating of 7 means at age level).
- 3.2.4. **ENSURE** families (as well as eligibility evaluations and assessments) are included in this process and **NOT** based on service coordinators initial observations.

3.3 Upon Child's Exit or Transfer In or Out of Birth to Three System

NOTE
<ul style="list-style-type: none"> • A new Form 3-18, Child Outcome Summary (COS) is completed at a child's entry and again at a child's exit of the Birth to Three System for comparison purposes to see how the child is doing at the time of entry vs. the time of exit compared to same aged peers. • A new Form 3-18, Child Outcome Summary (COS) is not completed at exit for any child enrolled for less than 6 months.

- 3.3.1. **IF** a child exits the Birth to Three System or transfers out of program **AND** at least six months have elapsed from first service,
THEN COMPLETE a new Form 3-18, Child Outcome Summary (COS), with child's family to determine both:
- How family responses at exit about the family outcome statement.
 - How child is functioning compared to same aged peers.
1. **ASK** families to respond to how they feel right now about the following statement:
- a. "I can clearly describe my child's abilities and challenges with family, friends, medical providers and others in our community."
- Very Strongly Disagree
 - Strongly Disagree
 - Disagree
 - Agree
 - Strongly Agree
 - Very Strongly Agree

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2. **ENSURE** conversations with families are uniquely focused on child compared to peers of same age.

3.3.2. **IF** a child transfers in a program **AND** has not had a COS completed within six months, **THEN** complete the COS

3.3.3. **IF** a child transfers in a program **AND** has had a COS completed within six months, **THEN OBTAIN** completed COS from either of the following:

1. **LOCATE** it within child's record in data system.
2. **CONTACT** original program.

3.3.4. **WHEN** Form 3-18, Child Outcome Summary (COS) is completed, **THEN IDENTIFY** the rating from 1 to 7 for each functional outcome.

3.3.5. Using the rating from each functional outcome, **DETERMINE** how child is functioning compared to same aged peers.

1. **IF** exit rating for any outcome is less than 7 (at age level), **THEN ANSWER** the following question with yes **OR** no under each functional outcome:

- Has the child shown any new skills or behaviors since the last outcomes summary?

3.3.6. **REFER TO** Crosswalks for items from each curriculum-based assessment: <http://ectacenter.org/eco/pages/crosswalks.asp>.

3.4 Entering Child Outcome Summary (COS) Information into Data System

3.4.1. Within 10 business days of the event **ENTER** child's Child Outcome Summary (COS) scores from completed Form 3-18, Child Outcome Summary in data system and **ENSURE** data is correct.

1. **IF** for any reason it is **NOT** possible to meet with the child's family to complete a Form 3-18, Child Outcome Summary before child exits the Birth to Three System, **THEN DO NOT ENTER** COS scores into data system.



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3.4.2. **IF** a child that has an initial set of COS scores, both:

- Exits the Birth to Three System.
- Returns to the Birth to Three System.

THEN ENTER child's initial COS score in data system.

NOTE
<ul style="list-style-type: none"> • The child outcome data is used for the state's Annual Performance Report (APR), reported to the public. • The family outcome statement used in the State Systemic Improvement Plan (SSIP) part of APR, but NOT available to the public.

3.4.3. **ENSURE** to enter complete COS scores upon closing a child's record in data system.]

END of Instructions

4.0 REVISION HISTORY

Location	Description of Change
All	New Human Factored Procedure in New Template.

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