CECAS

Child Outcomes Summary Form (COSF)

Getting Started Guide

November 13, 2009
Any student data indicated in this document is fictitious, and is used for the purpose of demonstrating instruction.
1. Working with Child Outcomes Summary Form

**Change Description:**
- This is a new functionality.

The Child Outcomes Summary Form (COSF) comprises information related to the three Outcomes areas of a child as required by OSEP. The form is filled in for a Pre-Kindergarten student whose age is three years or more but below seven years.

A child’s progress on each of the following Outcome areas is summarized in a COSF:
- Positive Social-Emotional Skills
- Acquiring and Using Knowledge and Skills
- Taking Appropriate Action to Meet Needs

The forms are created during the entry and the exit of the Pre-Kindergarten service with a minimum time span of six months. On completing a COSF, it is verified to prevent changes to the form.

The COSF section is accessed from the Go to list in Data Manager and is available for Special Ed records only. The Child Outcomes Summary Form List is the first screen displayed when you navigate to the COSF section.

You can perform the following tasks for a COSF:
- Add COSF
- Verify COSF
- View COSF
- Preview COSF
- Delete COSF
- Copy COSF

After the Entry and Exit COSFs are verified, the student’s progress on the three areas displays on the Child Progress Summary screen.

**Getting Started with the Child Outcomes Summary Form**

**1.1. Adding COSF**

You can add a COSF for a child whose age is three years or more but below seven years and is Active in the Pre-Kindergarten grade. The Purpose of a COSF can be Entry, Interim, and Exit. There can be only one verified Entry COSF and one verified Exit COSF per Active status.

The steps for adding a COSF depend on the Purpose of the form. All three Outcome areas have two sets of questions. The first set, namely 1a, 2a, and 3a, is required for all three Purposes: Entry, Interim, and Exit.
The second set, 1b, 2b, and 3b, is required for the Exit Purpose only.

It is recommended that users complete the b. items when creating an Interim COSF just in case the Interim COSF is later changed to an Exit COSF.

1.1.1. Adding COSF with the Purpose of Entry

To add a form, follow these steps:

1. Access the child's record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select COSF from Go to. The Child Outcomes Summary Form List screen displays.

3. Click New. The Child Outcomes Summary Form displays.

Fields marked in red are mandatory.

4. Enter the Form Date.

The date is after the Active in Pre-Kindergarten Services date.

5. Select the Purpose as Entry.
6. Select the Family Information on child functioning from the following options:

   • Received in team meeting
   • Incorporated into assessment(s)
   • Collected separately
   • Not included

7. Select one of the options under Persons Involved in Making the Decision from the following:

   • Documentation maintained in student confidential record only
   • Enter data here and copy in folder

8. If you select the option Enter data here and copy in folder, specify the name of the Persons Involved in deciding the summary ratings.

9. Select the Position.

10. Click Add. The person’s details are added in the list.

11. Repeat steps 8-10 for each additional person.

13. Select a value from a seven-point scale for the question 1a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this Outcome?

14. Select one of the options under Supporting evidence for answer to Question 1a from the following:
   - Documentation maintained in student confidential record only
   - Enter data here and copy in folder

15. If you choose the Enter data here and copy in folder option, select the Source of Information. If Other is selected, specify the source of information in Other.

16. Enter the Date.

17. Enter the Summary of Relevant Results.

18. Click Add. The result details are added.
19. To add details from multiple sources of information, repeat steps 15 through 18.

20. Click Next. The Acquiring and Using Knowledge and Skills screen displays.

21. Select a value for the question 2a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome?

22. Select the Supporting evidence for answer to Question 2a from the following options:
   - Documentation maintained in student confidential record only
   - Enter data here and copy in folder

23. If you choose the Enter data here and copy in folder option, select the Source of Information. If Other is selected, specify the source of information in Other.

24. Enter the Date.

25. Enter the Summary of Relevant Results.

26. Click Add. The result details are added.
27. To add details from multiple sources of information, repeat steps 23 through 26.


29. Select a value for the question 3a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this Outcome?

30. Select the Supporting evidence for answer to Question 3a from the following options:
   - Documentation maintained in student confidential record only
   - Enter data here and copy in folder

31. If you choose the Enter data here and copy in folder option, select the Source of information. If Other is selected, specify the source of information in Other.

32. Enter the Date.

33. Enter the Summary of Relevant Results.

34. Click Add. The result details are added.
35. To add details from multiple sources of information, repeat steps 31 through 34.

36. Click Save. The COSF is added.

You can now Verify the COSF. (Refer to the Verifying COSF section.)

1.1.2. Adding COSF with the Purpose of Interim/Exit

You can add an Interim or Exit COSF only after an Entry COSF is Verified. (Refer to the Verify COSF section.)

To add a COSF, follow these steps:

1. Access the child’s record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select COSF from Go to. The Child Outcomes Summary Form List screen displays.

3. Click New. The Child Outcomes Summary Form displays.

4. Enter the Form Date.

   If the Purpose is Exit, this date is more than six months from the Active in Pre-Kindergarten Services date.

5. Select the Purpose from the following:

   • Interim
   • Exit

   If the current date is less than six months from the date the student became Active in Pre-Kindergarten Services date, the Exit option is not available.

6. If the Purpose is Exit, enter the Pre-Kindergarten service completion date.

   This date is after the Pre-Kindergarten Services date.

7. Select the Family Information on child functioning from the following options:

   • Received in team meeting
   • Incorporated into assessment(s)
   • Collected separately
   • Not included

8. Select the Persons Involved in Making the decision from the following options:
• Documentation maintained in student confidential record only
• Enter data here and copy in folder

9. If you select the option Enter data here and copy in folder, specify the name of the Persons Involved in deciding the summary ratings.

10. Select the Position.

11. Click Add. The person’s details are added in the list.

12. Repeat steps 9-11 for each additional person.


14. Enter details in all the fields of the Positive Social-Emotional Skills section.

### The No option is unavailable if the response to question 1a on the Exit COSF is equal to or greater than that of the verified Entry COSF. This rule is not applicable if you select 1 in question 1a for both the Entry and Exit COSFs.

15. Click Next. The Acquiring and Using Knowledge and Skills screen displays.

16. Enter details in all the fields of the Acquiring and Using Knowledge and Skills section.

### The No option is unavailable if the response to question 2a on the Exit COSF is equal to or greater than that of the verified Entry COSF. This rule is not applicable if you select 1 in question 2a for both the Entry and Exit COSFs.


18. Enter details in all the fields of the Taking Appropriate Action to Meet Needs section.

### The No option is unavailable if the response to question 3a on the Exit COSF is equal to or greater than that of the verified Entry COSF. This rule is not applicable if you select 1 in question 3a for both the Entry and Exit COSFs.

19. Click Save. The COSF is added.

You can now Verify the COSF. (Refer to the Verify COSF section.)

### 1.2. Verifying COSF

A COSF is verified to prevent changes to the form. On verification, most of the fields in the form become read-only. Based on the Purpose of the form, the fields are locked and further editing of data is controlled.
## Entry
- All fields are locked

## Interim
- All fields except Purpose are locked.
- You can change the Purpose to Exit provided the Form date on the Interim COSF is not more than one year from the current date.

## Exit
- All fields except Purpose are locked.
- You can change the Purpose to Interim provided the Exit COSF is not certified for the Periodic Count. On updating the Purpose, the Pre-Kindergarten service completion date is emptied and disabled.

*For an un-verified Exit COSF, if you change the Purpose to Interim all data entered on the outcome screens are cleared.*

### To verify a COSF, follow these steps:

1. Access the child’s record. You can select the record if it is available in Recent Child List or search for the child using Child Search.
2. From Go to select COSF. The Child Outcomes Summary Form List screen displays.
3. Click the Date link. The Child Outcomes Summary Form section displays.
4. Click Verify. The COSF is verified.

After an Exit COSF is verified the Child Progress Summary screen can be viewed.
1.3. Viewing COSF

From the Child Outcomes Summary Form List screen, you can view all the available COSFs. By default, current COSFs are displayed. The Show All button enables to view all the COSFs including the ones created in prior Active status.

To view a COSF, follow these steps:

1. Access the child’s record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select COSF from Go to. The Child Outcomes Summary Form List screen displays with the COSF(s) created in the current Region/LEA. The Active in Pre-Kindergarten Services is the date the student became Active in the grade of Pre-Kindergarten. This date is later of either the Active status date in Pre-Kindergarten, or the Initial IEP Begin Date.

3. From the listed COSFs, click the Date of the COSF you want to view. The Child Outcomes Summary Form displays.

1.4. Previewing COSF

You can view a report of the current saved data entered in the COSF. The report displays in the PDF format.

To preview the COSF form, follow these steps:

1. Access the child’s record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select COSF from Go to. The Child Outcomes Summary Form List screen displays.

3. Click the Date link. The Child Outcomes Summary Form section displays.
4. Click **Preview**. The COSF displays in PDF format.

### 1.5. Deleting COSF

You can delete a COSF that is not verified.

**To delete a COSF, follow these steps:**

1. Access the child's record. You can select the record if it is available in **Recent Child List** or search for the child using **Child Search**.

2. Select COSF from **Go to**. The **Child Outcomes Summary Form List** screen displays.

3. Click the **Date** link. The **Child Outcomes Summary Form** section displays.

4. Click **Delete**. A message displays.
5. Click **OK**. The selected COSF is deleted.

**1.6. Copying COSF**

You can copy the most current COSF of the previous LEA, when a student is transferred to a new LEA. The COSF List screen displays a Copy link with the recent COSF and enables you to copy the existing COSF. On clicking the Copy link, a copy is created in the current LEA and you can edit the same. The options available in the Purpose depend on the Purpose of the previous LEA.

If there exists a verified Exit COSF in the previous LEA, you can change the Purpose to Interim. All other fields remain non-editable. To change the Purpose, click the Date link of the verified COSF; select the Purpose as Interim and save it. The Exit COSF is replaced with an Interim COSF.

**To copy a COSF, follow these steps:**

1. Access the child's record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select **COSF** from **Go to**. The Child Outcomes Summary Form List screen displays.

3. Click **Show All**. The COSF of the previous LEA displays.

4. Click the **Copy** link. A message displays.

5. Click **OK**. The COSF displays with data from the existing COSF. You can now edit the COSF.
1.7. Child Progress Summary

The Child Progress Summary screen summarizes the student’s response to the three Outcome areas and displays the Category for each Outcome.

The Category is decided by comparing the answers of 1a, 2a, and 3a for the Verified Entry and Verified Exit COSFs along with the answers entered for 1b, 2b, and 3b on the Verified Exit COSF.

On verifying the Exit COSF, the Progress button becomes available on the Child Outcomes Summary Form List screen.

Viewing Child Progress Summary

To view details in the Child Progress Summary section, follow these steps:

1. Access the child’s record. You can select the record if it is available in Recent Child List or search for the child using Child Search.

2. Select COSF from Go to. The Child Outcomes Summary Form List screen displays with a list of the current COSFs.

3. Click Progress. The Child Progress Summary screen displays. The Category is derived based on the comparison of the 1a, 2a, and 3a answers for the Verified Entry and Verified Exit COSFs along with the 1b, 2b, and 3b answers entered on the Verified Exit COSF.

4. To return to the Child Outcomes Summary Form List screen, click Close.
2. Special Ed

*Change Description:*

- To accommodate COSF, preconditions are added to Special Ed.

The pre-conditions are added for the following events:

- Exiting student
- Changing Grade from Pre-Kindergarten

**Exiting Special Ed Student**

For a student receiving Pre-Kindergarten services for at least six months, and does not have a verified Exit COSF, you can add add/verify the COSF prior to exiting the child.

To add/verify COSF for students receiving Pre-Kindergarten services for at least six months, follow these steps:

1. From CECAS main menu, click Recent Child List in Data Manager. Alternatively, click Child Search in Data Manager and search for the child.
2. Select the child's record.
3. Click Special Ed. Alternatively, you can select the Special Ed option in Go to. The Special Ed screen displays.
4. Click Exit. The following pop-up message displays for students receiving Pre-Kindergarten services for at least six months.

   ![VBScript](image)

   Has student been receiving Pre-Kindergarten services for at least 6 months?

   Yes  No

   If you select No, you can continue the exit process by specifying the necessary details.

5. Click Yes. The following pop up displays.

   ![Windows Internet Explorer](image)

   This student is required to have a verified Exit COSF. Please enter Exit COSF data.

   OK  Cancel

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6. Click OK. The Child Outcomes Summary Form List screen displays. You can now add/verify an Exit COSF and then exit the student.

Changing the Pre-Kindergarten Grade

For a student receiving Pre-Kindergarten services for at least six months without a verified COSF, CECAS displays a message informing the same. You can continue to change the grade.

**NOTE:** A COSF cannot be entered in a child record if the grade is Kindergarten or higher.

3. Periodic Count Submission

*Change Description: Indicator 7 is added in Periodic Count.*

A new submission type - Indicator 7 - is added in the Periodic Count Submission screen. This indicator tracks students having COSF Outcomes data.

The Indicator 7 includes students of the current LEA that have a verified Exit COSF with a Pre-Kindergarten Services Completion Date on or after the Count Period Begin date and on or before the Count Period End date.

For a Kindergarten student, if the Count Period End date is six months or more after the Active in Pre-Kindergarten Services date, and the student does not have Category data from a verified Exit COSF, the student will display with an error in Tech. Manual Data Error status as “Required to have an Exit COSF.” In such a situation, you can perform one of the following:

- Delete Student link or, if applicable, or
- Enter the COSF data required for the student and resubmit the count

4. Mass Grade Change

*Change Description: Pre-K students prevented from changing their grade.*

The students with a grade of Pre-Kindergarten cannot be moved to any other grade through the Mass Grade Change process. The change can be only done manually via the Special Ed screen.

5. Reports

The following new reports are introduced:

- Early Childhood Outcomes Report
- Students Missing Exit COSF Data Report
- COSF Completion Report
- Certified Early Childhood Outcomes Report
5.1. Early Childhood Outcomes Report

The Early Childhood Outcomes Report displays the Outcomes information for students whose Pre-Kindergarten services are completed.

Students included in the report meet the following criteria:

- The Pre-Kindergarten Services Completion date falls on or within the Period Begin and End dates
- A verified Entry COSF exists
- A verified Exit COSF exists

You can generate reports for your assigned LEAs or Regions.

**Selection Criteria for Early Childhood Outcomes Report**

The report output can be of the following types:

- **Detailed** - Displays the Outcomes information for each Pre-Kindergarten student.
### Early Childhood Outcomes Report - Detailed

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<thead>
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<th>Student Name</th>
<th>Pri Excp</th>
<th>IDMI</th>
<th>DOB</th>
<th>Setting</th>
<th>Ethnicity</th>
<th>Date of Entry into Preschool Special Ed</th>
<th>Gender</th>
<th>UID</th>
<th>CFS Date</th>
<th>Entry CFS</th>
<th>Exit CFS</th>
<th>Federal Progress Category</th>
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Total for Alamance-Burlington Schools: 2
• **Summary** - Displays the total number of students and the percentages for each category within each Outcome.

### Early Childhood Outcomes Report - Summary

![Early Childhood Outcomes Report](image)

**Getting Started with the Early Childhood Outcomes Report**

**To generate an Early Childhood Outcomes Report, follow these steps:**

1. From the CECAS main menu, click Data Manager > Reports > Special Ed.
2. Click *Early Childhood Outcomes*. The screen displays.

   **Fields marked in red are mandatory.**

3. Enter the *Period Begin Date*.
4. Enter the *Period End Date*.
5. Select the *Output*. By default, *Detailed* is selected.
6. Select the *Region*. Accordingly, the *LEA* list is populated.
7. Select the *LEA*. Accordingly, the *School* list is populated.
8. Select the *School*.
9. Select the *Primary Exceptionality*. By default, *All* is selected.
10. Select the *Group By*. By default, *None* is selected. You can group the report by LEA or School.
11. Select the *Sort By*. By default, *Student Name* is selected. You can also sort the report by age.
12. Click *Preview*. The report is generated in a new window.

### 5.2. Students Missing Exit COSF Data Report

The Students Missing Exit COSF Data Report displays the list of students eligible for Periodic Count but do not have a current verified Exit COSF. This report tracks the missing students’ data before the count submissions.

Students included in the report meet the following criteria:

- The student must have *Active in Pre-Kindergarten Services Date*
- The *Count Period End Date* must be six months or more than the *Active in Pre-Kindergarten Services date*
- A verified Exit COSF does not exist

You can generate reports for your assigned LEAs or Regions.

*Selection Criteria for Students Missing Exit COSF Data Report*
Getting Started with the Students Missing Exit COSF Data Report

To generate a Students Missing Exit COSF Data Report, follow these steps:

1. From the CECAS main menu, click Data Manager > Reports > Special Ed.
2. Click Students Missing Exit COSF Data. The screen displays.

   Fields marked in red are mandatory.

3. Select the Count Period.
4. Select the Region. Accordingly, the LEA list is populated.
5. Select the LEA. Accordingly, the School list is populated.
6. Select the School.
7. Select the Primary Exceptionality. By default, All is selected.
8. Select the Group By. By default, None is selected. You can group the report by LEA or School.
9. Select the Sort By. By default, Student Name is selected. You can also sort the report by age.
10. Click Preview. The report is generated in a new window.

5.3. COSF Completion Report

The COSF Completion Report displays the students eligible for COSF. Students included in the report meet the following criteria:

- The students must be Active
- The students must be in the Pre-Kindergarten grade

You can generate reports for your assigned LEAs or Regions.
Selection Criteria for COSF Completion Report

To generate a COSF Completion Report, follow these steps:

1. From the CECAS main menu, click **Data Manager > Reports > Special Ed.**
2. Click **COSF Completion.** The screen displays.

   - **Fields marked in red are mandatory.**

3. Select the **Region.** Accordingly, the LEA list is populated.
4. Select the **LEA.** Accordingly, the **School** list is populated.
5. Select the **School.**
6. Select the **Primary Exceptionality.** By default, **All** is selected.
7. Select the **Sort By.** By default, **Student Name** is selected. You can also sort the report by age.
8. Select the **Group By.** By default, **None** is selected. You can group the report by LEA or School.
9. Click **Preview.** The report is generated in a new window.
5.4. **Certified Early Childhood Outcomes Report**

The Certified Early Childhood Outcomes Report displays the certified Outcomes data for Pre-Kindergarten students of each Region/LEA/School. You can generate reports only for your assigned Regions/LEAs.

**Selection Criteria for Certified Early Childhood Outcomes Report**

The report output can be of the following types:

- **Detailed** - Displays the Outcomes information for each Pre-Kindergarten student.

**Certified Early Childhood Outcomes Report - Detailed**

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<thead>
<tr>
<th>Search Criteria</th>
<th>Federal Progress Category Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Count Period: CP2008</td>
<td>A-Children who did not improve functioning</td>
</tr>
<tr>
<td>Region: WR-Western</td>
<td>B-Children who improved functioning but not sufficient to move nearer to functioning comparable to same aged peers</td>
</tr>
<tr>
<td>LEA: All</td>
<td>C-Children who improved functioning to a level nearer to same aged peers but did not reach it</td>
</tr>
<tr>
<td>Report Type: Detailed</td>
<td>D-Children who improved functioning to reach a level comparable to same aged peers</td>
</tr>
<tr>
<td></td>
<td>E-Children who maintained functioning at a level comparable to same aged peers</td>
</tr>
</tbody>
</table>

**Buncombe County Schools**

**Avery’s Creek Elementary**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Pri Excp DB</th>
<th>Setting</th>
<th>Date of Entry into Preschool Special Ed</th>
<th>UID</th>
</tr>
</thead>
<tbody>
<tr>
<td>P. Stefy</td>
<td></td>
<td>Home - Not RECP or SEP (Age 5-5)</td>
<td>02/06/2008</td>
<td>2TL5JR/3G2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Entry COSF</th>
<th>Exit COSF</th>
<th>Federal Progress Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSF Date</td>
<td>03/05/2008</td>
<td>11/06/2008</td>
<td>C</td>
</tr>
<tr>
<td>Positive Social-Emotional Skills</td>
<td>1</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Acquiring and Using Knowledge and Skills</td>
<td>1</td>
<td>3</td>
<td>C</td>
</tr>
<tr>
<td>Taking Appropriate Action to Meet Needs</td>
<td>1</td>
<td>2</td>
<td>C</td>
</tr>
</tbody>
</table>

**Total for Avery’s Creek Elementary:** 1

**Total for Buncombe County Schools:** 1
Summary - Displays the total number of students and the percentages for each category within each Outcome.

Certified Early Childhood Outcomes Report - Summary

<table>
<thead>
<tr>
<th>Count Period: COSF September 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region: CEC-CCC</td>
</tr>
<tr>
<td>LEA: Alamance-Burlington Schools</td>
</tr>
<tr>
<td>Report Type: Summary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alamance-Burlington Schools</th>
<th>Alexander Wilson Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positive Social-Emotional Skills</td>
<td>Number of Students</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>A - Children who did not improve functioning</td>
<td>0</td>
</tr>
<tr>
<td>B - Children who improved functioning but not sufficient to move nearer to functioning comparable to same age peers</td>
<td>0</td>
</tr>
<tr>
<td>C - Children who improved functioning closer to same-aged peers but did not reach it</td>
<td>5</td>
</tr>
<tr>
<td>D - Children who improved functioning to reach level comparable to same-aged peers</td>
<td>5</td>
</tr>
<tr>
<td>E - Children who maintained functioning at a level comparable to same-aged peers</td>
<td>5</td>
</tr>
<tr>
<td>Total Students for Positive Social-Emotional Skills</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acquiring and Using Knowledge and Skills</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Children who did not improve functioning</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>B - Children who improved functioning but not sufficient to move nearer to functioning comparable to same age peers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>C - Children who improved functioning closer to same-aged peers but did not reach it</td>
<td>2</td>
<td>40</td>
</tr>
<tr>
<td>D - Children who improved functioning to reach level comparable to same-aged peers</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>E - Children who maintained functioning at a level comparable to same-aged peers</td>
<td>2</td>
<td>40</td>
</tr>
<tr>
<td>Total Students for Acquiring and Using Knowledge and Skills</td>
<td>5</td>
<td>100%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Taking Appropriate Action to Meet Needs</th>
<th>Number of Students</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A - Children who did not improve functioning</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>B - Children who improved functioning but not sufficient to move nearer to functioning comparable to same age peers</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>C - Children who improved functioning closer to same-aged peers but did not reach it</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>D - Children who improved functioning to reach level comparable to same-aged peers</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>E - Children who maintained functioning at a level comparable to same-aged peers</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td>Total Students for Taking Appropriate Action to Meet Needs</td>
<td>5</td>
<td>100%</td>
</tr>
</tbody>
</table>

| Total for Alexander Wilson Elementary | 5 |
| Total for Alamance-Burlington Schools | 5 |

Getting Started with the Certified Early Childhood Outcomes Report

To generate a Certified Early Childhood Outcomes Report, follow these steps:

1. From the CECAS main menu, click Data Exchange>Periodic Count>Reports>End of Year-State.
2. Click Certified Early Childhood Outcomes. The screen displays.

![Fields marked in red are mandatory.]

3. Select the Count Period. Only Count Periods that are COSF Count Types are listed.
4. Select the Output. By default, Detailed is selected.
5. Select the Region. Accordingly, the LEA list is populated.
6. Select the LEA. Accordingly, the School list is populated.
7. Click Preview. The report is generated in a new window.