**Arizona Part C COS Report Instructions**

This report is created automatically on 15th of each month and contains all children who are exited and have an IFSP for 6 months or more.
Please ensure that Child Outcomes Summary Entry Rating are completed for all eligible children during the Child and Family Assessment and Exit ratings and Progress is documented for all children when they leave after having an Initial IFSP for six months or more.
If the record has been exited for less than ninety days, the entry and/or exit indicators can and must be entered by your EIP. As these reports are sent monthly, there should be no need to send reports to the AzEIP office as EIPs have access for ninety days after the exit has been entered into the system.

REVIEWING YOUR MONTHLY CHILD OUTCOMES REPORT

SHEET 1 shows the OSEP Progress Category Totals for all children for whom your Program has entered entry and exit outcomes data who exited between July 1, 2015 and June 30, 2016 after having an IFSP for more than six months. Please pay particular attention to the percentage of children in category a or those who in each outcome did not improve functioning, this should be fewer than 5% (see below for more information) and the percentage of children in category e or those who maintained functioning at a level comparable to same-aged peers, this should be between 5 and 65% (again see below for more information).
SHEET 2 shows Outcome A or Positive social-emotional skills distributions across the ratings.
SHEET 3 shows the Outcome B or Acquisition and use of knowledge and skills distributions across the ratings.
SHEET 4 shows the Outcome C or Use of appropriate behavior to meet needs.
SHEET 5 shows Progress Category A across the three outcomes.
SHEET 6 shows Progress Category E across the three outcomes.
SHEET 7 shows the raw data. This sheet is where you can ensure that your service coordinators and/or data entry staff are entering in the child entry and exit indicators for every child for whom they have recorded an exit six months after the initial IFSP.

WHAT TO DO WITH THIS REPORT
1) Go to Sheet 7
a) Remove the first row
b) Freeze the top row
c) Add the filter
d) Sort by Entry Indicator Date: select Blanks
e) You’ll see all of the children with no entry indicators.
f) Go to the SC Name column
i) Sort by Service Coordinator—is a particular service coordinators associated with more files with no outcome indicators?
2) Sort by Exit Indicator Date: select Blanks
a) You’ll see all of the children with no exit indicators.
b) Go to the SC Name column
i) Sort by Service Coordinator—is a particular service coordinators associated with more files with no outcome indicators?

If the record has been closed for less than 90 days, your program can enter the data. If the record has been closed for more than 90 days, you will have to send the indicators to our office to enter it in for you. Please send a copy of the child outcome ratings to azeipta@azdes.gov within 10 days of your receipt of your report.
NEXT:
1) Go to Sheet 1
a. If any of the progress categories are out of range, i.e., the percentage is over 5% go to sheet 7, go to the column for that Outcomes progress rating (column AG for Outcome 1 or AH for Outcome 2, and column AI for Outcome 3).
i. Only 5% of all children should rate an 'A'. Review these children’s folders with your teams, are they sure that all of these children did not improve functioning? Are there particular SCs and/or teams associated with these children? Do they need assistance with determining the ratings? (Contact azeipta@azdes.gov to schedule a Child Outcomes Summary Training).
b. If any of the b progress categories are out of range, i.e., fewer than 5% or greater than 65% go to sheet 7, go to the column for that Outcomes progress rating (column AG for Outcome 1 or AH for Outcome 2, and column AI for Outcome 3).
c. Review these children’s folders with your teams, are they sure that all of these children did not improve functioning? Are there particular SCs and/or teams associated with these children? Do they need assistance with determining the ratings? (Contact azeipta@azdes.gov to schedule a Child Outcomes Summary Training).

If you have any questions about this report please contact your CQIC.

Thank You!