

Child Outcomes Summary Process Knowledge Check (COS-KC)

Frequently Asked Questions For State and Local Program Administrators

DRAFT 11-4-22

1. Why would a state wish to participate in the COS-KC?

The COS-KC provides state and local/district administrators with data that show whether practitioners have the knowledge they need to effectively participate in the COS process.

2. What kind of data will we receive?

COS-KC system data reports show completion and pass/fail rates. The COS-KC also collects information about the practitioners, such as role, years of experience in the field and years of experience with the COS process, as well as type and amount of training on the COS. These data will be available in an Excel spreadsheet for the state or local program to conduct cross-tabulations.

3. Does the COS-KC generate scores?

No. State and local administrators only see whether participants passed or failed the COS-KC. The system does not provide information about the specific items or areas of content practitioners missed.

4. What information can the COS-KC reports provide?

State and local administrators can pull reports that show completion rates for practitioners who have registered for the COS-KC and pass/fail rates for practitioners who have completed the COS-KC.

5. What are different ways we can look at the COS-KC data?

With cross-tabulations, you can look at variation in pass/fail rates by:

- a. Region or program ('Which programs or regions are associated with higher passing rates among practitioners who have taken the COS-KC?')
- b. Practitioners' roles ('Are certain practitioner role categories associated with higher passing rates on the COS-KC?')
- c. The age group with whom they work ('Are practitioners who work with infants and toddlers more likely to pass the COS-KC than those who work with preschoolers?')
- d. Experience with and training on the COS process ('Do practitioners who have completed COS training pass the COS-KC at a higher rate than practitioners who have not completed COS training?').

6. Who has access to the COS-KC data?

State administrators have access to COS-KC data for all participating programs in their state. Local administrators have access only to the data for their local program. Designated DaSy staff have access to all data from across participating states.

7. How does a practitioner take the COS-KC?

Once the system is set up, state or local designees send email messages to practitioners that contain a link to register for and take the 30-item, multiple choice, online COS-KC assessment. Because practitioners can take the COS-KC from any location, the assessment requires no specific coordination of meetings or space.

8. How does a state enroll in the COS-KC?

Enrollment requires at least one administrator at the state level to set up the COS-KC system. The designated state administrator (hereafter referred to as a 'state admin') uploads the names of local programs and their local administrators into the system.

9. Do state admins need to download software to enroll in the COS-KC?

State admins will use Excel spreadsheets saved as CSV files to enter programs and local admins into the COS-KC system. Doing so requires no special software.

10. What do local program/district administrators need to do?

Designated local administrators (hereafter referred to as 'local admins') help their practitioners register for the COS-KC and monitor their completion. Local admins pull and review data reports that show pass/fail rates for practitioners who have completed the COS-KC.

11. What decisions should we discuss at the state level before we begin?

You may wish to discuss these decision points:

- a. Who should be on your state COS-KC team? Team members might include those who are involved in statewide data analysis, training and professional development activities. State COS-KC team members should include a person or persons to communicate regularly with local administrators about expectations and operations. This person will support local admins with technical issues related to registration or completion of the COS-KC and help them run local data reports from the COS-KC system.
- b. What is your purpose for using the COS-KC?
- c. The COS-KC system is structured to include two levels of data, statewide data and local program data. However, each state must 'local program data.' For instance, states may choose to define local program data as broad regional areas, school districts, counties, or the varied names of local programs actually serving the children within a given district or area. At what level do you wish to see data? This may influence how you define 'local program' in the COS-KC system. Do you want to see data at an individual program level? By region or district?
- d. Will you need to develop guidance about expected communication with local admins, data storing, and data sharing practices?

12. Whom can I contact for more information?

Contact the DaSy/ECTA COS-KC team at: COS-KCinfo@sri.com

About Us

The contents of this document were developed under a grant, #H373Z190002, and a cooperative agreement, #H326P170001, from the Office of Special Education Programs, U.S. Department of Education. However, the content does not necessarily represent the policy of the U.S. Department of Education, and you should not assume endorsement by the Federal Government. DaSy Center Project Officers: Meredith Miceli and Amy Bae. ECTA Center Project Officer: Julia Martin Eile.



Find out more at dasycenter.org and ectacenter.org.
