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## COS-KC Data Key for All Data Report

May 2023

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- This document includes information about each of the fields included in the All Data Report
- The All Data Report includes a column for each registration question along with the response options. The headings in brackets [...] in this document correspond to the variable names that appear as column headers in the All Data Report.
- The information under each bracketed heading relates to a registration question or other data field. The letters next to the response options for a question correspond with the letter codes in the column in the All Data report.
- In the All Data Report, an asterisk in a column header indicates that users could select all response options that apply for the question. Cells in the column may contain multiple letter codes, separated by commas.
- All individuals with COS-KC accounts are included in the report. Individuals who have taken the assessment more than once will have multiple lines of data.

#### *[Practitioner Last Name]*

This text field shows the last name that the user provided when they signed up for an account. If a user updates their name in the user profile, only the most recent name will be saved, and the data associated with former names will be tied to the new name.

#### *[Practitioner First Name]*

This text field shows the first name that the user typed in when they signed up for an account.

#### *[Email Address]*

This text field shows the full email address that the user typed in when they signed up for an account. This is the same email address that users verify by clicking on an email link. Individuals also use this email address when they sign into their COS-KC account.

If a user updates their email address in the user profile, only the most recent email address will be saved, and the data associated with former email addresses will be tied to the new email address.

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*[Primary Role]*

**What is your primary role? Select only one.**

- A. Early Interventionist / Child Development Specialist / Infant Specialist / Developmental Therapist
- B. Educational Diagnostician / Evaluator / Examiner / Assessor
- C. General Education Teacher / Child Care Provider
- D. Hearing Specialist
- E. Mental Health Specialist
- F. Nutritionist / Dietician
- G. Occupational Therapist
- H. Occupational Therapist Assistant
- I. Physical Therapist
- J. Physical Therapist Assistant
- K. Psychologist
- L. Special Education Teacher
- M. Speech-Language Therapist
- N. Speech-Language Therapist Assistant
- O. Social Worker / Counselor
- P. Vision Specialist
- Q. Other Direct Services Provider
- R. Higher Education Faculty and Staff
- S. Local Program Director / Administrator
- T. National Professional Development Provider / Technical Assistance Provider
- U. Parent / Family Member
- V. State or Regional Professional Development Provider / Technical Assistance Provider
- W. State or Regional Staff (e.g., Coordinator, Data Manager, other state or regional agency staff)
- X. Student

**Note:** No specific role is provided for service coordinator because it is often a dual role.

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### *[User Age Group]*

**Note:** This is a required question during the registration process.

#### **Which age group do you primarily work with?**

- A. Birth to three (0–3)
- B. Three through five (3–5)
- C. Birth through five (0–5)
- D. Other: (Please specify)

### *[COS-KC Version]*

If a user's response to the age group question above is A or B, then the same letter is copied into the COS-KC Version field.

If a user selects C or D for the age group question, then they are asked the following question during the registration process. The COS-KC Version field is populated with A or B depending on their response to this question.

#### **Which form of the knowledge check do you prefer to take?**

- A. 0–3
- B. 3–5

Thus, all users end up with A or B as an answer to this question, and this result determines whether they receive the 0–3 or 3–5 assessment when they take the COS-KC.

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## *[State]*

**Note:** This is a required question during the registration process.

### **Which state/entity and program do you work in?**

Start typing your state/entity in the search bar to see options.

This text field shows the state or entity that the user provided when they signed up for an account. Users usually have two options to select from (e.g., Hawaii 0–3 or Hawaii 3–5), indicating whether they work with early intervention or early childhood special education in their state.

## *[Location]*

### **Where is your work located?**

Start typing your location in the search bar to see options.

This text field shows the name of the program location that the user provided when they signed up for an account. Depending on how a state configures the location field, the choices could include local educational agencies (LEAs), local programs, local districts, counties, or regions. In most states, the location choices will correspond to the local reporting units used in federal reporting for accountability.

If a user updates their location in the user profile, only the most recent location will be saved, and the data associated with the user in former locations will be transferred with the user. Thus, all the attempts that the user was involved with will be reflected under the new location in reports, even if the user took the COS-KC before the change in the location associated with the account.

### *[Location ID]*

This numerical field automatically populates when the location field is selected. Every location in the system has a unique identification number associated with it. States assign the location identification numbers when they set up locations in the system. These numbers often correspond to program or district numbers used in state data systems.

Location ID is provided in the All Data Report to assist with linking data as needed. Whenever data in the location field change, the location ID also changes to reflect the current location. No historical information is saved about previous locations or location IDs when changes are made.

### *[Length of time working with children without disabilities]*

**How long have you worked, in any capacity, with children from birth through age five WITHOUT disabilities (e.g., child care, teaching, assessment)?**

- A. I have never worked with children without disabilities
- B. Less than 3 years
- C. 3–5 years
- D. 6 years or more

**Note:** The field will be blank if no answer was provided.

### *[Length of time working with children with disabilities]*

**How long have you been providing services to children from birth through age five WITH disabilities?**

- A. Less than 1 year
- B. 1–2 years
- C. 3–5 years
- D. 6 years or more

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*[Number of COS training hours received]*

**How many total hours of training have you received on the COS process? Give your best estimate.**

- A. None
- B. Less than 1 hour
- C. 1–2 hours
- D. 3–4 hours
- E. 5–8 hours
- F. 9 hours or more

*[Types of training received\*]*

**Note:** The asterisk indicates that users could select more than one response option. If a user selected multiple options, the letter codes are separated by commas.

**What type(s) of training have you received? Mark all that apply.**

- A. Independent review of website resources (e.g., national, state, or regional technical assistance)
- B. Independent study of print policy/procedure/guidance/handbook materials
- C. Online or video training module
- D. Webinar or training conference call(s)
- E. One-on-one training
- F. Group training event either in person or online
- G. Other: (Please specify)

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*[Completion of national COS Online Module]*

**Have you completed the COS Process Online Module?**

- A. Yes, completed all of it
- B. Completed some of it
- C. No, have not completed it
- D. Unsure

*[Total number of COS ratings involved in]*

**How many COS ratings have you ever been involved in?**

- A. Fewer than 5
- B. 5–15
- C. 16–30
- D. 31 or more

*[Experience training others on the COS process\*]*

**Note:** The asterisk indicates that users could select more than one response option. If a user selected multiple options, the letter codes are separated by commas.

**What is your experience training others on the COS? Mark all that apply.**

- A. I do not train others on the COS process
- B. I do not train others on the COS process, but I oversee/supervise/review others' COS ratings or COS process
- C. I orient others to where training materials are located and answer questions when asked
- D. I train or mentor staff one to one
- E. I conduct group trainings or develop materials to train others on the COS
- F. I am responsible for COS training in an entire region or in the state
- G. Other: (Please specify)

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### *[English as primary language]*

**The COS-KC is currently being developed in English. To what extent is English your primary language across settings?**

- A. English is my primary language at home and at work
- B. English is my primary language at work but not at home
- C. I use English and a language other than English about equally at home and at work
- D. A language other than English is my primary language both at home and at work
- E. Other: (Please specify)

### *[Started Date]*

This date (MM/DD/YYYY) indicates when a user clicked to start the COS-KC assessment and saw the first of the 30 multiple choice questions appear. Note that a user who takes the assessment multiple times will have multiple rows of data with different started dates. If a user signs up for an account but never clicks “Start the COS-KC” assessment, then the date in this field will be blank for that user.

Also, the started date is based on a time stamp in the Coordinated Universal Time (UTC) time zone, regardless of where a user is located. UTC time is 7 hours ahead of United States Eastern Time zone while Daylight Savings time is in effect and 6 hours ahead when Daylight Savings is not in effect. As a result, depending on the time of day, the date may differ from the date a user in another time zone actually started the assessment.

### *[Completion Date]*

This date (MM/DD/YYYY) indicates when a user submitted their answers to the 30 multiple choice questions on the COS-KC assessment. Note that a user who takes the assessment multiple times will have multiple rows of data with different completion dates. This field will be blank if a user has not yet submitted the assessment, including if the assessment is still “in progress” or the user has not clicked to start the assessment yet.

Also, the completion date is based on a time stamp in the Coordinated Universal Time (UTC) time zone, regardless of where a user is located. As a result, depending on the time of day, the completion date shown in the file may differ from the date a user in another



time zone actually completed the assessment. This completion date will match the date shown on certificate if the user passes the assessment and earns a certificate. It may be inconsistent with the date shown on the user's dashboard (that is, the same screen where the user clicked the 'Start the COS-KC' button). Inconsistency may occur because the dashboard displays user history using the time stamp from the user's personal computer and personal computers usually reflect the date of the time zone where the user is located rather than UTC time.

### *[Certificate Earned]*

This field is marked "Yes" if a user received a passing score and a digital certificate was generated to demonstrate the achievement. The field is marked "No" if a user did not receive a passing score and no digital certificate of achievement was generated, based on the responses submitted in that attempt.

Note that this field will also be marked "No" if a user's assessment is in progress or if a user never started the assessment. Also note that each row represents a separate attempt, so a single user may have multiple rows if they took the assessment multiple times.

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## Suggested Citation

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## About Us

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