



# Child Outcomes Summary Knowledge Check (COS-KC) User Manual for Local Administrators

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# Introduction

This user manual provides directions for local administrators (hereafter referred to as “Local Admins”) on how to get started, manage users, and produce reports in the Child Outcomes Summary Knowledge Check (COS-KC) system. The main body of this document focuses on technical information and specific steps to take to get set up in the COS-KC system itself. The appendices offer additional information related to the COS-KC system. See also the COS-KC webpage, including the pages with practitioner resources and state resources. Links to Frequently Asked Questions About the COS-KC (FAQs) for practitioners and state and local administrators are posted on their respective resource page.

Local Admins are granted system privileges (or permissions) to manage user information and run reports for local programs. Local Admins have access to the user management and report features in the COS-KC system including:

- Viewing practitioner information including completion and passing rates
- Managing user accounts including deactivating practitioner accounts when they leave the program, and
- Running reports.

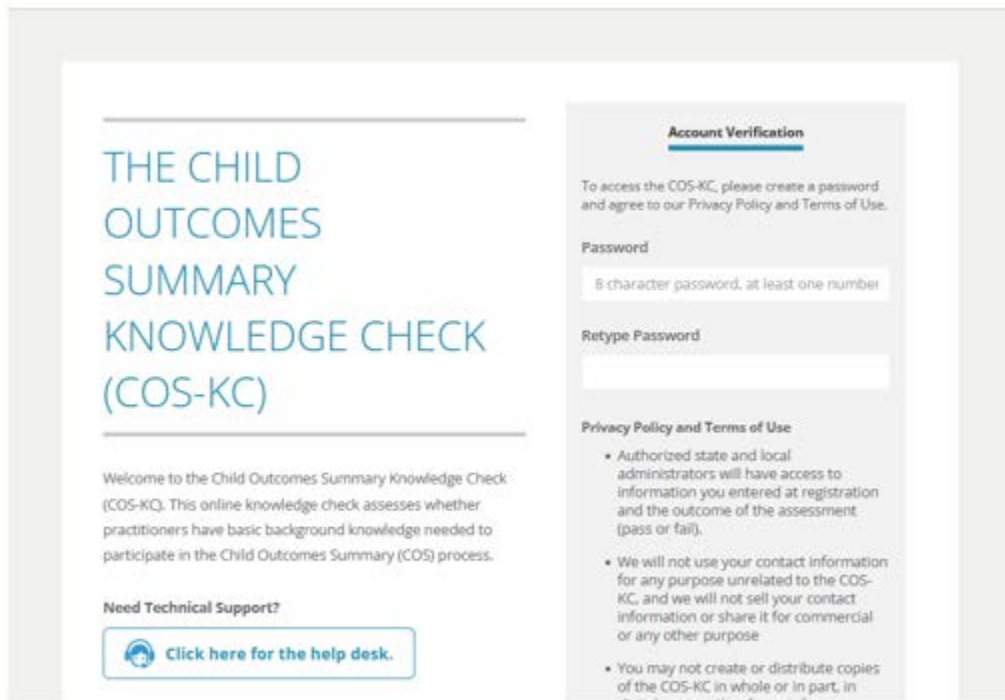
## Getting Started as a Local Admin

### *Activating a COS-KC Account*

Your COS-KC State Admin(s) may designate one or more Local Admins for each program location established in the COS-KC system. If you are a designated Local Admin, you will receive one or two emails from DaSy Center ([noreply@dasyonline.org](mailto:noreply@dasyonline.org)). Depending on how your State Admin has added you to the system, you may or may not receive an initial email welcoming you to the system as a practitioner. The critical email is the email (which might be your first or second email) that welcomes you as an administrator.

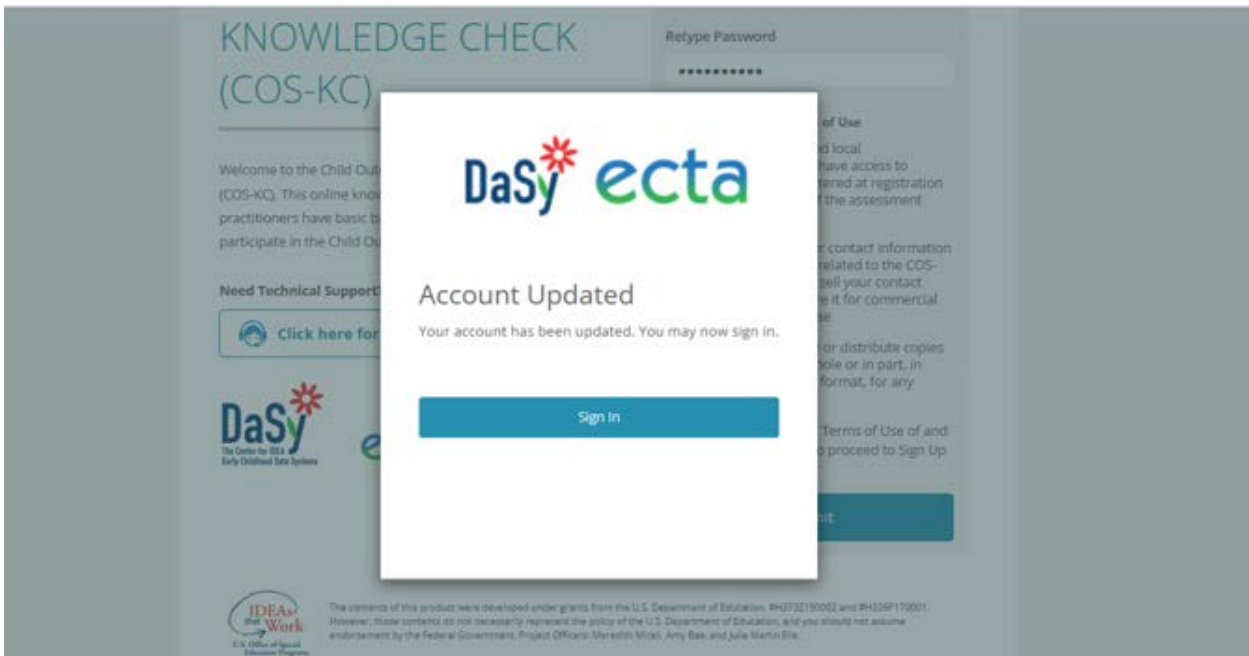
1. Click on the link in the email that welcomes you as an administrator to activate your account.

- The link will take you to the COS-KC account verification page **where you will agree to the terms of use and create a password**. Make a note of your password. See the screenshot below.

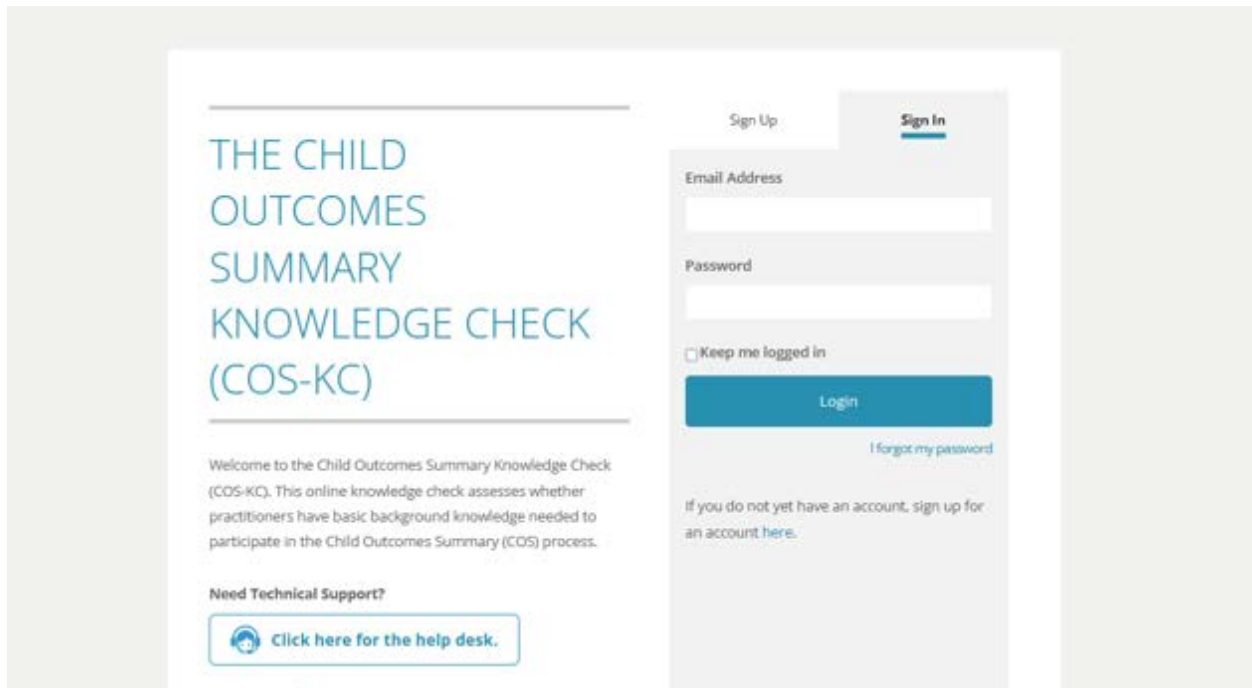


The pop-up box (below) indicates that your account has been updated.

- Click on the **Sign In** button.




- On the sign-in page (below), **sign in with your email address and the password you just created**. You can bookmark the sign-in page for faster access.



THE CHILD OUTCOMES SUMMARY KNOWLEDGE CHECK (COS-KC)

Welcome to the Child Outcomes Summary Knowledge Check (COS-KC). This online knowledge check assesses whether practitioners have basic background knowledge needed to participate in the Child Outcomes Summary (COS) process.

Need Technical Support?  
 [Click here for the help desk.](#)

Sign Up | **Sign In**

Email Address

Password

☐ Keep me logged in

**Login**

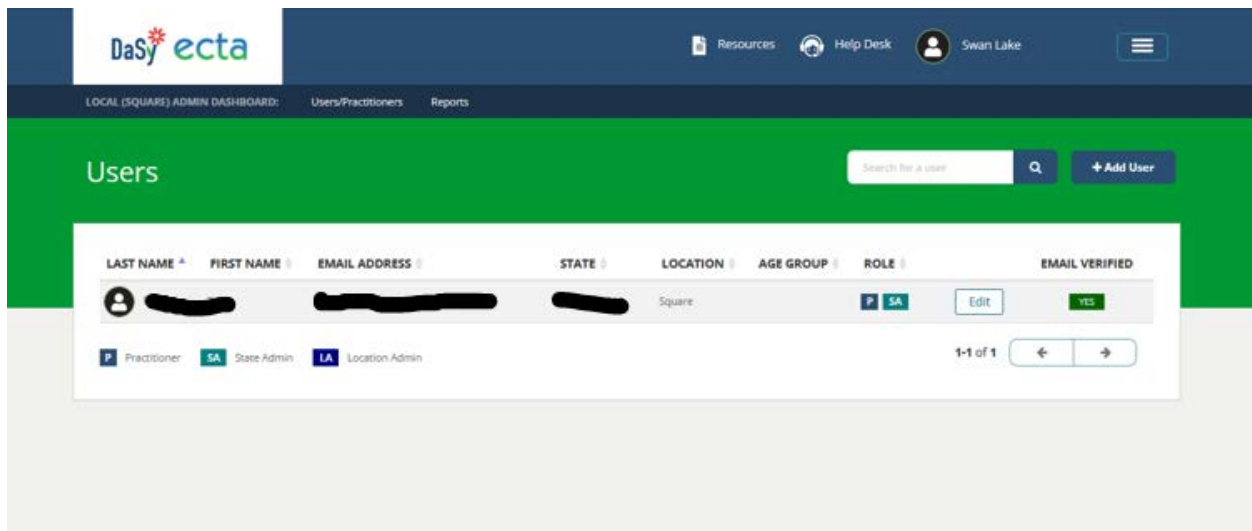
[I forgot my password](#)

If you do not yet have an account, sign up for an account [here](#).

After you sign in, the system will display the Local (Square) Admin Dashboard which is explained in the sections that follow.

## *Understanding the Local Admin Dashboard and Options*

Your COS-KC Local Admin dashboard looks similar to the following screenshot:







DaSy ecta

Resources Help Desk Swan Lake

LOCAL (SQUARE) ADMIN DASHBOARD: Users/Practitioners Reports

**Users** Search for a user + Add User

LAST NAME *	FIRST NAME	EMAIL ADDRESS	STATE	LOCATION	AGE GROUP	ROLE	EMAIL VERIFIED
	[REDACTED]	[REDACTED]	[REDACTED]	Square		P SA	YES

 Practitioner
  State Admin
  Location Admin

1-1 of 1

## Information across the Top of the Local Admin Dashboard

At the top of the Local Admin dashboard are options for Resources, Help Desk, and a “hamburger” menu.

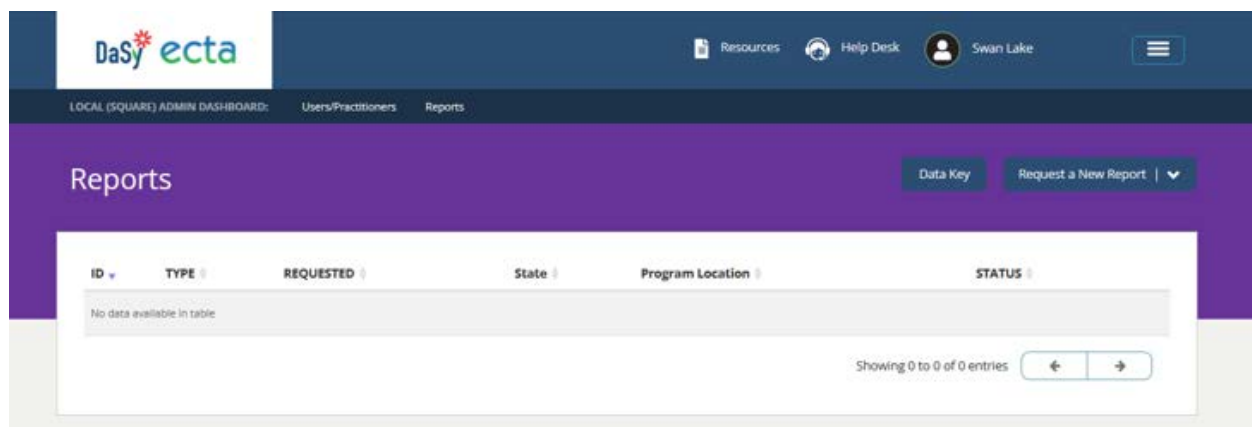
- The **Resources** button takes you to a web page showing key practitioner resources related to the COS-KC and links to pages with an overview of the COS-KC, information for practitioners, information and resources for states, key terms used in the COS-KC, and technical information about the COS-KC.
- The **Help Desk** button takes you to an online form to submit requests for technical help from DaSy staff.
- The **hamburger menu** provides a drop-down menu from which you can select User Details, Practitioner Dashboard, Local Admin Dashboard, or logout.

## Information across the Middle of the Local Admin Dashboard

The middle, navy-blue line of the Local Admin dashboard contains options from which you can launch information needed for Local Admin tasks.

- The **Users/Practitioners** button takes you to the Users page. This page provides information for each practitioner from your program who has signed up for the COS-KC. The information includes their name, email address, state, location, age group of the children with whom they work, and role. Roles in the COS-KC system are P (Practitioner), SA (State Admin), and/or LA (Local Admin).
- The **Reports** button takes you to the page for generating reports. The Reports page provides two buttons:
  - Data Key provides the definitions for each data element in the COS-KC All Data Report.
  - Request a New Report provides a drop-down menu with four report options:
    - Completion and Passing Report (CPR): State and Location
    - CPR: Practitioner Characteristics
    - Completion and Passing Status for Individuals
    - All Data Report.

As the Local Admin for the COS-KC, you can select and download these data reports for your program. More information about reports is provided in the Data Reports section of this manual.





# COS-KC User Management

## *Viewing and Editing COS-KC Practitioners in the System*

This section provides information about the tasks Local Admins can perform to manage practitioners' accounts.

### Understanding the Users Screen

The Local Admin dashboard opens on the Users screen showing the Local Admins and practitioners from your local program who are in the COS-KC system. See the screenshot of the Users screen below.

Click on the **gray arrow** next to a heading to sort users by any of the fields: last name, first name, email address, state, location, age group, and role.

The **Edit** button allows you to make changes to user information (see Editing an Existing User's Information below).

As a Local Admin, you may need to check the status of your practitioners's registration for the COS-KC. The 'yes' or 'no' under **EMAIL VERIFIED** tells you whether or not these users have taken the required steps to sign in and access the COS-KC. A red 'no' means the user signed up for an account but has not yet responded to the email from DaSy asking them to verify their email address and activate their COS-KC account. A user having difficulty signing up with the COS-KC may need to be directed to find and follow the instructions in the DaSy email message.

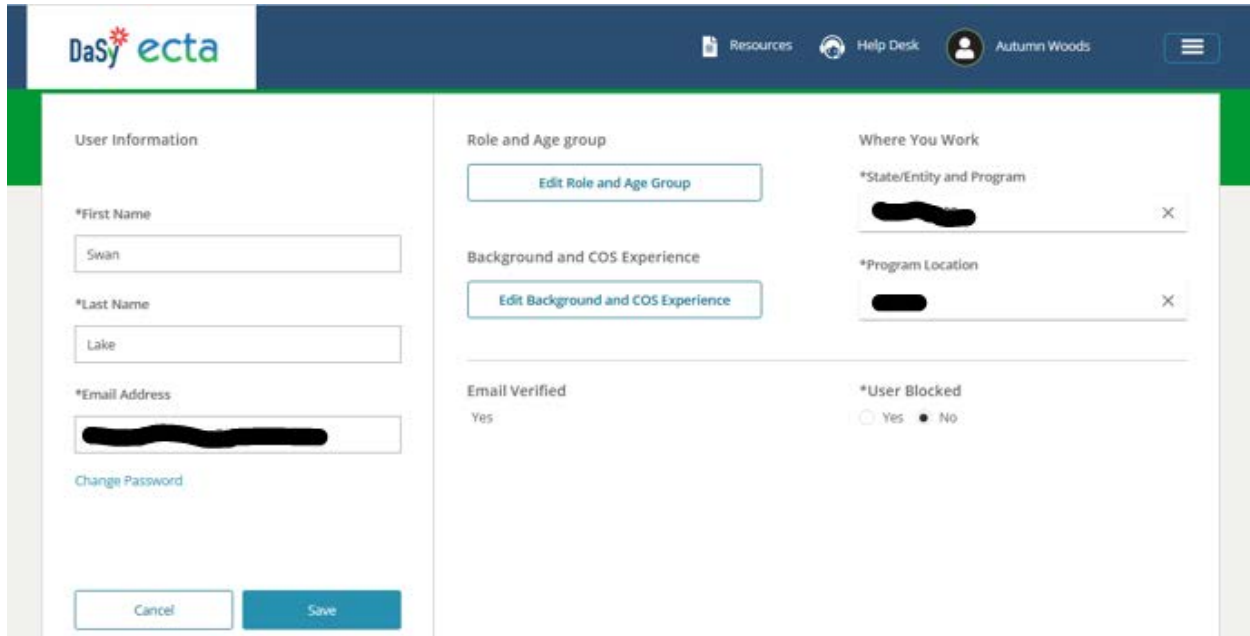
LAST NAME	FIRST NAME	EMAIL ADDRESS	STATE	LOCATION	AGE GROUP	ROLE	EMAIL VERIFIED
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Square		P LA	YES
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Square		P SA	YES

P Practitioner   SA State Admin   LA Location Admin

1-2 of 2

## Editing an Existing User's Information

COS-KC users can edit details in their own user profile; however, Local Admins can make changes to practitioner information in the system, if needed. The Edit button at the end of a row on the Local Admin Dashboard takes you to the User Information screen with the practitioner's user details and allows you to make changes. See the following screenshot.



The screenshot shows the 'User Information' screen. The top navigation bar includes the DaSy/ecta logo, links to Resources, Help Desk, and a user profile for Autumn Woods. The main content area is divided into three columns:

- User Information:** Contains input fields for \*First Name (Swan), \*Last Name (Lake), and \*Email Address (redacted). Below these is a 'Change Password' link and 'Cancel' and 'Save' buttons.
- Role and Age group:** Contains two buttons: 'Edit Role and Age Group' and 'Edit Background and COS Experience'.
- Where You Work:** Contains two dropdown menus: '\*State/Entity and Program' (redacted) and '\*Program Location' (redacted). Below these is a '\*User Blocked' status with radio buttons for 'Yes' and 'No' (selected).

On the User Information screen (above), you can change the user's name, email address, and password (left side of screen) and background information from the registration questions (right side of screen). Be sure to click Save after making changes.

The new information will overwrite the old information. This screen also tells you if the user is blocked (deactivated). See the section on Local Admins Blocking Users.

Clicking on Edit Role and Age Group and Edit Background and COS Experience from the User Information screen takes you to the following screens that show the COS-KC's registration questions. You can edit those responses as needed. Click Save when you have made changes.

**Edit Role and Age Group**

**ABOUT YOU**  
Questions with an asterisk are required.

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

- ☐ Early Interventionist / Child Development Specialist / Infant Specialist / Developmental Therapist
- ☐ Educational Diagnostician / Evaluator / Examiner / Assessor
- ☐ General Education Teacher / Child Care Provider
- ☐ Hearing Specialist
- ☐ Mental Health Specialist
- ☐ Nutritionist / Dietician
- ☐ Occupational Therapist
- ☐ Occupational Therapist Assistant
- ☐ Physical Therapist
- ☐ Physical Therapist Assistant
- ☐ Psychologist

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**Edit Background and COS Experience**

**About Your COS Experience and Training**

**How many total hours of training have you received on the COS process? Give your best estimate.**  
*Training may include independent study of materials and resources as well as training with other people or in groups.*

- ☐ None
- ☐ Less than 1 hour
- ☐ 1-2 hours
- ☐ 3-4 hours
- ☐ 5-8 hours
- ☐ 9 hours or more

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

- ☐ Independent review of website resources (e.g., national, state, or regional technical assistance)
- ☐ Independent study of print policy/procedure/guidance/handbook materials
- ☐ Online or video training module
- ☐ Webinar or training conference call(s)

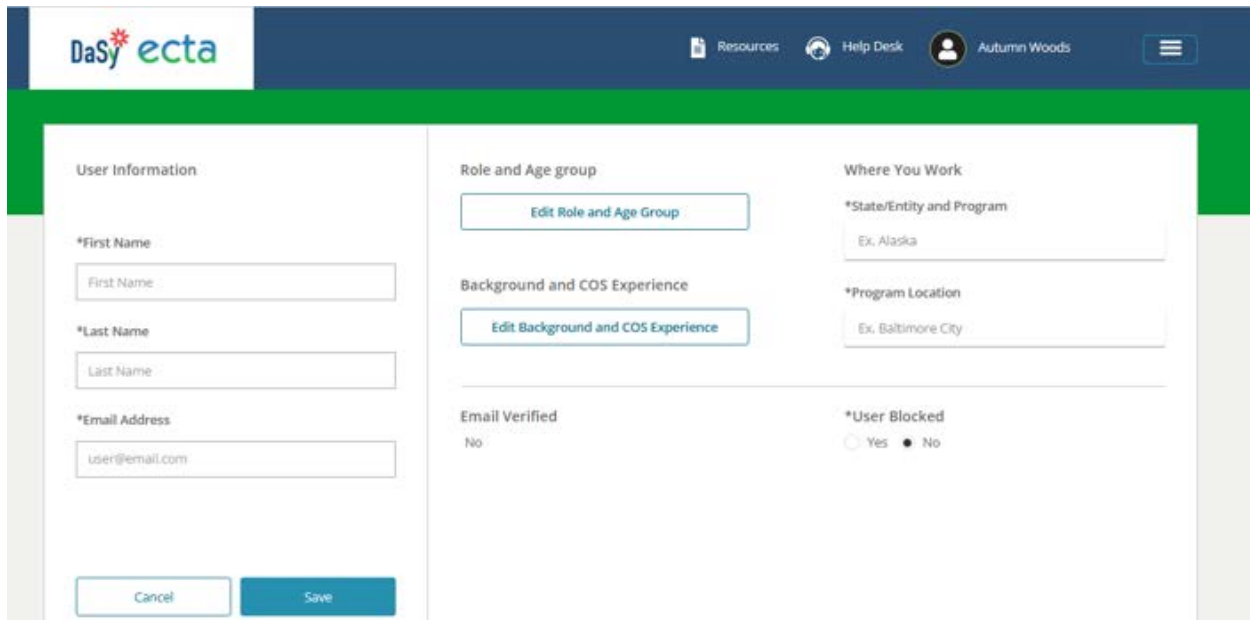
## Manually Adding a New User

You can use the **+Add User** button to add users to the COS-KC system as needed. This is useful if a user is having technological difficulties or a visual impairment makes accessibility challenging.

Clicking on the **+Add User** button will take you to a User Information screen. This screen is the same screen used to edit an existing user's information, except the fields are blank. To create a new user, you will fill in the user's information including name, email address, state, and local

program location. If you know the following information, enter the user's role, age group, background, and COS experience. Otherwise, you can instruct the new user to complete their user profile after they register for the COS-KC. Remember to click Save after entering information.

After the information is saved, the new user will receive an email message welcoming them to the COS-KC and providing them with the link to verify their account.



The screenshot shows a web interface for creating a user profile. The header includes the DaSy and ecta logos, navigation links for Resources, Help Desk, and a user profile for Autumn Woods. The main form is divided into three columns:

- User Information:** Contains fields for \*First Name, \*Last Name, and \*Email Address. Below these are 'Cancel' and 'Save' buttons.
- Role and Age group:** Includes an 'Edit Role and Age Group' button.
- Background and COS Experience:** Includes an 'Edit Background and COS Experience' button.
- Where You Work:** Contains fields for \*State/Entity and Program (with 'Ex, Alaska' as a placeholder) and \*Program Location (with 'Ex, Baltimore City' as a placeholder).
- Email Verified:** A checkbox currently set to 'No'.
- \*User Blocked:** Radio buttons for 'Yes' and 'No', with 'No' selected.

## Viewing Practitioner Completion and Passing Rates

Two of the COS-KC data reports provide you with information about the participation of individuals from your program in the COS-KC:

- The **Completion and Passing Report (CPR)** provides the number and percent of individuals who (a) are in progress, (b) have completed the COS-KC but did not yet pass, and (c) have completed and passed the COS-KC.
- The **Completion and Passing Status for Individuals Report** lists individual users who have taken the assessment and their completion and passing status.

If your state or local program has a requirement for practitioner participation in the COS-KC, these reports provide a way to see which people have met the requirement. (For more information, see the section on Data Reports below.)

## Managing Users Leaving the Program Location

When a user leaves a program, they should be encouraged to log in to their COS-KC account, change their program location in the user profile to either the new program location in the state if they have moved to a new program or to unaffiliated, and click Save. This allows a user to continue to sign in and access history and certificates but they will no longer show up in your local program reports.

If a user fails to change their status on leaving the program, the Local Admin can block/deactivate the user which will exclude this individual's data from your local COS-KC reports. Blocking a user is *not* recommended as a first response when a user leaves a local program especially if the user has moved to another program in the state. In addition to removing a user from their former program's reports, blocking a user disables the user's sign-in access to the COS-KC.

State Admin can change a user's program location from one program location to another within the state. Local Admins do *not* have permission to change a practitioner's program location to a new local program unless they have admin privileges in both the old and the new program locations. See Appendix D on Blocking Users in the COS-KC System for more information.

## Users Changing Their Own Profiles

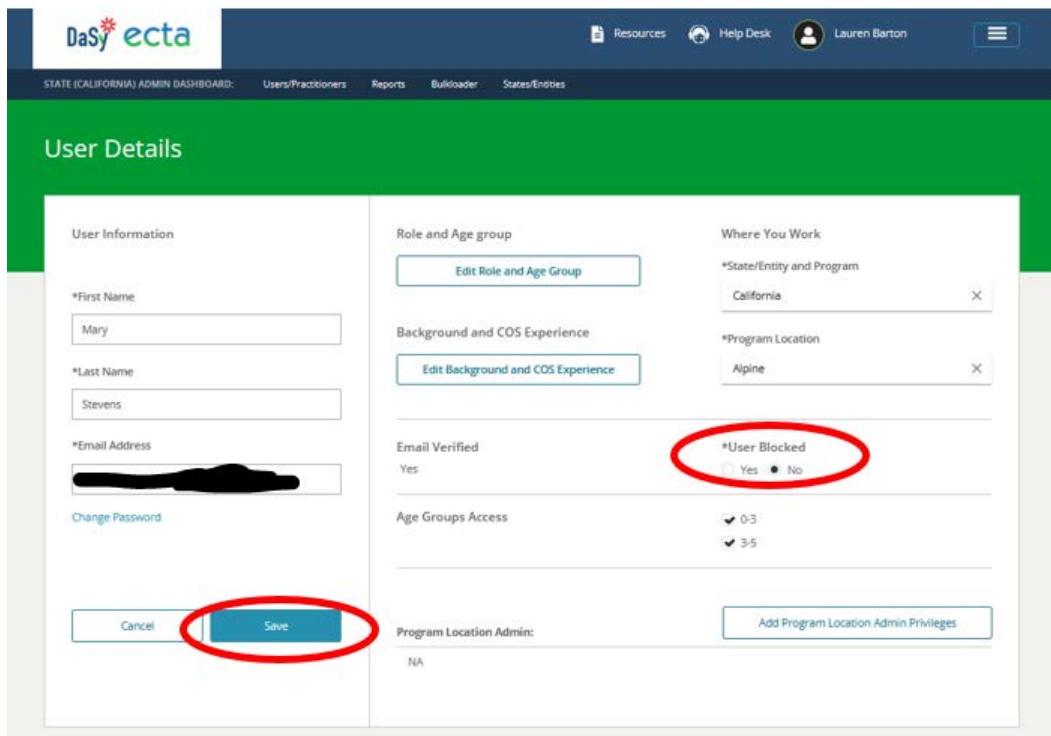
Users who leave a program should take the following steps:

1. Log in to their COS-KC account.
2. Change their program location in the user profile to either their new program location or to unaffiliated.
3. Click Save.

## Local Admins Blocking Users

To block a practitioner:

1. Select the user from the list on their dashboard and click Edit to open the practitioner's User Profile.
2. Change the User Blocked button from No to Yes.
3. Click on the Save button. (See the following screenshot).



The screenshot shows the 'User Details' form for a user named Mary Stevens. The form has a green header bar with the DaSy ecta logo and navigation links. The main content area is divided into three columns:

- User Information:** Includes fields for \*First Name (Mary), \*Last Name (Stevens), and \*Email Address (redacted). There is a 'Change Password' link and 'Cancel' and 'Save' buttons at the bottom.
- Role and Age group:** Includes an 'Edit Role and Age Group' button and a section for 'Background and COS Experience' with an 'Edit Background and COS Experience' button.
- Where You Work:** Includes fields for \*State/Entity and Program (California) and \*Program Location (Alpine). It also has a section for 'Email Verified' (Yes) and 'Age Groups Access' (0-3 and 3-5).

The 'User Blocked' field is circled in red, showing radio buttons for 'Yes' and 'No', with 'No' currently selected. The 'Save' button at the bottom is also circled in red.

## Data Reports

COS-KC Local Admins can run reports for any local program location for which they have been granted permission. The available reports are listed in the table below.

### Reports Available

Local Report Name	Contents
Completion and Passing Report (CPR)	Number and percent of individuals who are in progress, completed and did not yet pass, and completed and passed. Shows counts of the status (i.e., in progress-not yet pass-passed) for each person within the specified dates for the report.
Practitioner Characteristics	Percent of individuals who are in progress, completed and did not yet pass, and completed and passed by practitioner characteristics (e.g., professional role, length of time working with children with disabilities, COS training received, etc.). Shows counts based on the status (i.e., in progress-not yet pass-passed) for each person within the specified dates for the report.
Completion and Passing Status for Individuals	List of users who have taken the assessment and their completion and passing status. Shows the progression of attempts and outcomes on the COS-KC for each practitioner over the course of the time frame selected.
All Data Report	File for additional analysis that includes all data on each individual in the local program location

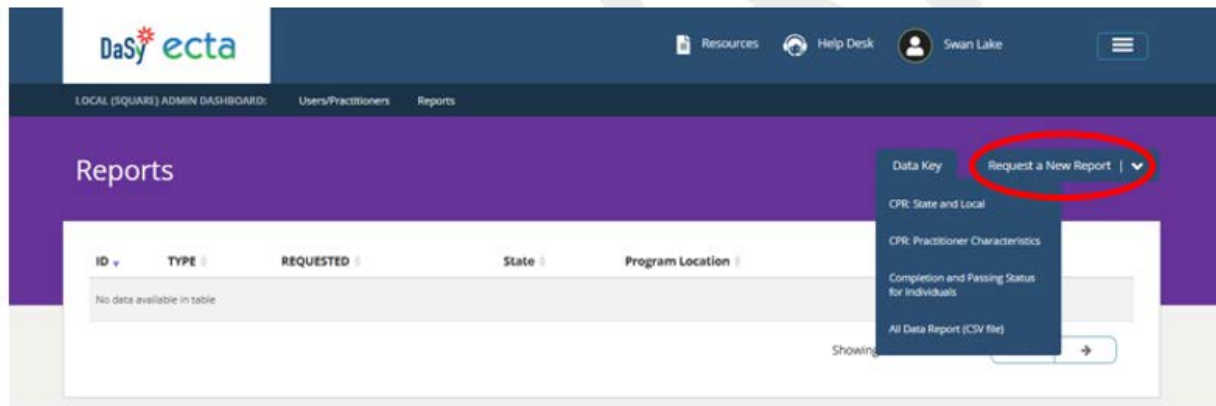
### Running Reports

To run a report:

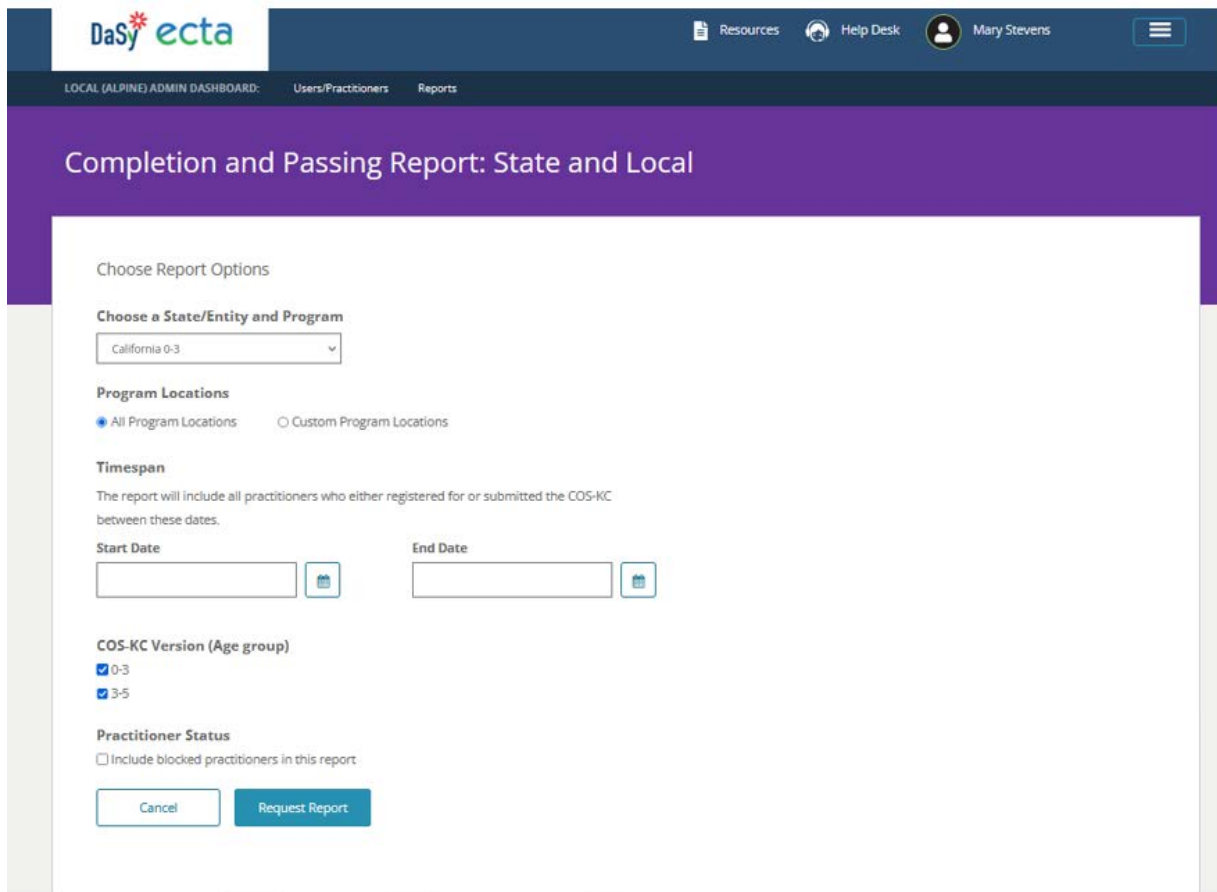
1. Click on Reports in the top banner of the Local Admin Dashboard.



- Click on the Request a New Report button and select the type of report from the list of options.



- A screen similar to the following appears. Select the options for the report.



The screenshot shows the 'Completion and Passing Report: State and Local' form. The form includes the following sections:

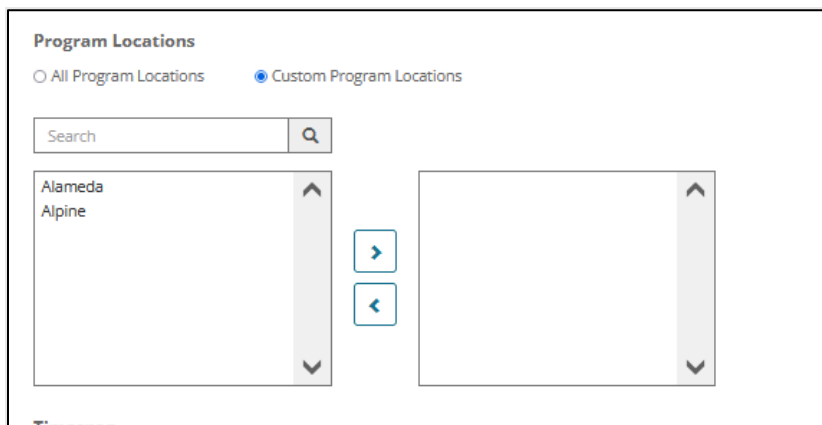
- Choose Report Options**
- Choose a State/Entity and Program**: A dropdown menu showing 'California 0-3'.
- Program Locations**: Two radio buttons, 'All Program Locations' (selected) and 'Custom Program Locations'.
- Timespan**: A text box stating 'The report will include all practitioners who either registered for or submitted the COS-KC between these dates.' Below this are 'Start Date' and 'End Date' input fields with calendar icons.
- COS-KC Version (Age group)**: Two checkboxes, '0-3' (checked) and '3-5' (checked).
- Practitioner Status**: A checkbox 'Include blocked practitioners in this report' (unchecked).
- At the bottom are 'Cancel' and 'Request Report' buttons.

The options available for defining a report are:

**Choose a State/Entity and Program.** This option will be pre-populated with the state you are in and the age group of the program (e.g., California 0-3). If the information is correct, you can move to the next field.

**Program Locations.** Use the button to select the appropriate option.

- **All Program Locations.** This option produces a report that provides information about all program locations in the state the Local Admin has permission to see. Many Local Admins will have permission to access information for only one program location. If this is true for you, leave “All Programs Locations” selected and move to the next field.
- **Custom Locations.** Local Admins with permission to see more than one program/location can use this option to determine which of their programs they want to see in the report. Selecting this button lists the names of all program locations for which you are a Local Admin on the left side. You highlight the names of programs to include and use the arrows to move the selected programs into the box on the right side. The report only includes data from the program locations shown in the box on the right side.



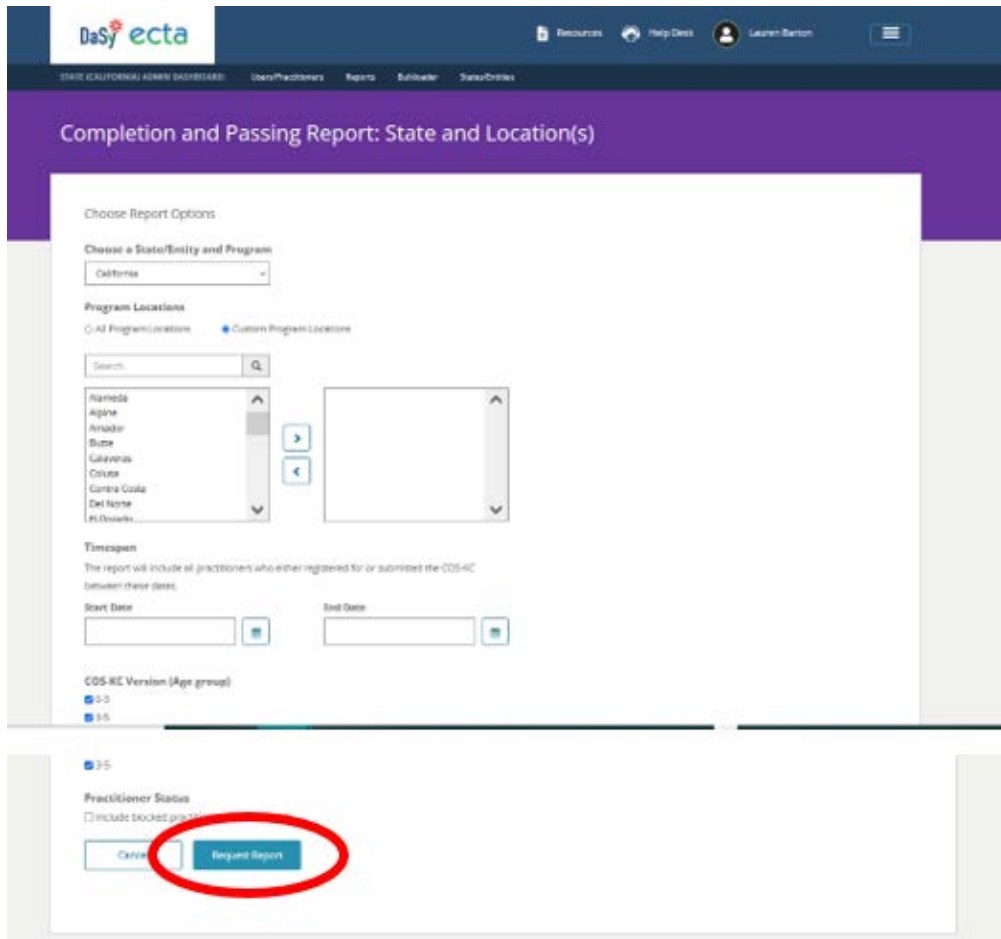
**Timespan.** You must include both a start date and an end date. Reports will only include data for users with accounts active during these dates. This option is especially useful for viewing performance on the COS-KC during a specific time period, such as a school or calendar year. To enter the start date and end date for the report, click on the calendar icons and select the appropriate dates.

**COS-KC Version (Age Group).** This field defaults to both 0-3 and 3-5. We recommend that you leave both options selected. Even if your program only serves one age group, your practitioners might inadvertently have select a different age group when they registered for the COS-KC. Selecting both options in this section ensures that all practitioners in your program (regardless of which option they selected) will be included in your reports. Local admins will only be able to generate reports for practitioners associated with the location(s) for which they have permission.

**Practitioner Status.** By default, this option excludes blocked practitioners from reports; however, you can select the “Include blocked practitioners in this report” which will include information about users who have been blocked. Appendix D in this document provides more information about blocked users.



- After specifying the parameters for the report, click on the **Request Report** button; the downloaded report will appear on the Report screen.



STATE (CALIFORNIA) ADMIN DASHBOARD: Users/Practitioners Reports Bulkloader States/Entities

### Completion and Passing Report: State and Location(s)

Choose Report Options

Choose a State/Entity and Program  
California

Program Locations  
☐ All Program Locations ☒ Custom Program Locations

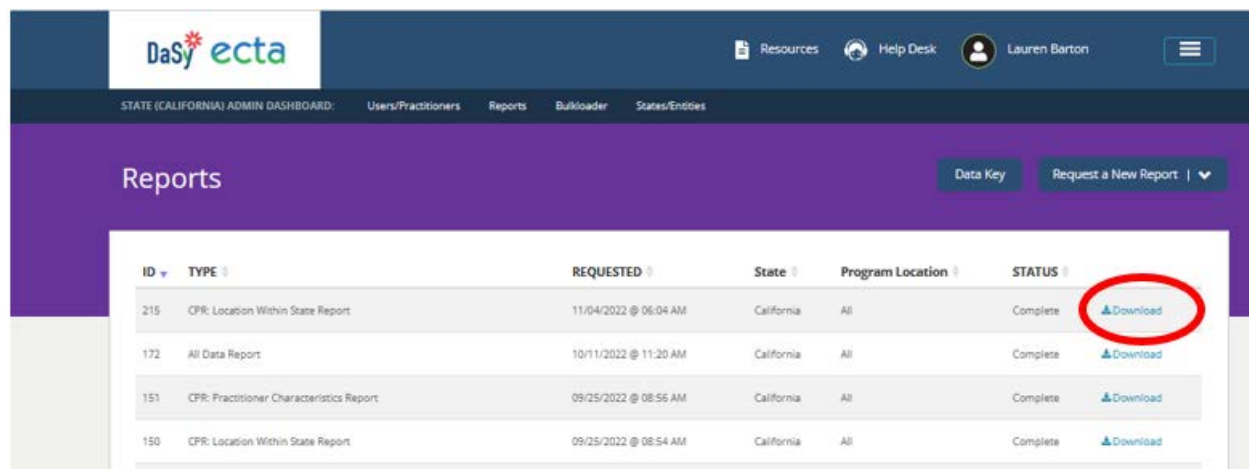
Search: [Search Box]

Timespan  
 The report will include all practitioners who either registered for or submitted the COS-KC between these dates.  
 Start Date: [Date Picker] End Date: [Date Picker]

COS-KC Version (Age group)  
☒ 0-3 ☒ 3-5

Practitioner Status  
☐ Include blocked practitioners

- Click Download to open the report.



STATE (CALIFORNIA) ADMIN DASHBOARD: Users/Practitioners Reports Bulkloader States/Entities

### Reports

Data Key Request a New Report

ID	TYPE	REQUESTED	State	Program Location	STATUS	
215	CPR: Location Within State Report	11/04/2022 @ 06:04 AM	California	All	Complete	<a href="#">Download</a>
172	All Data Report	10/11/2022 @ 11:20 AM	California	All	Complete	<a href="#">Download</a>
151	CPR: Practitioner Characteristics Report	09/25/2022 @ 08:56 AM	California	All	Complete	<a href="#">Download</a>
150	CPR: Location Within State Report	09/25/2022 @ 08:54 AM	California	All	Complete	<a href="#">Download</a>

## Conclusion

This manual has provided information Local Admins need to accomplish key tasks in the COS-KC system. If you have further questions or feedback that can improve this manual for future users, please contact [COS-KCinfo@sri.com](mailto:COS-KCinfo@sri.com).

# Appendix A. Understanding the Program Location and Admin Structure in the COS-KC

## *About Program Locations*

The COS-KC system collects data from individual practitioners who sign up for accounts. The system is set up so information can be viewed as:

- Statewide data
- Local program/location data
- Individual user data

COS-KC State Admins determine the local program locations and load this information into the COS-KC system. Those locations appear on a drop-down menu when users/practitioners sign up for an account. The system asks, “Where is your work located?” In response, practitioners select a location from the drop-down of choices. These locations provide the groupings for the reports generated by the COS-KC system.

A Local Admin has permission to see only the records and run reports for practitioners in their local program location.

## *About State Admins*

In the COS-KC system, State Admins are responsible for loading the names of all local programs into the system, accessing COS-KC data reports, designating and granting types of permissions for Local Admins. State Admins are responsible for protecting the confidential information in the COS-KC system and ensuring it is used appropriately.

## *About Local Admins*

In the COS-KC, Local Admins are responsible for viewing practitioner information including completion and passing rates, managing user accounts including deactivating practitioner accounts when they leave the program, and running reports for their local program. Like State Admins, Local Admins are responsible for protecting the confidential information in the COS-KC system and ensuring it is used appropriately. States vary in expectations for Local Admins. Check with your state contact if you are unclear about the specific responsibilities of Local Admins.

## Appendix B. Sample Email Communications

### *Automated Messages Sent by the COS-KC System*

The COS-KC system sends automated messages from DaSy Center [noreply@dasyonline.org](mailto:noreply@dasyonline.org) to users. Occasionally, these automated messages become quarantined by a SPAM filter or trapped in a Junk email folder. Local program leadership should be aware of the messages sent and remind practitioners to look for them if problems arise. Key automated emails include the following:

- **Created a new account.** When someone signs up for a new COS-KC account, the system generates an email message that welcomes them and says, “Thank you for creating a new account with the Child Outcomes Summary Knowledge Check (COS-KC).” The email includes instructions and a link for the new user to finish activating their account with the message, “Once your account has been activated, you will be able to use your username and password to sign in to your account.”
- **Practitioner added.** When a State or Local Admin adds a new user, the COS-KC system will send an automated practitioner email message that welcomes them and says, “You have been added as a practitioner. To finish activating your account, click on the following link (it is a specific link for each user). Once your account has been activated, you must accept our terms and conditions and set your password so you can sign in to the COS-KC. Regards, The COS-KC team.” When users sign in, they will be guided to complete the registration questions to gain access to the system and begin the COS-KC assessment.
- **Local Admin added.** When the State Admin adds a Local Admin, the COS-KC system sends an automated email that welcomes them and says, “You have been added as an administrator. To finish activating your account, click on the following link (it is a specific link for each user). Once your account has been activated, accept our terms and conditions and set your password so you can sign in to the COS-KC. Regards, The COS-KC team.” When Local Admins sign in to the COS-KC, they have access to the Local Admin dashboard and can choose to perform administration tasks, use the hamburger options menu to update their user profile, and/or go to the practitioner dashboard to take the COS-KC assessment.

### *Sample Email Communications with Practitioners*

State or Local leadership may communicate directly with the practitioners about signing up for and completing the COS-KC. The following email message provides a sample of information for practitioners, but local program leadership may opt to modify the content. Possible modifications include:

- letting practitioners know whether taking the COS-KC is required or voluntary,
- providing information about deadlines or timelines for participation, and/or
- sharing state-specific resources to reference as they take the assessment.
- Also, if practitioners in the local area use a term other than COS, a helpful modification is to add information about the terms used in the assessment. More information about terms used in the COS-KC is available at <https://dasycenter.org/cos-kc/key-terms/>.

Communications to users should focus on the positive benefits of the COS-KC to practitioners and the local program. Benefits to practitioners include a self-check on areas of COS-KC where they might need additional professional development. Benefits to programs include information about the overall knowledge level of practitioners regarding the COS-KC process which provides information about the adequacy of the COS professional development and insight into possible data quality issues with COS data. The COS-KC results are not intended to be used as the sole determination of COS competence, or as a basis for performance reviews and it would be a misuse of the COS-KC to do so.

The following email is intended as a starting point or a template for composing a location-specific message to practitioners.

.....

Suggested subject: Please Register for the Child Outcomes Summary Knowledge Check (COS-KC)!

Dear [Practitioner]:

The Child Outcomes Summary Knowledge Check (COS-KC) is a free, online, open-book assessment to help states and local programs understand the extent of practitioner knowledge regarding the COS process. All practitioners working with [local program location name] are being asked to complete the COS-KC.

The assessment:

- Includes 30 multiple-choice items. Completing the assessment takes about forty-five minutes. Progress will be saved if you need to pause the assessment and resume later.
- Is open book, so feel free to use any helpful resources or tools during the assessment. The link <https://dasycenter.org/cos-kc/practitioners/resources/> provides resources about the COS that you can use while taking the assessment.
- Is scored either pass or fail; no numerical score is assigned. When you complete the COS-KC, you will receive immediate feedback to let you know if you passed the assessment. The system generates a Certificate of Achievement for those who pass. Those who do not pass initially can re-take the COS-KC after 24 hours.
- Is accessed by creating an account. When you are ready, you can access the COS-KC here: <https://coskc.dasyonline.org/>.

Thank you for your time and participation. If you have any questions or concerns, please contact [fill in who and how to contact].

[sign]

## Appendix C. Reports in the COS-KC System

### *Information Sources and Limited Historical User Information*

In all reports, information is based on the most recent characteristics reported in the user profile and registration information. For example, a practitioner started in the Alpine location in 2021 and then moved to the Alameda program location in 2022 and changed their program location information in the COS-KC system. After the practitioner's move in 2022, that practitioner's data will be tied to the new program and show up only in the new program's reports. Similarly, if a practitioner changes their last name and updates the new name in the COS-KC user details, all the assessment history and other data for that person will appear under the new name, and only the new name will show up on the all-data report. Admins at all levels are encouraged to document status changes in their records to keep lists up to date if more historical information is needed.

## Appendix D. Blocking Users in the COS-KC System

Blocking or deactivating users from a program location should be done with caution. Although blocking removes users who are no longer affiliated with the program from reports, it also removes the practitioner's ability to sign into the COS-KC system and they will need to contact the help desk to regain access. State Admins and Local Admins can block any user whose record they have permission to see. If the practitioner is still employed in the state, the State Admin can change their program location to the new program. The only exception to cautious use of blocking would be if the practitioner is deemed a security threat in which case, they should be blocked immediately to remove their access to the system.

The following approach is recommended when a practitioner leaves a program:

- If a practitioner plans to work in a different program location within the state, a Local Admin can help the practitioner change their own program location by providing the following instructions.
  1. Log in to your COS-KC account.
  2. Click on your name in the top band to open your user profile.
  3. Change your program location to the new program location name.

This action will move all the practitioner's data to the new program's reports and records and will no longer show up in the old program's records.

- If the practitioner has already left their previous program and is now with a new program, a State Admin can update the practitioner's program location. More information about how State Admins can do this is included in the State Admin User Manual. Either this approach or the Local Admin approach (above) will move the data without locking the practitioner out of the COS-KC account.
- If, after a period of time, neither the practitioner nor a State Admin has adjusted the practitioner's program location, a Local Admin can block the user by following the steps documented in the main section of this user manual. A Local Admin does not have permission to change a practitioner's program location status from one location to another unless they have admin privileges for both the old and the new locations. Once a practitioner is blocked, data remain archived, but they are not tied to the specific program and will not show up in reports unless the Local Admin checks the box to Include blocked practitioners in a report.

DaSy TA providers at the help desk can assist practitioners who move across state lines and want their accounts to move with them. Admins at all levels are encouraged to document status changes in their records to keep lists up to date.

## Appendix E. Links to COS-KC Webpages and Resources

- For more information about the COS-KC:  
<https://dasycenter.org/cos-kc/> or contact [COS-KCinfo@sri.com](mailto:COS-KCinfo@sri.com)
- Key COS-KC resources are available at:  
<https://dasycenter.org/cos-kc/practitioners/resources/>  
<https://dasycenter.org/cos-kc/states/resources/>



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## About Us

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Find out more at [dasycenter.org](https://dasycenter.org) and [ectacenter.org](https://ectacenter.org).

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