Child Outcomes Summary Knowledge Check (COS-KC) Frequently Asked Questions for State Administrators

May 2023

Authors: Robin Rooney, Lauren Barton, Mary Lee Porterfield, and Kathleen Hebbeler

State Participation

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

The COS-KC provides state and local administrators with data that show whether practitioners have the knowledge they need to effectively participate in the Child Outcomes Summary (COS) process.

How does a state enroll in the COS-KC?

The state needs to contact the DaSy Center to indicate interest in enrolling. Enrollment requires identifying at least one administrator at the state level to set up the COS-KC system. The designated state administrator ("COS-KC State Admin") uploads the names of local programs and their local administrators ("COS-KC Local Admins") into the system.

What kind of reports will states receive?

States can pull reports that show completion status for individual practitioners who registered for the COS-KC and pass/fail status for individual practitioners who completed the COS-KC. The COS-KC also generates reports with completion and pass/fail rates overall and by practitioner characteristics (e.g., role, years of experience, hours of COS training). In addition, the COS-KC data are available in a Microsoft Excel spreadsheet if a state wants to conduct additional analyses.

Who has access to the COS-KC data?

COS-KC State Admins have access to COS-KC data for all participating programs in their state. COS-KC Local Admins have access only to the data for their associated local program. Designated DaSy staff have access to all data in the system.

How do we get started with the COS-KC?

Develop a plan for how you will roll out the COS-KC and use the reports. Example questions to address in the plan include:

- Why is your state using the COS-KC (the purpose)?
- Who will serve as the COS-KC State Admin to oversee your state's participation?
- What will be considered as a "local program" in the system?
- Who will be assigned as the COS-KC Local Admins to oversee participation within each of those programs?
- Will taking the COS-KC be voluntary or mandatory for practitioners?

- How will the agency roll out the COS-KC (e.g., start with only some programs, roll out statewide)?
- How will state and local programs use the COS-KC results to support overall professional development for the COS process? How will professional development be provided for practitioners who do not pass the COS-KC?

Local Administrators

What is a COS-KC Local Admin?

The state can designate one or more individuals from each local program as COS-KC Local Admins. These individuals are given privileges to access information in the system for their local program.

What do COS-KC Local Admins do?

Designated COS-KC Local Admins can help their practitioners register for the COS-KC and monitor their completion. COS-KC Local Admins have permission to pull and review the same data reports as the state, but only for practitioners in their associated local program.

The Assessment

What are key features of the COS-KC assessment?

The COS-KC is a free, online assessment. It includes 30 multiple choice items and takes about 45 minutes to an hour to complete. There are different assessments for practitioners working with birth to 3-year-old children and for practitioners working with 3-5-year-old children.

The COS-KC is an open-book assessment, with links to resources provided. It is not timed—test-takers can stop and return as often as needed. Results are pass-fail and are provided as soon as the assessment is completed. National field testing established the validity of the assessment.

How does a practitioner take the COS-KC?

Once COS-KC State Admins have worked with DaSy staff to enter the local program names into the COS-KC system, state or local staff communicate with practitioners about the expectations for taking the COS-KC (e.g., whether required or voluntary, time frame for requirement) and send practitioners an email with a link to register for and take the COS-KC. Practitioners also can access the assessment through the DaSy Center's COS-KC website. Because practitioners can take the COS-KC from any location, the assessment requires no specific coordination of meetings or space.

Will practitioners receive a score and a certificate for taking the COS-KC?

Practitioners will not receive a score, but they will receive a notification indicating whether they passed or did not yet pass the COS-KC as soon as they complete it. Participants who pass the COS-KC will be able to download and print a Certificate of Achievement.

Acting on COS-KC Reports

What type of follow-up should we provide if practitioners are not passing the COS-KC?

If the COS-KC reports indicate substantial numbers of practitioners are not passing the COS-KC overall or in some local programs, you may wish to provide, require, or encourage professional development in those programs or for the categories or groups of practitioners who are not passing the COS-KC, particularly after the second attempt.

To find resources that support a high-quality COS process, access _Resources for More Information about the Child Outcomes Summary (COS) Process_.

For More Information

Where can I go for more information?

Visit the DaSy Center's COS-KC website to learn more about the assessment, how to roll it out in your state, and resources to help you get started.

Whom can I contact if our state wants to participate?

If your state is interested in participating in the COS-KC, contact your DaSy liaison or request TA at https://dasycenter.org/technical-assistance/need-help/.

About Us