

**Introduction to the Child Outcomes Summary Form (COSF):
Professional Development for New Staff (Module 1)**

Guidance for Supervisors

Rationale for Module 1

The purpose of Module 1 is to orient new staff to child outcomes measurement and the Child Outcomes Summary Form (COSF).

Components

Module 1 includes two parts –

Part 1: Introduction to child outcomes

Part 2: Using the Child Outcomes Summary Form (COSF)

Implementation of Module 1

To implement Module 1, **participants** must:

- View Module 1 PPT presentation
- View the ‘voiced over’ PPT presentations (embedded as links in the slides)
- Print and review handouts
- Answer pop quiz and activity questions
- Observe a COSF team discussion
- Meet with supervisor to:
 - Review pop quiz and activity questions
 - Obtain a copy of the program’s COSF
 - Discuss the COSF team discussion observation
 - Discuss next steps.

To implement Module 1, **supervisors** must:

- Meet with participants to
 - Review the expectations involved in completing Module 1
 - Review pop quiz and activity questions
 - Provide a copy of the program’s COSF
 - Arrange a participant observation of a COSF team discussion
 - Discuss the participant’s impressions of the observation
 - Outline next steps
 - Complete and award certificate

Earning credit

Infant-Toddler Program (ITP) credit for Module 1 will be 8 contact hours in the competency area of Screening and Assessment for CDSA staff and contract network providers. Please document course completion on the certificate located at the end of this guide. The participant submits certificate to a Certification Reviewer to support credit toward ITP certification.

Part 1: Introduction to child outcomes

After completing Part 1 of Module 1, the participant will be able to:

1. Describe current requirements and historical roots of federal accountability
2. Describe various purposes and uses of outcomes measurement
3. Describe and differentiate between the three child outcomes
4. Differentiate between functional outcomes and discrete skills
5. Describe the use of functional assessment for measuring child outcomes

Estimated time for completing Part 1 of Module 1 = 3 hours (includes PPT presentations, activities, and meetings with supervisor)

To oversee completion of Part 1, supervisors will:

1. Meet with participant to review:
 - a. Pop quiz
Answers and explanation are at this link --
http://www.fpg.unc.edu/~eco/assets/docs/Pop_quiz_with_answers.doc
 - b. ‘What are functional skills and behaviors?’ exercise
Answers and explanation are at this link --
http://www.fpg.unc.edu/~eco/assets/docs/Functional_skills_exercise_answers.doc
 - c. Crosswalks
Discuss the use of assessment tools and other sources to assess children’s functioning at entry and at exit. Crosswalks are at this link:
<http://www.fpg.unc.edu/~eco/pages/crosswalks.cfm>.

Part 2: Using the Child Outcomes Summary Form (COSF)

After completing Part 2 of Module 1, the participant will understand:

1. Rationale for using the COSF
2. Features of the COSF
3. The 7 points on the rating scale
4. Differences among age-appropriate, immediate foundational, and foundational skills and behaviors

Estimated time for completing Part 2 of Module 1 = 5 hours (includes PPT presentations, activities, observation of a COSF team discussion, and meetings with supervisor)

To oversee completion of Part 2, supervisors will:

1. Meet with the participant to:
 - a. Provide a copy of the COSF
 - b. Review Pop quiz
Answers and explanation are at this link --
http://www.fpg.unc.edu/~eco/assets/docs/Pop_quiz_with_answers.doc
 - c. Review questions about 'Justin' on the handout about 'Immediate foundational skills' at this link --
http://www.fpg.unc.edu/%7EECO/assets/pdfs/Immediate_foundational_skills.pdf
 - d. Arrange participant observation of a COSF team discussion
 - e. Discuss participant's impressions of the observation
 - f. Discuss next steps
 - g. Complete and award certificate.

AWARD OF CREDIT
For the
Personnel Certificate
North Carolina Infant – Toddler Program

8 contact hours towards development of competence in
Screening & Assessment
Awarded to

(Name of the Recipient)

For participation in the online training
Entitled
Introduction to Child Outcomes Summary Form (COSF)
Module 1: Professional Development for New Staff
Presented by
NC Early Intervention Branch

Date of Completion

Supervisor Signature