

WV Birth to Three Child Outcomes Summary Tool – Q and A

1. I am a trained Child Outcome Summary Tool Facilitator but also provide WV Birth to Three services under another discipline. Can I facilitate the Child Outcome Summary Tool, if I am on the team as the other discipline, so that the family does not have to choose a Developmental Specialist?

The evaluation and assessment team for all children referred to the WV Birth to Three System on or after March 1, 2007 in Regions 3, 4, 6 and 7, and Randolph, Barbour and Taylor Counties, will include a trained Developmental Specialist who will facilitate the completion of the WV Birth to Three Child Outcome Summary Tool. The approved COST Facilitator is required to make sure they 1) bring the Child Outcome Summary Tool to the meeting; 2) facilitate the full team's conversations around the child's current functional abilities and the rating of the child's progress; and 3) ensure the Child Outcome Summary Tool is completed accurately and submitted to the service coordinator for entry into the child's early intervention record.

When a practitioner is enrolled under more than one discipline, (e.g. trained COST facilitator and another discipline) they may only facilitate the completion of the COST, if they are serving as the Developmental Specialist on the evaluation/assessment team.

2. If a child is already enrolled in WV Birth to Three, but a COST has never been completed, do we need to have the family select a trained Developmental Specialist (approved COST Facilitator) now to do the COST?

No. If a child is already enrolled in WV Birth to Three, but a COST has never been completed, you do not need to have the family select a trained Developmental Specialist (COST Facilitator). The required child outcome measurement is for all children referred to the WV Birth to Three System, on March 1, 2007 or after, in Regions 3, 4, 6 and 7 and Barbour, Randolph and Taylor counties, as well as those children who have had previous measurements under the "pilot" phase.

3. What if a family leaves the system and we cannot contact them to complete the exit COST?

As a reminder, the exit COST rating is only completed if the child has had a previous COST measurement, and if the child has had an IFSP in place for at least six months. If the child/family unexpectedly exits the system and the team had not been able to complete the exit COST rating, the Service Coordinator would ask the trained Developmental Specialist (approved COST Facilitator) to gather information from the other team members and complete the COST. If there is not a trained Developmental Specialist (approved COST Facilitator) on the team, then the Service Coordinator would gather information from the other team members and complete the COST. The Service Coordinator is responsible for assuring that the COST is submitted to the RAU for entry in the child's record.

4. What do we do if the trained Developmental Specialist is unable to attend the eligibility/IFSP meeting?

The US Department of Education requires all state Part C early intervention systems, to develop and implement a child outcome measurement system, which includes reporting on the three child outcomes at entry and at exit from the system. In WV, the Developmental Specialist is the lead facilitator for this process. The Interim and/or Ongoing Service Coordinator will assist the family in selecting a trained Developmental Specialist to facilitate the COST at initial, annual and exit phases. The Interim and/or Ongoing Service Coordinator who is coordinating the eligibility/IFSP meeting will need to make a good faith effort to coordinate and schedule the meeting well in advance, so that all members of the team can attend, including the Developmental Specialist. The Developmental Specialist can participate face-to-face or by phone.

In an exceptional circumstance, when a Developmental Specialist is unable to attend, the team will proceed with the eligibility determination/IFSP. The IFSP team should reconvene as soon as possible to complete the entry COST rating.

5. If a child was referred before March 1, 2007 and the family selected an E/A team member who is from one of the original two pilot agencies, will a COST be completed?

Yes. This child would enter the child outcomes measurement process under the “pilot process”. The practitioner from the “pilot” agency may facilitate the completion of the COST at the initial IFSP meeting, if the child is determined to be eligible. If the E/A team includes the “pilot” practitioner and an approved COST Facilitator, they can decide which person will take the lead on facilitating the team’s completion of the COST. The Interim Service Coordinator should talk with the team members in advance to assure there is clarification as to who will be facilitating.

6. What do we do if a child had an entry COST completed and is nearing their annual eligibility/IFSP review, but the child’s team does not include a Developmental Specialist who is approved as a COST Facilitator?

If a child has already had a COST completed previously and there is not a trained Developmental Specialist on the team for ongoing services, the Service Coordinator will assist the family in selecting a trained Developmental Specialist (approved COST Facilitator) to participate in the annual eligibility re-determination/IFSP meeting and to facilitate the team’s completion of the COST.

7. What do we do if a child had an entry COST completed and is nearing three years of age, but the child’s team does not include a Developmental Specialist who is approved as a COST Facilitator?

If a child has already had a COST completed previously and there is not a trained Developmental Specialist on the team for ongoing services, the Service Coordinator will inform the other IFSP team members that a COST will be completed at the closure meeting, and the Service Coordinator will facilitate the team’s completion of the COST.

8. What if a referred child will be 31 months of age or older at his/her initial eligibility/IFSP meeting? Does the team complete the COST?

No. The purpose of the child outcomes measurement process is to gather information when a child enters the system and when they exit, for those children who have an active IFSP for at least six (6) months. Since the child was referred to WV Birth to Three at this later age, the team would not be required to complete a COST for the child because it would not be possible for this child to receive services through an active IFSP for at least six (6) months.

9. A child is referred at 32 months of age and a Developmental Specialist is needed on the team (based on the child's/family's concerns). When the family selects a Developmental Specialist, does it have to be a COST approved Developmental Specialist?

For children referred on or after March 1, 2007 in Regions 3, 4, 6, 7, and Barbour, Randolph and Taylor counties, only Developmental Specialists who have completed the WV Birth to Three COST training and are approved as COST Facilitators will be selected to provide evaluation/assessment activities. So in this example, even though the team would not be completing a COST, the selected Developmental Specialist would need to be an approved COST Facilitator.

10. When the Child Outcome Summary Tool is completed, should a copy of the COST go to all of the IFSP team members?

The purpose of the Child Outcome Summary Tool is to provide the team a process to record the child's functional abilities as compared to their same-age peers at that point in time. There is no requirement for the IFSP team to have a copy of the Child Outcome Summary Tool. The IFSP team does not need to consider the previous rating when completing the Child Outcomes Summary Tool on an annual basis. Each rating is based on the developmental expectations for a child of the same age in the three outcome areas. It would be appropriate to provide the family with a copy so that they will have documentation of the conversations the IFSP team conducted with the family in regards to the determination of the child's current functional abilities in the three outcome areas. The IFSP team will document their conversation on the teaming note, with any additions as necessary. The rich conversations around the rating should provide the family and other team members with important information for IFSP planning.

11. How will I know if a child has had a Child Outcome Summary Tool completed at entry?

Each Service Coordinator is responsible for documenting important dates on the first page of the IFSP (e.g. Referral Date, Intake Date, Initial IFSP Meeting, Transition Plan, etc). Interim Service Coordinators may now add the COST date on the first page where it says "Other", in order to assist IFSP team members in knowing if this child had an entry Child Outcome Summary Tool rating completed. As annual COST ratings are completed, the Service Coordinator will add that date to the first page of the IFSP.