



## Instructions: Child Outcome Summary Form – EXIT

### REVISED 6-6-22

**Purpose:** The Child Outcome Summary Form (COSF) is to be used to assist the IFSP team, which includes the family, in evaluating and reporting the child's functioning across a range of settings and progress toward three important child outcomes. These outcomes are measured and reported to the U.S. Department of Education by every state's early intervention system. The EXIT COSF is completed outside of the annual IFSP Meeting.

**Legal Basis:** Individuals with Disabilities Education Improvement Act (IDEA)

**Completing the Form:** The Ongoing Service Coordinator is responsible for assuring that the Exit COSF is completed for every child on their caseload. The Developmental Specialist will facilitate the conversation, but the Ongoing Service Coordinator is responsible for completion of the COSF form and ensuring that the form is sent to the Regional Administrative Unit for data entry.

In situations where there is no Developmental Specialist present (face to face or by phone) at the exit meeting the Ongoing Service Coordinator is responsible for facilitating the IFSP team's completion of the EXIT COSF following the guidelines below.

### The EXIT COSF

**Exit COSF:** Exit from WV Birth to Three can occur for a variety of reasons such as when: the child turns three years of age; the family moves or otherwise has elected to no longer receive services; the IFSP team cannot locate the child/family; or when the child is no longer eligible for services at the Annual IFSP meeting. Hopefully most exits can be planned for and the child/family will receive support for the transition. Whether the child's Exit was planned or occurs unexpectedly, a COSF rating needs to be completed for each child when he/she exits.

The early intervention team may complete the Exit COSF rating during natural junctures such as Annual IFSP or IFSP review as long as the child will be exiting at or near that event (within the next 30 days). If the child's planned Exit is more than 30 days after any of these naturally occurring events, the IFSP team should meet for an Exit meeting and complete the Exit COSF during that meeting.

In situations where parents are not available to conduct an Exit meeting face to face, and the IFSP team completes the Exit COSF via a conference call, the team members may be reimbursed for actual teaming time spent on the joint call, up to two (2) units at the Service Provider rate. If parents are not available but the team meets face to face for an Exit meeting, the team may bill up to two (2) units at Home and Community setting rate. Documentation on the Teaming Activity Note must explain why the parent was not available to participate. Contributions via e-mail are not billable.

If it is not possible to convene an Exit meeting, the Developmental Specialist (or OSC if no Developmental Specialist on the team) will gather information from team members and complete the COSF. The Service Coordinator must submit the COSF to the RAU within five days of completion.

**NOTE:** *In situations when the team is unable to contact or locate the family, the TA Bulletin, "Inability to Provide IFSP Services," must be followed and steps documented prior to determining that exit has occurred. Once the team has determined an unplanned exit has occurred, the Exit COSF rating must be completed within five days of exit.*



**Filling in the Blanks: Use the following guidance to complete the Exit Child Outcome Summary Form (COSF)**

Header:

**Child Last Name:** Enter child's legal last name.

**Child First Name:** Enter child's legal first name.

**MI:** Enter child's middle initial. If child does not have a middle initial leave blank.

**Date of Birth (DOB):** Select the date from the calendar drop down or enter child's date of birth using month/day/year -MM/DD/YYYY or MM-DD-YYYY.

**ID #:** Enter the child's ID number from BTT Online.

**Date:** Select the date from the calendar drop down or enter the date using month/day/year - MM/DD/YYYY or MM-DD-YYYY.

NOTE: Some data from the header will automatically populate into the document content.

COSF Facilitator/Discipline:

- Enter the name of the individual who is facilitating the completion of the COSF.
- Enter the discipline of the individual who is facilitating the completion of the COSF.

Date of COSF completion:

- Enter the numerical date (month, day, and year) the COSF is being completed.

Rating in the Three Outcome areas:

- 1. A.; 2. A.; or 3. A: Check one box per outcome area which best describes the child's current level of functioning.
- 1. B.; 2. B.; or 3. B: For Exit COSF, check the appropriate box (yes or no) that best describes if the child has shown any new skills or behaviors related to the outcome area in the last 12 months.

**Team Members Participating in Rating of EXIT COSF**

This section documents who and how the IFSP team members participated in the completion of the EXIT COSF. Following the meeting in which the Exit COSF was completed, the Service Coordinator will send the Exit COSF via secure electronic means for practitioners to sign for their participation.

- *Print Name:* Printed name of team member
- *Signature/Credential:* Sign with credential
- *Date:* Numerical date of participation (MM/DD/YYYY)
- *Role on Team:* Enter role on MDT team; for example, "Service Coordinator", "Speech Therapist", "Developmental Specialist"
- *Method of Contribution:* Enter whether the practitioner participated face to face, virtual, phone call, by report, or sent an authorized representative.



## Submission of the Completed COSF

**Exit COSFs:** The Ongoing Service Coordinator will upload the completed EXIT COSF to BTT Online and send a copy to the Regional Administrative Unit for data entry. *(The Developmental Specialist (or Ongoing Service Coordinator) should keep a copy of the Exit COSF for his/her records for quality assurance purposes.*