



# Completing the Child Outcome Summary (COS) Process

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This guide covers how to enter the Child Outcome Summary  
ACORN *Powered by* EI Hub.

**Disclaimer:** This training aims to enhance the knowledge, skills, and proficiency in using ACORN as it relates to Early Support Services and should not substitute required programmatic training. The information presented in this content reflects the system build at the time of training.



# The COS Process

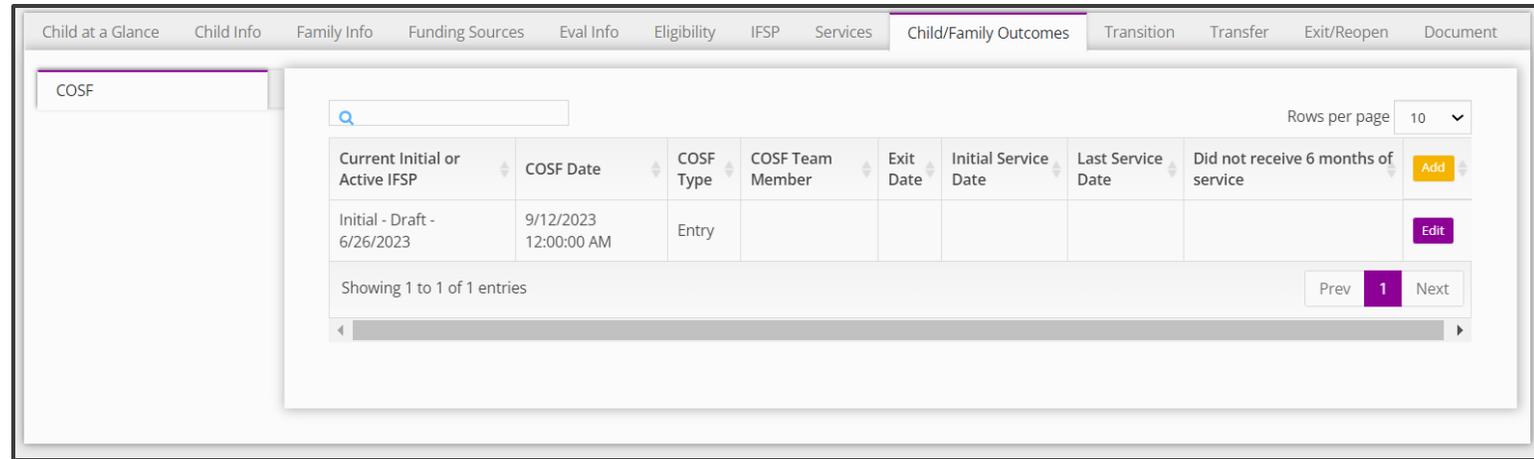
## Job Aid

### HOW TO

- To add a Child Outcome Summary (COS) to a Child's record in ACORN's Case Management module

### ABOUT THE ACORN'S COSF SURVEY

- The Child Outcome Summary (COS) grid/table in ACORN's Case Management houses electronic versions of the COS.
- The grid/table allows for multiple COS's to be added.
- To have an Exit COSF added to their record, the Child must have an active, non-interim IFSP on file.



The screenshot displays the ACORN system interface for the 'Child/Family Outcomes' tab. A search bar is visible at the top of the grid. The grid contains one entry with the following details:

Current Initial or Active IFSP	COSF Date	COSF Type	COSF Team Member	Exit Date	Initial Service Date	Last Service Date	Did not receive 6 months of service	
Initial - Draft - 6/26/2023	9/12/2023 12:00:00 AM	Entry						<a href="#">Add</a> <a href="#">Edit</a>

Below the grid, it indicates 'Showing 1 to 1 of 1 entries' and includes navigation buttons for 'Prev', '1', and 'Next'. The 'Rows per page' is set to 10.

# The COS Process

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### ABOUT THE EI-HUB'S COSF SURVEY

- The COS must be completed within 45 days of referral. If a Child is missing an initial COS, for example, that Child's name populates on **Missing Child Outcome Survey** Dashboard notifying the FRC that the Child is missing a COS.

Home

Children Assigned to Caseload

Children with 3-9 Months before their 3rd Birthday

Children with an Agency Missing a Practitioner

Children with an IFSP with Services Missing an Agency

Transfer Alerts

Referrals

Evaluations

Missing Child Outcome Survey

IFSP Alerts

Timely Services

Transitions

Children Needing Family Resources Coordinator

Child Case Close Alerts

Death of Child Alert

Missing Child Outcome Survey Form

-Default Report-

Excel

Search...

Rows per page 10

Child Reference ID	Childs Last Name	Childs First Name	Alert Name	Alert Date	Child's 3rd Birthday	Action
8	eBjBJNff	MfiiMeYfD	COSF Entry Form is needed	09/12/2023	05/01/2025	Edit Child
65	Spencer-Test	Robert	COSF Entry Form is needed	09/12/2023	06/16/2024	Edit Child
84	rMaGeNcGoa	Cnnhuenb	COSF Entry Form is needed	09/12/2023	06/01/2025	Edit Child
119	XmdXubXd	joVajfreU	COSF Entry Form is needed	09/12/2023	06/01/2025	Edit Child
136	dppnRRBahaB	fsHsfvLdUdUt	COSF Entry Form is needed	09/12/2023	07/01/2025	Edit Child



# The COS Process

## Job Aid

### HOW TO

- To add a Child Outcomes Summary (COS) to a Child's record in ACORN's Case Management module

### NOTE

- Fields and dropdowns with an asterisk (\*) are required for the system to save/submit information entered.

### Step/Action

- From a Child's record in **ACORN's Case Management**, select the **Child/Family Outcomes** tab.
- Select the **Add** button from the **COSF** grid/table. The **COSF** pane populates.
- Please take note of the **Virtual Decision Tree** located on the **COSF** pane. The Decision Tree will be addressed later in this job aid.

Child at a Glance Child Info Family Info Funding Sources Eval Info Eligibility IFSP Services **Child/Family Outcomes** Transition Transfer Exit/Reopen Document

COSF

Rows per page 10

Current Initial or Active IFSP	COSF Date	COSF Type	COSF Team Member	Exit Date	Initial Service Date	Last Service Date	Did not receive 6 months of service	Add
Initial - Draft - 6/26/2023	9/12/2023 12:00:00 AM	Entry						Edit

Showing 1 to 1 of 1 entries

Prev 1 Next

Home / Child / Spencer-Test, Robert / COSF

COSF Add Edit

Decision Tree: [http://ectacenter.org/eco/assets/pdfs/Decision\\_Tree.pdf](http://ectacenter.org/eco/assets/pdfs/Decision_Tree.pdf)

- Positive Socio-Emotional Skills:** Attachment/Separation/Autonomy; Expression of emotions and feelings; Learning rules and expectations; Social interactions and play; Self-regulations; Communications with others (gestural/verbal)
- Acquiring and Using Knowledge and Skills:** Development of symbolic play; gestural imitations; problem solving; matching and sorting; Understanding the meaning of words (pointing to pictures, body parts, etc.); Following directions; Communicating with others (gestural/verbal); Development of sounds and intelligibility; Visual responses and tracking; Eye hand coordination; Appropriate use of objects/toys; Development of self (recognizes names, distinguishes self from others; developing independence)
- Taking Appropriate Action to Meet Needs:** Problem solving; Communicating needs to others (verbal/gestural); Imitation; Mobility and transitional movement (rolling, sitting, crawling, standing, walking/running, climbing, stairs, etc.); Grasping, reaching, releasing; Distinguishing self from others; self-regulations; Self-help skills (feeding, drinking, dressing, toileting, grooming/hygiene, etc.)

COSF

COSF

Exit Date

Initial Service Date

Last Service Date

\*COSF Type

Entry

**COSF Entry Section**

\*COSF Entry Date

09/12/2023

# The COS Process

## Job Aid

### HOW TO

- To add a Child Outcomes Summary (COS) to a Child's record in ACORN's Case Management module

### NOTE

- Fields and dropdowns with an asterisk (\*) are required for the system to save/submit information entered.

### Step/Action

1. The **Current Initial Active** or **Active IFSP** date, **Exit Date**, and **Initial Service Date**, and **Last Service Date** fields will auto-populate.
2. Use the **COSF Type** drop-down list to select the appropriate COS Type (**Entry/Exit form**) for the Child. The appropriate form (Entry/Exit form) populates based upon the COSF Type selected.

Decision Tree: [http://ectacenter.org/eco/assets/pdfs/Decision\\_Tree.pdf](http://ectacenter.org/eco/assets/pdfs/Decision_Tree.pdf)

**1. Positive Socio-Emotional Skills:** Attachment/Separation/Autonomy; Expression of emotions and feelings; Learning rules and expectations; Social interactions and play; Self-regulations; Communications with others (gestural/verbal)

**2. Acquiring and Using Knowledge and Skills:** Development of symbolic play; gestural imitations; problem solving; matching and sorting; Understanding the meaning of words (pointing to pictures, body parts, etc.); Following directions; Communicating with others (gestural/verbal); Development of sounds and intelligibility; Visual responses and tracking; Eye hand coordination; Appropriate use of objects/toys; Development of self(recognizes names, distinguishes self from others; developing independence)

**3. Taking Appropriate Action to Meet Needs:** Problem solving; Communicating needs to others (verbal/gestural); Imitation; Mobility and transitional movement (rolling, sitting, crawling, standing, walking/running, climbing, stairs, etc.); Grasping, reaching, releasing; Distinguishing self from others; self-regulations; Self-help skills (feeding, drinking, dressing, toileting, grooming/hygiene, etc.)

The screenshot displays a web-based form for entering Child Outcomes Summary (COS) information. On the left, there is a sidebar with a 'COSF' tab. The main content area contains three date input fields: 'Exit Date', 'Initial Service Date', and 'Last Service Date'. Each field has a small pencil icon to its right, indicating it is editable. Below the date fields is a dropdown menu labeled '\*COSF Type'. The dropdown is open, showing a list of options: 'Entry', a blue bar with the text '--- Select ---', 'Entry', and 'Exit'. The 'Entry' option at the bottom is currently selected.

# The COS Process

## Job Aid

### HOW TO

- To add a Child Outcomes Summary (COS) to a Child's record in ACORN's Case Management module

### NOTE

- Fields and dropdowns with an asterisk (\*) are required for the system to save/submit information entered.
- ACORN'S COS is separated into two sections, **COSF Entry** and **COSF Exit**. The section that populates is based upon whether a user selects **COSF Entry** or **COSF Exit** from the COSF Type drop-down list.
- The Child must be exited before entering in an Exiting COSF form.
- Please note, the data in the screenshots are for functional-purpose only and are not shown to provide guidance regarding what information should be enter into the COS.

### Step/Action

- Manually enter or use the calendar picker to select the Child's COSF entry or exit date from **COSF Entry Assessment Date** or **COSF Exit Assessment Date** fields.

#### COSF Entry Section

\*COSF Entry Assessment Date

06/06/2022

1. To what extent does this child show POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) Appropriate for his or her age and across a variety of settings and situations?

7

2. To what extent does this child ACQUIRE AND USE KNOWLEDGE AND SKILLS appropriate for his or her age and across a variety of settings and situations?

5

3. To what extent does this child TAKE APPROPRIATE ACTION TO MEET NEEDS appropriate for his or her age and across a variety of settings and situations?

4

Submit

COSF ENTRY

#### COSF Exit Section

\*COSF Exit Assessment Date

12/05/2022

1. To what extent does this child show POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) Appropriate for his or her age and across a variety of settings and situations?

3

1. Has the child shown ANY new skills or behaviors related to POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) since the ENTRY outcomes from was completed?

No

2. To what extent does this child ACQUIRE AND USE KNOWLEDGE AND SKILLS appropriate for his or her age and across a variety of settings and situations?

5

2. Has the child shown ANY new skills or behaviors related to ACQUIRING AND USING KNOWLEDGE AND SKILLS since the ENTRY outcomes form was completed?

Yes

If Yes, briefly describe progress made, including new skills, behaviors, and/or functional abilities.

The team was unable to identify examples of functional social-emotional skills demonstrated by Jennifer across settings and situations that could be considered age appropriate for a 3-year-old. They noted a couple of examples of immediate foundational skills on the DBRF with the rest of Jennifer's relevant behaviors falling in the category of foundational skills.

3. To what extent does this child TAKE APPROPRIATE ACTION TO MEET NEEDS appropriate for his or her age and across a variety of settings and situations?

7

3. Has the child shown ANY new skills or behaviors related to TAKES APPROPRIATE ACTION TO MEET NEEDS since the ENTRY outcomes form was completed?

No

Questions 1, 2, and 3 were not completed due to

--- Select ---

Submit

COSF EXIT

# The COS Process

## Job Aid

### HOW TO

- To add a Child Outcomes Summary (COS) to a Child's record in ACORN's Case Management module

### NOTE

- Individuals completing the COSF will have access to the **COSF Decision Tree** to assist with the form's completion.
- The Decision Tree is accessible via a linked pdf document housed above the COSF tab.
- Upon selecting the Decision Tree link, the Decision Tree pdf will populate in a separate tab allowing those completing the COSF to reference the Decision Tree document as they enter information on the COSF.

### COSF Add

Decision Tree: [http://ectacenter.org/eco/assets/pdfs/Decision\\_Tree.pdf](http://ectacenter.org/eco/assets/pdfs/Decision_Tree.pdf)

**1. Positive Socio-Emotional Skills:** Attachment/Separation/Autonomy; Expression of emotions and feelings; Learning rules and expectations; Social interactions and play; Self-regulations; Communications with others (gestural/verbal)

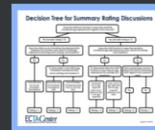
**2. Acquiring and Using Knowledge and Skills:** Development of symbolic play; gestural imitations; problem solving; matching and sorting; Understanding the meaning of words (pointing to pictures, body parts, etc.); Following directions; Communicating with others (gestural/verbal); Development of sounds and intelligibility; Visual responses and tracking; Eye hand coordination; Appropriate use of objects/toys; Development of self (recognizes names, distinguishes self from others; developing independence)

**3. Taking Appropriate Action to Meet Needs:** Problem solving; Communicating needs to others (verbal/gestural); Imitation; Mobility and transitional movement (rolling, sitting, crawling, standing, walking/running, climbing, stairs, etc.); Grasping, reaching, releasing; Distinguishing self from others; self-regulations; Self-help skills (feeding, drinking, dressing, toileting, grooming/hygiene, etc.)

The screenshot shows a software interface for adding a COSF. It features a tab labeled 'COSF' and a form with the following fields: 'State IFSP Date', 'Exit Date', and 'Initial Service Date'. Each field has a small edit icon to its right.

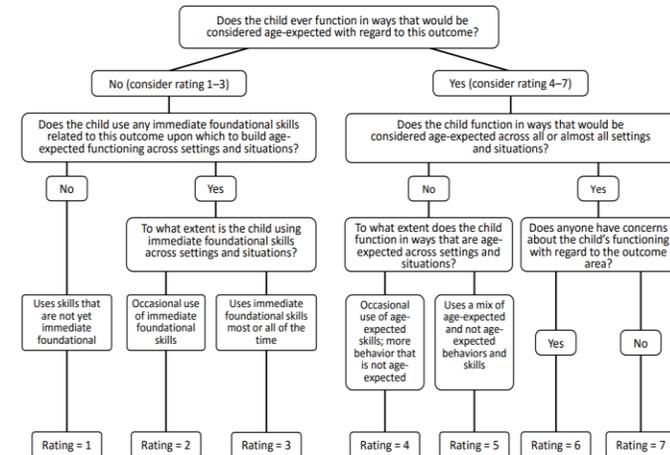
### Decision Tree for Summary Rating Discussions

1 / 1 | - 75% +



1

## Decision Tree for Summary Rating Discussions



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### NOTE

- Individuals completing the COS will use selection drop-down lists to rate a Child's mastery of each COS area (social emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet needs) on a scale of 1-7.
- Fields and dropdowns with an asterisk (\*) are required for the system to save/submit information entered.

### Step/Action

After the COS conversation has taken place with the IFSP team, including the family:

1. Use the skills drop-down lists to rate the **extent** to which the Child has demonstrated mastery of a skill (i.e., Positive Social Emotional Skills) on a scale of 1-7.
2. Use the drop-down to select "Yes" or "No" for any questions related to whether a Child has acquired a new skill.

#### COSF Entry Section

\*COSF Entry Assessment Date

06/06/2022

1. To what extent does this child show POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) Appropriate for his or her age and across a variety of settings and situations?

7

2. To what extent does this child ACQUIRE AND USE KNOWLEDGE AND SKILLS appropriate for his or her age and across a variety of settings and situations?

5

3. To what extent does this child TAKE APPROPRIATE ACTION TO MEET NEEDS appropriate for his or her age and across a variety of settings and situations?

4

Submit

#### COSF Exit Section

\*COSF Exit Assessment Date

09/13/2023

\*1. To what extent does this child show POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) Appropriate for his or her age and across a variety of settings and situations?

4

\*1. Socio-Emotional Response

Relative to peers Robert's is now beginning to demonstrate age expected skills in the area of positive social relationship

1. Has the child shown ANY new skills or behaviors related to POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) since the ENTRY outcomes from was completed?

Yes

If Yes, briefly describe progress made, including new skills, behaviors, and/or functional abilities.

Robert now says "hi" or waves when they meet someone new, showing an awareness of others and willing to engage. When feeling frustrated, Robert now gestures or say "no" to express his feelings instead of resorting to hitting or tantrums as observed in the past.

\*2. Acquiring and Using Knowledge Response

Relative to peers, Robert's functioning might be described similar to his peers. Robert demonstrates immediate functional or age-appropriate skills in the area of ac

\*3. Appropriate Action Response

Robert associates spoken word with familiar objects/action. He can also do simple to moderate puzzles.

\*3. To what extent does this child TAKE APPROPRIATE ACTION TO MEET NEEDS appropriate for his or her age and across a variety of settings and situations?

3

3. Has the child shown ANY new skills or behaviors related to TAKES APPROPRIATE ACTION TO MEET NEEDS since the ENTRY outcomes form was completed?

No



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### NOTE

- Fields and dropdowns with an asterisk (\*) are required for the system to save/submit information entered.

### Step/Action

1. If you are unable to complete Questions 1, 2, and 3 on the **COSF Exit Survey**, use the last drop-down list to select a reason for incompleteness (e.g., Moved out of state)
2. Once complete, Select the **Submit** button to save/submit the **COSF Exit Survey**.

Questions 1, 2, and 3 were not completed due to

--- Select ---

--- Select ---

- Child passed away
- Less than 6 months of service
- Lost contact with family
- Moved out of state
- Parents refused EI services

Submit

**This option is displayed on the COSF Exit Survey.**



# Revision History

Revision History	Release Date	Author	Revision Summary
v.0.1.0	6.6.2023	C. Pittman	First Draft Release

