Outcomes Web System User Guide

KANSAS
STATE DEPARTMENT OF
EDUCATION
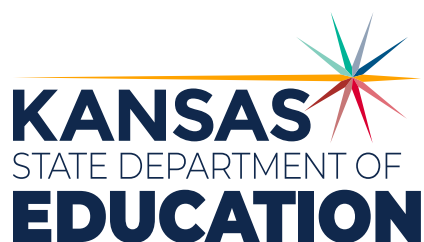
Kansas leads the world in the success of each student.

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Introduction

What is the Outcomes Web System?

State administrators responsible for early intervention services Part C of the Individuals with Disabilities Education Act (IDEA) and preschool disabilities services Part B Section 619 of IDEA have certain reporting requirements to the United States Department of Education – Office of Special Education Programs (OSEP). According to 20 U.S.C. 1416(a)(3)(a), one of these requirements is to measure the percent of preschool children with Individual Education Plans (IEPs) who demonstrate improved:

A. Positive social-emotional skills, including social relationships;

B. Acquisition and use of knowledge and skills including early language/communication and early literacy; and

C. Use of appropriate behaviors to meet their needs.

The Outcomes Web System (OWS) is the online tool Kansas uses to measure this requirement. Programs enter information into the OWS as children enter and exit IDEA Part B Services. State administrators report this data as required by OSEP.

Quick facts about Kansas Individual Data on Students

- Kansas Individual Data on Students (KIDS) is a student-level data collection system.
- Batch files are uploaded to KIDS - no direct data entry.
- State Student Identification (SSID) numbers are generated and assigned to each child based on core data that makes each child unique (first name, last name, date of birth, etc.)
- KIDS is considered to be the master data system for a child's data, no other system has the same level of authority as KIDS.

Outcomes Web System:

- Every child participating in IDEA Part B services will need to have a KIDS SSID associated with the child in the OWS.
- KIDS SSIDs can be obtained through the district office KIDS coordinator, entering a KIDS Assignment (ASGT) via KIDS Collection.

Kansas Department of Education (KSDE) Technical Assistance and Contact Information

For assistance with Child Outcomes information contact:

Julie R Rand
Early Childhood Special Education (ECSE) Consultant
Early Childhood
(785) 296-1944
jrand@ksde.org

For assistance with the KSDE web application registration:

KSDE Help Desk
(785) 296-7935
helpdesk@ksde.org

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Key Points

1. Each child must have a Kansas Individual Data on Students (KIDS) state student identification (SSID) number before data can be entered into OWS.

2. OWS refers to all fields in the web application.

3. The Child Outcomes Summary (COS) refers to the rating scale developed by the Early Childhood Outcomes Center.

4. All users must register with the KSDE Authenticated Web Applications and be approved by KSDE.

5. COS rating data can be entered into the OWS prior to the first date or after the last date of service as long as the actual dates of service are recorded in the appropriate place. The rating dates must be prior to that date. For Part B of IDEA, the child's first date of service in the OWS application must be on or after the child's third birthday. The last date of service must be prior to their sixth birthday.

6. KSDE understands that children are sometimes served before their third birthday in IDEA Part B services. This practice shouldn't change. However, the OWS will only accept a first date of service on or after the child's third birthday.

7. The OWS has a session setting of 30 minutes. The server will time out after 30 minutes of inactivity and all data will be lost. Click on a button or link that causes server activity to reset the 30-minute window.

8. The term **"program"** refers to IDEA Part B services.

9. The term **"organization"** refers to a specific district, including cooperatives and interlocals.

10. All children entering IDEA Part B services must have child outcome entry summary rating data entered in the OWS if they can be in the program for at least six months. Remember, the six months in a program is defined as the entire time a child is in Part B, not just the time a child is in a specific organization or district.

11. If a program knows the child will leave services within six months, don't enter a record for the child into the OWS. If there is any doubt that the child will leave within six months, it is highly recommended that an entry rating for that child be entered into OWS.

12. Ideally, child outcomes entry ratings are determined during the Individual Family Service Plan (IFSP) or Individual Education Plan (IEP) process, but must be determined within 30 days of the first service date per the IFSP/IEP.

13. Once a child has an entry Child Outcome Summary (COS) completed, each move into or out of an organization is to be entered into the OWS regardless of how long he/she was in the exiting district or how long he/she could be in the new district.

14. Once a child has an entry COS completed, then exits IDEA Part B services permanently and has not been in the program for six months, the exit will be entered into the OWS and no child outcomes summary rating data will be entered. The OWS system won't allow the rating to be entered.

15. A permanent exit is considered when:
    - Transitioning from preschool services to kindergarten.
    - A child is in IDEA Part B preschool program and turns age 6.
    - Child has exited and no longer requires IDEA services.
    - Moved out of state.
    - Child is withdrawn by parent or guardian.
    - Child is deceased.

16. The OWS won't allow child exit data on a child without entry data present in the system.

17. The data entry year is from July 1 through June 30 of each calendar year, but the OWS is open for data correction through Sept. 15 of that calendar year.

Timelines for Entering Child Outcome Data in OWS

June 30:
- Last date for submitting child outcome entry summary rating data to KSDE for all newly identified children entering IDEA Part B services.
- Last date for submitting child outcome exit summary rating data for children permanently exiting IDEA Part B services between July 1 and June 30 of the current year.

July 1 – Sept. 15:
- Data verification occurs during this period.

Registering for Access

User Login for KSDE Web Applications

Individuals who do not have access to KSDE web applications need to register. Use the following web address, *https://apps.ksde.org/authentication/login.aspx*.

Click this button if you have never registered for district-wide access.

On the Registration page, enter your contact information (first name, last name, phone number and email address). Next, select the organization and building. For IDEA Part B services, the organization will be the **"Home District"** provided by the special education director or early childhood contact. This district will be where you are physically located. The OWS is a district-level report. For this reason, select **"ALL BUILDINGS"** in the building drop-down list.

A list of available applications is now displayed. Scroll down to **"Outcomes Part B"** and select the checkbox in the first column to choose that application.

From the Application Access Level column, click on the level appropriate for you. Choose either EC Part B User for single districts or EC Part B Multi Org User for access to more than one district. Appropriate permission must be given to the user by the Special Education Director of the Coop/Interlocal to select Multi Org User.

Login ID

Enter a login ID and password. You determine your login ID. Do not use spaces. You will also determine your password using the password requirements that are shown on the screen.

> **Tip:** You will need to remember the Login:
>
> 1. Login ID
> 2. Password
> 3. Security question and answer
> 4. Birthdate that you entered
>
> KSDE does not store this information for you.

Please enter a login ID and password.

Login ID:*

Password:*

Confirm Password:*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

Security Questions

When registering for any application, you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the **"Submit"** button at the bottom of the screen.

IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):*

Question:*

Answer (this field is case-sensitive):*

Submit

If all data on the registration form are valid, you will get a message that says **"Thank You for Registering."** The registration will be verified using the list of names given to the KSDE Part B coordinator by the Local Education Agency (LEA). You will receive an email when your access request is approved and your login ID and password are ready for use. Approval may take several business days.

> *Note:* If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If the email is not received, have the LEA special education coordinator contact the KSDE IDEA Part B office to see if permission was granted. You may also contact the KSDE Help Desk at (785) 296-7935.

Gaining Access to OWS: Existing Login

Individuals who already have access to KSDE web applications at the district-wide level can use the **"Manage My Account"** option to add Outcomes Part B to their list of applications at that user access level.

If the existing username is a school-level access, a new registration will need to be created at a district level.

To add Outcomes Part B to your list of available district-wide KSDE web applications:

- Login to the KSDE Authenticated Applications page.
- Click the **"Manage My Account"** link.
- From the list of available applications, choose **"Outcomes Part B."**
- Select your access level.
- Scroll down, enter birthday information and answer the security question exactly the way you did when you registered.
- Click **"Submit."**

KSDE Web Applications

My Applications (Click a link below)

2.Early Childhood Foundations For School Success
3.Early Childhood Success In School
4.Kan-Dis
5.KIDS Assignment System
6.Outcomes Part B

[Manage My Account]   [Logoff]

Forgot My Password?

1. If you forget your KSDE web applications password, click on the link that says **"Forgot Your Password?"** on the Authentication screen. You will be prompted to enter your username and click on the bar saying **"Send Password Reset Token."**

> Please enter your username below. An email with a temporary token will be sent to the email address associated with this username:
>
> **Please Enter Your Username:**
>
> [   ]
>
> Send Password Reset Token

2. Your reset password token will be sent to the email you entered when you first registered.

> A temporary link to reset your password has been sent to the email address associated with this username. (Email Hint:).

○ Your email from the *HelpDesk@ksde.org* will have a link to allow you to reset your password.

Tip: Keeping your email address and any name changes current in the personal information section of Authenticated Applications will allow KSDE to reach you.

Logging into the Application

The OWS application, like other KSDE web applications, is available on the KSDE Common Authentication page. To access Outcomes Part B, enter your KSDE username and password to the KSDE Web Applications page at *https://apps.ksde.org/authentication/login.aspx*. Once access has been granted, you will see **"Outcomes Part B"** on your list of approved KSDE applications, and you will need to click on the application name to open it.

KSDE Web Applications

Click a link below.

1. KIDS Assignment System
2. Outcomes Part B

Note: Some of the applications may be grayed out. This means that they are either not active applications or that you have not yet been approved for access to those applications.

Tip: KSDE web applications should work with the latest versions of all modern browsers. However, for best results, KSDE recommends use of the following:

- Windows - Microsoft Internet Explorer (version 10-plus).
- Google Chrome (latest version).
- MacOS - Mozilla Firefox (latest version).

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Child Search in OWS

1. When preparing to enter child data into the OWS, you will want to know if the child is already entered in the OWS. First, look in the Home page of the Outcomes Part B. Click on **"Search for Child"** in the navigation bar.

2. In the **"Search for Child"** slot, you can enter a last name, first name or SSID number. For example, if you enter ADAMS as a last name, you will be given the list of all the ADAMS available in the OWS application. You can review the list that will include first names, birthdates and SSID numbers. To look at the data entered for any one child, click on **"View History"** and the list of entries and exits will appear below the list of names.
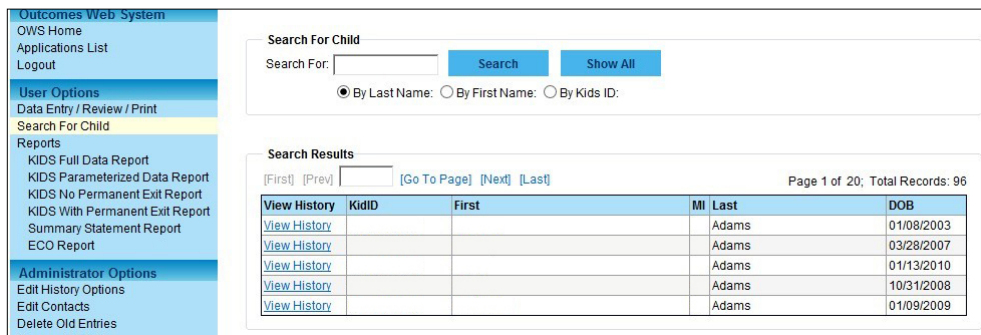
○ If the child you are looking for is in the list, you can copy the SSID number by highlighting it and hitting control + C. The number will then be available to paste into the **"Which Child?"** slot on the **"Data Entry/Review/Print"** link on the blue navigation bar.

3. Click on the **"Get Child"** button. The **"Child Information as Stored in KIDS"** screen will come up.

4. Click on the **"Get History"** button.
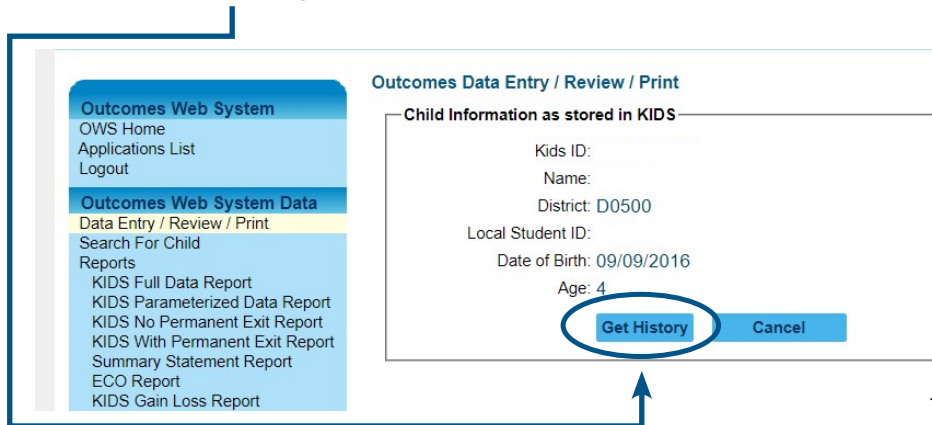
○ Whatever has been entered into the OWS application for this child will display at the bottom of the screen.
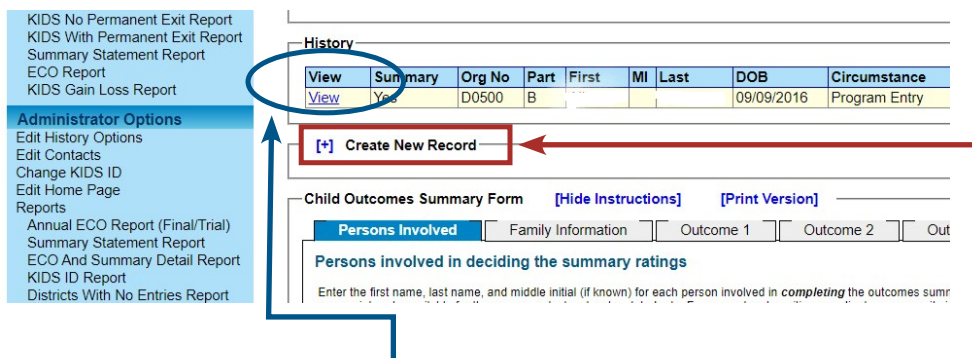
○ Clicking on the blue word **"View,"** the Outcomes and Family information will display.

○ There also will be a **"+ Create New Record"** button.

○ Create New Record is explained in detail on page 15 of the User's Guide.

CHAPTER 1: Initial Entry

Obtain the KIDS SSID number

Before entering a new record for a child, there has to be a KIDS SSID number assigned to that child. If the child does not already have an SSID number, you can obtain one through the district KIDS coordinator.

Tip: COS rating data can be entered prior to the first date of service as long as the correct first date of service is entered as stated on the IEP.

Please note: In the KSDE Authenticated Applications, there is an idle setting limit of 30 minutes after which the user will be logged out of the application. Any data entered without saving or submitting will be lost. If actively using the application, entering data, running a report, or reviewing data, the user will not be logged out.

If users exit the OWS program without completing the entry, the entry cannot be completed later. Each complete COS record must be entered and submitted at the same time.

1. Select **"Data Entry/Review/Print"** (from the left side navigation bar)
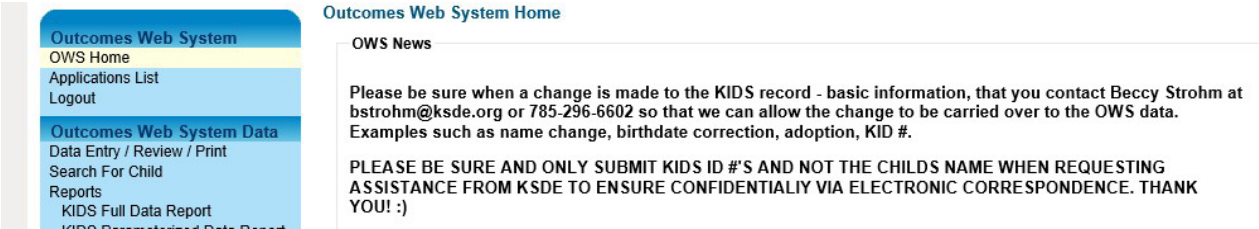
2. On the first screen, the ONLY field to enter is the **"KIDS ID."**
3. Select **"Get Child"** to bring up the child information.
4. Click on the **"Data Entry/Review/Print"** to renew your search.

Child Information

The **"Child Information"** screen displays child information associated with the KIDS ID number entered. This information includes:

- KIDS ID
- Name: Last, First MI
- District
- Local Student ID
- Date of Birth (DOB)
- Age

Outcomes Data Entry / Review / Print

Child Information	
Kids ID:	1234567891
Name:	Doe, Jane, M
District:	D0501
Local Student ID:	XXXXXXXXX
Date of Birth:	MM/DD/YYYY
Age:	4

[Get History] [Cancel]

Please note: If the child's core data (listed under Child Information) is wrong, such as the birthdate or the name spelling, but you are sure this is the child you need to enter, contact the district KIDS coordinator to verify and correct the child's information in the KIDS system.

Tip: Check the information to be sure this is the correct child. If it is not the correct child, click on the **"Cancel"** button to go back to a blank **"Child Information"** page and reenter a KIDS ID number. If this is the correct child, click on the **"Get History"** button.

History

If a child has been in IDEA Part B preschool program, the **"History"** section will show that data below the Child Information section when you click **"Get History."** The **"History"** grid will be filled in with any previous child outcome entry summary rating data or exit summary rating data entered, as well as any exits and entries between districts.

History

View	Summary	Org No	Part	First	MI	Last	DOB	Circumstance	Rating Dt	Service Dt
View	Yes	D0453	B				10/03/2013	Program Entry	02/10/2017	02/06/2017

[+] Create New Record

- To see the data for a particular entry or exit date, click **"View"** on that line.

Select: "(+) Create New Record"

Selecting **"Create New Record"** allows the user to start a new record for a child that has been newly identified as eligible for IDEA Part B services. When a child is entering IDEA Part B services for the first time and does not have any data in the recent history section, the next screen will have the area to enter a **"New Record."**

New Record - Entering Part B Services

When a child **ENTERS** IDEA Part B services, a **"New Record"** must be completed.

A new entry record is required when the child:

- Is newly identified as eligible for IDEA Part B services.
- Transitions from IDEA Part C to IDEA Part B and is determined eligible for IDEA Part B services by the IDEA Part B program.
- Re-enters a program after a permanent exit.
- Enters a Kansas program from another state.

> **Tip:** If a program knows the child will leave the IDEA Part B program within six months, do not enter a record for the child into the OWS.

1. Select the appropriate **"Circumstance,"** which would be **"Child Entering into a Program Part B."**

2. Enter the first date of special education services provided as stated on the IEP.

3. Enter the district number of the child for whom data is being entered in the **"Dist ID"** box, i.e.D0XXX.

4. Enter the date that the Child Outcome Summary Form (COS) rating was determined **for each of the three outcomes**.

Note: A child's data can be entered into the OWS application prior to or after the first date of service if the correct date of services, listed on the IEP, is entered in the appropriate place.

[-] **Create New Record**

Part:	B
Circumstance:	Child Entering into a Program Part B ⌄
Use Last Summary	☐
First / Last Service Date:	

○ **"Use Last Summary"** is **NOT** a functional option now for the Outcomes IDEA Part B entry process.

Note: The exit data given to you by the IDEA Part C coordinators can be used to help with the IDEA Part B evaluation, but there is no electronic way to transfer that data from the IDEA Part C database to the OWS.

5. Click on **"New Record"** to bring up the Child Outcomes Summary Form.

   The **"Cancel"** button will return you to the KIDS ID entry and **ALL INFORMATION WILL BE DISCARDED**!

    [New Record]   [Cancel]

6. Click **"Submit"** to finish the entire record. A note will appear: **"remember to click 'Submit' When You Are Finished."**

    [Submit]   [Cancel]

Child Outcomes Summary Form Ratings (COS)

Across the top of this section are tabs containing fields required to complete the COS rating for the child.

Persons Involved	Family Information	Outcome 1	Outcome 2	Outcome 3
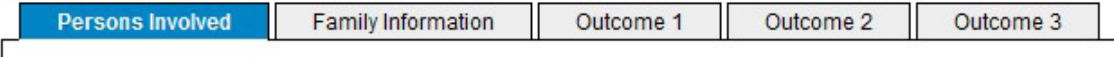
A minimum of two people must be involved in completing the Summary Rating.

1. Enter the first name, middle initial and last name for each person involved in completing the outcomes summary ratings.

   - Parent/Legal Guardian should only be included here IF they were involved in completing the ratings.
   - Next, select a role for each person from the drop-down list. Table 2 in the appendix lists these roles.

Tip: Select the role that closely relates for the person completing the summary rating. For example, a transition coordinator, community instructor, itinerant teacher, collaboration coordinator or community consultant may all be considered an early childhood special education teacher.

First: Alice   MI: Last: Jones
Role: ECSE Teacher
[Add Person Involved]

2. After information for each person involved is entered, click on **"Add Person Involved"** to save each one.

[Add Person Involved]

Note: Clicking on **"Add Person Involved"** displays the saved data in the name and role grids. Only the information which appears in the grids will become part of the database record. Enter as many people as needed.

   - To delete an entry, click on the **"Delete"** button next to the first name.

Delete	First	MI	Last	Role
Delete	Joe	-	Smoe	Assistant Director of Special Education Services

   - **DO NOT HIT** **"SUBMIT."** This is only for when the entire record is complete.

Submit   Cancel

Family Information

| Persons Involved | **Family Information** | Outcome 1 | Outcome 2 | Outcome 3 |

1. Indicate how information was obtained from the family to include in determining the summary ratings about how the child functions by clicking in the box beside all that apply.

   ○ Received in team meeting.

   ○ Collected separately.

   ○ Incorporated into assessment(s).

   ○ Not included.

Outcome 1 - Positive Socio-Emotional Skills, including Social Relationships.

Outcome 2 - Acquiring and Using Knowledge and Skills.

Outcome 3 - Taking Appropriate Action to Meet Needs.

| Persons Involved | Family Information | **Outcome 1** | Outcome 2 | Outcome 3 |

The district must provide a child outcome entry summary rating for **EACH of the three outcome areas**. The team determines the rating that indicates to what extent this child shows behaviors and skills related to this outcome, appropriate for his or her age, across a variety of settings and situations.

2. Click on the radio button number 1 to 7 that corresponds to the rating for each outcome as determined by the team.

Not Yet		Emerging		Somewhat		Completely
1	2	3	4	5	6	7
○	○	○	○	○	◉	○

3. Select the supporting evidence used to determine the summary rating from the drop-down list shown in Table 4 of the appendix. **Supporting evidence must include one of the seven approved Curriculum-Based Assessments (CBA) for each outcome.** Don't be concerned about which edition of an instrument was used. The seven approved CBA's are marked with an asterisk.

Supporting evidence for answer 1a

Supporting Evidence: | * Assessment and Evaluation Programming System (AEPS) | ▼

Date: | 10/15/10

Summary: | Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample)

[Add Supporting Evidence]

4. Enter a date for any supporting evidence documented in the COS. The date documented must be <mark>The most recent date information was obtained</mark>.

    ○ The supporting evidence used must be as current as possible to reflect maximum child progress, but not more than three months before the entry summary rating date.

5. Enter a narrative in the **"Summary"** box that reflects the child's functional behaviors in relation to same-age peers for each outcome area.

6. Click on **"Add Supporting Evidence"** to save the entry. The responses will automatically be reflected in the **"Summary of Relevant Results"** grid.

Delete	Source of Information	Date	Summary of Relevant Results
Delete	* Assessment and Evaluation Programming System (AEPS)	10/15/2010	Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample)

7. Repeat above steps to add additional supporting evidence.

    ○ To delete an entry, click **"Delete"** next to the evidence entered.

    ○ <mark>REMEMBER</mark> to <mark>REPEAT</mark> these steps for each of the **three outcomes tabs**.

8. When all the correct data has been entered, click on the **"Submit"** button.

    Submit   Cancel

9. Exit the OWS by clicking on **"Logout"** from the left side navigation bar.

CHAPTER 2: Permanent Exit

Please Note: In the KSDE Authenticated Applications, there is an idle setting limit of 30 minutes after which you will be logged out of the application. Any data you have entered without saving or submitting will be lost. If you are actively using the application, entering, running a report or reviewing data, you will not be logged out.

If users exit the OWS program without completing the entry, the entry cannot be completed later. Each complete COS record must be entered and submitted at the same time.

Tip: COS rating data can be entered prior to the first date of service as long as the correct first date of service is entered as stated on the IEP.

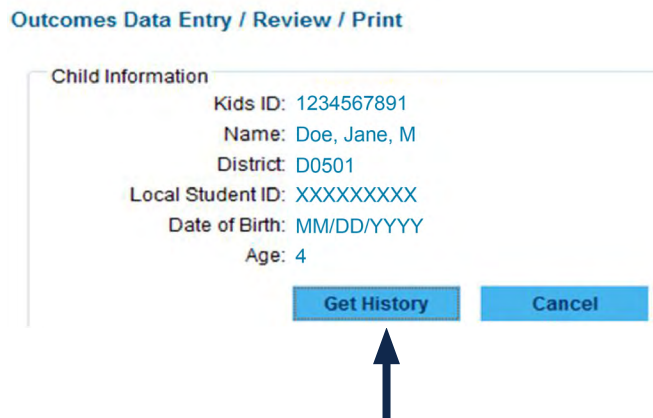## Obtain the KIDS SSID number for the child to be exited.

You should already have the SSID number for the child that will be exited. You can use the **"Search for Child"** feature from the navigation bar or contact the district KIDS coordinator.

1. Enter the SSID number in the **"Data Entry/Review/Print"** link.
   - Select **"Get Child."** This brings up the child information.

Outcomes Web System
OWS Home
Applications List
Logout

User Options
Data Entry / Review / Print
Search For Child

Outcomes Data Entry / Review / Print

Which Child?
Kids ID | 1234567891   Get Child

Child Information

2. The **"Child Information"** screen displays the child's core data associated with the KIDS ID number entered. This child's core data includes:
   - KIDS ID
   - Name: Last, First MI
   - District
   - Local Student ID
   - DOB
   - Age

Outcomes Data Entry / Review / Print

Child Information
Kids ID: 1234567891
Name: Doe, Jane, M
District: D0501
Local Student ID: XXXXXXXXX
Date of Birth: MM/DD/YYYY
Age: 4

Get History   Cancel

Tip: Check the information to be sure this is the correct child. If it is not the correct child, click on the **"Cancel"** button to go back to a blank **"Child Information"** page and re-enter a KIDS ID number. If this is the correct child, click on the **"Get History"** button.

History

To enter a program exit, the child already should have a program entry in the **"History"** section. The **"History"** grid will be filled with any previous data, program entry or exit, and organizational exits or entries, entered for the child.

- In case you want to start over, select the **"Data Entry/Review/Print"** option from the left side navigation bar.
- To see the data entered for a particular entry or exit date, click on **"View"** on the line of the data you want to review.

View	Summary	Org No	Part	First	MI	Last	DOB	Circumstance	Rating Dt	Service Dt
View	Yes	D0453	B				10/03/2013	Program Entry	02/10/2017	02/06/2017

[+] Create New Record

3. Select: **"(+) Create New Record."**

   ○ Selecting **"Create New Record"** will allow the user to enter a new record for a child that is permanently exiting IDEA Part B services.

[-] Create New Record

Part:	B
Circumstance:	Child Exiting Permanently from Program Part B ⌄
Use Last Summary	☐
First / Last Service Date:	11/15/17
Dist ID:	D0500
Date of COSF Rating:	11/02/17

New Record **Cancel**

New Record: Exiting IDEA Part B Services

When a child permanently exits IDEA Part B services, a **"New Record"** and a COS must be completed provided the child was served six months or more cumulatively in IDEA Part B services, not necessarily in one specific district.

If the child exits permanently after less than six months cumulatively in IDEA Part B services, enter the last date of service. No COS ratings are allowed by the OWS.

An exit COS may only be completed if an entry COS rating is present in the history record.

1. Select the appropriate **"Circumstance,"** which would be **"Child Exiting a Program Part B."**

2. Then, enter the last date of special education services provided by IDEA Part B services.

3. Enter the district number using the **"D0"** before the numbers.

4. Enter the date the COS exit summary rating was determined for the three outcomes.

> *Note:* A permanent exit is required when the child is:
> - Transitioning from preschool services to kindergarten.
> - A child is in a Part B preschool program and turns 6.
> - Child has exited and no longer requires IDEA services.
> - Moved out of state.
> - Child is withdrawn by parent or guardian.
> - Child is deceased.

> *Note:* Exit record can be entered prior to the last date of service if the actual date of the last date of service is used in the appropriate place.

[-] Create New Record

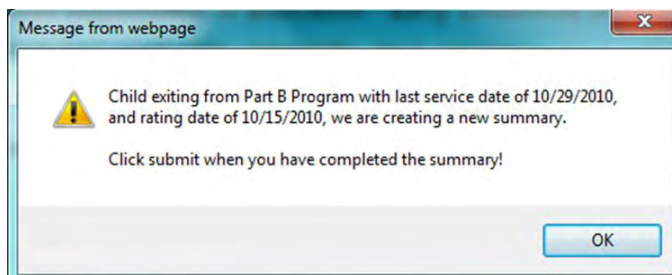|	
Part:	B
Circumstance:	Child Exiting Permanently from Program Part B
Use Last Summary	☐
First / Last Service Date:	11/15/17
Dist ID:	D0500
Date of COSF Rating:	11/02/17

New Record **Cancel**

5. Click on **"New Record"** to bring up the Child Outcomes Summary Forms. If the **"Cancel"** button is clicked, you will be returned to the KIDS ID entry and ALL INFORMATION WILL BE DISCARDED!

6. Click **"Submit"** when finished with the entire record.

Submit **Cancel**

This message will appear:

Message from webpage

⚠ Child exiting from Part B Program with last service date of 10/29/2010, and rating date of 10/15/2010, we are creating a new summary.

Click submit when you have completed the summary!

OK

Child Outcomes Summary Form Ratings (COS)

Across the top of this section are tabs containing fields required to complete the COS rating for the child.

Persons Involved	Family Information	Outcome 1	Outcome 2	Outcome 3

Persons Involved in completing the Summary Rating: A minimum of two people MUST be involved in completing the Summary Rating.

1. Enter the first name, middle initial (if known) and last name for each person involved in COMPLETING the outcomes summary ratings.

    ○ Parent/Legal Guardian should only be included here IF they were involved in completing the ratings.

2. Next, select a role for each person from the drop-down list shown in Table 2 in the appendix.

First: Alice   MI: Last: Jones
Role: ECSE Teacher
[Add Person Involved]

3. After information for each person involved is entered, click on **"Add Person Involved"** to save each entry.

    [Add Person Involved]

    Note: Clicking on **"Add Person Involved"** displays the saved data in the name and role grids. Only the information which appears in the grids will become part of the database record. Enter as many people as needed.

    ○ To delete an entry, click on the **"Delete"** button next to the first name.

Delete	First	MI	Last	Role
Delete	Joe	-	Smoe	Assistant Director of Special Education Services

    ○ **DO NOT HIT "SUBMIT."** This is only for when the entire record is complete.

    Submit   Cancel

Family Information

Indicate how information was obtained from the family to include in determining the summary ratings about how the child functions **by clicking in the box beside all that apply**.

- Received in team meeting.
- Collected separately.
- Incorporated into assessment(s).
- Not included.

OUTCOME 1 - Positive Socio-Emotional Skills, including Social Relationships.

OUTCOME 2 - Acquiring and Using Knowledge and Skills.

OUTCOME 3 - Taking Appropriate Action to Meet Needs.

The district must provide a child outcome entry summary rating for **EACH of the three outcome areas.** The team determines the rating that indicates to what extent this child shows behaviors and skills related to this outcome, appropriate for his or her age, across a variety of settings and situations.

1. Click on the radio button number 1 to 7 that corresponds to the rating for each outcome as determined by the team.

2. Select the supporting evidence used to determine the summary rating from the drop-down list shown in Table 4 of the appendix. Supporting evidence must include one of the seven approved Curriculum-Based Assessments (CBA) for each outcome. Don't be concerned about which edition of an instrument was used. The seven approved CBA's are marked with an asterisk.

3. Enter a date for any supporting evidence documented in the COS. The date documented must be **the most recent date information was obtained**.

4. Enter a narrative in the **"Summary"** box that reflects the child's functional behaviors in relation to same-age peers for each outcome area.

5. Click on **"Add Supporting Evidence"** to save the entry. The responses will automatically be reflected in the **"Summary of Relevant Results"** grid.

> **Tip:** The supporting evidence used must be as current as possible to reflect maximum child progress, but not more than one year before the exit summary rating date.

Delete	Source of Information	Date	Summary of Relevant Results
Delete	* Assessment and Evaluation Programming System (AEPS)	10/15/2010	Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample)

○ Repeat above steps to add additional supporting evidence.

○ To delete an entry, click **"Delete"** next to the evidence entered.

○ REMEMBER to REPEAT these steps for each of the **three outcomes tabs**.

Question "B" in Each of the Outcome Areas

In the Question **"B"** section, indicate whether the child has shown any new skills or behaviors related to the outcome areas since the entry outcomes summary rating. **"Impossible Combinations"** are found in Table 5 of the Appendix.

○ If a child has the same rating at entry and exit or the rating at exit is higher than at entry, the answer to the skills question has to be **"yes."**

○ If the child has a lower rating at exit than at entry, the answer to the skills question may be **"yes"** or **"no"** depending on if the child has shown any new skills or behaviors between entry and exit related to this outcome.

○ Enter a narrative description of the progress made by the child, which is directly related to this outcome. This should include new skills information, not what is contained in the summary of relevant results.

3b. Has the child shown any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary?

New Skills: Yes

Describe Progress: He is doing well.
Specify new skills observed.

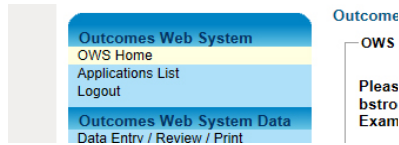○ REMEMBER to REPEAT these steps for each of the **three outcomes tabs**.

1. When all the correct data has been entered, click the **"Submit"** button.

Submit   Cancel

2. Exit the OWS by clicking on **"Logout"** from the left side navigation bar.

CHAPTER 3: Organizational Exit/Entry – Moving Between Districts

1. Select **"Data Entry/Review/Print"** from the left side navigation bar.

2. Enter the child's KIDS number in the space provided.
3. Select **"Get Child"** to bring up the child information.

Please note:

In the KSDE Authenticated Applications, there is an idle setting limit of 30 minutes after which you will be logged out of the application. Any data you have entered without saving or submitting will be lost. If you are actively using the application, entering, running a report or reviewing data, you will not be logged out.

If users exit the OWS program without completing the entry, the entry cannot be completed later. Each complete COS record must be entered and submitted at the same time.

Note: Children already in IDEA Part B services who have an initial COS rating and move from a one district to another must have each move entered into the OWS regardless of how long the child was in the district.

Child Information

The **"Child Information"** screen displays child's Core Data associated with the KIDS ID number entered. This information includes:

- KIDS ID
- Name: Last, First MI
- District
- Local Student ID
- DOB
- Age

Outcomes Data Entry / Review / Print

Child Information

Kids ID:	1234567891
Name:	Doe, Jane, M
District:	D0501
Local Student ID:	XXXXXXXXX
Date of Birth:	MM/DD/YYYY
Age:	4

Get History   **Cancel**

Tip: Check the information to be sure this is the correct child. If it is not the correct child, click on the **"Cancel"** button to go back to a blank **"Child Information"** page and re-enter a KIDS ID number. If this is the correct child, click on the **"Get History"** button.

History

If a child has been in IDEA Part B services, the **"History"** section of the OWS is displayed as shown. The **"History"** grid will be filled in with a history of any previous child outcome entry summary rating data (program entry) or exit summary rating data (program exit) entered, as well as any exits or entries from districts (organization exit or entry).

- To see the data entered for a particular entry date or exit date, click on **"View"** on the line of the data you want to review.

History

View	Summary	Org No	Part	First	MI	Last	DOB	Circumstance	Rating Dt	Service Dt
View										

[+] Create New Record

1. Select: **"(+) Create New Record"**

   ○ To reset the screen and exit child information, select **"Data Entry/Review/Print"** on the left side navigation bar.

   ○ Selecting **"Create New Record"** will allow the user to start a new record for a child that is moving from one district to another district. The next screen will have the area to enter a **"New Record."**
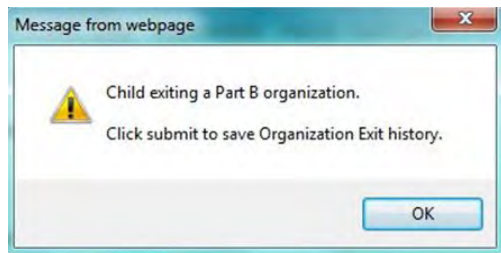
Organizational Exit

1. Enter the appropriate **"Circumstance"** - Child Exiting an Organization (district) not a Program (Part B) from the drop-down list.

2. Enter the last date of special education services provided by the exiting organization.

3. Enter the district number of the child for whom data is being entered in the **"Dist ID"** box.
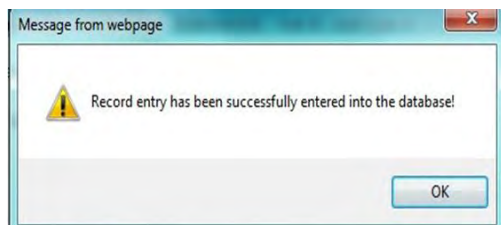

4. Select **"New Record."** A message box saying **"Child exiting a Part B organization. Click submit to save Organization Exit history"** will appear. Click on the OK button in the message box.

5. Select **"Submit"** to save the record. A message box will appear saying **"Record entry has been successfully entered into the database!"**

6. Click the **"OK"** button.

Organizational Entry

1. Enter the appropriate **"Circumstance"** - Child Entering an Organization (district) not Program (Part B) from the drop-down list.

2. Enter the first date of early intervention or special education services provided by the receiving organization.

3. Enter the district number of the child for whom data is being entered in the **"Dist ID"** box.

4. Select **"New Record."** A message box saying **"Child is entering IDEA Part B organization. Click Submit to save Organization Entry history"** will appear.

5. Click on the **"OK"** button in the message box.
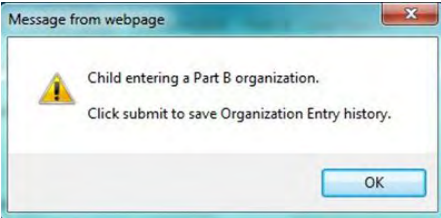
6. Select **"Submit"** to save the record. A message box saying **"Record entry has been successfully entered into the database!"** will appear.
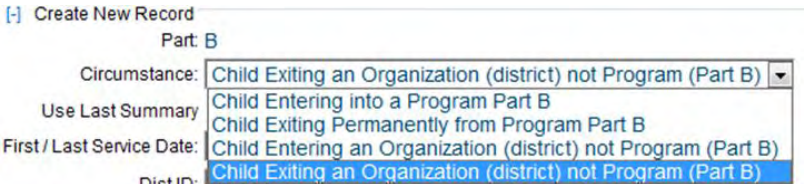

7. Click the **"OK"** button.

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OWS USER GUIDE
Appendix

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TABLE 2: Roles for Persons Involved in Completing the Summary Ratings

Assistant Director of Special Education Services

Assistive technology facilitator

Audiologist

Behavioral specialist

Childcare provider

Community preschool director

Community preschool teacher

Consultant (i.e., vision, hearing)

Counselor

Department of Children and Families Representative

Director of Special Education Services

Early Childhood Special Education (ECSE) Teacher

Early Childhood Teacher

Early Head Start Coordinator

Early Head Start Specialist/Home Visitor

ECSE Coordinator

Elementary School Principal

Family Service Coordinator

Family Supports/ Respite Care Provider

Head Start Administrator

Head Start Disabilities Coordinator

Head Start Teacher

Infant/Toddler Coordinator

Infant/Toddler Teacher

Mental Health Provider

Nurse

Nutritionist

Occupational Therapist

Orientation and Mobility Specialist

Paraeducator

Parent educator

Parent/legal guardian

Physical therapist

Physician

Psychologist

Sign language interpreter

Social worker

Speech language pathologist

Student teacher/ practicum student

TABLE 4: Required Curriculum Based Assessments for Child Outcome Summary Form Ratings

Organizations must use one of the following seven approved Curriculum-Based Assessments (CBA):

- Assessment and Evaluation Programming System (AEPS)
- Carolina Curriculum for Infants and Toddlers/Preschoolers with Special Needs
- Child Observation Record (High Scope)
- Desired Results Developmental Profile (DRDP)
- Hawaii Early Learning Profile (HELP)
- Teaching Strategies Gold (TS GOLD)
- Transdisciplinary Play-Based Assessment (TPBA2)
- Work Sampling System

> *Note:* The requirement for the CBA is waived for children with articulation-only speech concerns if the team can confidently rate the child a 6 or 7 in all three outcome areas on the basis of record review, interview, observation and screening.

TABLE 5: Impossible Combinations of Child Outcome Summary Form (COS) Responses

Item	If the COS rating at Time 1 is …	If the COS rating at Time 2 is …	If the answer to the new skills question is …	Explanation of why this combination of COS responses is impossible
1.	7 or 6	7 or 6	No	A **"no"** response to the new skills question means the child has not shown any new skills or behaviors related to the outcome between entry and exit. This combination of responses is impossible since a child has to have acquired new skills to receive a rating of age expected development (over the minimum time span, which is six months); children must acquire new skills over time to maintain age expected development.
2.	5	6 or 7	No	A **"no"** response to the new skills question means the child has not shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at time 2 means he/she acquired new skills.
3.	5	5	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating.
4.	4	5, 6 or 7	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at time 2 means he/she acquired new skills.
5.	4	4	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating.

Item	If the COS rating at Time 1 is ...	If the COS rating at Time 2 is ...	If the answer to the new skills question is ...	Explanation of why this combination of COS responses is impossible
6.	3	4, 5, 6 or 7	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at time 2 means he/she acquired new skills.
7.	3	3	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating.
8.	2	3, 4, 5, 6 or 7	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at Time 2 means he/she acquired new skills.
9.	2	2	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating.
10.	1	2, 3, 4, 5, 6 or 7	No	A **"no"** response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at Time 2 means he/she acquired new skills.

TABLE 6: Data Element Definitions

Data Elements	Definition	Data Entered
Add	Saves each entry for supporting evidence instrument, date and summary. Saves each entry for persons involved, first, MI, last name and role.	Click on Add to save each entry.
Age	Current age of the child when the record in the OWS is entered.	This field auto-populates based on the data from the KIDS assignment system for the child whose KIDS ID number was entered.
Child entering an organization not program IDEA Part B	When a child with an IEP is entering a district from another district.	Select **"Circumstance"** from the drop-down box.
Child exiting an organization not a program IDEA Part B	When a child leaves a district without being dismissed from IDEA Part B services. Includes moving to another district.	Select **"Circumstance"** from the drop-down box.
Circumstance	Indicates the purpose of the new record. Indicates whether a child entered or exited the IDEA Part B program or organization (district).	This field is completed based on the **"Circumstance"** selected when the new record was entered. Select one from a drop-down list: *Child Entering into IDEA Part B Services *Child Exiting Permanently from IDEA Part B Services
Collected separately	Information from the parents about how the child functions was received separately. Not part of a meeting or part of an assessment(s). This might include a home visit or use of a survey.	Click in the box beside all that apply.
Date	The month, day and year the supporting evidence was collected.	Enter month, day and year (MM/DD/YYYY)
Date of birth (DOB)	The month, day, and year on which the child was born as indicated on a birth certificate or other legal document (MM/DD/YYYY).	This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.
Date of rating	The date on which the ratings for the three outcomes was made, rather than the date of entry of COS into the OWS.	Enter the month, day and year (MM/DD/YYYY).

Data Elements	Definition	Data Entered
Describe progress	A narrative description of any progress the child made since the last outcomes summary.	At permanent exit from IDEA Part B services, enter a description of progress in the text box.
Dist ID	The district number of the child for whom data is being entered.	If the user has registered for only one district, that district number will automatically appear in the box. If the user is an IDEA Part B multi-user, the user will select the district number from the drop-down box of district numbers the user has been approved to enter data for.
DOB	Child's legal date of birth.	This field will auto-populate with the data from the KIDS assignment system for the child whose KIDS ID number was entered in this record.
Family information	Identifies how information was received from the family about how the child functions.	Click in the box beside all that apply: *Received in a team meeting. *Collected separately.*Incorporated into assessment(s). *Not included.
First, last, MI	The first name, last name and middle initial of each person involved in deciding the summary ratings.	Enter the first name, last name and middle initial of all of the people involved.
First/last service date	The first date of special education services when a child enters IDEA Part B services or a district. The last date of special education services when a child exits IDEA Part B services or a district.	Enter the first or last date of services, month, day and year (MM/DD/YYYY) as stated in the IEP.
Incorporated into assessment(s)	Information from the parents about how the child functions was received during the administration of assessment(s).	Click in the box beside all that apply.
KIDS ID	SSID number assigned to a child through the KIDS Assignment System. It is 10 characters in length.	Enter the KIDS ID number that is assigned to a specific child.
Legal first, middle, last name	Name given on the child's birth certificate or other legal document.	This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.

Data Elements	Definition	Data Entered
New record	Creates a set of data each time a student enters or exits a program or organization.	Data includes: IDEA Part B program; date of rating (if applicable); appropriate circumstance; and first/last service date.
New skills* Has the child shown any new skills or behaviors related to positive social- emotional skills (including positive social relationships) since the last outcomes summary?	Indicate whether the child has acquired any new skills since the last outcomes summary. When the child permanently exits the IDEA Part B program, the district will provide a description of relevant results to describe any new skills or behaviors since the last outcomes summary.	At permanent exit from IDEA Part B services, enter **"No"** or **"Yes"** to indicate if new skills or behaviors.
Not included	No information from the parents about how the child functions was included in determining the summary ratings.	Click in the box beside all that apply.
Org ID	A unique number assigned to the district (organization) by KSDE.	This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.
Organization number	A unique number assigned to each IT network and district by the state.	This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered in this record.
Parental permission for release of records to IDEA Part B	The IDEA Part C program must indicate whether they did or didn't receive parental permission for release of records to Part B.	The IDEA Part C program will indicate to Part B if there is or is not parental permission to release records to Part B.
Part	IDEA Part B program.	This field fills in automatically by the application accessed.
Part B	Special education services for eligible children ages 3 through 5.	IDEA Part B, automatically entered.
Part C	Early intervention services for eligible infants and toddlers ages birth through 2.	IDEA Part C doesn't use the OWS.
Persons involved in deciding the summary ratings	A list of all of the people who were involved in deciding the summary ratings and their role.	Enter the first name, last name and middle initial of all of the people involved. Select a role for each person from the drop-down list.
Rating date	Date of the rating of the three outcomes.	This field is filled in with the date entered into the new record.

⊙

Data Elements	Definition	Data Entered
Received in a team meeting	Information from the parents about how the child functions was received at a meeting, which could be an IEP meeting, a transition meeting or a meeting to determine summary ratings for the three indicators.	Click in the box beside all that apply.
Recent history grid	Individual child record of all program entry and exit summary data and all moves between networks and moves between districts (organizations).	This grid fills in automatically from data entered into the **"New Record"** for a child entering or exiting a program or organization.
Role	The role or position of each person involved in deciding the summary ratings.	Select a role for each person from a drop-down list or select **"Other"** and enter the appropriate role of the person. See Table 2.
Service date	Date of the first service provided per IEP when child enters program or organization. Date of the last service provided when child exits program or organization.	This field is filled in with the date entered into the new record.
Summary of relevant results	A narrative summary of the relevant results of the assessment data.	Enter a narrative summary of up to 500 characters in the text box.
Summary, No	No, if no COS data was entered for this record.	Yes or No is automatically generated.
Summary, Yes	Yes, if a COS data was entered for this record.	Yes or No is automatically generated.
Supporting evidence	The assessments data, including tests, interviews (including parents and other caregivers), observations and record reviews that were used to determine the summary rating.	Select all that apply from a drop-down list and enter supporting evidence (see Table 3). Click add to save entry.
View	When you click on **"View,"** you will see the complete record summary for the child if a summary is available.	Click on **"View"**.

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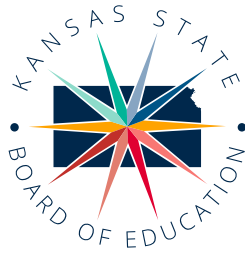
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Topeka, Kansas 66612-1212

(785) 296-3203

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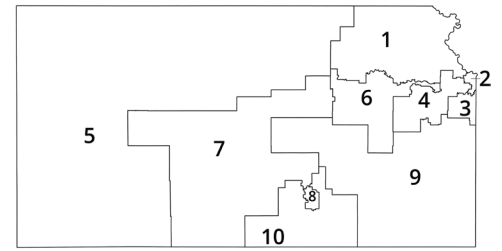
DISTRICT 1
Danny Zeck
dzeck@ksde.org

DISTRICT 2
Melanie Haas
Chair
mhaas@ksde.org

DISTRICT 3
Michelle Dombrosky
mdombrosky@ksde.org

DISTRICT 4
Ann E. Mah
Legislative Liaison
amah@ksde.org

DISTRICT 5
Cathy Hopkins
chopkins@ksde.org

DISTRICT 6
Dr. Deena Horst
Legislative Liaison
dhorst@ksde.org

DISTRICT 7
Dennis Hershberger
dhershberger@ksde.org
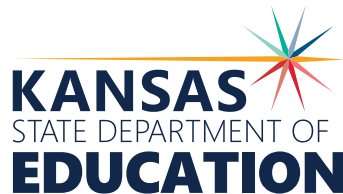
DISTRICT 8
Betty Arnold
barnold@ksde.org

DISTRICT 9
Jim Porter
Vice Chair
jporter@ksde.org

DISTRICT 10
Jim McNiece
jmcniece@ksde.org

KANSAS STATE DEPARTMENT OF EDUCATION

900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.org

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Jan. 13, 2023

For assistance with Child Outcomes
information contact:

Julie R. Rand
ECSE Consultant
Early Childhood
(785) 296-1944
jrand@ksde.org

For assistance with the KSDE web
application registration:

KSDE Help Desk
(785) 296-7935
helpdesk@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

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