

## **Reporting Child Outcomes Information to the State**

Within 30 school days of the beginning of the receipt of services (entry), a child must be assessed on all three child outcomes. That child must also be assessed again 30 days prior to program exit or age **six** whichever comes first (exit). There are several steps each service provider and districts must take in order to collect, summarize and report outcomes data for all eligible children.

### **Step 1:**

Assess the child using the tool that is part of your district's state-approved assessment map (Appendix F). If a district decides to change assessment tool(s), the Michigan Department of Education (MDE) should be informed of the change.

### **Step 2:**

Use guidance provided by the tool's creator (or the translation guide in this manual, Appendix A) to change raw scores on the assessment tool to a 7-point scale score. The assessment score along with the decision tree, professional expertise and conversations with families will provide a rating number to report data on all three child outcomes at entry and exit.

### **Step 3:**

- At entry and exit, enter the assessment tool used.
- At entry and exit, give a rating of 1-7 for all three outcomes; (1) Positive Social – Emotional Skills, (2) Acquisition and Use of Knowledge and Skills and (3) Use of Appropriate Behaviors to Meet Needs; and enter into the Michigan Student Data System (MSDS) or an online system that feeds into MSDS.
- At exit ONLY, answer yes or no to progress question B for each outcome. You still need to enter a 1-7 rating. An exit rating should be given to all children who receive at least six months of consecutive service.