

TIPS FROM COHORT 1 & 2 SERVICE AREAS:

REGARDING THE RATINGS PROCESS:

- It was helpful to us to concentrate on just the outcomes the first day we did ours.
- Use your knowledge of normal child development and make sure that you communicate this knowledge to the parents when collecting the data from them.
- Incorporate the process into what you already do.
- Don't stress about this. It is quite easy and really is not as time consuming as it may seem to be when looking at it on paper or in a training.
- I found using the "cheat sheet" to be helpful. As we enroll children into Early On, I complete this sheet right away and then hold the sheets in a pile until I receive their EETRK Code (Child ID field) and have time to submit all of the data on line.
- After submission, I put the cheat sheet in the child's file for future reference if the need should arise.
- Streamline your process-help staff understand the advantages to collecting this data.
- I think this is much easier to do if the rater has actually done the assessment.
- Don't worry.
- Just get familiar with the cheat sheet and you will be just fine.
- Don't stress out about it, after the training we felt so much better.
- Remember to give the Handbook to your staff members who weren't at the training.
- Communicate openly and frequently with your stakeholder/service provider group.
- Be sure you have an exhaustive list of the tools used in your system. Having a crosswalk available for each tool makes the decision making process much easier.
- I think that the training gave us adequate information, and we always knew that help was just a phone call away.
- We gather the parent and staff input at the IFSP meeting when the IDA results are explained and fill out our Child Outcome Summary Forms at the IFSP meeting.
- We laminated the explanations of the three outcomes and the ratings and we bring them with us to the IFSP meeting.
- Be sure you are using the most updated training materials.
- All families are not able to give as much input as we would like – get over it!!
- Include the ratings in your planning schedule along with due dates.
- Look at IDA (or other assessment) results ahead of time so you can incorporate them into your data.
- The actual process is not as complicated as it seems at first.
- Use the resources at the ECO Center website.
- The process has helped us look at outcomes and planning in a more “function focused” way.

REGARDING DATA HANDLING AND ENTRY

- Be consistent with entering data – keep it entered on a regular basis.
- The online version of the COSF is very efficient and self explanatory.
- Record your data on the Cheat Sheet and then enter online.
- Try to have a single data entry person.
- We use the same data person who enters our EETRK data for the child outcomes data. They can quickly find demographic data if it is missing from the Cheat Sheet.
- Keep a running list of children that need to have data collected and entered (not all children will be included because of the timeline to start data collection).
- Keep track of the forms that you have entered (can be on the same running list).
- Have the data entry person request a COSF for every Entry, Annual, and Exit IFSP that they receive for entry into EETRK/Mi-CIS.
- The data entry system is very user friendly.
- Use the PRINT option in the online database; it can help you keep track of who you entered.
- Look up the data on the Cheat Sheet in EETRK/MI-CIS before entering, to make sure it matches and is accurate. Name spellings, DOB, child ID number, IFSP signature date, etc.