

## SPP Indicator 7: Early Childhood Outcomes Frequently Asked Questions (FAQs)

### General SPP 7 and Child Outcome Summary Form (COSF) Questions

1. Once the progress data has been recorded on the COSF and the data has been entered into the online SPP 7 application, what is done with the paper version of the COSF?

*A copy of the [COSF](#) should be retained by the local education agency (LEA).<sup>1</sup> It is recommended that a copy be placed in the child's special education eligibility folder. If the child moves to another LEA within the state, the IEP team may use the previous COSF for additional information on the child.*

2. Do we have to use the paper COSF or can the data be entered directly into the SPP 7 application?

*Yes, a paper copy of the COSF should be completed and retained.*

3. When the guidance states "...placed in the Early Childhood Special Education (ECSE)".....is that in reference to children placed in the classroom typically referred to as the "ECSE room" and are coded "44 or 45" OR any 3-, 4-, or 5-year-old child with an individualized education program (IEP), regardless of placement determination and/or disability category?

*ECSE refers to the special education program for 3-, 4-, or 5-year-old children with disabilities. The use of that term in this context does not refer to a particular room, placement, disability category, or code. Children with a disability coded 00 or speech only should have a COSF Entry and Exit if they meet the definition.*

4. Are LEAs allowed to collect data on a sample of children?

*No. LEAs must submit data for all 3-, 4-, or 5-year-old children with disabilities in ECSE who meet the criteria for Entry and Exit found in the **Guidance on Entry and Exit Data Collection and Submission** document posted on the Texas Education Agency's [General Information – SPP Indicator 7](#) webpage.*

5. What are the criteria for Entry and Exit for children age five who are in kindergarten?

#### **Entry**

*If a 5-year-old child is determined eligible to receive ECSE, Entry is defined as the date the child begins receiving ECSE as documented on the child's IEP.*

#### **Exit**

*If a 5-year-old child turns six after September 1 of the current school year and the IEP committee has determined the child will continue receiving ECSE, the assessment must be conducted and results recorded on the COSF not earlier than 30 school days before the child exits ECSE. The IEP committee may make the decision that the exit COSF should be completed at the end of the school year.*

*If a child turns six after the end of the school year, but before September 1 of the subsequent school year, the assessment must be conducted and summarized and progress on the three outcomes should be recorded on the COSF and entered into the online SPP7 TEAL application during the last 30 school days of the regular school year. \*See Question 29 for ESY.*

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<sup>1</sup> LEA = district or charter school

**6. Can the LEA complete the rating portion of the COSF at the IEP committee meeting?**

*Yes. The LEA may complete the rating portion of the Entry or Exit COSF prior to or immediately following an IEP committee meeting. It is also appropriate to integrate the child outcome measurement into the IEP process by documenting supporting evidence for the COSF throughout the IEP process.*

**7. Do LEAs complete the COSF for the children with services plans who are served in a private school?**

*LEAs should only collect data on 3- and 4-year-old children who are dually enrolled and who meet the criteria for Entry and Exit found in the **Entry and Exit Data Collection and Submission** document posted on TEA's [General Information – SPP Indicator 7](#) webpage.*

**8. Should the LEA report data on the COSF for a 5-year-old child who became eligible to receive ECSE in March and turns six in April?**

*No. The child would be ECSE services for less than six months.*

**9. If a child withdraws and moves to a new LEA, can the previous LEA share the child's COSF with the new LEA?**

*Yes. It is recommended that a copy of the COSF be placed in the child's special education eligibility folder. The new LEA will need to complete a new Entry COSF and enter data into the online SPP 7 application in TEAL.*

**10. Who should be included on the team completing the COSF?**

*When selecting members of the rating team, LEAs should choose individuals who are familiar with the child's functioning in the outcome areas across a variety of situations and settings. Educational professionals and the parents will work together to complete the COSF. The [Early Childhood Technical Assistance \(ECTA\) Center](#) has resources concerning the COSF process that can be consulted.*

**11. Who completes the COSF for students with speech impairments (SI) who are served in the regular early childhood program?**

*The team completing the COSF would need to include the parent and other educational providers (e.g., Speech-Language Pathologist) who are familiar with the child's functioning in the outcome areas.*

## **Entry and Exit Questions**

### **ENTRY SPECIFIC QUESTIONS**

**12. What date should be used when recording Entry data on the COSF?**

*The date the child begins receiving ECSE should be used. For children, birth to age three, who receive services for auditory impairments (AI) and/or visual impairments (VI) from LEAs, see Question #14.*

**13. Do we collect Entry Data at age three on children who receive AI and/or VI services from LEAs from birth to age three?**

*The rating team will complete the COSF using assessment data reflecting the child's current functioning levels upon enrollment of the child with an auditory and/or visual impairment in an ECSE program at age three.*

- 14. For LEAs that rely on ECI assessments for the Entry COSF data, how should they handle the back-date assessment portion of their data entry?**

*If the LEA uses ECI assessments for special education eligibility, the date on the COSF will be the date the student begins ECSE.*

- 15. A child was receiving services as a 3-year-old during the previous school year and was withdrawn from the LEA. This student returned as a 4-year-old and re-enrolled in the same LEA in January of the next school year. Must an Entry COSF rating be completed within 30 school days of re-enrollment?**

*A new Entry COSF rating scale may be completed. However, if an Entry COSF exists in the SPP 7 online application for the child, the LEA does not need to complete another Entry COSF. The application only allows each child to have one Entry record per LEA.*

- 16. How many entry and exit records can a child have listed in the SPP 7 online data application?**

*The online, SPP 7 data collection application allows a child to have only ONE Entry record per LEA and only one exit record per child. Once a child has an Entry and Exit record in the system (i.e., completed and submitted) the SPP 7 application will not allow another Entry or Exit entry to be recorded in the system for that student.*

- 17. If an IEP committee meeting was held months prior to the service provision start date (e.g., IEP meeting in May, ECSE starts in August), is the Entry date the date the child first received services?**

*Yes. The Entry date is the date the child begins receiving ECSE.*

- 18. Is the Entry data required for all children receiving services or only those new to the program?**

*LEAs should report data on children who meet the criteria for Entry and Exit criteria found in the **Entry and Exit Data Collection and Submission** document posted on TEA's [General Information – SPP Indicator 7](#) webpage.*

- 19. Is entry based on the child's chronological age or at a certain point in time (e.g., child's birth date or September 1st)?**

*Entry is based on when the child begins receiving special education services (i.e., enters an ECSE program) for the first time in the LEA and not on a specific date in time like September 1st or when the child turns 3, 4, or 5 years old.*

- 20. If there are less than 30 days before the end of the school year when a child begins receiving ECSC, does the COSF need to be completed?**

*A COSF must be completed if all assessments have been done, parent input has been gathered, and the rating team has a chance to meet and complete the COSF. It is recommended the COSF be completed as soon as possible after the child enters ECSE.*

- 21. How soon after the child begins to receive services or transfers into the LEA will Entry data need to be collected?**

*Entry data should be recorded within **30 school days** after the child begins receiving ECSE.*

**22. Can exit data from ECI be used for COSF Entry data for preschool services?**

*Yes. It can be used as one of the sources of information for the COSF.*

**EXIT SPECIFIC QUESTIONS**

**23. What date should be used on the COSF when recording Exit data?**

*The last day the child received services in ECSE should be used when recording Exit data on the COSF.*

**24. Is Exit data recorded on the same COSF that contains the child's Entry data?**

*No. A second COSF must be used to record the Exit data. All students who exit from the program will have two completed COSFs in their special education eligibility folder.*

**25. Do we complete questions A (i.e., top portion of the COSF) and B (i.e., bottom portion of the COSF) for exit?**

*LEAs must complete questions A and B on a second COSF. All students who exit from the program will have one completed Entry COSF and one completed Exit COSF in their special education eligibility folder.*

**26. When collecting Exit data, how long does the LEA have to complete the COSF rating after a child has stopped receiving services and exited the program?**

*The COSF should be completed as soon as possible after the student is no longer receiving services.*

**27. Does the six months of consecutive service include extended school year (ESY) services?**

*No. ESY is not included when calculating the consecutive months of service.*

**28. When are Exit data collected on the child who turns six in July or August?**

*If a child turns six after the end of the school year, but before September 1 of the subsequent school year, the assessment must be conducted and summarized and progress on the three outcomes should be recorded on the COSF and entered into the online SPP7 TEAL application during the last 30 school days of the regular school year. The assessment must be conducted, ratings completed, and results reported prior to ESY.*

**29. How many Exits can a child have recorded in the SPP 7 application?**

*In the SPP 7 application, a child can only have ONE Exit record. Once a student has an Entry and Exit record in the system (completed and submitted) the SPP 7 application will not allow another Entry or Exit entry to be recorded for that student in the same LEA.*

**30. What happens to the Entry record of students who leave a campus and never have an Exit record completed?**

*Beginning in the 2015-2016 data collection period, all students who meet the criteria for exiting must have an exit reason recorded in the data collection prior to certification and submission.*

**31. Will the campus be held accountable for a student with an Entry completed, but no Exit record?**

*The LEA will be held accountable for reporting all children who meet the Entry and Exit criteria.*

## TEAL ID Questions

32. My TEAL request to access the SPP 7 application as the District Certifier was denied. The reason for denial states that there is “only one certifier per LEA allowed”. What does this mean?

*This reason indicates there is a person who is currently identified as the District Certifier. If the person established as the certifier has left that position or the LEA, that role will need to be revoked by the superintendent before a new certifier can be approved and have access. The superintendent must log into their TEAL account and revoke the role of the previous certifier. Additional information concerning TEAL applications can be found on the [Account Access for Educators](#) webpage.*

## Shared Services Arrangement (SSA) Questions

33. What is the SSA’s role and responsibilities in member LEA data collection?

*Special education directors of SSAs have a responsibility to assist member LEAs in collecting the data and determining who is responsible for reporting the data in the SPP 7 application. SSA special education directors must certify data for all member LEAs.*

34. Does the SSA need a TEAL ID for each member LEA?

*No. Certifiers for SSAs need only one TEAL user ID and password to access all member LEAs. The TEAL account for the SSA’s fiscal agent will allow Certifiers to enter and certify data for all member LEAs in the SSA. To see all member LEAs in the dropdown menu of SPP 7, the user should log into their TEAL account using the username and password of the fiscal agent. If a district certifier cannot see their member LEAs in drop down, direct them to verify that they are logging into TEAL with the username and password of the fiscal agent.*

**New SSA Certifiers:** *Apply for one account that is associated with the fiscal agent. The Certifier for the SSA fiscal agent will see all SSA member LEAs after logging into their account.*