



State Intermediate Educational Unit
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CDS Administrative Letter Number 14

DATE: February 4, 2009

TO: CDS Regional Board Chairs, CDS Site Directors, CDS State Level Advisory Board

FROM: David Noble Stockford, Policy Director and Team Leader
Debra Hannigan, CDS State Director

RE: CDS Procedures for Measuring Child Outcomes

Note: This letter is a revision to and replaces Administrative Letter # 2 (3.15.07)
<http://www.maine.gov/education/speced/cds/adminltrs/ltr2cosf.pdf>

Department of Education staff and CDS regional site staff are charged with measuring outcomes for children aged birth-5 receiving services under IDEA.

According to Public Law 108-446, the Individuals with Disabilities Education Improvement Act of 2004 (IDEA), 20 USC 1416(a)(3)(A) Performance Indicator #3 for infant and toddlers, and #7 for preschoolers, require states to report annually the progress of children with IFSPs/IEPs in the following areas:

- Positive social-emotional skills (including social relationships);
- Acquisition and use of knowledge and skills (including early language/communication)
- Use of appropriate behaviors to meet their needs

Effective as of the date of this letter, the Department approved and updated Child Outcome Summary Form (COSF)
<http://www.maine.gov/education/speced/cds/COSF/index.html> and must be used by IFSP/IEP teams to measure the child outcomes listed above. Completed forms must be submitted electronically to Pat McAtee by the 15th of each month with the subject line *COSForm*. Forms must be completed with the new form and/ submitted electronically. The previous version of the forms will not be accepted nor will forms be accepted that are sent paper copy to the CDS State IEU. and will be returned to the sender.

If you are completing a follow up COSF on a child you must indicate if there was progress made or not made. If this section of the form is not complete form will be electronically returned to the sender for completion.

The Department approved guidelines for the COSF are available at
<http://www.maine.gov/education/speced/cds/COSF/index.html>.

For questions about these forms or for assistance, contact Pat McAtee at 624-6660
Pat.Mcatee@maine.gov or Janna Gregory at Janna.Gregory@maine.gov.