

COSF Review Homework
AR COSF Review Webinar Series
1-27-10

Reviewing actual COSFs helps individuals become more familiar with the quality indicators for completed COSFs and for documenting supporting evidence in the summary of relevant results. It also provides an opportunity to identify specific issues that require further clarification or practice. Occasionally conducting quality reviews of COSFs as a part of routine practice will improve the quality and meaningfulness of the data. This homework assignment is designed to help you become familiar with a process for conducting these reviews.

Please complete the following steps by **Tuesday, February 2nd at noon**. Most people report that this after reviewing the resources in step 2, the COSF review takes approximately an hour.

1. Select one COSF to review.
 - COSF reviews can be done in pairs with individuals reviewing each other's COSF and discussing what they observe or individuals can review their own COSF forms
 - Select a form that seems pretty typical of how most of your COSFs are completed
 - Over time, it is useful to review forms that represent the diversity of children you serve. Try to include children with different ages, with different types of disabilities, and where the teams or process for completing the COSF was different

2. Review the following resources.
 - Guidance for reviewing a completed COSF, available at:
http://www.fpg.unc.edu/~eco/assets/pdfs/Guidance_for_reviewing_COSFs.pdf
 - One page summary of guidance for documenting supporting evidence for the rating in the summary of relevant results, available at:
http://www.fpg.unc.edu/~eco/assets/pdfs/Documentation_Key-Mecklenburg.pdf
 - More detailed information on guidance for documenting supporting evidence for the rating is also available at:
http://www.fpg.unc.edu/~eco/assets/pdfs/COSF_documentation-supporting_evidence_activity.pdf
 - The most recent version of the COSF decision tree, available at:
http://www.fpg.unc.edu/~eco/assets/pdfs/Decision_Tree.pdf
 - COSF review survey questions (attached to the email from Jana 1-27-10)

3. Review the COSF
 - Read and answer each of the questions on the guidance for reviewing a completed COSF. Take notes about what you find during the review
 - During the review, focus only on what is written on the COSF, even if you know additional information about the child
 - Be sure to write down any questions you have about the review process or the COSF itself

4. Fill out the short survey questions at
http://uncodum.qualtrics.com/SE?SID=SV_bymc6EoVeOTtUeE&SVID=Prod

We recommend that you repeat this process with several COSFs, if at all possible.