

## BWEI Child Outcomes Summary Form Instructions

### **Demographics:**

1. Indicate whether the rating is for entry, annual IFSP, or exit.
2. Fill in the child's name and date of birth.
3. Include the date the rating is determined.
4. Include the names of anyone involved in the rating process:
  - a. Those individuals determining ratings should be experienced in understanding typical child development, as well as delayed development.
  - b. At entry, the IFSP team can determine the ratings.
  - c. At exit, a team or the person providing services to the child--who knows the child well--can determine the ratings.
  - d. At the discretion of the provider, a family member may or may not be an active participant in the rating determination.

### **Outcomes:**

1. Check all boxes that indicate the sources of information used to determine ratings.
2. Write a short rationale statement such as "J. walks two steps but isn't able to walk to a desired toy" to explain the reason for choosing the rating number.
3. Circle the number that indicates where the child is functioning. See scoring explanation.
4. For ongoing or exit rating: check "yes or no" to indicate whether the child has gained *any* new skills or behaviors since entry.
5. Repeat for each outcome indicator.

### **Parental/Family Involvement in Outcome Data Collection:**

Getting family input about the child is essential in assessing and determining eligibility. Inform parents of the outcomes measurement process using the state provided information:

1. As with all activities in early intervention, family involvement is expected and families may want to choose the level of involvement.
2. Programs decide how to involve families.

### **Outcome Data Entry in BTOTS:**

Entry and exit ratings for the three outcome indicators are required to be entered in BTOTS; entering ratings from annual IFSPs is optional. For all ongoing and exit ratings, the question "Has the child shown any new skills or behaviors related to one of the outcomes since the last outcomes summary?" must be answered "yes" or "no" for all outcome indicators. Only responses for the exit ratings must be entered in BTOTS.

| <b>Data Collection Point</b> | <b>Data Entry in BTOTS</b>  |
|------------------------------|---|
| Entry                        | Within 20 days of date of initial IFSP or reaching six months chronological age |
| Annual IFSP                  | Optional data entry   |
| Exit                         | Within 20 days of date of exit  |