



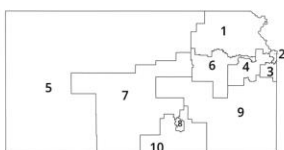
EARLY CHILDHOOD

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# Outcomes Web System (OWS) User Guide



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[www.ksde.gov/board](http://www.ksde.gov/board)



## SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

## OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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## MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

## VISION

Kansas leads the world in the success of each student.

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Kansans Can

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*Kansas leads the world in the success of each student.*

July 1, 2025

# OWS USER GUIDE

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# Introduction

## What is the Outcomes Web System?

State administrators responsible for early intervention services Part C of the Individuals with Disabilities Education Act (**IDEA**) and preschool disabilities services Part B Section 619 of IDEA have certain reporting requirements to the United States Department of Education Office of Special Education Programs (**OSEP**). Part B Indicator 7: Preschool Outcomes measures the percentage of preschool children ages 3 to 5 with Individual Education Plans (**IEPs**) who demonstrate improved:

- A. Positive social-emotional skills, including social relationships;
- B. Acquisition and use of knowledge and skills including early language/ communication and early literacy; and
- C. Use of appropriate behaviors to meet their needs.

OSEP uses information from the State Performance Plan/Annual Performance Report (**SPP/APR**), along with information obtained through monitoring visits and any other public information, to annually determine if the state meets requirements and purposes of IDEA.

**The Outcomes Part B Web System (OWS)** is the online data collection system that Kansas uses to collect the assessment data to measure this requirement. Programs enter information into the OWS as children enter and exit IDEA Part B Services. State administrators report this data as required by OSEP for Part B Indicator 7.

A playlist of seven short videos demonstrating how to use different aspects of the Outcomes Part B Web System (**OWS**), along with other resources, are available on the [Kansas State Department of Education \(KSDE\) TASN Early Childhood Special Education website](https://ksdetasn.org/ec/indicator-7-early-childhood-outcomes).<sup>1</sup>

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<sup>1</sup> KSDE TASN website: <https://ksdetasn.org/ec/indicator-7-early-childhood-outcomes>

## Quick Facts

### Kansas Individual Data on Students (KIDS)

- KIDS is a student-level data collection system.
- Batch files are uploaded to KIDS - no direct data entry.
- State Student Identification (**SSID**) numbers are generated and assigned to each child based on core data that makes each child unique (first name, last name, date of birth, etc.)
- KIDS is considered to be the master data system for a child's data, no other system has the same level of authority as KIDS.
- Visit [kidsweb.ksde.gov](https://kidsweb.ksde.gov) for more information about the KIDS system.

### Outcomes Web System (OWS)

- Collects Early Childhood Outcomes data to measure Part B Indicator 7.
- Each child must have a KIDS SSID number **before** data can be entered into OWS. KIDS SSIDs can be obtained through the district office KIDS coordinator, who can look up a KIDS ID or enter a KIDS Assignment (**ASGT**) via KIDS Collection to assign a KIDS SSID.

## KSDE Technical Assistance and Contact Information

### OUTCOMES PART B WEB SYSTEM (OWS)

Angel Spann  
(785) 296-8965  
[angel.spann@ksde.gov](mailto:angel.spann@ksde.gov)

### KSDE WEB APPLICATION REGISTRATION

KSDE Help Desk  
(785) 296-7935  
[helpdesk@ksde.gov](mailto:helpdesk@ksde.gov)

## OWS USER GUIDE

# Key Points

## Using the System

- **KIDS ID for Child:** Each child must have a Kansas Individual Data on Students (**KIDS**) state student identification (**SSID**) number before data can be entered into OWS. Visit [kidsweb.ksde.gov](http://kidsweb.ksde.gov) for more information about the KIDS system.
- **Users must register for access:** All users must register for the Outcomes Part B application through the Kansas State Department of Education (**KSDE**) Authenticated Web Applications and be approved by their special education director and KSDE.
- **Session Reset after 30 minutes:** The OWS has a session setting of 30 minutes. The server will time out after 30 minutes of inactivity and all data will be lost. Click on a button or link that causes server activity to reset the 30-minute window.

## Definitions

- **Outcomes Web System (OWS):** refers to all fields in the web application, called Outcomes Part B.
- **Child Outcomes Summary (COS):** The rating scale developed by the National Early Childhood Outcomes Center.
- **The term “program”:** IDEA Part B services delivered through the local school district, special education interlocal, or special education cooperative.
- **The term “organization”:** A specific district, including cooperatives and interlocals.

## Entering Data into OWS Application

- **When can data be entered:** COS rating data can be entered into the OWS prior to the first date or after the last date of service as long as the actual dates of service are recorded in the appropriate place. The rating dates must be prior to that date. For Part B of IDEA, the child’s first date of service in the OWS application must be on or after the child’s third birthday. The last date of service must be prior to their sixth birthday.
- **Services before child’s third birthday:** KSDE understands that children are sometimes served before their third birthday in IDEA Part B services. This practice shouldn’t change. However, the OWS will only accept a first date of service on or after the child’s third birthday.

## Timelines

- **When to determine ratings:** Ideally, child outcomes entry ratings are determined during the Individual Family Service Plan (**IFSP**) or Individual Education Plan (**IEP**) process. Ratings must be determined within 30 days of the first service date per the IFSP/IEP.
- **Time “within a program” includes all collective time receiving services:** All children entering IDEA Part B services must have child outcome entry summary rating data entered in the OWS if they can be in the program for at least six months. Remember, the six months in a program is defined as the entire time a child is in Part B, not just the time a child is in a specific organization or district.
- **Receiving services for less than six months:** If a program knows a child will receive services for less than six months, i.e., identified as needing services in December of the year they will enter Kindergarten in September, a program entry record should not be entered into the OWS application. If there is any doubt that the child will leave within six months, it is highly recommended that an entry rating for that child be entered into OWS.
- **Exits prior to six months of services:** If a child has an entry COS completed, then exits IDEA Part B services permanently prior to receiving services for six months, the OWS application will not allow exit summary ratings to be entered. Only the circumstance, rating date, District ID and last date of service can be recorded in the OWS application. In that case, we suggest that exit assessments and ratings should be filed in the child’s IEP records.

## Program (Permanent) Exits

- **Child must be entered in OWS to exit:** The OWS won’t allow child exit data on a child without entry data present in the system.
- **A permanent (Program) exit is considered when:**
  - Transitioning from preschool services to kindergarten.
  - A child is in IDEA Part B preschool program and turns age 6.
  - Child has exited and no longer requires IDEA services.
  - Moved out of state.
  - Child is withdrawn by parent or guardian.
  - Child is deceased.

## Moving Between Districts

Once a child has an entry Child Outcome Summary (COS) completed, each move into or out of an organization is to be entered into the OWS regardless of how long he/she was in the exiting district or how long he/she could be in the new district.

## Reviewing Data for Accuracy

**School year and data verification period:** The data entry year is from July 1 through June 30 of each calendar year. The OWS application is open for data correction after July 1 through September 15 of that calendar year.

## OWS Data Entry Schedules

### June 30

Last date for submitting:

- **Child outcome entry summary rating data** to KSDE for all newly identified children entering IDEA Part B services.
- **Exit summary rating data** for children permanently exiting IDEA Part B services between July 1 and June 30 of the current year.

### July 1 – Sept. 15

Data verification occurs during this period.

## OWS USER GUIDE

# Registering for Access

## User Login for KSDE Web Applications

Individuals who do not have access to KSDE web applications need to register. Visit [www.ksde.gov](http://www.ksde.gov), click Data & Reporting from the top of the page, and select **"Authenticated Applications"** access the following web address: <https://apps.ksde.gov/authentication/login.aspx>.



### User Login for KSDE Web Applications

#### Common Authentication Login

User Name:

Password:

[Forgot password?](#)

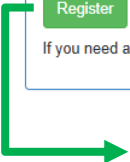
#### Need Assistance?

|                                                                                                                                         |                                                                                                                     |                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <b>General Help</b><br><a href="mailto:helpdesk@ksde.gov">helpdesk@ksde.gov</a><br>(785) 296-7935                                       | <b>KN-CLAIM Support</b><br><a href="mailto:cnwapplications@ksde.gov">cnwapplications@ksde.gov</a><br>(785) 296-2276 | <b>KCCMS or Pathways Support</b><br><a href="mailto:pathwayshelpdesk@ksde.gov">pathwayshelpdesk@ksde.gov</a><br>(785) 296-4908 |
| <b>KESA Support</b><br><a href="mailto:myron.melton@ksde.gov">myron.melton@ksde.gov</a> - Myron Melton<br>(785) 296-8110 - Myron Melton |                                                                                                                     | <b>KEEP Support</b><br><a href="mailto:ann.yates@ksde.gov">ann.yates@ksde.gov</a> - Ann Yates<br>(785) 296-5140 - Ann Yates    |

#### New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)



Click this button if you have never registered for district-wide access.

On the Registration page, enter your contact information (first name, last name, phone number and email address). Next, select the organization and building. For IDEA Part B services, the organization will be the **“Home district”** provided by the special education director or early childhood contact. This district will be where you are physically located. The OWS is a district-level report. For this reason, select **“ALL BUILDINGS”** in the building drop-down list.

### KSDE User Registration Form

[Back to Login Page](#)

\* Indicates required field.

Please enter your contact information:

|                 |                      |
|-----------------|----------------------|
| First Name:*    | <input type="text"/> |
| Last Name:*     | <input type="text"/> |
| Phone #:*       | <input type="text"/> |
| Email Address:* | <input type="text"/> |

Please select the organization and building that you belong to:\*

Organization:  Building:

A list of available applications is now displayed. Scroll down to **“Outcomes Part B”** and select the checkbox in the first column to choose that application.

Please select the applications that you would like to access:\*

| Application Name                                                      | Application Access Level                   |
|-----------------------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> AMOSS - Academic Measures of Student Success | District                                   |
| <input type="checkbox"/> Annual Statistical Report(18E)               | District                                   |
| <input type="checkbox"/> Assessment and Accountability Communications | District                                   |
| <input type="checkbox"/> Outcomes Part B                              | EC Part B User<br>EC Part B Multi Org User |
| <input type="checkbox"/> Outcomes Post School                         | Post Sch User<br>Post Sch Multi Org User   |

From the Application Access Level column, click on the level appropriate for you. Choose either **EC Part B User** for single districts or **EC Part B Multi Org User** for access to more than one district. Appropriate permission must be given to the user by the Special Education Director of the Coop/Interlocal to select Multi Org User.

## Login ID

Enter a login ID and password. You determine your login ID. Do not use spaces. You will also determine your password using the password requirements that are shown on the screen.

Please enter a login ID and password.

Login ID:\*

Password:\*

Confirm Password:\*

Please enter a password that contains at least 8 characters and at least one uppercase letter, one lowercase letter, and one number or special character.

**Tip:** You will need to remember the login:

1. Login ID
2. Password
3. Security Question and Answer
4. Birthdate that you entered

KSDE does not store this information for you.

## Security Questions

When registering for any application, you are required to provide two pieces of security information. These are used to help retrieve your password if you forget it or to make any subsequent changes to your login once it has been established. First, enter your birthdate following the format shown on screen. Second, enter a security question and answer. When you have completed all required information on the registration form, click the **“Submit”** button at the bottom of the screen.

### IN CASE YOU FORGET YOUR PASSWORD:

Enter your birthdate, then choose a question to which only you know the answer and which has nothing to do with your password. If you forget your password, we'll verify your identity by asking you to enter your birthdate and the answer to this question:

Birthdate (MM/DD/YYYY):\*

Question:\*

Answer (this field is case-sensitive):\*

Submit

If all data on the registration form are valid, you will get a message that says, **“thank you for registering.”** The registration will be verified using the list of names given to the KSDE Early Childhood Special Education Help Desk (Angel Spann) by the Local Education Agency (LEA). You will receive an email when your access request is approved, and your login ID and password are ready for use. Approval may take several business days.

**Note:** If you do not receive the email announcing you are approved within three business days, check to see if the email was sent to your spam or junk folder. If you have not received the email, have the LEA special education coordinator contact the KSDE Early Childhood Special Education Help Desk or the KSDE Help Desk at (785) 296-7935 to see if permission was granted.

## Gaining Access to OWS: Existing Login

Individuals who already have access to KSDE web applications at the district-wide level can use the **"Manage My Account"** option to add Outcomes Part B to their list of applications at that user access level.

If the existing username is a school-level access, a new registration will need to be created at a district level.

To add Outcomes Part B to your list of available district-wide KSDE web applications:

- Login to the KSDE Authenticated Applications page.
- Click the **"Manage My Account"** link.

From the list of available applications, choose **"Outcomes Part B."**

- Select your access level.
- Scroll down, enter birthday information and answer the security question exactly the way you did when you registered.
- Click **"Submit."**

### KSDE Web Applications

#### My Applications (Click a link below)

- [2.Early Childhood Foundations For School Success](#)
- [3.Early Childhood Success In School](#)
- [4.Kan-Dis](#)
- [5.KIDS Assignment System](#)
- [6.Outcomes Part B](#)

[Manage My Account](#)[Logoff](#)

## Forgot My Password?

If you forget your KSDE web applications password, click on the link that says **“Forgot your Password?”** on the Authentication screen. You will be prompted to enter your username and click on the bar saying, **“Send Password Reset Token.”**

Please enter your username below. An email with a temporary token will be sent to the email address associated with this username:

Please Enter Your Username:

Send Password Reset Token

Your reset password token will be sent to the email you entered when you first registered.

A temporary link to reset your password has been sent to the email address associated with this username. (Email Hint: ).

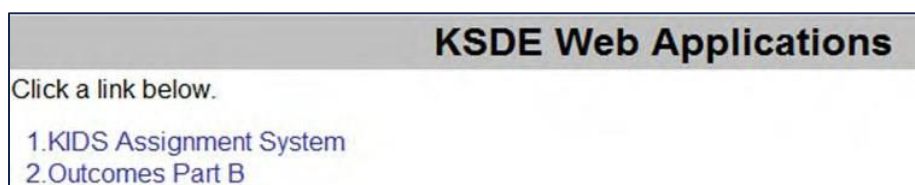
Your email from the **HelpDesk@ksde.gov** will have a link to allow you to reset your password.

**Tip:** Keeping your email address and any name changes current in the personal information section of Authenticated Applications will allow KSDE to reach you.

## Logging into the Application

The OWS application, like other KSDE web applications, is available on the KSDE Common Authentication page. Visit [www.ksde.gov](http://www.ksde.gov) and select “**Authenticated Applications**” from the right-hand side navigation bar to access the following web address: <https://apps.ksde.gov/authentication/login.aspx>. Enter your KSDE username and password.

Once access has been granted, you will see “**Outcomes Part B**” on your list of approved KSDE applications, and you will need to click on the application name to open it.



**Note:** Some of the applications may be grayed out. This means they are either not active applications or that you have not yet been approved for access to those applications.

## OWS USER GUIDE

# Chapter 1: Child Search in OWS

1. When preparing to enter child data into the OWS, you will want to know if the child is already entered in the OWS. First, look in the Home page of the Outcomes Part B. Click on **“Search for Child”** in the navigation bar.

The screenshot shows the 'KSDE Outcomes Admin Data Review and Edit' page. On the left is a navigation menu with links like 'Outcomes Web System', 'OWS Home', 'OWS User Guide', 'Applications List', 'Logout', 'Outcomes Web System Data', 'Data Entry / Review / Print', and 'Search For Child'. The main content area is titled 'Search For Child' and contains a search form. The 'Search For:' label is followed by a text input field containing 'Adams'. To the right of the input field are two buttons: 'Search' and 'Show All'. Below the input field are three radio buttons: 'By Last Name:' (selected), 'By First Name:', and 'By Kids ID:'.

In the **“Search for Child”** slot, you can enter a last name, first name or SSID number. For example, if you enter ADAMS as a last name, you will be given the list of all the ADAMS available in the OWS application.

You can review the list that will include first names, birthdates and SSID numbers. To look at the data entered for any one child, click on **“View History”** and the list of entries and exits will appear below the list of names.

This screenshot shows the same page as the previous one, but with search results displayed. The 'Search For Child' section is at the top. Below it, the 'Search Results' section shows a table of results. The table has columns for 'View History', 'KidID', 'First', 'MI', 'Last', and 'DOB'. There are five rows of results, all with the last name 'Adams'. Each row has a 'View History' link in the first column. To the right of the table, it says 'Page 1 of 20; Total Records: 96'. The left navigation menu is also visible, with 'Search For Child' highlighted.

| View History                 | KidID | First | MI | Last  | DOB        |
|------------------------------|-------|-------|----|-------|------------|
| <a href="#">View History</a> |       |       |    | Adams | 01/08/2003 |
| <a href="#">View History</a> |       |       |    | Adams | 03/28/2007 |
| <a href="#">View History</a> |       |       |    | Adams | 01/13/2010 |
| <a href="#">View History</a> |       |       |    | Adams | 10/31/2008 |
| <a href="#">View History</a> |       |       |    | Adams | 01/09/2009 |

If the child you are looking for is in the list, you can copy the SSID number by highlighting it and hitting **Control + C**. The number will then be available to paste into the **"Which Child?"** slot on the **"Data Entry/Review/Print"** link on the blue navigation bar.

The screenshot shows the 'Outcomes Web System' navigation bar on the left with links: OWS Home, Applications List, Logout, User Options, Data Entry / Review / Print (highlighted), Search For Child, and Reports. To the right is the 'Outcomes Data Entry / Review / Print' section with a 'Which Child?' form containing a 'Kids ID' input field and a 'Get Child' button.

Click on the **"Get Child"** button. The **"Child Information as Stored in KIDS"** screen will come up.

Click on the **"Get History"** button.

The screenshot shows the 'Outcomes Data Entry / Review / Print' section with the 'Child Information as stored in KIDS' form. The form displays: Kids ID, Name, District: D0500, Local Student ID, Date of Birth: 09/09/2016, and Age: 4. At the bottom are 'Get History' and 'Cancel' buttons. A blue arrow points from the 'Get History' button in the previous screenshot to this one. The left navigation bar is also visible, showing 'Outcomes Web System Data' and various reports.

Whatever has been entered into the OWS application for this child will display at the bottom of the screen.

The screenshot shows the 'History' table with columns: View, Summary, Org No, Part, First, MI, Last, DOB, and Circumstance. The first row has values: View (blue link), Yes, D0500, B, , , , 09/09/2016, Program Entry. Below the table is a red box containing a '+ Create New Record' button. Further down is the 'Child Outcomes Summary Form' with tabs: Persons Involved (selected), Family Information, Outcome 1, Outcome 2, and Out. Below the tabs is a section titled 'Persons involved in deciding the summary ratings' with a text input field and a note: 'Enter the first name, last name, and middle initial (if known) for each person involved in completing the outcomes summary'.

Clicking on the blue word **"View,"** the Outcomes and Family information will display.

There also will be a **"+ Create new record"** button.

**"Create New Record"** is explained in detail in the following section, Chapter 2: Initial Entry.

## OWS USER GUIDE

# Chapter 2: Initial Entry

## Key Points

- **Obtain the KIDS SSID Number:** Before entering a new record for a child, there must be a KIDS SSID number assigned to that child. If the child does not already have an SSID number, you can obtain one through the district KIDS coordinator. Visit [kidsweb.ksde.gov](https://kidsweb.ksde.gov) for more information about the KIDS system.
- **Timeframe:** COS rating data can be entered prior to the first date of service as long as the correct first date of service is entered as stated on the IEP
- **Idle setting limit:** In the KSDE authenticated application, there is an idle setting limit of 30 minutes after which the user will be logged out of the application. Any data entered without saving or submitting will be lost. If actively using the application, entering data, running a report, or reviewing data, the user will not be logged out. If users exit the OWS program without completing the entry, the entry cannot be completed later. Each complete COS record must be entered and submitted at the same time.

1. Select “Data Entry/Review/Print” from the left side navigation bar.

**Outcomes Web System** | **Outcomes Web System Home**

OWS Home  
OWS User Guide  
Applications List  
Logout

**Outcomes Web System Data**  
Data Entry / Review / Print  
Search For Child  
Reports  
Missing Entry Exit Report  
KIDS Full Data Report  
KIDS Parameterized Data Report  
KIDS No Permanent Exit Report  
KIDS With Permanent Exit Report  
Summary Statement Report  
ECO Report  
KIDS Gain Loss Report

**OWS News**

**\*\*\*DATA ENTRY SCHOOL YEAR PARAMETERS\*\*\***

The current Outcomes Data Entry School Year runs from July 1, 2024 to June 30, 2025. However, there is a verification period from July 1 through September 15. In that time, any entries or exits that were missed during the regular school year can be entered using the correct dates. After September 15, that date the application is closed to changes for that school year.

The entries and exits belonging to the next school year, July 1, 2025 to June 30, 2026, can be entered at the same time as the verification period for the previous school year is open.

**\*\*CORRECTING ERRORS WHEN ENTERING DATA\*\***

**OPPS!** After clicking SUBMIT when entering data in the OWS system, you will not be able to personally make corrections. To make corrections to data after you click "submit", call or email the KSDE Early Childhood office, 785-296-6602. [Beccy.Strohm@ksde.gov](mailto:Beccy.Strohm@ksde.gov). Have ready the child's KIDS SSID# and the data that needs changed. We will make the corrections for you. Only data within the current school year, or the previous school year through the end of the verification period, September 15, can be edited.

When asking for help with changes in Outcomes Part B Application entries by email, PLEASE only submit the students KIDS SSID# for identification. If further details need to be communicated, contact us by phone. We want to protect the student's PII (personally identifiable information) in all electronic communication. We will accept a phone call with the information at 785-296-6602.

2. On the first screen, the ONLY field to enter is the “KIDS ID.”
3. Select “Get Child” to bring up the child information.
4. Click on the “Data Entry/Review/Print” to renew your search.

**Outcomes Web System** | **Outcomes Data Entry / Review / Print**

OWS Home  
OWS User Guide  
Applications List  
Logout

**Outcomes Web System Data**  
Data Entry / Review / Print  
Search For Child

**Which Child?**

Kids ID  [Get Child](#)

## Child Information

The “**Child Information**” screen displays child information associated with the KIDS ID number entered. This information includes:

- KIDS ID
- Name: Last, First MI
- District
- Local Student ID
- Date of Birth (DOB)
- Age

**Please note:** If the child’s core data (listed under Child Information) is wrong, such as the birthdate or the name spelling, but you are sure this is the child you need to enter, contact the district KIDS coordinator to verify and correct the child’s information in the KIDS system.

### Outcomes Data Entry / Review / Print

**Child Information**

Kids ID: 1234567891  
 Name: Doe, Jane, M  
 District: D0501  
 Local Student ID: XXXXXXXXX  
 Date of Birth: MM/DD/YYYY  
 Age: 4

[Get History](#) [Cancel](#)

**Tip:** Check the information to be sure this is the correct child. If it is not the correct child, click on the “**Cancel**” button to go back to a blank “**Child Information**” page and reenter a KIDS ID number. If this is the correct child, click on the “**Get History**” button.

## History

If a child has been in IDEA Part B preschool program, the “**History**” section will show that data below the Child Information section when you click “**Get History**.” The “**History**” grid will be filled in with any previous child outcome entry summary rating data or exit summary rating data entered, as well as any exits and entries between districts.

| History              |         |        |      |       |    |      |            |               |            |            |
|----------------------|---------|--------|------|-------|----|------|------------|---------------|------------|------------|
| View                 | Summary | Org No | Part | First | MI | Last | DOB        | Circumstance  | Rating Dt  | Service Dt |
| <a href="#">View</a> | Yes     | D0453  | B    |       |    |      | 10/03/2013 | Program Entry | 02/10/2017 | 02/06/2017 |

[\[+\] Create New Record](#)

To see the data for a particular entry or exit date, click “**View**” on that line.

## Create New Record

### Select: “(+ Create New Record”

Selecting “**Create New Record**” allows the user to start a new record for a child that has been newly identified as eligible for IDEA Part B services. When a child is entering IDEA Part B services for the first time and does not have any data in the recent history section, the next screen will have the area to enter a “**new record**.”

**Create New Record**

Part: B

Circumstance: Child Entering into a Program Part B

First / Last Service Date:

Dist ID:

Date of COSF Rating:

**New Record** **Cancel**

## New Record – Entering Part B Services

When a child **ENTERS** IDEA Part B services, a “**New Record**” must be completed.

A new entry record is required when the child:

- Is newly identified as eligible for IDEA Part services.
- Transitions from IDEA Part C to IDEA Part B and is determined eligible for IDEA Part B services by the IDEA Part B program.
- Re-enters a program after a permanent exit.
- Enters a Kansas program from another state.

**Tip:** If a program knows that a child will leave the IDEA Part B program within six months, do not enter a record for the child into the OWS.

**Create New Record**

Part: B

Circumstance: Child Entering into a Program Part B

First / Last Service Date:

Dist ID:

Date of COSF Rating:

**New Record** **Cancel**

Child Entering into a Program Part B

Child Exiting Permanently from Program Part B

Child Entering an Organization (district) not Program (Part B)

Child Exiting an Organization (district) not Program (Part B)

1. Select the appropriate “**Circumstance**,” which would be “Child Entering into a Program Part B.”
2. Enter the first date of special education services provided as stated on the IEP.
3. Enter the district number of the child for whom data is being entered in the “**DIST ID**” box, i.e., D0XXX.

4. Enter the date that the Child Outcome Summary Form (COS) rating was determined for **each of the three outcomes**.

**Note:** A child's data can be entered into the OWS application prior to or after the first date of service if the correct date of services, listed on the IEP, is entered in the appropriate place.

**Create New Record**

Part: B

Circumstance: Child Entering into a Program Part B

First / Last Service Date:

Dist ID:

Date of COSF Rating:

**New Record** **Cancel**

**Note:** The exit data shared by IDEA Part C can be used to help with the IDEA Part B evaluation, but there is no electronic way to transfer the data from the IDEA Part C database to the OWS.

5. Click on **"New Record"** to bring up the Child Outcomes Summary Form.



The **"Cancel"** button will return you to the KIDS ID entry and **ALL INFORMATION WILL BE DISCARDED!**

Click **"Submit"** to finish the entire record. A note will appear: **"Remember to click 'Submit' When You Are Finished."**

## Child Outcomes Summary Form Ratings (COS)

Across the top of this section are tabs containing fields required to complete the COS rating for the child.

|                         |                    |           |           |           |
|-------------------------|--------------------|-----------|-----------|-----------|
| <b>Persons Involved</b> | Family Information | Outcome 1 | Outcome 2 | Outcome 3 |
|-------------------------|--------------------|-----------|-----------|-----------|

A minimum of two professionals **MUST** be involved in completing the Summary rating.

1. Enter the first name, middle initial and last name **for each person involved in completing** the outcomes summary ratings.
  - a. Parent/Legal Guardian should **only be included here if they were involved in completing the ratings.**
  - b. Next, select a role for each person from the drop-down list. [Table 1](#) in the appendix lists these roles. **Select the role that closely relates to the person completing the summary rating.** For example, a transition coordinator, community instructor, itinerant teacher, collaboration coordinator or community consultant may all be considered an “early childhood special education teacher.”

|        |                                                          |     |                      |       |                                    |
|--------|----------------------------------------------------------|-----|----------------------|-------|------------------------------------|
| First: | <input type="text" value="Alice"/>                       | MI: | <input type="text"/> | Last: | <input type="text" value="Jones"/> |
| Role:  | <div>ECSE Teacher</div> <div>(Add Person Involved)</div> |     |                      |       |                                    |

2. After information for each person involved is entered, click on “**Add Person Involved**” to save each one. Clicking on “**Add Person Involved**” displays the saved information in the name and role grids. Only the information that appears in the grids will become part of the database record. Enter as many people as needed.
  - a. To delete an entry, click on the “**Delete**” button next to the first name.

| Delete                 | First | MI | Last | Role                                             |
|------------------------|-------|----|------|--------------------------------------------------|
| <a href="#">Delete</a> | Joe   | -  | Smoe | Assistant Director of Special Education Services |

- b. **DO NOT HIT** “SUBMIT.” This is only for when the entire record is complete.

|               |               |
|---------------|---------------|
| <b>Submit</b> | <b>Cancel</b> |
|---------------|---------------|

## Family Information

|                  |                           |           |           |           |
|------------------|---------------------------|-----------|-----------|-----------|
| Persons Involved | <b>Family Information</b> | Outcome 1 | Outcome 2 | Outcome 3 |
|------------------|---------------------------|-----------|-----------|-----------|

Indicate how information was obtained from the family to include in determining the summary ratings about how the child functions **by clicking in the box beside all that apply:**

- Received in team meeting.
- Collected separately.
- Incorporated into assessment(s).
- Not included.

## Outcome Information

|                  |                    |                  |           |           |
|------------------|--------------------|------------------|-----------|-----------|
| Persons Involved | Family Information | <b>Outcome 1</b> | Outcome 2 | Outcome 3 |
|------------------|--------------------|------------------|-----------|-----------|

The district **must provide** a child outcome entry summary rating for **EACH of the three outcome areas:**

**Outcome 1** - Positive socio-emotional skills, including social relationships.

**Outcome 2** - Acquiring and using knowledge and skills.

**Outcome 3** - Taking appropriate action to meet needs.

1. The team determines the rating that indicates to what extent this child shows behaviors and skills related to this outcome, appropriate for his or her age, across a variety of settings and situations.
2. Click on the radio button number 1 to 7 that corresponds to the rating for each outcome as determined by the team.

|                       |                       |                       |                       |                       |                                  |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|-----------------------|
| <b>Not Yet</b>        |                       | <b>Emerging</b>       |                       | <b>Somewhat</b>       |                                  | <b>Completely</b>     |
| 1                     | 2                     | 3                     | 4                     | 5                     | 6                                | 7                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

3. Select the supporting evidence used to determine the summary rating from the drop-down list shown in [Table 2](#) of the appendix. **Supporting evidence must include one of the seven approved Curriculum- Based Assessments (CBA) for each outcome.** Don't be concerned about which edition of an instrument was used. The seven approved CBA's are marked with an asterisk.

#### Supporting evidence for answer 1a

Supporting Evidence: \* Assessment and Evaluation Programming System (AEPS)

Date: 10/15/10

Summary: Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample)

[\[Add Supporting Evidence\]](#)

4. Enter a date for any supporting evidence documented in the COS. **The date documented must be the most recent date information was obtained.** *The supporting evidence used must be as current as possible to reflect maximum child progress, but not more than three months before the entry summary rating date.*
5. Enter a narrative in the “**Summary**” box that reflects the child’s functional behaviors in relation to same-age peers **for each outcome area.**
6. Click on “**Add Supporting Evidence**” to save the entry. The responses will automatically be reflected in the “**Summary of relevant results**” grid.

| Delete                 | Source of Information                                 | Date       | Summary of Relevant Results                                                                                                                                                                                |
|------------------------|-------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Delete</a> | * Assessment and Evaluation Programming System (AEPS) | 10/15/2010 | Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample) |

7. Repeat the prior steps to add additional supporting evidence.
8. To delete an entry, click “**Delete**” next to the evidence entered.
9. **REMEMBER to REPEAT** these steps for **each of the three outcomes tabs.**
10. When all the correct data has been entered, click on the “**Submit**” button.

Submit Cancel

11. Exit the OWS by clicking on “**Logout**” from the left side navigation bar.

# Chapter 3: Permanent Exit

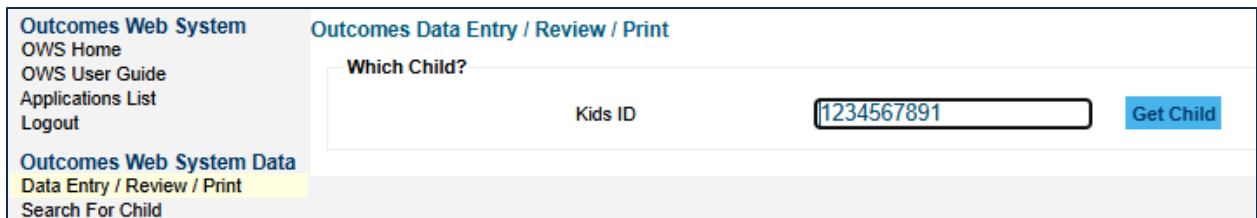
## Key Points

- **Obtain the KIDS SSID Number:** Before entering a new record for a child, there must be a KIDS SSID number assigned to that child. If the child does not already have an SSID number, you can obtain one through the district KIDS coordinator. Visit [kidsweb.ksde.gov](http://kidsweb.ksde.gov) for more information about the KIDS system.
- **Timeframe:** COS rating data can be entered prior to the first date of service as long as the correct first date of service is entered as stated on the IEP
- **Idle setting limit:** In the KSDE authenticated application, there is an idle setting limit of 30 minutes after which the user will be logged out of the application. Any data entered without saving or submitting will be lost. If actively using the application, entering data, running a report, or reviewing data, the user will not be logged out. If users exit the OWS program without completing the entry, the entry cannot be completed later. Each complete COS record must be entered and submitted at the same time.

### Obtain the KIDS SSID number for the child to be exited.

You should already have the SSID number for the child that will be exited. You can use the “**Search for Child**” feature from the navigation bar or contact the district KIDS coordinator.

1. Enter the SSID number in the “**Data Entry/Review/Print**” link.



The screenshot shows the 'Outcomes Web System' navigation menu on the left, including links for 'OWS Home', 'OWS User Guide', 'Applications List', 'Logout', 'Outcomes Web System Data', 'Data Entry / Review / Print' (highlighted), and 'Search For Child'. The main content area is titled 'Outcomes Data Entry / Review / Print' and contains a 'Which Child?' section. This section has a label 'Kids ID' and a text input field containing the number '1234567891'. To the right of the input field is a blue button labeled 'Get Child'.

2. Select “**Get Child.**” This brings up the child information.

## Child Information

The “**Child Information**” screen displays child information associated with the KIDS ID number entered. This information includes:

- KIDS ID
- Name: Last, First MI
- District
- Local Student ID
- Date of Birth (DOB)
- Age

**Please note:** If the child’s core data (listed under Child Information) is wrong, such as the birthdate or the name spelling, but you are sure this is the child you need to enter, contact the district KIDS coordinator to verify and correct the child’s information in the KIDS system.

### Outcomes Data Entry / Review / Print



Child Information

Kids ID: 1234567891

Name: Doe, Jane, M

District: D0501

Local Student ID: XXXXXXXXX

Date of Birth: MM/DD/YYYY

Age: 4

**Get History** **Cancel**

**Tip:** Check the information to be sure this is the correct child. If it is not the correct child, click on the “**Cancel**” button to go back to a blank “**Child Information**” page and reenter a KIDS ID number. If this is the correct child, click on the “**Get History**” button.

## History

To enter a program exit, the child already should have a program entry in the **"History"** section. The **"History"** grid will be filled with any previous data, program entry or exit, and organizational exits or entries, entered for the child.

In case you want to start over, select the **"Data Entry/Review/Print"** option from the left side navigation bar.

- To see the data entered for a particular entry or exit date, click on **"View"** on the line of the data you want to review.

History

| View                 | Summary | Org No | Part | First | MI | Last | DOB        | Circumstance  | Rating Dt  | Service Dt |
|----------------------|---------|--------|------|-------|----|------|------------|---------------|------------|------------|
| <a href="#">View</a> | Yes     | D0453  | B    |       |    |      | 10/03/2013 | Program Entry | 02/10/2017 | 02/06/2017 |

**[+] Create New Record**

- Select: **"(+ Create New Record.)"**

Selecting **"Create New Record"** will allow the user to enter a new record for a child that is permanently exiting IDEA Part B services.

**[+] Create New Record**

|                            |                                               |
|----------------------------|-----------------------------------------------|
| Part:                      | B                                             |
| Circumstance:              | Child Exiting Permanently from Program Part B |
| First / Last Service Date: | 11/4/2024                                     |
| Dist ID:                   | D0501                                         |
| Date of COSF Rating:       | 10/30/2024                                    |

**New Record** **Cancel**

## New Record: Exiting IDEA Part B Services

When a child permanently exits IDEA Part B services, a “**New Record**” and a COS **must be completed provided the child was served six months or more cumulatively** in IDEA Part B services, not necessarily in one specific district.

A permanent exit is required when: the child is:

- The child is transitioning from preschool services to kindergarten.
- The child is in a Part B preschool program and turns 6 years old.
- The child has exited and no longer requires IDEA services.
- The child has moved out of state.
- The child is withdrawn by parent or guardian.
- The child is deceased.

If the child exits permanently after less than six months cumulatively in IDEA Part B services, enter the last date of service. **No COS ratings are allowed by the OWS.**

An exit COS may only be completed if an entry COS rating is present in the history record. Exit record can be entered prior to the last date of service if the actual date of the last date of service is used in the appropriate place.

1. Select the appropriate “**Circumstance,**” which would be “**Child Exiting a Program Part B.**”
2. Then, enter the last date of special education services provided by IDEA Part B services.
3. Enter the district number using the “D0” before the numbers.
4. Enter the date the COS exit summary rating was determined **for the three outcomes.**

**Create New Record**

Part: B

Circumstance: Child Exiting Permanently from Program Part B

First / Last Service Date: 11/4/2024

Dist ID: D0501

Date of COSF Rating: 10/30/2024

**New Record** **Cancel**

5. Click on “**New Record**” to bring up the Child Outcomes Summary Forms. If the “**Cancel**” button is clicked, you will be returned to the KIDS ID entry and **ALL INFORMATION WILL BE DISCARDED!**

- Click **“Submit”** when finished with the entire record.



- A message will appear: **“Child exiting from Part B Program with last service date of [date], and rating date of [date], we are creating a new summary. Click submit when you have completed the summary!”**

## Child Outcomes Summary Form Ratings (COS)

Across the top of this section are tabs containing fields required to complete the COS rating for the child.



**A minimum of two professionals must be involved in completing the Summary rating.**

- Enter the first name, middle initial and last name for each person involved in completing the outcomes summary ratings.

Parent/Legal Guardian should only be included here IF **they were involved in completing the ratings.**

Next, select a role for each person from the drop-down list. [Table 1](#) in the appendix lists these roles. *Select the role that closely relates for the person completing the summary rating. For example, a transition coordinator, community instructor, itinerant teacher, collaboration coordinator or community consultant may all be considered an “early childhood special education teacher.”*

 A form for adding a person involved. It has three input fields: 'First' with the value 'Alice', 'Mi.' which is empty, and 'Last' with the value 'Jones'. Below these is a 'Role:' dropdown menu with 'ECSE Teacher' selected. At the bottom is a blue button labeled 'Add Person Involved'.

- After information for each person involved is entered, click on **“Add Person Involved”** to save each one. Clicking on **“Add Person Involved”** displays the saved information in the name and role grids. Only the information that appears in the grids will become part of the database record. Enter as many people as needed.

- To delete an entry, click on the **"Delete"** button next to the first name.

| Delete                 | First | MI | Last | Role                                             |
|------------------------|-------|----|------|--------------------------------------------------|
| <a href="#">Delete</a> | Joe   | -  | Smoe | Assistant Director of Special Education Services |

**DO NOT HIT "SUBMIT."** This is only for when the entire record is complete.

Submit

Cancel

## Family Information

|                  |                           |           |           |           |
|------------------|---------------------------|-----------|-----------|-----------|
| Persons Involved | <b>Family Information</b> | Outcome 1 | Outcome 2 | Outcome 3 |
|------------------|---------------------------|-----------|-----------|-----------|

Indicate how information was obtained from the family to include in determining the summary ratings about how the child functions by clicking in the box beside all that apply.

- Received in team meeting.
- Collected separately.
- Incorporated into assessment(s).
- Not included.

## Outcome Information

|                  |                    |                  |           |           |
|------------------|--------------------|------------------|-----------|-----------|
| Persons Involved | Family Information | <b>Outcome 1</b> | Outcome 2 | Outcome 3 |
|------------------|--------------------|------------------|-----------|-----------|

The district **must provide** a child outcome entry summary rating for **EACH of the three outcome areas**:

**Outcome 1** - Positive socio-emotional skills, including social relationships.

**Outcome 2** - Acquiring and using knowledge and skills.

**Outcome 3** - Taking appropriate action to meet needs.

The team determines the rating that indicates to what extent this child shows behaviors and skills related to this outcome, appropriate for his or her age, across a variety of settings and situations.

- Click on the radio button number 1 to 7 that corresponds to the rating for each outcome as determined by the team.

|                       |                       |                       |                       |                       |                                  |                       |
|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------------|-----------------------|
| <b>Not Yet</b>        |                       | <b>Emerging</b>       |                       | <b>Somewhat</b>       |                                  | <b>Completely</b>     |
| 1                     | 2                     | 3                     | 4                     | 5                     | 6                                | 7                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

2. Select the supporting evidence used to determine the summary rating from the drop-down list shown in [Table 2](#) of the appendix. Supporting evidence must include one of the seven approved Curriculum- Based Assessments (CBA) for each outcome. Don't be concerned about which edition of an instrument was used. The seven approved CBA's are marked with an asterisk.

#### Supporting evidence for answer 1a

Supporting Evidence: \* Assessment and Evaluation Programming System (AEPS) ▼

Date: 10/15/10

Summary: Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample)

[\[Add Supporting Evidence\]](#)

3. Enter a date for any supporting evidence documented in the COS. The date documented must be the most recent date information was obtained. *The supporting evidence used must be as current as possible to reflect maximum child progress, but not more than three months before the entry summary rating date.*
4. Enter a narrative in the "Summary" box that reflects the child's functional behaviors in relation to same-age peers for each outcome area.
5. Click on "Add Supporting evidence" to save the entry. The responses will automatically be reflected in the "Summary of relevant results" grid.

| Delete                 | Source of Information                                 | Date       | Summary of Relevant Results                                                                                                                                                                                |
|------------------------|-------------------------------------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Delete</a> | * Assessment and Evaluation Programming System (AEPS) | 10/15/2010 | Jacob engages in vocal exchanges by babbling, uses gestures and/or vocalizations to protest actions and/or reject objects or people. He responds to familiar adult's social behavior ... (KITS COS sample) |

6. Repeat the steps above to add additional supporting evidence.
  - a. To delete an entry, click "Delete" next to the evidence entered.
  - b. **REMEMBER to REPEAT** these steps for **each of the three outcomes tabs**.
7. When all the correct data has been entered, click on the "Submit" button.

[Submit](#) [Cancel](#)

8. Exit the OWS by clicking on "Logout" from the left side navigation bar.

## Question “B” in Each of the Outcome Areas

In the Question “B” section, indicate whether the child has shown any new skills or behaviors related to the outcome areas since the entry outcomes summary rating. **“Impossible Combinations”** are found in [Table 3](#) of the Appendix.

- If a child has the same rating at entry and exit or the rating at exit is higher than at entry, the answer to the skills question has to be **“yes.”**
- If the child has a lower rating at exit than at entry, the answer to the skills question may be **“yes”** or **“no”** depending on if the child has shown any new skills or behaviors between entry and exit related to this outcome.
- Enter a narrative description of the progress made by the child, which is directly related to this outcome. This should include new skills information, not what is contained in the summary of relevant results.

### 3b. Has the child shown any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary?

New Skills: Yes ▼

Describe Progress: He is doing well.  
Specify new skills observed.

**REMEMBER to REPEAT** these steps for **each of the three outcomes tabs**.

When all the correct data has been entered, click the **“Submit”** button.

Submit Cancel

Exit the OWS by clicking on **“Logout”** from the left side navigation bar.

# Chapter 4: Organizational Exit/Entry – Moving Between Districts

## Key Points

- Children already in IDEA Part B services who have an initial COS rating and move from one district to another must have each move entered into the OWS regardless of how long the child was in the district.

## Child Lookup

1. Select “**Data Entry/Review/Print**” from the left side navigation bar.



2. Enter the child’s KIDS number in the space provided.
3. Select “**Get Child**” to bring up the child information.

A screenshot of the 'Outcomes Data Entry / Review / Print' form. The form has a title bar at the top that says 'Outcomes Data Entry / Review / Print'. Below the title bar, there is a section labeled 'Which Child?'. Inside this section, there is a label 'Kids ID' followed by a text input field. To the right of the input field is a blue button labeled 'Get Child'.

## Child Information

The “Child Information” screen displays child information associated with the KIDS ID number entered. This information includes:

- KIDS ID
- Name: Last, First MI
- District
- Local Student ID
- Date of Birth (DOB)
- Age

**Please note:** If the child’s core data (listed under Child Information) is wrong, such as the birthdate or the name spelling, but you are sure this is the child you need to enter, contact the district KIDS coordinator to verify and correct the child’s information in the KIDS system.

### Outcomes Data Entry / Review / Print



Child Information

Kids ID: 1234567891

Name: Doe, Jane, M

District: D0501

Local Student ID: XXXXXXXXX

Date of Birth: MM/DD/YYYY

Age: 4

Get History Cancel

**Tip:** Check the information to be sure this is the correct child. If it is not the correct child, click on the “**Cancel**” button to go back to a blank “**Child Information**” page and reenter a KIDS ID number. If this is the correct child, click on the “**Get History**” button.

## History

If a child has been in IDEA Part B services, the **"History"** section of the OWS is displayed as shown. The **"History"** grid will be filled in with a history of any previous child outcome entry summary rating data (program entry) or exit summary rating data (program exit) entered, as well as any exits or entries from districts (organization exit or entry).

- To see the data entered for a particular entry or exit date, click on **"View"** on the line of the data you want to review.

History

| View                 | Summary | Org No | Part | First | MI | Last | DOB        | Circumstance  | Rating Dt  | Service Dt |
|----------------------|---------|--------|------|-------|----|------|------------|---------------|------------|------------|
| <a href="#">View</a> | Yes     | D0453  | B    |       |    |      | 10/03/2013 | Program Entry | 02/10/2017 | 02/06/2017 |

[\[+\] Create New Record](#)

Select: **"(+ Create New Record."**

- To reset the screen and exit child information, select **"Data Entry/Review/Print"** on the left side navigation bar.
- Selecting **"Create New Record"** will allow the user to start a new record for a child that is moving from one district to another district. The next screen will have the area to enter a **"New Record."**

## Organizational Exit

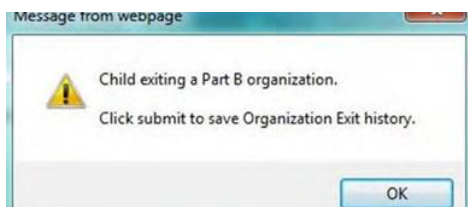
1. Enter the appropriate **"Circumstance"** – **"Child Exiting an Organization (district) not a Program (Part B)"** - from the drop-down list.

The screenshot shows a web form titled "Create New Record". It has several input fields: "Part:" (set to "B"), "Circumstance:" (a dropdown menu), "First / Last Service Date:", "Dist ID:", and "Date of COSF Rating:". The "Circumstance:" dropdown is open, showing a list of options. The selected option is "Child Exiting an Organization (district) not Program (Part B)". Other visible options include "Child Entering into a Program Part B", "Child Exiting Permanently from Program Part B", "Child Entering an Organization (district) not Program (Part B)", and "Child Exiting an Organization (district) not Program (Part B)". At the bottom of the form are "New Record" and "Cancel" buttons.

2. Enter the last date of special education services provided by the exiting organization. Enter the district number of the child for whom data is being entered in the **"DIST ID"** box.

This screenshot shows the same "Create New Record" form. The "Circumstance:" dropdown is now closed, and the selected option "Child Exiting an Organization (district) not Program (Part B)" is visible. The "Dist ID:" field is highlighted with a red border, indicating it is the current focus for data entry. The "First / Last Service Date:" and "Date of COSF Rating:" fields are also visible but not highlighted. The "New Record" and "Cancel" buttons remain at the bottom.

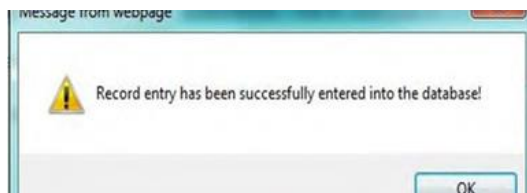
3. Select **"New Record"**. A message box saying **"Child Exiting a Part B organization. Click submit to save Organization Exit history"** will appear. Click on the **"OK"** button in the message box.



4. Select **"Submit"** to save the record. A message box will appear saying **"Record entry has been successfully entered into the database!"**

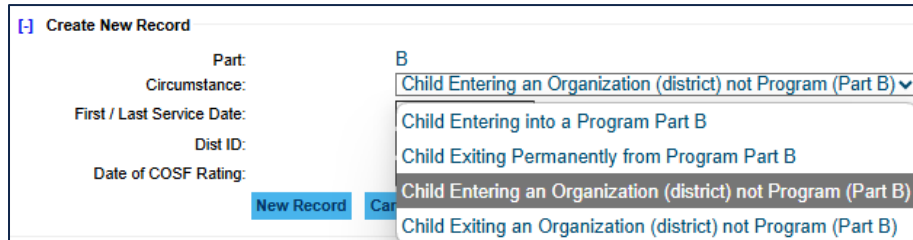


5. Click the **"OK"** button.



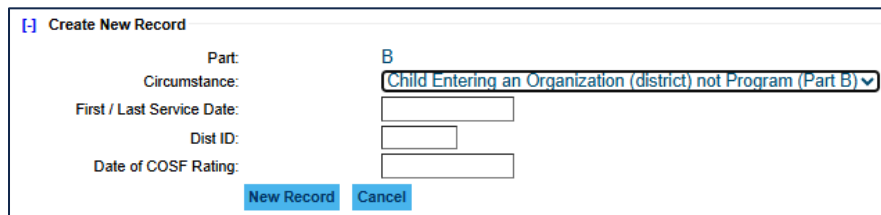
## Organizational Entry

1. Enter the appropriate “**Circumstance**” – “**Child Entering an Organization (district) not Program (Part B)**” - from the drop-down list.



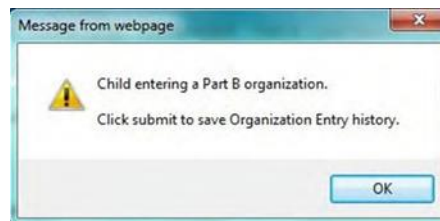
The screenshot shows a web form titled "Create New Record". It has several input fields: "Part:" (set to "B"), "Circumstance:" (a dropdown menu), "First / Last Service Date:", "Dist ID:", and "Date of COSF Rating:". The "Circumstance:" dropdown is open, showing a list of options. The option "Child Entering an Organization (district) not Program (Part B)" is highlighted. At the bottom right, there are "New Record" and "Cancel" buttons.

2. Enter the first date of early intervention or special education services provided by the receiving organization.
3. Enter the district number of the child for whom data is being entered in the “**DIST ID**” box.



This screenshot shows the same "Create New Record" form. The "Circumstance:" dropdown menu is still open, showing the same list of options. The "Dist ID:" input field is now highlighted with a blue border, indicating it is the next field to be filled. The "First / Last Service Date:" field is also visible. The "New Record" and "Cancel" buttons are at the bottom.

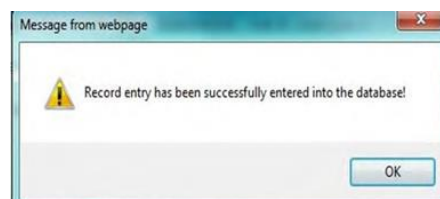
4. Select “**New Record**.” A message box saying “**Child is entering IDEA Part B organization. Click Submit to save Organization Entry history**” will appear. Click on the “**OK**” button in the message box.



5. Select “**Submit**” to save the record. A message box saying, “**Record entry has been successfully entered into the database!**” will appear.



6. Click the “**OK**” button.



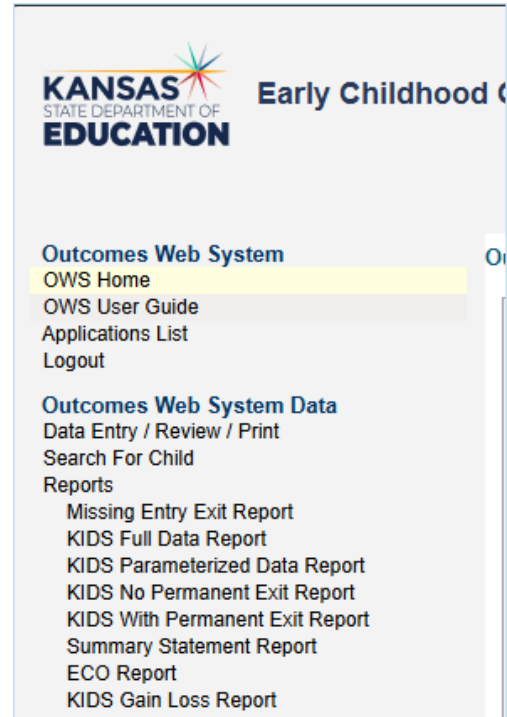
## OWS USER GUIDE

# Chapter 5: Running Reports

Reports can be accessed on the left-hand column of the Outcomes Web System home screen within the authenticated application.

The following reports are available:

- **Missing Entry Exit Report:** This report was designed to help a district determine missing student entry and exit information. Districts can proactively monitor this report to identify and address missing data.
- **KIDS Full Data Report:** This report lists all entries or exits within a single district. For each entry or exit record listed, the report lists the student's SSID, district, name, date of birth, the record type (program entry, program exit, organization entry, organization exit), the ratings for each of the three outcomes, and the service date.
- **KIDS Parameterized Data Report:** This report lists the same information as the KIDS Full Data Report, but it allows the user to filter by a date range of either Date of Service or Date of Database Entry.
- **KIDS No Permanent Exit Report:** This report lists the students in a district who do not have an associated exit report.
- **KIDS With Permanent Exit Report:** This report lists the students in a district who do have an associated exit report within a given date range.
- **Summary Statement Report:** This report calculates a district's Indicator 7 outcomes based on the data entered into the OWS system within a given fiscal year. Visit [the KSDE TASN Indicator 7: Early Childhood Outcomes webpage](#) to access the "Federal Reporting Categories for Child Outcomes Data" and "Kansas ECO Indicator 7 Data Drilldown Guide" resources, which describe the categories listed in this report in more detail.
- **ECO Report:** This report provides the total number of child outcomes falling within each of the 5 progress categories within a given fiscal year. Visit [the KSDE TASN Indicator 7: Early Childhood Outcomes webpage](#) to access the "Federal Reporting Categories for Child Outcomes Data" for more information.
- **KIDS Gain Loss Report:** This report shows all students from a particular date range who were claimed in Assignment, lost in Assignment, or both by the user's school or district during the current year. School-level users should be able to see all students submitted with their school listed as the Accountability School before or after the claim.



## Appendix

**TABLE 1: Roles for Persons Involved in Completing the Summary Ratings**

Assistant Director of Special Education Services  
Assistive technology facilitator  
Audiologist Behavioral specialist Childcare provider  
Community preschool director  
Community preschool teacher  
Consultant (i.e., vision, hearing)  
Counselor  
Department of Children and Families  
Representative  
Director of Special Education Services  
Early Childhood Special Education (ECSE) Teacher  
Early Childhood Teacher  
Early Head Start Coordinator  
Early Head Start Specialist/Home Visitor  
ECSE Coordinator  
Elementary School Principal  
Family Service Coordinator  
Family Supports/ Respite Care Provider  
Head Start Administrator  
Head Start Disabilities Coordinator  
Head Start Teacher  
Infant/Toddler Coordinator  
Infant/Toddler Teacher  
Mental Health Provider  
Nurse Nutritionist  
Occupational Therapist  
Orientation and Mobility Specialist  
Paraeducator Parent educator  
Parent/legal guardian  
Physical therapist Physician Psychologist  
Sign language interpreter  
Social worker  
Speech language pathologist  
Student teacher/ practicum student

## TABLE 2: Required Curriculum Based Assessments for Child Outcome Summary Form Ratings

Organizations must use one of the following seven approved Curriculum-Based Assessments (CBA):

- Assessment and Evaluation Programming System (AEPS)
- Carolina Curriculum for Infants and Toddlers/Preschoolers with Special Needs
- Child Observation Record (High Scope)
- Desired Results Developmental Profile (DRDP)
- Hawaii Early Learning Profile (HELP)
- Teaching Strategies Gold (TS GOLD)
- Transdisciplinary Play-Based Assessment (TPBA2)
- Work Sampling System

*Note: The requirement for the CBA is waived for children with articulation-only speech concerns if the team can confidently rate the child a 6 or 7 in all three outcome areas on the basis of record review, interview, observation and screening.*

**TABLE 3: Impossible Combinations of Child Outcome Summary Form (COSF) Responses**

| Item | If the COS rating at Time 1 is ... | If the COS rating at Time 2 is ... | If the answer to the New Skills question is ... | Explanation of why the COS                                                                                                                                                                                                                                                                                                                                                                                                               |
|------|------------------------------------|------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1    | 7 or 6                             | 7 or 6                             | No                                              | A <b>"no"</b> response to the new skills question means the child has not shown any new skills or behaviors related to the outcome between entry and exit. This combination of responses is impossible since a child has to have acquired new skills to receive a rating of age expected development (over the minimum time span, which is six months); children must acquire new skills over time to maintain age expected development. |
| 2    | 5                                  | 6 or 7                             | No                                              | A <b>"no"</b> response to the new skills question means the child has not shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at time 2 means he/she acquired new skills.                                                                                                                                                                                                                   |
| 3    | 5                                  | 5                                  | No                                              | A <b>"no"</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating.                                                                                          |

| Item | If the COS rating at Time 1 is ... | If the COS rating at Time 2 is ... | If the answer to the New Skills question is ... | Explanation of why the COS                                                                                                                                                                                                                                                                                                                      |
|------|------------------------------------|------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4    | 4                                  | 5, 6 or 7                          | No                                              | A <b>"no"</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at time 2 means he/she acquired new skills.                                                                                                                           |
| 5    | 4                                  | 4                                  | No                                              | A <b>"no"</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating. |
| 6    | 3                                  | 4, 5, 6 or 7                       | No                                              | A <b>"no"</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at Time 2 means he/she acquired new skills.                                                                                                                           |
| 7    | 3                                  | 3                                  | No                                              | A <b>"no"</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating. |

| Item | If the COS rating at Time 1 is ... | If the COS rating at Time 2 is ... | If the answer to the New Skills question is ... | Explanation of why the COS                                                                                                                                                                                                                                                                                                                      |
|------|------------------------------------|------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8    | 2                                  | 3, 4, 5, 6 or 7                    | No                                              | A <b>“no”</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at Time 2 means he/she acquired new skills.                                                                                                                           |
| 9    | 2                                  | 2                                  | No                                              | A <b>“no”</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. To receive the same rating on the scale at two time points, the child has to have acquired new skills because as children get older, it takes more skills to receive the same rating. |
| 10   | 1                                  | 2, 3, 4, 5, 6 or 7                 | No                                              | A <b>“no”</b> response to the new skills question means the child hasn't shown any new skills or behaviors related to the outcome between entry and exit. A higher rating at Time 2 means he/she acquired new skills.                                                                                                                           |

## TABLE 4: Data Element Definitions

TABLE 4: Data Element Definitions

| Data Elements                                           | Definition                                                                                                                                                                                 | Data Entered                                                                                                                                                                                                                             |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Add                                                     | Saves each entry for supporting evidence instrument, date and summary. Saves each entry for persons involved, first, MI, last name and role.                                               | Click on <b>Add</b> to save each entry.                                                                                                                                                                                                  |
| Age                                                     | Current age of the child when the record in the OWS is entered.                                                                                                                            | This field auto-populates based on the data from the KIDS assignment system for the child whose KIDS ID number was entered.                                                                                                              |
| Child entering an organization not program IDEA Part B  | When a child with an IEP is entering a district from another district.                                                                                                                     | Select <b>"Circumstance"</b> from the drop-down box.                                                                                                                                                                                     |
| Child exiting an organization not a program IDEA Part B | When a child leaves a district without being dismissed from IDEA Part B services. Includes moving to another district.                                                                     | Select <b>"Circumstance"</b> from the drop-down box.                                                                                                                                                                                     |
| Circumstance                                            | Indicates the purpose of the new record. Indicates whether a child entered or exited the IDEA Part B program or organization (district).                                                   | This field is completed based on the <b>"Circumstance"</b> selected when the new record was entered. Select one from a drop-down list: *Child Entering into IDEA Part B Services<br>*Child Exiting Permanently from IDEA Part B Services |
| Collected separately                                    | Information from the parents about how the child functions was received separately. Not part of a meeting or part of an assessment(s). This might include a home visit or use of a survey. | Click in the box beside all that apply.                                                                                                                                                                                                  |
| Date                                                    | The month, day and year the supporting evidence was collected.                                                                                                                             | Enter month, day and year (MM/DD/YYYY)                                                                                                                                                                                                   |
| Date of birth (DOB)                                     | The month, day, and year on which the child was born as indicated on a birth certificate or other legal document (MM/DD/YYYY).                                                             | This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.                                                                                                      |
| Date of rating                                          | The date on which the ratings for the three outcomes was made, rather than the date of entry of COS into the OWS.                                                                          | Enter the month, day and year (MM/DD/YYYY).                                                                                                                                                                                              |
| Describe progress                                       | A narrative description of any progress the child made since the last outcomes summary.                                                                                                    | At permanent exit from IDEA Part B services, enter a description of progress in the text box.                                                                                                                                            |

**TABLE 4: Data Element Definitions**

| Data Elements                   | Definition                                                                                                                                                                                                 | Data Entered                                                                                                                                                                                                                                                                             |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dist ID                         | The district number of the child for whom data is being entered.                                                                                                                                           | If the user has registered for only one district, that district number will automatically appear in the box. If the user is an IDEA Part B multi-user, the user will select the district number from the drop-down box of district numbers the user has been approved to enter data for. |
| DOB                             | Child's legal date of birth.                                                                                                                                                                               | This field will auto-populate with the data from the KIDS assignment system for the child whose KIDS ID number was entered in this record.                                                                                                                                               |
| Family information              | Identifies how information was received from the family about how the child functions.                                                                                                                     | Click in the box beside all that apply: *Received in a team meeting.<br>*Collected separately.<br>*Incorporated into assessment(s).<br>*Not included.                                                                                                                                    |
| First, last, MI                 | The first name, last name and middle initial of each person involved in deciding the summary ratings.                                                                                                      | Enter the first name, last name and middle initial of all of the people involved.                                                                                                                                                                                                        |
| First/last service date         | The first date of special education services is when a child enters IDEA Part B services or a district. The last date of special education services when a child exits IDEA Part B services or a district. | Enter the first or last date of services, month, day and year (MM/DD/YYYY) as stated in the IEP.                                                                                                                                                                                         |
| Incorporated into assessment(s) | Information from the parents about how the child functions was received during the administration of assessment(s).                                                                                        | Click in the box beside all that apply.                                                                                                                                                                                                                                                  |
| KIDS ID                         | SSID number assigned to a child through the KIDS Assignment System. It is 10 characters in length.                                                                                                         | Enter the KIDS ID number that is assigned to a specific child.                                                                                                                                                                                                                           |
| Legal first, middle, last name  | Name given on the child's birth certificate or other legal document.                                                                                                                                       | This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.                                                                                                                                                      |

**TABLE 4: Data Element Definitions**

| Data Elements                                                                                                                                                                      | Definition                                                                                                                                                                                                                                                                             | Data Entered                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| New Record                                                                                                                                                                         | Creates a set of data each time a student enters or exits a program or organization.                                                                                                                                                                                                   | Data Entered<br>Data includes: IDEA Part B program; date of rating (if applicable); appropriate circumstance; and first/ last service date.        |
| New skills* Has the child shown any new skills or behaviors related to positive social-emotional skills (including positive social relationships) since the last outcomes summary? | Indicate whether the child has acquired any new skills since the last outcomes summary. When the child permanently exits the IDEA Part B program, the district will provide a description of relevant results to describe any new skills or behaviors since the last outcomes summary. | At permanent exit from IDEA Part B services, enter “no” or “yes” to indicate if new skills or behaviors.                                           |
| Not included                                                                                                                                                                       | No information from the parents about how the child functions was included in determining the summary ratings.                                                                                                                                                                         | Click in the box beside all that apply.                                                                                                            |
| Org ID                                                                                                                                                                             | A unique number assigned to the district (organization) by KSDE.                                                                                                                                                                                                                       | This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered.                |
| Organization number                                                                                                                                                                | A unique number assigned to each IT network and district by the state.                                                                                                                                                                                                                 | This field will automatically fill in with the data from the KIDS assignment system for the child whose KIDS ID number was entered in this record. |
| Parental permission for release of records to IDEA Part B                                                                                                                          | The IDEA Part C program must indicate whether they did or didn't receive parental permission for release of records to Part B.                                                                                                                                                         | The IDEA Part C program will indicate to Part B if there is or is not parental permission to release records to Part B.                            |
| Part                                                                                                                                                                               | IDEA Part B program.                                                                                                                                                                                                                                                                   | This field fills in automatically by the application accessed.                                                                                     |
| Part B                                                                                                                                                                             | Special education services for eligible children ages 3 through 5.                                                                                                                                                                                                                     | IDEA Part B, automatically entered.                                                                                                                |
| Part C                                                                                                                                                                             | Early intervention services for eligible infants and toddlers ages birth through 2.                                                                                                                                                                                                    | IDEA Part C doesn't use the OWS.                                                                                                                   |
| Persons involved in deciding the summary ratings                                                                                                                                   | A list of all of the people who were involved in deciding the summary ratings and their role.                                                                                                                                                                                          | Enter the first name, last name and middle initial of all of the people involved. Select a role for each person from the drop-down list.           |

TABLE 4: Data Element Definitions

| Data Elements               | Definition                                                                                                                                                                                                    | Data Entered                                                                                                                                      |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Rating date                 | Date of the rating of the three outcomes.                                                                                                                                                                     | This field is filled in with the date entered into the new record.                                                                                |
| Received in a team meeting  | Information from the parents about how the child functions was received at a meeting, which could be an IEP meeting, a transition meeting or a meeting to determine summary ratings for the three indicators. | Click in the box beside all that apply.                                                                                                           |
| Recent history grid         | Individual child record of all program entry and exit summary data and all moves between networks and moves between districts (organizations).                                                                | This grid fills in automatically from data entered into the “new record” for a child entering or exiting a program or organization.               |
| Role                        | The role or position of each person involved in deciding the summary ratings.                                                                                                                                 | Select a role for each person from a drop-down list or select “Other” and enter the appropriate role of the person. See <a href="#">Table 1</a> . |
| Service date                | Date of the first service provided per IEP when child enters program or organization. Date of the last service provided when child exits program or organization.                                             | This field is filled in with the date entered into the new record.                                                                                |
| Summary of relevant results | A narrative summary of the relevant results of the assessment data.                                                                                                                                           | Enter a narrative summary of up to 500 characters in the text box.                                                                                |
| Summary, No                 | No, if no COS data was entered for this record.                                                                                                                                                               | Yes or No is automatically generated.                                                                                                             |
| Summary, Yes                | Yes, if a COS data was entered for this record.                                                                                                                                                               | Yes or No is automatically generated.                                                                                                             |
| Supporting evidence         | The assessments data, including tests, interviews (including parents and other caregivers), observations and record reviews that were used to determine the summary rating.                                   | Select all that apply from a drop-down list and enter supporting evidence (see Table 2). Click <b>Add</b> to save entry.                          |
| View                        | When you click on “ <b>View</b> ,” you will see the complete record summary for the child if a summary is available.                                                                                          | Click on “ <b>View</b> ” ...                                                                                                                      |

For assistance with the Early Childhood Outcomes Web System (OWS) contact:

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