



STATE OF NEW JERSEY

DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: January 17, 2024

To: Local Educational Agency Leads, Directors of Approved Private Schools for Students with Disabilities and Administrators of Nonpublic Schools

Route To: Directors of Special Services, Supervisors of Preschool/Early Childhood, Supervisors of Special Services, Child Study Teams

From: Kathy Ehling, Assistant Commissioner
Division of Educational Services

Guidance and Resources for the Child Outcome Summary (COS) Process

The Individuals with Disabilities Education Act (IDEA) requires each state to have a State Performance Plan (SPP) and Annual Performance Report (APR) evaluating the state's implementation of Part B of the IDEA and describing how each state will improve such implementation. One of the SPP/APR indicators, Indicator 7: Preschool Outcomes, utilizes three child outcomes to measure individual child progress toward improved results and to improve systems, outcomes, and services. It analyzes the percentage of preschool children aged 3 through 5 with Individualized Education Programs (IEPs) who demonstrate improvement in:

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

To meet the requirements of Indicator 7: Preschool Outcomes, New Jersey implemented a multi-year plan to use the [Child Outcome Summary Process \(COS\)](#), a team process for summarizing information about a child's functioning across multiple sources. The COS process allows early childhood special education programs to synthesize information about children across different assessment tools to produce data that can be summarized across programs in the State, and across states to provide a national picture. New Jersey began the transition to the COS Process in 2019 (with a hiatus in school year 2020-2021). This memo provides guidance and resources to assist local educational agencies (LEAs) in implementing the COS process.

Local Education Agency Responsibilities

- LEAs that provide programming for preschoolers with an IEP in any educational setting must attend COS training and identify an internal COS Team.
- LEAs that provide preschool programming for students with IEPs and have previously participated in the COS required training are responsible to submit data (Entry/Exit) in the New Jersey Department of Education [Homeroom System PRESCHOOL Application: Child Outcomes Summary](#) **two (2) x per year (the third Friday in December and the third Friday in June)**.

Child Outcome Summary Process Team Protocols

- As part of the COS Team responsibilities, COS Teams should frequently refer to [Indicator 7 FAQs](#) (Frequently Asked Questions) and [COS Quick Reference Guide](#).
- The NJDOE has an ongoing email for COS Support - Preschool Outcomes Technical Assistance - COSSupport@doe.nj.gov.

Contact information

Please contact the Office of Special Education Preschool with questions or concerns at COSSupport@doe.nj.gov

c: Members, State Board of Education
NJDOE Staff
Statewide Parent Advocacy Network
Garden State Coalition of Schools
NJ LEE Group