



October 5, 2012

**(X) Action Required**  
**( ) Informational**

TO: Local Education Agencies with Part B IDEA Preschool Programs  
Public Charter School Board

FROM: Amy Maisterra, Ed.D.  
Assistant Superintendent  
Specialized Education

RE: Identification of LEA Early Childhood Outcomes Summary (B-7) Administrator

CONTACT: Krista Scott, Education Program Specialist  
Monitoring and Compliance Unit and 619 Coordinator  
Division of Specialized Education  
Email: [krista.scott@dc.gov](mailto:krista.scott@dc.gov)  
Phone: 202-741-5098

---

Dear Local Education Agency Leaders:

The purpose of this correspondence is to notify you of an upcoming transition regarding submission of required Part B Early Childhood Outcomes Summary (COS) data and to advise you of related training and technical assistance opportunities. The U.S. Department of Education's Office of Special Education Programs (OSEP) requires each state, including the District of Columbia, to report annually on 20 performance measures outlined in the State Performance Plan for Part B of the Individuals with Disabilities Education Act (IDEA). Indicator B-7 relates to early childhood outcomes; OSSE must collect and report child-level progress data from all preschool Local Education Agency (LEA) special education programs in the areas of positive social-emotional skills (including social relationships), acquisition and use of knowledge and skills, and use of appropriate behaviors by the child to meet his or her needs. All LEA preschool programs providing services under IDEA, Part B must use the Child Outcomes Summary (COS) form to report on measured outcomes for children ages 3-5. Performance data must be collected within 90 days of a child's entry into a preschool program and within 60 days prior to a child's exit.

COS Data Submission via the District of Columbia Corrective Action Tracking System (DC CATS) and the Role of the B-7 Administrator

To assist LEAs in providing OSSE's Division of Specialized Education with timely and accurate COS data, OSSE has developed a web-based submission tool in its new online system, the District of Columbia Corrective Action Tracking System (DC CATS). DC CATS is being released to LEAs in late fall, 2012. All COS data for the current school year will be submitted in DC CATS rather than submitting electronic copies of the completed forms to the [osse.ideadata@dc.gov](mailto:osse.ideadata@dc.gov) email account. Because of this upcoming process change, OSSE is requesting that each LEA appoint a staff person to serve as the B-7 Administrator to oversee the COS data collection and submission process at the LEA level. The B-7 Administrator will have access to the database and will ensure the input of data from COS forms into the online system.



### Mandatory Professional Development Training

In order to ensure that relevant LEA staff are well positioned for this transition in the COS submission process, DSE will be offering a mandatory full-day training for each LEA B-7 Administrator during the 2012-2013 school year regarding the COS process and the new DC CATS B-7 data collection portal. The training will provide LEAs with preschool programs the opportunity to enter this year's COS data, so we ask that you ensure that your LEA B-7 Administrator bring all COS forms completed this school year (2012-2013) to date.

### Who Should Attend the COS Training for LEAs?

The B-7 Administrator, as identified by the Head of School, is required to attend one six hour training day, and up to two more LEA staff members (who may enter COS data for the LEA) may also attend. OSSE is holding a pilot training session on Monday, November 5. For this pilot training, OSSE will provide training and technical assistance to a select group of LEAs on the data entry process and solicit feedback on both the system and the training methods used prior to the system's launch. Feedback from the pilot group will be used to identify any errors in the data recording process. Additionally, feedback on the end user training will be incorporated and used to inform our larger scale launch and trainings. **LEAs interested in participating in the pilot training on November 5, 2012 should contact Ms. Krista Scott, Education Program Specialist at [krista.scott@dc.gov](mailto:krista.scott@dc.gov) or at 202-741-5098.**

LEAs who do not participate in the November 5<sup>th</sup> pilot training must select one day from the following dates to participate in the B-7 trainings:

- Tuesday, November 13, 2012
- Friday, November 16, 2012
- Monday, November 19, 2012
- Monday, November 26, 2012
- Tuesday, November 27, 2012
- Friday, November 30, 2012
- Monday, December 3, 2012
- Thursday, December 6, 2012
- Friday, December 7, 2012

LEAs have until **Monday, October 22, 2012** to select a B-7 Administrator. **Once the B-7 Administrator is selected, please submit his or her name to Ms. Krista Scott, Education Program Specialist, at [krista.scott@dc.gov](mailto:krista.scott@dc.gov) or at 202-741-5098.** Ms. Scott will contact LEAs to identify a training date from the above list that best meets their needs.

Thank you for your attention to this matter and for working to improve outcomes for students served by your LEA.

Sincerely,



Amy Maisterra, Ed.D.  
Assistant Superintendent of Specialized Education