

EARLY CHILDHOOD OUTCOME (ECO) DATA COLLECTION SYSTEM

Updated September 17, 2010

Web-based Data Collection System

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Introduction

The Early Childhood Outcome (ECO) Web-based Data Collection System is an online web application designed for schools to report to the Idaho State Department of Education an entry and exit rating for three early childhood outcomes and a progress rating (at exit) for all children enrolled in Early Childhood Special Education (ECSE) IDEA Part B program and services. The three early childhood outcomes are;

- 1) Positive social-emotional skills, including social relationships.
- 2) Acquiring and using knowledge and skills, including communication and early literacy.
- 3) Taking appropriate actions to meet needs.

Children three to five years of age determined eligible and are receiving any ECSE service(s) on an Individualized Education Plan (IEP), must have entry data collected when the student enters ECSE services and exit data when the student exits ECSE services. This also includes students receiving only speech language services as their special education. ECO entry data must be reported on this web-based system within 45 days of the initial IEP date. ECO exit data is not collected until a child reaches kindergarten eligible age (5 years old by Sept. 1st), is determined no longer eligible as a student with a disability, or moves out of the state of Idaho. When a child moves within the state of Idaho, school/district enrollment history must be updated in this system.

For forms, documents, training materials, and resources connected with early childhood outcome measurement, go to the Idaho Training Clearinghouse (ITC) site under the Learning Community for Early Childhood <http://itcnew.idahotc.com/dnn/early-childhood.aspx> and refer to the ECO tab.

Part B ECSE staff is required to use the Idaho Child Outcome Summary Form - Revised (COSF-R), found at <http://itcnew.idahotc.com/DNN/LinkClick.aspx?fileticket=F%2bhPmgQj6Fk%3d&tabid=1094&mid=3445> to gather and document information. Information on the COSF-R, student demographic information, and student enrollment/movement history from school-to-school or district-to-district while enrolled in ECSE services are required on the ECO Web-based Data Collection System. For instructions on the COSF-R and a “Decision Tree for Summary Rating Discussions,” follow the link above. The completed COSF-R form should remain in the student’s cum file and sent on to a new school/district if the child moves before the ECO exit data is collected.

The student’s outcome data will need to be reported for the school where the student’s IEP is held and will report the student for average daily attendance (ADA) and December 1 (VI B) Child Count,

regardless of where services are provided. For this reason all elementary schools will be issued a password to access this data collection website.

Accessibility

The Early Childhood Outcome (ECO) Web-based Data Collection System **can be accessed 24 hours a day, 7 days a week directly at <https://www.sde.idaho.gov/ECOOutcome/default.aspx>** or go to the Idaho State Department of Education (SDE) website at <http://www.sde.idaho.gov/>. On the top right side of the SDE homepage, click on “Data Collection” and select “Early Childhood Outcome.”

Tech Support

Browser Requirements*:

1. Use Microsoft Internet Explorer 5.XX or higher with 128 Bit Security Encryption to run this web application.
2. The monitor resolution settings should be adjusted greater than 800X600 (preferably 1024 X 768) to use the site without horizontal scrolling.

***NOTE:** The Early Childhood Outcome data entry system is a Web-based data collection system; a secure web site. This means that a browser (the program used to surf the web) must have 128 Bit Encryption Security and computers must use *Microsoft’s Internet Explorer 5.XX* or a higher version. Have **technical support** at your school verify that this criterion is met on computers used to access the ECO Web-based data collection system. Technical support is also required to revise monitor resolutions greater than 800 X 600 (preferably 1024 X 768) to ensure viewing of data entry areas without the need for horizontal scrolling.

Password:

For school data entry, the password is the same as your IRI **password that was issued to test coordinators prior to 2006 when ECO data collection began**. If a district administrator wants to review ECO data for all students or to export district data into Excel format, the district Part-B password must be used. For password needs or questions, contact Shannon Dunstan at SDunstan@sde.idaho.gov or by phone at 208-332-6908.

Contacting State Department of Education (SDE):

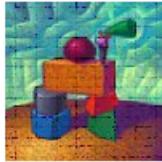
The SDE is a public reporting state agency which means that all emails or written notices to or from the SDE are subject to public information requests. Please do not provide any more than first initial and last name of a student in question. Additional personal information sent by email or written notice may result in a breach in confidential student information.

Instructions

How to navigate through the Early Childhood Outcome (ECO) Web-based Data Collection System -

Step 1. Login

- i) Go to the direct link for the Login Screen: <https://www.sde.idaho.gov/ECOOutcome/default.aspx>
or
- ii) Go to the Idaho State Department of Education website:
 - (a) <http://www.sde.idaho.gov/> .
 - (b) On the top right hand corner of the page, click on “Data Collection”.
 - (c) Click on “Early Childhood Outcome.”
 - (d) The Login Screen will appear (see the screen below).



Early Childhood Outcome Data Collection System

Login Screen

District Name :

School Name :

Password :

[Download Early Childhood Outcome Instruction Guide](#)

The Early Childhood Outcomes FAQ document [FAQ](#)

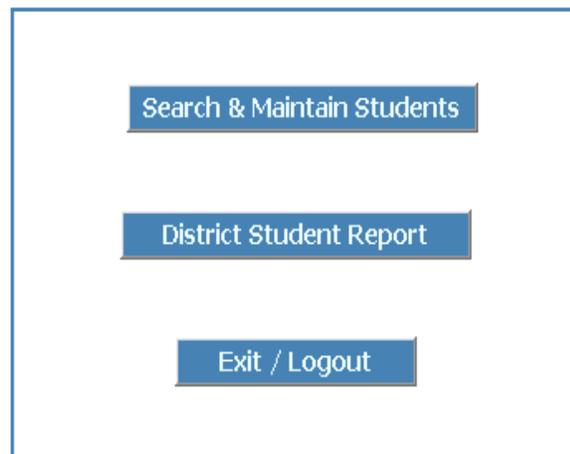
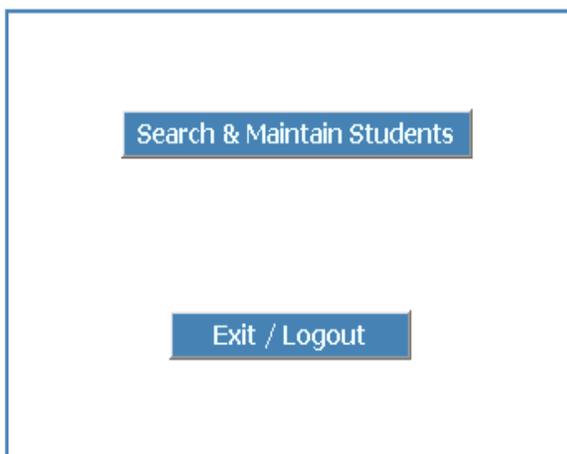
New requirement effective 9/01/08 – IEP service start date must be entered
(exit data cannot be entered without the service start date)

For program assistance, please contact Alisa Fewkes
at (208) 332-6911, or AFewkes@SDE.IDAHO.GOV

For technical assistance, please email helpdesk@sde.idaho.gov
and your request will be routed to a developer.

1a. Logging in

- i) Select your **District and School Name** from the lists in the drop down menus on the login screen.
 - ii) The **ECO school building password** is the same as your IRI password issued prior to 2006. Each school has been assigned an ECO password, which is available from your district test coordinator. This password would be used by the person(s) responsible for entering individual student ECO data.
 - (a) The ECO/school building password is the only password that will allow the user to add new entries and make changes/corrections on existing entries. For password needs or questions, contact Shannon Dunstan at SDunstan@sde.idaho.gov .
 - iii) The **ECO district password** is the district's Part B password. This password would be used by Special Education Directors/ECSE Consulting Teachers in order to access a report of all the student entries in the database for the school district.
 - (a) Note: The passwords are case sensitive.
 - iv) Click the **Login** button.
 - (a) The options screen will appear.
 - v) Click on "**Search & Maintain Students**" – option will be available to teachers, administrators and SDE staff.
 - (a) Go to Step 2 (Search and Maintain Students).
 - vi) Click on "**District Student Report**" – This option is only available with district Part-B password for Special Education Directors/ECSE Consulting Teachers – to access a report of the student entries in the database for your district.
- (a) It is not possible to make changes/corrections when using the district Part-B password. The Part-B password is for administrative review purposes only.**



Step 2. Search & Maintain Students

2a. Search

You must do a search before you can enter data on an existing student or to add a new student.

NOTE: It is very important not to duplicate records on a student that might have come from another district in Idaho. It is not necessary to enter the district or school for the search option to function.

- i) Enter the last name and the first letter of the first name, and then click the search button. You can enter the search filter for one or more of the student criteria (first and/or last name). There must be an entry in both the First and Last Name fields but only one letter is required.
- ii) If the search reveals the correct student name and current district/school.
 - Click the  icon for details.
 - Go to Step 3 (Student Demographic Information).
- iii) If the search reveals more than one student with the same name, confirm the district and school name, and birth date or click the  icon for details on the left side of the student's name to identify the correct student.
- iv) If the search does not find the student you are looking for by last name, switch to search by the student's first name, or in case of a spelling error in the original entry, you can search by initials only. Please double check to make sure your spelling is accurate and that first and last names have not been reversed.
- v) If no records are found for the student, an **Add** button will appear.
 - Go to Step 2b to add a new student

Early Childhood Outcome Data Maintenance

Enter the search filter for one or more criteria and click the Search button. Click Exit to logout.

Last Name:

First Name:

Birth Date: (mm/dd/yyyy)

Currently Enrolled District:

Currently Enrolled School:

Click for Details	Last Name	First Name	Birth Date	School District	School Name
	Jane	Doe	11/05/2005	STATE OF IDAHO (999)	GENERIC SCHOOL - Elem (0999)
< >					

2b. Add a New Student

- i) After doing a search and determining the student is not in the database, you can **add** a new student by clicking the **Add** button (see the screen below).
 - (a) A blank Early Childhood Outcome Data Maintenance screen will appear requesting the student's demographic information.
 - (b) Go to Step 3 (Student Demographic Information).

Early Childhood Outcome Data Maintenance

Enter the search filter for one or more criteria and click the Search button. Click Exit to logout.

Last Name:

First Name:

Birth Date: (mm/dd/yyyy)

Currently Enrolled District: ▼

Currently Enrolled School: ▼

No records found for this search criteria.



Step 3. Early Childhood Outcome Data Maintenance – Student Demographics

3a. Student Demographic Information

- i) **New student:** Student’s demographic information must be added.
 - (a) Add **ONLY** the Student Demographic Information and click **SAVE** in the demographic area.
 - (b) **Every field in this section except the ID field must be completed to SAVE, or to add movement history, and/or other data.** The webpage is designed to be completed from the top section down.
 - (c) Go to Step 4 (Enrollment History).
- ii) **Existing student:** Student’s demographic data should be displayed.
 - (d) If demographic information is incorrect or incomplete, add or edit the student’s demographic information and click **SAVE**.
 - (e) Go to Step 4 (Enrollment History).

Early Childhood Outcome Data Maintenance

Student Demographic Information

ID Number : (optional)

Name:

Last First M.I.

Birthdate : (mm/dd/yyyy)

Gender: --

Ethnicity: --

Exceptionality : --

Early Childhood Outcome Data Maintenance

Student Demographic Information

ID Number : (optional)

Name:

Last First M.I.

Birthdate : (mm/dd/yyyy)

Gender: Female

Ethnicity: White

Exceptionality : Traumatic Brain Injury

Enrollment History

District Name	School Name	School Enrollment Date	School Withdrawal Date

Early Childhood Outcomes

Data Entry Details	ECO
Initial IEP Service Start Date	
Entry Data Team	****
Anchor Assessment used	****
	Assessment Score
Outcome 1 - Positive Socio-Emotional Skills (including Social Relationships)	
Outcome 2 - Acquiring and Using Knowledge and Skills (including Early Language and Literacy)	
Outcome 3 - Taking Appropriate Action to Meet Needs	

Step 4. Early Childhood Outcome Data Maintenance – Enrollment History

- Once the demographics information is entered and saved, a **Manage Enrollment** button will appear. The **Enrollment History** section allows for tracking of where a student is enrolled and documents a student’s district and/or school movement history. This enrollment history section must be completed in order to get access to the student entry and exit data sections.
- The **School Enrollment Date** is when the student enrolled in that school and the **School Withdrawal Date** is when the student was withdrawn from that school and is no longer enrolled in that school . The schools will be listed from top to bottom in chronological order. The first school listed should be the first school in Idaho the student was enrolled in to receive ECSE services. Each school and district that a student has enrolled in while in ECSE services needs to be listed. The most current school will be at the bottom of the list.
- If a student withdraws from a school**, that school must enter the date the student was withdrawn from that school (School Withdrawal date [exit date]). If no withdrawal date for the previous school was listed, the next school can add a school withdrawal date. If the **student moves** within Idaho or within the same school district while receiving services as a 3-5 year old, the **next school must update enrollment history** with the new school information and enrollment date.

Name:

Last First MI.

Birthdate : (mm/dd/yyyy)

Gender: ▼

Ethnicity: ▼

Exceptionality : ▼

Enrollment History

Manage Enrollment

District Name	School Name	School Enrollment Date	School Withdrawal Date
STATE OF IDAHO (999)	GENERIC SCHOOL - Elem (0999)	10/10/2007	04/08/2008
STATE OF IDAHO (999)	GENERIC SCHOOL - Elem (0999)	05/20/2008	05/27/2009

4a. Enrollment History

- i) If enrollment history is complete and current, move on to the Early Childhood Outcome section to record early childhood outcome entry or exit data. Go to Step 5 to enter student entry outcome data or Step 6 to enter student exit outcome data.
- ii) If enrollment history is not complete or current, click on the **Manage Enrollment** button. Go to step 4b or 4c.

4b. Add Enrollment History

- i) Next to the Enrollment History section on the Early Childhood Outcome Data Maintenance page, is the button to “Manage Enrollment.”
 - (a) The District/School Enrollment History screen will appear. (see screen below)
- ii) If no movement history exists because the student is new, select the district, school, and enter the enrollment date and if it is the home district and then click the **Add New Enrollment** button.
- iii) If the movement history needs to be updated or deleted, go to Step 4c.

District/ School Enrollment History **Doe, Jane**
for

[Add New Enrollment](#)

District : ▼

School : ▼

Entry Date : Exit Date :

Is the District selected above, the Home District? : Yes No

[Return to Previous Page](#)

No Enrollment History available for this student.

Select the District and School and Click the "Add New Movement" button to update this student record.

4c. Update or Add New Enrollment

- **Update Enrollment** means updating an old or existing record, such as when a student is withdrawn from the district/building or if the record is incorrect. **Add New Enrollment** is to add a new enrollment record for an existing student.

- **NOTE: Only State Department of Education staff will have access to delete enrollment. If there has been an entry error in the Enrollment History contact Shannon Dunstan at SDunstan@sde.idaho.gov.**

- i) To **make a change to any movement**, including if the student is no longer enrolled at a school (school exit date), click the **Select** button next to the enrollment you want to update. Make the necessary corrections for the District and School (select from drop down list), enrollment (entry) or withdrawal (exit) date, and then click the **Update Enrollment** button.

- ii) To **add a new enrollment history** for a student (student was withdrawn from one school and enrolled in a new school), enter the new district and/or school from the dropdown list and school enrollment (entry) date. Indicate if the district selected is the home district (Yes) or not (No). *Some students may have a home district that is different than where the student is enrolled, such as the regional satellite programs for students enrolled in ISDB or co-operative district preschool programs.* If the answer is “no” then a new field will appear. Choose the Home District from the drop down list. When completed, click **Add New Enrollment**.

- iii) After updating the information and selecting the add or update option, click **Return to Previous Page** at the bottom of the page and your changes will be saved. The **Early Childhood Outcome** section will appear.

- iv) To enter **Early Childhood Outcome Data Entry Details** or **Early Childhood Outcome Data Exit Details** data, click the blue **ECO** button. (Go to Step 5 or 6.)

Step 5. Submit Early Childhood Outcome Data Entry Details

- i) **ECO Data Entry Details** must be submitted and finalized on the web based system within 45 days of the initial IEP date.
- ii) **Initial IEP Service Start Date** is the date the Initial IEP takes effect. This is the date used to generate the minimum 6 months of ECSE services required prior to being able to submit exit data. Initial IEP Service Start Date field was made a requirement as of September 1, 2008.
- iii) **Entry Data Team** is where the entry data came from:
 - **Early Childhood Special Education team (Part B)** means the Part B team completed it all. This could also include a case where the student comes from a Head Start or private preschool that has completed one of the approved anchor assessments, thus a member of the Part B team.
 - **Infant-Toddler (Part C) exit** means the Part B ECSE team used the Part C exit data for the Part B entry data. The Part B Child Outcome Summary Form – Revised (COSF-R) must be completed using the Part C assessment information and exit data, and placed in the student’s cum file.
 - **Transition team (Part B & C)** means that a combination of assessment information from both programs was used to determine the outcome score(s).
- iv) **Anchor assessment used** means the Idaho approved anchor assessment that was administered and used as the anchor for all three outcome areas. Only ONE anchor assessment tool can be entered as the anchor. Other assessments used in the process should be listed on the Child Outcome Summary Form - Revised (COSF-R). Click the arrow for a drop down box of all the Idaho approved anchor assessment tools.

- v) Enter an **entry rating** of 1-7 for **Outcome 1, 2, and 3.**

Note: The completed **Child Outcome Summary Form - Revised (COSF-R)** is required to document the summary of information used to determine the student’s outcome entry ratings and must be kept in the student’s cum file.

- vi) Click on **Save and Return** and the **Early Childhood Data Maintenance** screen will appear. Check to see if data is correct.
- vii) If all data is correct and you want to finalize and submit the data, click on **ECO** button and click the **Final Submit & Return** button at the bottom of the page. The green **“Final Submitted”** button will appear.
- viii) If you are on the **Early Childhood Data Maintenance** screen and want to add data on another student’s file, click **Search** at the bottom of the page. If you click **Logoff**, you will go back to the login screen page.

Early Childhood Outcome Assessment

ENTRY Data for **Doe, Jane**

Data Entry Details

Data Entry Date :

Service Start Date :

Entry Data from :

Anchor Assessment used :

Outcome 1 - Positive Social-Emotional Skills (including Social Relationships)

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

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

Outcome 2 - Acquiring and Using Knowledge and Skills (including Early Language and Literacy)

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

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

Outcome 3 - Taking Appropriate Action to Meet Needs

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

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

[Return to Previous Page](#)

[Save & Return](#)

[Final Submit & Return](#)

Step 6. Submit Early Childhood Outcome Exit Details

- i) Early Childhood Outcome Exit data must be collected and reported using this Web-based online system **when a child has been in Idaho ECSE services for at least 6 months and is exiting from ECSE services in Idaho due to:**
- Turning legal kindergarten age (5 by September 1st), or
 - No longer meeting IDEA eligibility, or
 - Moving out of state,

Note: For students that withdraw from Idaho early childhood program(s) and receive less than 6 months of service in Idaho please contact Shannon Dunstan at SDunstan@sde.idaho.gov or 208-332-6908.

- ii) ECO exit **data must be entered into the ECO system within:**
- 30 days of the end of the school year, if the child is turning legal kindergarten age, or
 - 30 days of being determined no longer IDEA eligible as a child with a disability or
 - 30 days of moving out of state
- iii) Follow the Steps 1-4 in this document as needed.
- iv) Go to the **Early Childhood Outcome** section, and click on **Enter Early Childhood Outcome Exit details**.

Early Childhood Outcomes

Data Entry Details		ECO
Initial IEP Service Start Date	8/20/2007	
Entry Data Team	Early Childhood Special Ed team (Part B)	
Anchor Assessment used	Creative Curriculum	
Final Submitted		Assessment Score
Outcome 1 - Positive Socio-Emotional Skills (including Social Relationships)	3	
Outcome 2 - Acquiring and Using Knowledge and Skills (including Early Language and Literacy)	4	
Outcome 3 - Taking Appropriate Action to Meet Needs	6	

Data Exit Details		Enter ECO Exit details	
Data Exit Date			
Exit Reason	-----		
Anchor Assessment used	-----		
Not Submitted		Assessment Score	Progress (Y/N)
Outcome 1 - Positive Socio-Emotional Skills (including Social Relationships)			
Outcome 2 - Acquiring and Using Knowledge and Skills (including Early Language and Literacy)			
Outcome 3 - Taking Appropriate Action to Meet Needs			

[Search](#) [Save](#) [Logoff](#)

- v) The student must have been receiving ECSE services for **at least 6 months** to be eligible for an exit score. If it has been less than 6 months there is the note next to Data Exit Details:

Student not yet eligible for Exit Assessment (less than 6 months)

Note: If you are receiving this message in error and the student in question has received more than 6 months of services in Idaho check that all fields are completed, correct, and Data Entry Details have been final submitted. If you continue to receive this message in error please contact Shannon Dunstan at SDunstan@sde.idaho.gov or 208-332-6908.

- vi) If the student is eligible for the outcome exit assessment scores, fill in the **Data Exit Date**, which is the day the exit outcome data is being entered. This will automatically populate to the current date. It will automatically change every time something in the screen is changed.
- vii) Click on the arrow for the drop down list of **Exit Reasons** and select the correct exit reason.
- viii) Click on the arrow for the dropdown list for the **Anchor Assessment Used**.
- ix) Enter an **exit rating** of 1-7 for **Outcome 1, 2, and 3 AND** answer the **progress** question with a **yes or no** for each outcome area.

Note: The completed **Child Outcome Summary Form - Revised (COSF-R)** is required to document the summary of information used to determine the student's outcome exit ratings and must be kept in the student's cum file.

- x) Click on **Save and Return** to check to see if data is correct.
- xi) If any of the outcome data is incorrect, click the **Enter ECO Exit details** and make corrections. Click **Save and Return**.
- xii) If data is correct and you want to finalize and submit, click on **Enter ECO Exit Details** and click the **Final Submit & Return** button. A green "**Final Submitted**" icon will appear.
- xiii) If all necessary changes in **Early Childhood Data Maintenance** have been made and the green Final Submit icon appears, select **Save**. To make updates to another student's data, click **Search** at the bottom of the page. To return to the login screen page, click **Logoff**.

Outcome 1 - Positive Social-Emotional Skills (including Social Relationships)

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

Not Yet Emerging Somewhat Completely

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7
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PROGRESS : Has the child shown any new skills or behaviors related to positive socio-emotional skills (including positive social relationships) since the last outcomes summary?

Yes No

Outcome 2 - Acquiring and Using Knowledge and Skills (including Early Language and Literacy)

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

Not Yet Emerging Somewhat Completely

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7
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PROGRESS : Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the last outcomes summary?

Yes No

Outcome 3 - Taking Appropriate Action to Meet Needs

To what extent does this child show behaviors and skills related to this outcome appropriate for his or her age across a variety of settings and situations?

Not Yet Emerging Somewhat Completely

<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7
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PROGRESS : Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the last outcomes summary?

Yes No

[Return to Previous Page](#) [Save & Return](#) [Final Submit & Return](#)