

# COSF Form

**Select a Student to Manage**

Search on Last Name for  Search Filter by Type on

View My Caseload Only  View Active Students Only

1. Click Search. Then click the appropriate Name to select a student.
2. Once a student has been selected, click on the Indicator 7 COSF form using the toolbar on the left.

Internal Forms :

- [Indicator 7 COSF](#)

The Indicator 7 COSF Summary screen will display, listing any prior forms created for the student. The most recent form will display at the top of the list. To review an existing COSF form, click the appropriate link. To create a new Indicator 13 form, click the 'New' icon. If the form is unfinalized, then the summary screen will display that information as well in a red font.

Form	Start Date	End Date	In Use by	Linked Form(s)	
* <a href="#">Indicator 7 COSF</a>	1/1/2013	5/31/2013		EOY/Annual Review - 3/23/2012 (08/27/2012 - 05/31/2013)	0

\*Unfinalized

## STEP 2 – SELECT OPTIONS

1. Select an ARD to attach to the Indicator 7 COSF form from the drop-down list. Select the most current ARD. This is done so that all the student data appears on the form automatically.
2. Enter the form's Date Range (Start Date & End Date). Note – only the Start Date is mandatory. The Start date will be the date you are completing the FORM.
3. Select the Service Date for the form. Note, upon creation of the form, this page will display the current system date, but the user may change it if needed.

**Create a new Indicator 7 COSF Form**

This process will collect the information required to create a new Indicator 7 COSF Form  
Please fill in all required information then click "Create Form" when you are finished.

Select a(n) ARD to attach to this Indicator 7 COSF form

Enter Date Range for this Indicator 7 COSF

Start Date  End Date

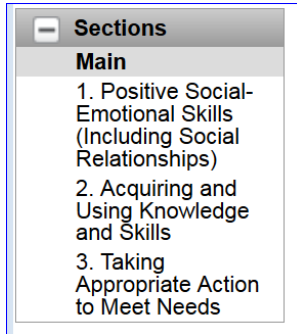
Select a Service Date for this Indicator 7 COSF

## NAVIGATION/TOOL BAR

Once the Indicator 7 form opens, it displays the Main section by default. A toolbar will display on the left side of the screen, divided into the following areas:

### 1. Sections

There is a separate link for all four sections of the form. Click on any link to move to that section of the form:



The screenshot shows a dropdown menu titled "Sections" with a minus sign icon. Under the "Main" header, there are three options: "1. Positive Social-Emotional Skills (Including Social Relationships)", "2. Acquiring and Using Knowledge and Skills", and "3. Taking Appropriate Action to Meet Needs".

- o Main
- o 1. Positive Social-Emotional Skills (Including Social Relationships)
- o 2. Acquiring and Using Knowledge and Skills
- o 3. Taking Appropriate Action to Meet Needs
- o View All (this allows the user to view all sections at the same time by scrolling up and down with the mouse on the same screen)

**All sections must be completed.**

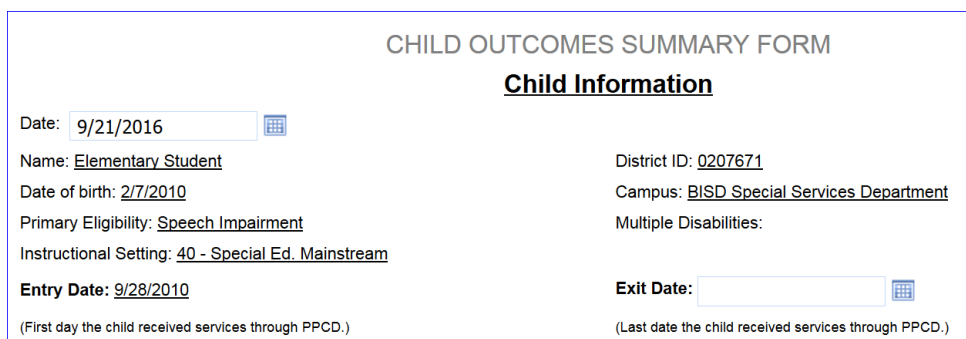
### 2. Form Information

These options will maintain Form Information, such as Form Date Range, Link Form To, and Current Placement Date. Also, Refresh and Delete functionality is available depending on user security.

## FORM COMPLETION

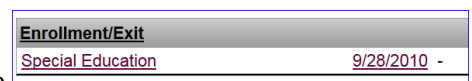
There are 2 times in which this form is completed – once when the student enters a program, and then again upon exit of the program. There should be a minimum of 6 months between form completions – if less than 6 months, then the student will not be reported on the Indicator 7 Advanced Report.

When completing the EXIT form, you must create a NEW COSF form. Do not revise the ENTRY FORM. All sections are completed for both forms.



The screenshot shows the "CHILD OUTCOMES SUMMARY FORM" with the "Child Information" section. The form contains the following fields:

Date: 9/21/2016	District ID: 0207671
Name: Elementary Student	Campus: B1SD Special Services Department
Date of birth: 2/7/2010	Multiple Disabilities:
Primary Eligibility: Speech Impairment	
Instructional Setting: 40 - Special Ed. Mainstream	
Entry Date: 9/28/2010	Exit Date:
(First day the child received services through PPCD.)	(Last date the child received services through PPCD.)



The screenshot shows the "Enrollment/Exit" section with the following information:

Special Education	9/28/2010 -
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The Entry date is filled in automatically. This information comes from the Screen in iepplus. If the entry date needs to be changed, please ask the speech pathologist or diagnostician.