



Virginia Child Outcomes Summary (COS) Fidelity Checklist

Name(s): _____ Date: _____
 Observer: _____ Setting: _____ COS: ___ Initial ___ Ongoing

Purpose: The COS Fidelity Checklist is a companion document to [Virginia’s Child Outcomes Booklet](#) designed to assist case managers, professionals, and specialists in improving COS team collaboration. The checklist is a mechanism for those who implement, supervise, or train on the COS process to identify, observe, and assess required practices in COS implementation. It highlights ways to actively engage families as vital members in the COS process. The checklist can be used for: self-reflection, supervisor/mentor observation and feedback, staff training, and to measure change.

For each item, ‘Yes’ indicates the practice is fully observed. ‘No’ indicates the practice is not observed.

Preparing for the COS							
	Yes	No	Notes				
Family Preparation							
1. Explained the three child outcomes to the family.							
2. Described how the use of the Decision Tree informs the COS.							
3. Checked for family understanding.							
Provider Preparation							
1. Reviewed available information from multiple sources* about the child’s current functioning^ for each of the three child outcome areas							
2. Reviewed plan for discussing information about the COS and how to engage the family in the COS decision-making process.							
Functional Assessment Process							
	Outcome 1		Outcome 2		Outcome 3		Notes
<i>Practices rated for each outcome and include family participation</i>	Yes	No	Yes	No	Yes	No	
1. The full scope of each outcome was explained							
2. The family shared information about child’s functioning^							
3. Multiple sources* were included to gather information							
4. Focused on functional use of skills versus discrete skills.							
Age Anchoring							
	Outcome 1		Outcome 2		Outcome 3		Notes
<i>Practices rated for each outcome and include family participation</i>	Yes	No	Yes	No	Yes	No	
1. Discussed age-expected functioning in each outcome area.							
2. Considered family culture+ when discussing the child’s functional skills in each outcome area.							
Determining Child Outcome Summary Ratings							
	Outcome 1		Outcome 2		Outcome 3		Notes
<i>Practices rated for each outcome and include family participation</i>	Yes	No	Yes	No	Yes	No	
1. Used the decision tree, sharing examples to guide the discussion for each outcome area.							
2. Discussed the ratings in descriptive terms for each outcome area, not as a number.							
3. Reached consensus on the ratings.							

*Multiple sources of information: includes observations, evaluation, progress reports, and reports from parents, specialists, and others who know the child.

^Functioning: occurs across different settings and situations in everyday routines and activities for each outcome area.

+Culture: includes lifestyle, values and routines and activities specific to child and family’s culture