

Important OSEP Updates

Dear AEPSi™ User:

We are pleased to announce some important updates to AEPSi that will enable you to prepare your progress (near-exit) data on OSEP Child Outcomes well in advance of the February 2008 deadline. Now available in AEPSi are new near-exit OSEP reports that

- Show the percentage of children in your program in each of the five OSEP Reporting Categories for all three Child Outcomes
- Show the raw scores, benchmarks, and OSEP Reporting Categories for each individual child
- Show recommended ratings on The Early Childhood Outcomes (ECO) Center's 7-point Child Outcomes Summary Form (COSF) for each child

Read on to learn how to use AEPSi to generate these reports. Also be sure to watch the new AEPSi OSEP Reporting Tutorial—to access it, log in to AEPSi and select the Help menu, and you'll find the link on the main screen.

But first, some more exciting news: Several of you have inquired about which AEPS Test level to use for OSEP reporting when a child whose chronological age is older than 36 months has a developmental performance more related to items on the Level I AEPS Test. It is now possible to assess children at the test level that best matches their current level of functioning and still accurately and automatically generate OSEP outcomes. Just follow the same procedures below!

We are compiling an FAQ document to answer commonly asked questions about OSEP reporting with AEPSi. Please send your question suggestions to implementation@brookespublishing.com, and we will be happy to include them.

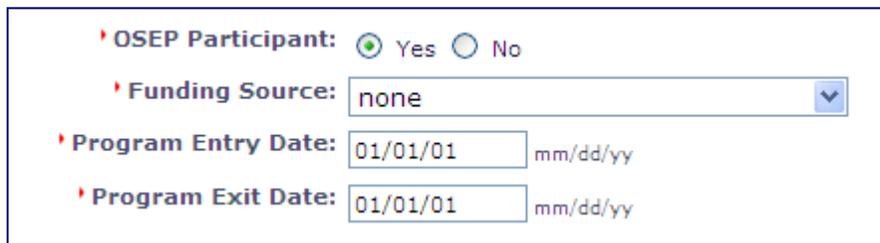
Best regards,
The AEPSi Team

Generating OSEP Reports in AEPSi

Step 1. Fill in the New Fields on the Child Profile Page

Before you try to generate the new near-exit OSEP reports, you will need to fill out four new required fields on each child's Child Profile page: OSEP Participant, Funding Source, Program Entry Date, and Program Exit Date.

- **OSEP Participant:** Select "yes" if the child should be included in OSEP reporting. Select "no" if the child should not be included in OSEP reporting. By default, OSEP Participant is selected as "yes" for all existing child records. (Note: At this point, AEPSi allows you save the Child Profile without entering the child's Funding Source, Program Entry Date, or Program Exit Date. However, you must complete these fields for all children who are participating in OSEP reporting in order to generate accurate reports.)
- **Funding Source:** Select the child's funding source, either "Early Childhood Sp Ed - Part B (3-5)" or "Early Intervention-Part C (Birth-3)" for children participating in OSEP reporting. If your program includes both children funded by Part C and children funded by Part B, Section 619, your OSEP reports will be separated by funding source.
- **Program Entry Date:** Enter the date the child entered the program in MM/DD/YY format. For example, 09/04/06.
- **Program Exit Date:** Once the Program Exit Date for a child is known, enter the date in MM/DD/YY format. Otherwise, the "dummy" date (01/01/01) should remain. (The child will not be included in near-exit OSEP reports until a valid date is not entered.)



The screenshot shows a form with four fields:

- OSEP Participant:** Radio buttons for "Yes" (selected) and "No".
- Funding Source:** A dropdown menu with "none" selected.
- Program Entry Date:** A text input field containing "01/01/01" with a "mm/dd/yy" label to its right.
- Program Exit Date:** A text input field containing "01/01/01" with a "mm/dd/yy" label to its right.

Step 2. Select Each Child's Near-Entry and Near-Exit Assessment

In order to report OSEP Child Outcomes data for each child, you must collect assessment data at "near entry," soon after a child enters your program, and "near exit," shortly before the child exits your program. (How soon after or shortly before is at your program's discretion.) In AEPSi, you will need to select the two AEPS Tests for each child that the system should use to calculate the OSEP reports, one for "near entry" and one for "near exit."

When a child has been flagged as an "OSEP Participant" on his or her Child Profile, an option called "OSEP Include?" appears on the CODRF Summary page of the AEPS Test that enables you to include this test in OSEP reporting. You may select either "Near Entry", "Near Exit," or "No." (If the child is not an OSEP Participant, the "OSEP Include?" option will not appear on the CODRF Summary page.)

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CHILD SEARCH

CODRF SUMMARY

» Summary » Fine Motor » Gross Motor » Adaptive » Cognitive » Social-Communication » Social

Name: Jordan Drew

- Jordan 's Profile
- Jordan 's Assessments
- Jordan 's Journal
- Jordan 's Reports
- Jordan 's Calendar
- Jordan 's Team

Name: Jordan Drew
DOB: 2004-09-13
Level: I

Test Created: 2006-12-06
Test Finalized: 2007-02-27
Status:

CODRF Summary: [Edit Summary](#)

View CODRF in: [English](#) | [Spanish](#)

OSEP Include? Near Entry
 Near Exit
 No

Print with Criteria? Yes No [Print CODRF](#)

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Please note: Although OSEP no longer requires programs to submit a “near-entry” report as it did for the first round of reporting due in February 2007, you must still select a “near-entry” assessment for each child. The “near-exit” reports that OSEP requires starting with the next round of reports due in February 2008 contain data on the *progress* of the children in your program; in order to measure progress, data must be collected at entry and exit.

To make sure you have filled in the necessary fields and selected the appropriate tests to run the OSEP reports for your children, we have attached an **OSEP Report Checklist you are free to print and photocopy**. The checklist is also be available in the *My Toolkit* section of AEPSi.

Step 3. Generate the **OSEP Reports**

The OSEP reports are available from the *My Reports* section of AEPSi. After selecting the group you wish to run the report for (Class or Program) and entering the date range for the report (for example, 07/01/2006 to 06/30/2007), you will be presented with several OSEP report options that you may View, Print, or Export.

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PROGRAM REPORTS

Create a group report for all children in your Program. Make selections in each area below, then click View, Print or Export to create the report.

Program Service Date Range: TO (mm/dd/yyyy)

Select Report Type:

Near-Entry OSEP Child Outcomes Report (Percentages)	View Print Export
Near-Exit OSEP Child Outcomes Report (Percentages)	View Print Export
Near-Entry OSEP Child Outcomes Report (Raw Scores)	View Print Export
Near-Exit OSEP Child Outcomes Report (Raw Scores)	View Print Export
Near-Entry ECO Child Outcomes Summary Form Ratings	View Print Export
Near-Exit ECO Child Outcomes Summary Form Ratings	View Print Export

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- **Percentages Reports:** These reports show the aggregate percentage of children in your program by OSEP Reporting Category.
- **Raw Scores Reports:** These reports show OSEP Reporting Categories and other relevant data (e.g., AEPS Outcome Raw Scores, AEPS Same-Aged Peer Benchmarks, test dates) for each child by name.
- **ECO Child Outcomes Summary Form Ratings Reports:** These reports show recommended ratings for each child by name on the 7-point ECO COSF.

Please note: Although OSEP no longer requires programs to submit a “near-entry” report as it did for the first round of reporting due in February 2007, we have retained the capacity in AEPSi to generate “near-entry” reports. These reports may be used to monitor the presence and selection of “near-entry” assessment data for the children in your program, which is required to run the “near-exit” reports that OSEP requires starting with the next round of reports due in February 2008. Please see Step 2 for more details.

For more information on these new OSEP reporting features, a short online tutorial is available in the *Help* and *My Toolkit* sections of AEPSi.