School User's Guide for the
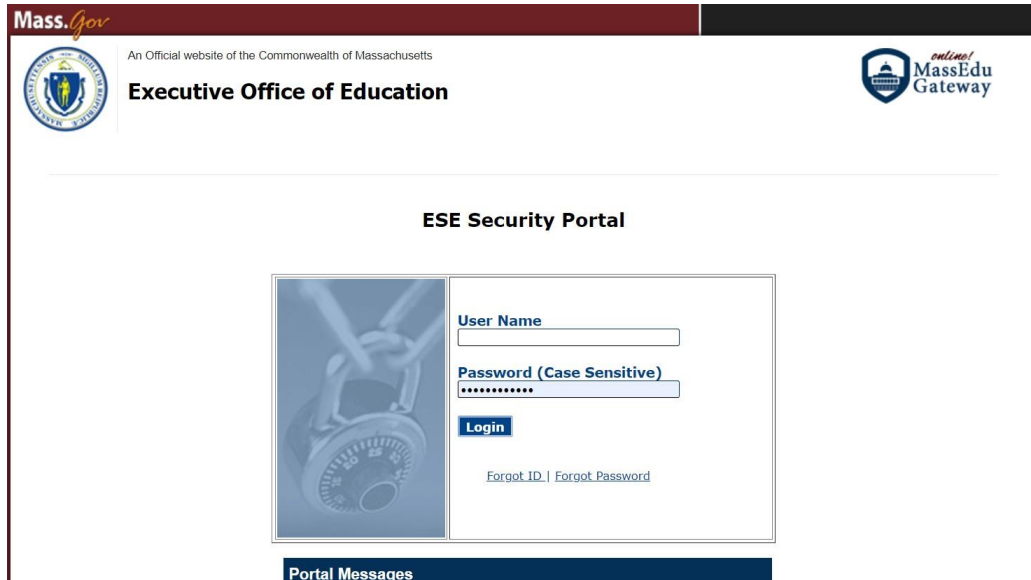
Early Childhood Outcomes Summary Database

1. Log in to the ESE Security Portal.
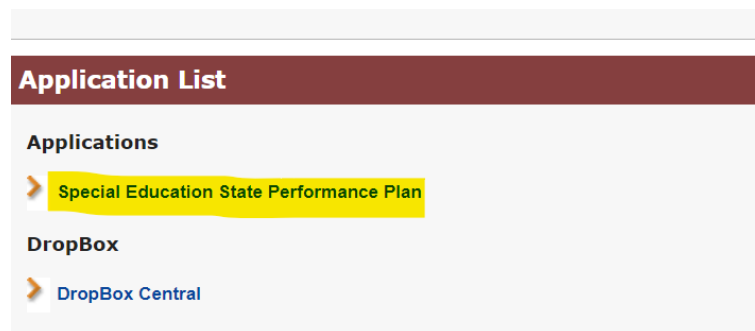

Note: If you do not have access to the Security Portal, please contact your district directory administrator, whose name is listed here.

2. After logging in, click on the "Special Education State Performance Plan" application.

3. Once you are in the "Special Education State Performance Plan" application, you will see "Indicator 7 – Early Childhood Outcomes Summary."

4. After clicking on "Indicator 7 – Early Childhood Outcomes Summary," you will be taken to a page where you will select your school from the dropdown menu and click "Next."

5. After clicking "Next," you will be taken to your school's summary page, where you can track your entry/exit data submission progress, any errors made, the number of students needing Indicator 7 data, status of data submission, and date of last update.

# of Entry Ratings Entered	# of Exit Ratings Entered	# of Errors	Total Students	Status	Last Updated
0	0	0	64	Not Started	

6. To enter data, click on your school. Under **Part 1: Entry data to be completed for students new to preschool special education services**, you will see the list of students for whom Indicator 7 entry and/or exit data are required. The SASID, first name, last name, and DOB are prepopulated (and aligned with the most recent SIMS data).

Note: If you do not see a student in the list who is currently receiving preschool special education services in your school, then your district needs to submit the appropriate information during the next SIMS submission window: [SIMS 2021-2022 Schedule](). ***All special education students, even those receiving only related services, need to have SASIDs.***

7. For entry data submission, enter the date each student started receiving special education services and the appropriate outcome ratings.

DATE THE STUDENT STARTED RECEIVING SPECIAL EDUCATION SERVICES	OUTCOME 1 RATING: POSITIVE SOCIAL-EMOTIONAL SKILLS	OUTCOME 2 RATING: ACQUISITION AND USE OF KNOWLEDGE AND SKILLS	OUTCOME 3 RATING: APPROPRIATE BEHAVIORS TO MEET NEEDS
mm/dd/yyyy	⬍	⬍	⬍
mm/dd/yyyy	⬍	⬍	⬍
mm/dd/yyyy	⬍	⬍	⬍
mm/dd/yyyy	⬍	⬍	⬍

Note: The entry date should be the start date of services identified in the student's IEP, which should be on or after the student's third birthday. If the COS ratings were collected prior to the third birthday, the COS team must decide whether those ratings were still valid at the time of the student's third birthday. If valid, those ratings may be used. If not valid, the COS team should reconvene to determine new ratings for the entry data.

8. Once you have entered appropriate entry data, click on "Save Entry Data."

Save Entry Data

9. Once entry data have been saved, you will see "**SUCCESS!** Your entry data have been saved" highlighted in green.

Status: In Progress

Return to District

Update the ECOS data for each student.

Part 1: Entry data to be completed for students new

Save Entry Data

✓ **SUCCESS!** Your entry data has been saved

10. After a student's entry ratings have been saved, the student's data will move to *Part 2: Exit Data to be completed when students turn 6 or exit the program*, immediately below Part 1 (the entry data section).

Part 2: Exit data to be completed when students turn 6 or exit the program

Save Exit Data

				EXIT EXCEPTION: DID THE STUDENT EXIT THE DISTRICT	EXIT DATE:	

11. You will then be able to input exit data when ready.

ENTRY DATE	EXIT EXCEPTION: DID THE STUDENT EXIT THE DISTRICT WITHOUT HAVING EXIT DATA COLLECTED?	EXIT DATE: DATE STUDENT ENDED PRESCHOOL OR STOPPED RECEIVING SPECIAL EDUCATION SERVICES	CATEGORY	OUTCOME 1: POSITIVE SOCIAL-EMOTIONAL SKILLS	OUTCOME 2: ACQUISITION AND USE OF KNOWLEDGE AND SKILLS	OUTCOME 3: APPROPRIATE BEHAVIORS TO MEET NEEDS	ACTION
2019-12-02	⇕	mm/dd/yyyy 📅	Entry Rating	2	2	2	Reset
			Exit Rating	⇕	⇕	⇕	
			Exit Progress	⇕	⇕	⇕	

If you notice that a student's entry data were entered incorrectly, you can click on "Reset" (highlighted above in yellow) and the student's data will move back up to Part 1, where you will be able to make the appropriate changes.

12. When you have finished entering exit data, click on "Save Exit Data."

Save Exit Data

13. Your school's data are now successfully saved. You can always go back to a previous page by clicking *Return to Select School/District* or *Return to Special Education State Performance Plan* at the top of the page.

Special Education State Performance Plan
Indicator 7 - Early Childhood Outcomes Summary
Return to Select School/District

Select a school to start entering student-level ECOS data. Note: