ECO

(Illinois Early Childhood Outcomes Summary)

Standard User Guide

September 2014

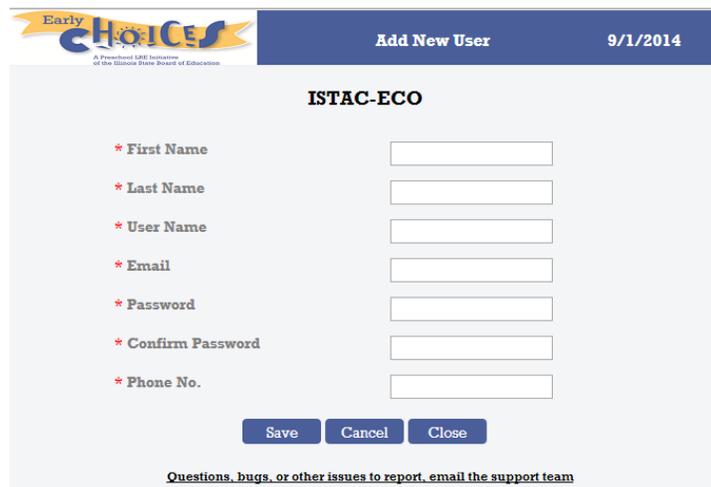## TABLE OF CONTENTS

URL: http://ec-ecotool.com/

New Users: Creating a User Name and Password

1. If you are a first time user of the ECO app, click on the "New User" hyperlink to create a User Name and password.

2. Enter the required fields, as identified with a red asterisk*, on the New User form:

3. After you click the Save button, you will receive an email confirmation with your User Name and Password for your records.

   NOTE: The email will come from a "no-reply" address, so check your spam/junk email if it appears you haven't received the email. If the email is not found anywhere, email support@socialteck.freshdesk.com. Include your name and email address, and explain the issue.

Logging In

1. Enter your User Name and Password, then click the Login button:

-   NOTE: You only have access to the Records you enter data for. You cannot access records of Children who were entered by other Users. If you need access to those records, contact the User who entered the data or email support@socialteck.freshdesk.com

Adding an Entry Record

1. Once logged in, you will see your options on the Home Page:
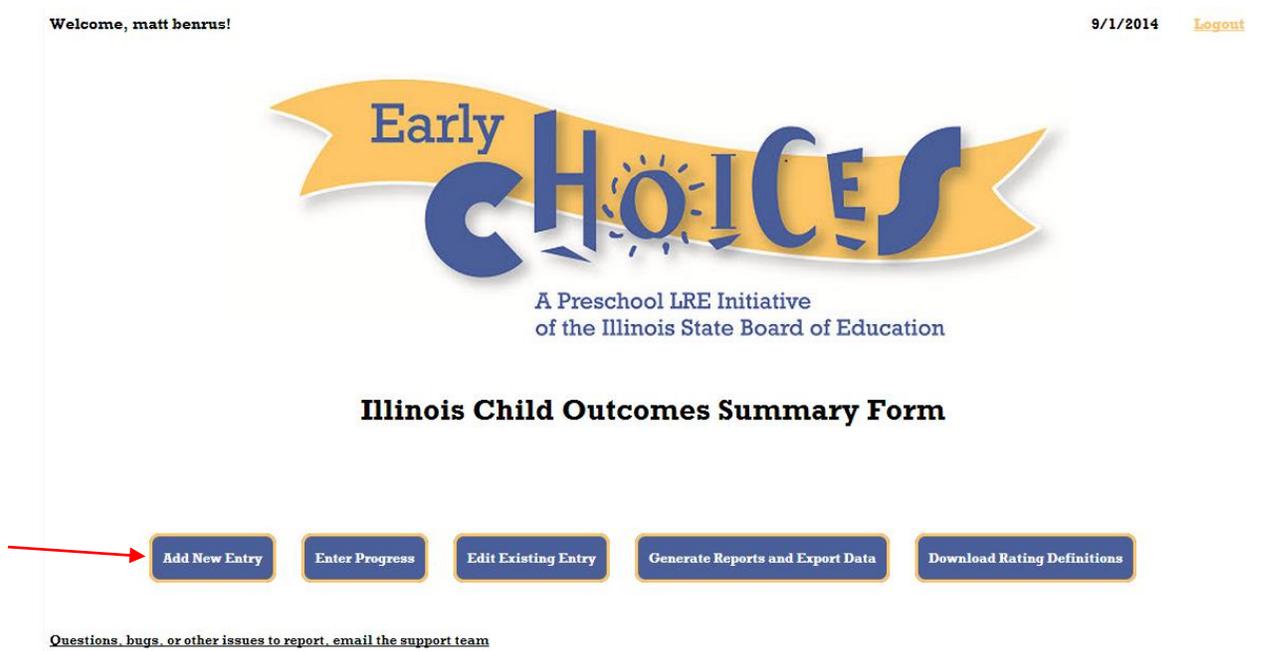
2. Click on the Add New Entry button.
3. The ECO New Entry form will appear. Directions are at the top of this page, and also available for download from the Home Menu ("Download Rating Definitions").
4. Enter all required fields in the New Entry Form, as marked with a red asterisk (*).
    I.   **Child's Information:**
    -   The "Other" option for District is located at the end of the pick list, after the "Z" Districts.

II. **Indicate who participated in the Ratings**:
- Two participants (with different roles) *must be included* in the ECO ratings. The system will remind you of this requirement until "Yes" is selected for at least two participating roles:
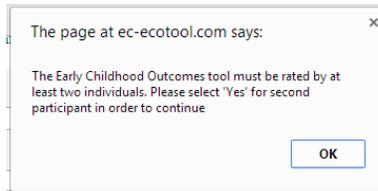
III. **Person(s) Involved in Deciding Summary Ratings:**
- The roles you have indicated "Yes" to in section II will auto-populate in the "Role" pick lists for section III.
- To add or remove persons beyond the two required, use the "Add Another Person" and "Remove" hyperlinks. The "Remove" hyperlink begins to appear when more than two persons are added:

IV. **How was Parent Involved in the Ratings?**
- In Section II, if you indicated "Family/Caretaker" was involved in Ratings with a "Yes", then in Section IV the "Parent Did Not Participate in Ratings" will not be an option to select.

V. **Positive Social Relationships:**
- As stated in the directions at the top of the ECO Entry Form, provide information on the types of evidence used to support the overall rating of the child's Positive Social Relationships.
- If there are Special Considerations, like assistive technology or accommodations available in everyday (or occasional) environments, include that information, and be sure your Summary of Evidence responses reflect those considerations.
- After reviewing the evidence it is time to do the ratings for this Area. The purpose of these ratings is to get an overall picture of how the child currently typically functions with the variety of people and across settings in his/her life. The team needs to decide the extent to which the child displays functioning expected for his or her age, related to each outcome area. Answers should reflect the child's actual functioning across a range of settings, not his/her capacity to function under ideal circumstances.
- The Rating will appear, similar to this example below:

VI. **Acquire and Use Knowledge and Skills**
- (Follow the same bulleted directions as stated for Section V)

VII. **Take Appropriate Action to Meet Own Needs?**
- (Follow the same bulleted directions as stated for Section V)

VIII.   Entered into ECO app by:
- This information is partially auto-generated by the ECO app, and partially indicated by you, as the data entry person. Your name will auto-generate at the left. The Date you enter should reflect the date you enter the information into the ECO app:

VIII. Entered into ECO app by*

matt benrus   Date* 08/06/2014

[Submit] [Print/Save to Pdf] [Email] [Cancel]

Questions, bugs, or other issues to report, email the support team

5. Click the "Submit" button to *save* this Record. (To not save and start over, click the Cancel button).
6. Once submitted, the system will generate a message telling you the form has been submitted to the app successfully.

Entering a Progress Rating

Progress Ratings are required **every year between February 1 and July 31**, for children with IEPs receiving ECSE services (including Speech and Language only)

Upon exiting an enrollment an Early Childhood Outcomes Progress Rating will be required if the last rating is more than 6 months old. The Progress ratings should be completed as close as possible to the sixth birthday. If a child has demonstrated growth of skills in the specific outcome area then indicate YES for Made Progress. If a child made no progress in the outcome area or lost skills then indicate NO. Making progress is not related to a change in the outcome rating, these two questions are independent of one another. An updated rating for each outcome should be completed as part of the Progress rating.

Primary Assessment for Progress Reporting has been revised to improve accuracy of the ratings. The Ages & Stages Questionnaire (ASQ) is approved only for children with a speech only IEP. For the ECO Progress Report we look at all areas of development. The Ages and Stages Screener will be used to determine global functioning and identify if there are any other areas of concern that would warrant further evaluation. Gather information using Ages and Stages from Parents, Caregivers, Preschool Teachers and Private Providers.

To Enter a Progress Rating for a Child, follow the directions below.

1. From the Homepage, select the "Enter Progress" button from the Menu.
2. A list of the Children's names you have access to will appear. From this list, select the Last Name of the Child you wish to enter a Progress Rating for. (The Last Name is hyperlinked- click on that link to proceed to the Progress Rating Form).
3. The information from the Child's Entry Form will auto-populate in Sections I, II, III, and IV. You *can* edit this information though as needed to reflect the data at time of Progress Rating!
4. Enter the Progress Rating information for sections V, VI, VII.
    - Remember, making progress is *not* related to a change in the outcome rating—these two questions are independent of one another. An updated rating for each outcome area should be completed as part of the Progress rating!
5. For Section VIII, select the Primary Assessment used. (This field is **not** included in the Child's *Entry* Record).
6. In Section IX, select the date you entered the Progress Rating information into the ECO app on.
7. Click the "Submit" button to save the Progress Rating Record.

Entering a Progress Rating For a Child without an Entry Record

At times, you may need to enter a Progress Rating for a child who does not have an Entry Record in the ECO app. To do so, follow these directions:

1. From the Menu, select the "Enter Progress" button.
2. At the bottom of the listing of Names you have access to, you will see a hyperlink named: "Enter Progress for a Child not in system/without Entry record". Click on that hyperlink:

3. You will be brought to a blank Progress Rating form, where you will need to enter all required information in Sections I – IX.
4. Once your data is entered, submit your form to save the Progress Rating Record for the Child who does not have an Entry Record. This Child's Name (and their Progress Rating Record) will now appear in the list of records you have access to.

Editing a Record

1. From your Homepage, select the "Edit Existing Entry" button from the Menu.
2. A list of all your Records will appear (both Entry and Progress).
   - Remember, you only have access to Records you entered data for!
3. Locate the Child's Name that you need to print/save a copy of the ECO information.
4. Look to the "Status" column, and locate the appropriate record row—either their Entry Record, or Progress Record.
5. Select the "Edit" hyperlink.
6. You will be brought to the Record you selected from the list. Make any edits to the existing record.
7. Click the "Submit" button to save your changes.

Printing or Saving Your Record as a PDF

1. First, be sure you have submitted your Record.
2. While the Record is still displayed on screen, click on the Print/Save to pdf button.

The PDF will appear on screen, and hovering over the lower right corner of the document will produce several viewing, printing, and saving options for your Entry Record. It will look similar to this, but will depend on your web browser's settings, as well as your computer's settings:

Below is an example of what the Entry Record pdf will look like:

Illinois Child Outcomes Summary(COS) Form — Entry [x] Progress [ ] Date: 09/01/2014

Name: Davis (Last) Leonard (First) ___ (Middle) SID: ___ Male [x] Female [ ] DOB: 02/14/2011

District: Tuscola CUSD 301 School: _____

Persons Involved in Deciding Summary Ratings - Role/Title

Last Name:	First Name:	Middle Name:	Role:
Harris	Debra	A	Early Childhood Teacher
Melman	Violet		Psychologist or Social Worker
Davis	Angela		Family/Caretaker

Summary of Evidence: Leonard has many positive social relationships at school, at home, and in the community.	Summary of Evidence: Leonard struggles to use the knowledge he has learned at home in school setting. He also does not transfer what he has learned at school, to home.	Summary of Evidence: Leonard does take some actions to meet his own needs, but more often than not needs help from another child or an adult.
Sources of Supporting Evidence : Parent reports that at home and at church, Leonard is well-liked by everyone. EC Teacher reports that at school, Leonard has many friends.	Sources of Supporting Evidence : Mom reports Leonard often does not communicate what he has learned that day in school (has difficulty remembering). EC teacher notes Leonard has difficulty remembering his morning at home upon arrival to school.	Sources of Supporting Evidence : Both mom and EC teacher report this observation.
Special Considerations: Leonard carries a behavioral (sticker) chart to PE and specials classes.	Special Considerations: None	Special Considerations: None

Entry and Progress Ratings(use ECO Decision Tree to determine ratings,then choose from below and note rating in box)

1-Not Yet	3-Nearly	5-Somewhat	7-Completely
2-Between Not Yet and Nearly	4-Between Nearly and Somewhat	6-Between Somewhat and Completely	

[7] Positive Social Relationships   [4] Acquire and Use Knowledge and Skills   [4] Take Appropriate Action to Meet Own Needs

Did _____ Participate in the Meeting?

	Yes	No
Coordinator, LEA Representative or Administrator	[ ]	[x]
Early Childhood Teacher	[x]	[ ]
Psychologist or Social Worker	[x]	[ ]
Speech/ Language Pathologist	[ ]	[x]
Another Related Service Provider (e.g. OT/PT)	[ ]	[x]

How Was Parent Involved in the Ratings ? [2]

1- Information Received in Team Meeting from Parent   2 - Information from Parent Incorporated into assessment(s)   3 – Parent Did Not Participate in Ratings Process

Entered into SIS by _____ Date : 09/01/2014 Form Revision Date - 07/24/2014

- "School" Field is not an option in the ECO app. You can enter the School Name on this saved/printed form.
- At the bottom of the saved/printed form, you can also fill in who entered the data into ISBE's SIS.

Printing or Saving Your Entry Record After closing out of the Saved Record

At times, you will need to print or save a copy of an Entry or Progress Record after closing out of the Record (it's no longer "on screen"). You may have logged out of the system entirely, and days or weeks later, need to print a copy of the data you entered for the Child. Follow the directions below to access the Entry or Progress Record.

8. From your Homepage, select the "Edit Existing Entry" button from the Menu.
9. A list of all your Records will appear (both Entry and Progress).
   - Remember, you only have access to Records you entered data for!
10. Locate the Child's Name that you need to print/save a copy of the ECO information.
11. Look to the "Status" column, and locate the appropriate record row—either their Entry Record, or Progress Record.
12. Select the "Edit" hyperlink.

13. You will be brought to the Record you selected from the list.
14. At the bottom of the page, you will see the "Print/Save to PDF" button. Select that button. (For more information about printing or saving the record, see the portion of this Quick Guide named "Printing or Saving Your Record as a PDF").
15. Once you have saved the Record, or printed the Record, select the "Cancel" button to return to your Homepage.

Emailing Your Record

1. First, be sure you have submitted your Record.
2. If you would like to email a copy of the information on the Record, click on the Email button at the bottom of the page.
3. The Compose Email page will appear, where you'll enter your information. Below is an example of Emailing an Entry Record:

4. Enter the email address(es) in the To field and/or the CC field.
5. Enter a brief message.
6. Click on the Send Email button.
7. The recipient(s) will receive the information in the Record via email.
8. The information will be delivered as a pdf; For an example of an Entry Record pdf, see page 7 of this Quick Guide.
   NOTE: The email will come from a "no-reply" address. Tell recipients to check their spam/junk email if it appears they haven't received the email. If the email is not found *anywhere*, email support@socialteck.freshdesk.com. Include your name and email address, and explain the issue.

Navigation
1. Your Menu options will appear at the top of each page:

Logging Out

1. To Logout of the app, click on the Logout hyperlink located in the top right corner of every page.

Questions or Issues

Email support@socialteck.freshdesk.com . Include your name, email address, and further details.