



**NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE**
Alister F. Martin, MD, MPP
Commissioner

**Bureau of Early Intervention
Gotham Center
42-09 28th St.
Long Island City, NY 11101**

July 6, 2026

Dear Early Intervention Provider,

The New York State Department of Health (NYS DOH), Bureau of Early Intervention (BEI) is required to provide an annual report to the Federal Office of Special Education Programs (OSEP) on child and family outcomes. Every year, the New York City Health Department, Division of Family and Child Health, Bureau of Early Intervention (NYC BEI) enrolls children with initial IFSP meetings between July 1 and September 30 in the Child Outcomes Summary (COS) cohort. These children's progress must be assessed at Program entry and exit, using the new Child/Family Outcomes tab in EI-Hub.

The COS assesses progress made by children in three outcome areas: social emotional functioning; skills, knowledge and language; and the ability to take action to meet their needs. COS scores correspond to 50% of NYC's score on OSEP's annual monitoring.

Early Intervention (EI) providers and the NYC BEI share the responsibility to enroll children in the COS and complete entry and exit information in the Child/Family Outcomes tab in EI-Hub for all enrolled children.

NYC BEI will enroll every eligible child at the initial IFSP meeting held between July 1, 2026 and September 30, 2026. To be eligible for enrollment:

- Children must not have any previous IFSPs; and
- must be younger than 30 months old (to allow for at least six months of service).

Each NYC BEI Regional Office has at least one staff member acting as a COS Coordinator in their borough. See Regional Office COS contacts below:

EI Regional Office	COS Coordinator(s)	Email	Work Cell Phone	HCS HIN
Bronx	Camila Batista Garcia	cbastistagarcia@health.nyc.gov	646-789-7489	camibg7
Brooklyn	Nicole Kornegay	nkornega@health.nyc.gov	929-289-0779	hinnsk01
Manhattan	Maritza Ortega	mortega@health.nyc.gov	646-276-4415	hinmxx09
Queens	Vanessa Ramirez	vramirez@health.nyc.gov	646-793-1345	hinvxr05
Staten Island	Nicole Michelson	nmichels@health.nyc.gov	646-799-3378	hinnpm02

Please ensure that the COS Point of Contact at your agency receives a copy of this letter and all attached materials. Enclosed please find:

- NYC BEI Policy: Child Outcomes Summary Procedures
- COS Entry Instructions for the Child/Family Outcomes Tab in EI-Hub
- Complete package materials are available on the NYS DOH Early Intervention Program website:
 - [NYS DOH Information on Child Outcomes Survey](#)
 - [NYS DOH BEI Frequently Asked Questions on Child Outcomes Data Collection](#)

We appreciate your assistance in helping to meet this Federal requirement. Should you have any questions, please contact your Regional Office's COS Coordinator.

Sincerely,



Nora Puffett
Acting Assistant Commissioner

cc: Shu-kuang Tai, SDOH
Ronni Jones, SDOH
Dolores Giurdanella, NYC BEI
Regional Directors, NYC BEI
Vielka Hernandez, NYC BEI

New York City Early Intervention Program

Policy Title: Child Outcomes Summary (COS) Procedures	Effective Date: July 6, 2026
Policy Number: N/A	Supersedes: N/A
Attachments • NYC Early Intervention Provider COS letter • COS Entry Instructions for the Child/Family Outcomes Tab in EI-Hub	Regulation/Citation: NYS Regs 10 NYCRR 69-4.14 (a)(1), (b) Reporting 10 NYCRR-4.26 (b)(10) – Content and Retention of Child Records NYSDOH Provider Agreement: III. F. Provider Responsibilities NYSDOH Provider Agreement: B. B. 25 Evaluations and Screenings

POLICY DESCRIPTION:

Each year, the New York State Department of Health Bureau of Early Intervention (NYS DOH) reports to the U.S. Department of Education, Office of Special Education Programs (OSEP) on child and family outcomes. To meet this obligation, every year, the New York City Health Department, Division of Family and Child Health, Bureau of Early Intervention (NYC BEI) enrolls children with Initial IFSP meetings from July 1 to September 30 in the Child Outcomes Summary (COS) cohort.

Beginning July 1, every child who is evaluated and found eligible for the Early Intervention Program (EIP) AND has not had a previous IFSP, AND who is younger than 30 months old, the COS Entry in the Child/Family Outcomes tab should be completed by the Service Coordinator when preparing the family for the Initial Individualized Service Plan Meeting (IFSP). This information will also be reviewed by the EIOD at the IFSP meeting with the team participants.

Exit information is collected from providers for each child enrolled in COS who has received services for at least six months. COS exit information should be added to the Child/Family Outcomes tab in EI-Hub at each annual review, at exit from the Program, or at case closure for children who received at least six months of services but left the Program prior to the annual review. Paper/PDF COS forms are no longer accepted by NYC BEI or NYSDOH for COS data collection purposes. Any paper materials referenced in this policy are for discussion, preparation, or reference only and must not be submitted in place of completing the Child/Family Outcomes tab in EI-Hub.

Reminder: COS exit information must be entered for every child who received at least six months of service, even if the family has moved away or been lost to follow-up. In those cases, the most recent annual review will be used to add exit information in the Child/Family Outcomes tab in EI-Hub, based on feedback from the child's service team and/or progress documented in the IFSP progress notes.

All materials are available and can be downloaded from the NYS DOH EI website:

https://www.health.ny.gov/community/infants_children/early_intervention/outcomes_survey/child.

Responsible Party	Action
NYC BEI Administration	1. Emails COS Point of Contact at all NYC Early Intervention (EI) provider agencies with the following: a. NYC Early Intervention Provider COS letter identifying EI Regional Office COS Coordinators and announcing the start of the COS enrollment period. b. Child Outcomes Summary (COS) Procedures c. Link to the NYS DOH website where all COS materials are posted, for distribution to service coordinators and evaluators. 2. Sends announcement about the start of COS enrollment period to EI providers using the Texts2Providers program.
EI Provider Agency COS Point of Contact	1. Receives email and attachments from NYC BEI Administration. 2. Informs service coordinators of enrollment period from July 1 to September 30 and shares this policy with them.
Service Coordination Agency COS Point of Contact	1. Throughout the enrollment period, ensures that the ISC assigned to a COS case: a. Has access to COS materials online: • Instructions for Facilitators/Managers Entry and Exit • Evaluator Information Packet • Parent Information Packet Entry English and Spanish • Parent Information Packet Exit English and Spanish • Instructions for Service Providers - Service Provider Information Packet Exit Materials b. Understands the COS process, c. Discusses the COS with the family, d. Provides a link and/or hard copy of the Parent Information Packet (Entry) and Parent Information Packet (Exit) to the family, • Encourages the family to complete the Developmental Milestones Checklist English or Spanish from the Parent Information Entry Materials Packet English or Spanish prior to the IFSP meeting, and • Encourages the family to complete the Developmental Milestones Checklist English or Spanish from the Parent Information Exit Materials Packet English or Spanish prior to the Review or Annual IFSP meeting e. Ensures that the evaluation site personnel received the Evaluator Information Packet f. Reminds the evaluation site personnel that the MDE must be submitted with the Developmental Milestones Checklist – Evaluator Edition (Appendix D) or Evaluation Summary – Federal Child Functional Outcome Areas (Appendix E) g. Reminds evaluation site personnel that at the Initial IFSP meeting, the COS Entry must be completed, and that a member of the evaluation team must be present (as required) to review/assist with data collection.

Evaluation Agency	1. Between July 1, and September 30, ensures that members of the MDE team review the Evaluator Information Packet before conducting an MDE of any child who is younger than 30 months at the time of their MDE. 2. Ensures that all evaluators complete <u>either</u> the Developmental Milestones Checklist – Evaluator Edition (Appendix D) or Evaluation Summary – Federal Child Functional Outcome Areas (Appendix E) when they determine that a child is eligible for the EIP. 3. Ensures that a member of the evaluation team is present at the Initial IFSP meeting and brings the Developmental Milestones Checklist – Evaluator Edition (Appendix D) or Evaluator Summary – Federal Child Functional Outcome Areas (Appendix E), to assist in completing/reviewing the COS Entry.
Regional Office Pre-IFSP Specialist	1. Monitors the receipt of MDEs for children found eligible for EI, who had no previous IFSP, and who are younger than 30 months old and flags them for enrollment in the COS for the Regional Office Scheduling Unit. Note: Children should NOT be enrolled if they: • had a prior IFSP (in NYC or another county), or • are 30 months or older at the time of their Initial IFSP meeting
Regional Office Scheduling Unit	a. Informs the ISC when scheduling the Initial IFSP meeting that this child will be enrolled in the COS and that the COS Entry needs to be completed in the Child/Family Outcomes tab in EI-Hub. b. Documents on the IFSP Meeting Request and Confirmation Form that the COS Entry must be completed. c. Informs the EIOD that the child is a potential COS participant by: i. Writing next to the child’s name on the Outlook IFSP meeting appointment: “COS Entry needed.”
Initial Service Coordinator	1. Receives notification from the Regional Office Scheduling Unit that a child on their caseload should be enrolled in the COS. 2. Receives the COS materials from the Service Coordination Agency’s COS Point of Contact. 3. Prior to the Initial IFSP meeting, informs the family that their child will be enrolled in the COS: a. Explains the COS to the parent. Provides family with a brief overview: i. You are receiving this information because your child is going to have information collected on him/her that will be used to see how well Early Intervention services work. Information gathered from you and from other parents across the state will help improve Early Intervention services for all children with special needs. ii. States are required to provide information on children’s progress in the EIP as part of their Annual Performance Report to the U.S. Department of Education, Office of Special Education Programs. iii. Information will be collected at the Initial IFSP meeting and will be entered into the Child/Family Outcomes tab in EI-Hub. iv. Information collected does not affect EIP eligibility or services.

	v. One of the U.S. Department of Education’s requirements is that children’s skills and abilities are assessed before the child begins to receive EIP services. vi. If a child receives Early Intervention services for at least six months, the child’s skills and abilities will be measured again when the child exits or leaves the EIP for any reason. b. Provides the family with the Parent Entry Packet in English or Spanish. i. Encourages the family to complete the Developmental Milestones Checklist - Parent Edition in the Parent Entry Packet prior to the IFSP meeting and offers to complete it with them. ii. Explains that parent participation in the completion of COS Entry/Exit is strongly encouraged but not required. c. Explains that the three functional outcome areas to be measured are: i. Positive social emotional skills (including social relationships) - This refers to relating to other people. For example, using words or small sentences or playing with other children. ii. Acquiring and using knowledge and skills (including early language/communication) - This refers to thinking, remembering, problem solving, and understanding the world. For example, recognizing familiar faces or pictures, knowing the names for objects, or reacting to sights and sounds. iii. Use of appropriate behavior to meet needs (taking appropriate action to meet needs) - This refers to taking care of and communicating basic needs. For example, helping with feeding, being toilet trained, or using words or small sentences. d. Facilitates this conversation as the parent completes the Developmental Milestones Checklist is a billable SC activity. 5. Within two (2) business days of receiving confirmation that the child should be enrolled in the COS: a. Reminds evaluation site personnel that a member of the evaluation team must be present at the Initial IFSP meeting to review/assist with data collection. 6. Prior to the Initial IFSP meeting, completes the COS Entry information in the Child/Family Outcomes tab in EI-Hub as part of preparation for the meeting. 7. Keeps track of children on their caseloads who are enrolled in the COS. a. If the family cannot be reached or is unresponsive to the SC: i. Indicates on the Closure Form, “This child was enrolled in COS”, ii. Completes COS Exit information in the Child/Family Outcomes tab in EI-Hub if the child received services for at least six months iii. Follows the steps in Policy 6-J -Closure and Transfer Policy to close the case. Note: If case is transferred to another Service Coordinator: • Informs the new SC that the child is part of the COS cohort; and • Provides him/her with electronic copies of, or links to, all COS forms.
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Early Intervention Official Designee (EIOD)	1. Brings the following resources to the Initial IFSP meeting: a. From the IFSP Facilitator Entry Packet Appendix J: Decision Tree for Summary Ratings Discussion and Appendix G: Definitions for Outcome Ratings 2. At the Initial IFSP meeting, facilitates discussion of the COS Entry ratings among meeting participants. Reviews the Entry scores if already entered by the ISC into the Child/Family Outcomes tab, gets agreement among meeting participants on the ratings, and makes any edits to the scores, as needed. If Entry scores are not already entered, facilitates discussion, gets agreement from meeting participants, and completes the COS Entry information in the Child/Family Outcomes tab in EI-Hub. 3. Informs the parent that the Ongoing Service Coordinator will provide a Parent Information Packet – Exit Materials in English or Spanish prior to the child’s exit from the EIP. a. Emphasizes the importance of completing the Exit information. b. Notes that the OSC is responsible for completing the COS Exit in the Child/Family Outcomes tab in EI-Hub along with the IFSP team at every annual review OR if the child’s case is closed at any time and services were provided for at least six months.
EI Regional Office COS Coordinator	1. Checks the Outlook calendar weekly to verify COS Initial IFSPs which occurred the prior week. 2. Completes the fields in the “[Borough] COS tracking spreadsheet: a. EI-Hub ID# b. First Name c. Last Name d. Date of Birth e. COS Entry Date f. Yes/No – COS Exit entered in EI-Hub
Ongoing Service Coordinator	1. For every new authorization received, checks the Child/Family Outcomes tab in EI-Hub for a COS Entry Form to determine if the child is enrolled in the COS. a. If a case is transferred to another OSC, ensures that the new OSC is aware that the child is enrolled in the COS and provided with the COS packet. b. Sends each therapist/teacher and their service provider agency the NYC BEI COS Letter to Providers. 2. For children who have received at least six (6) months of therapeutic/educational services, sends the Service Provider Information Packet Exit Materials to each therapist/teacher and their service provider agency four (4) weeks ahead of the annual IFSP meeting that is held closest to when the child is 2 years 6 months. 3. Informs each therapist/teacher that either the Developmental Milestones Checklist – Service Provider Edition or Service Provider Summary (Appendix D) – Federal Child Functional Outcomes Areas (Appendix E) <u>must</u> be completed. All therapists/teachers on the team must complete one form in collaboration. 3. Reminds the therapists/teachers that a member of the team should attend the IFSP meeting and bring the Developmental Milestones Checklist – Service Provider

	<u>Edition or Service Provider Summary (Appendix D) – Federal Child Functional Outcomes Areas (Appendix E)</u> to reference during the discussion. i. Informs the therapists/teachers that if a member of the treatment team will not be attending the IFSP meeting, they must submit to the OSC the <u>Developmental Milestones Checklist – Service Provider Edition or Service Provider Summary (Appendix D) – Federal Child Functional Outcomes Areas (Appendix E)</u> with the progress notes two (2) weeks before the IFSP meeting. 4. Provides the parent with the Parent Exit Packet in <u>English</u> or <u>Spanish</u> and encourages the parent to complete the Developmental Milestones Checklist – Parent Edition form in the Parent Exit Packet. 5. Offers to complete the Developmental Milestones Checklist – Parent Edition in the Parent Exit Packet with the parent prior to the IFSP meeting closest to when the child is 2 years 6 months old. a. Facilitating this conversation as the parent completes the Developmental Milestones Checklist – Parent Edition is a billable OSC activity. 6. Ensures that the Developmental Milestones Checklist – Parent Edition in the Parent Exit Packet is brought to the IFSP meeting: a. If the parent completed the form without SC assistance, calls the parent one (1) day prior to the IFSP meeting to remind them to review and bring the completed form to the IFSP meeting. b. If the SC assisted the parent in the completion of the form, the SC should bring the form to the IFSP meeting or upload the form to EI-Hub. Note: The team should collaborate on a single COS Exit.
Regional Office Scheduling Unit	1. For all annual IFSP meetings a. Checks the EI-Hub Operational Dashboards ‘Upcoming IFSP review or transition’ or checks the Child/Family Outcomes tab in EI-Hub to determine if the child is enrolled in the COS. b. If the child is in the COS: i. Reminds the OSC when scheduling the IFSP meeting that this is a COS participant and that the COS Exit needs to be completed.in the Child/Family Outcomes tab in EI-Hub • Documents that the COS Exit must be completed at the IFSP meeting on the IFSP Meeting Request and Confirmation Form. ii. Informs the EIOD that the child is a COS participant via the child’s Outlook IFSP meeting appointment by: • Writing next to the child’s name: “Exit Outcomes needed.”
Ongoing Service Coordinator/ Early Intervention Official Designee (EIOD)	2. Opens the completed Child/Family Outcomes tab at the annual IFSP meeting and reviews the following as needed: i. <u>IFSP Facilitator Exit Packet</u> Appendix J: Decision Tree for Summary Ratings Discussion ii. <u>IFSP Facilitator Exit Packet</u> Appendix G: Definitions for Outcome Ratings 3. Facilitates the discussion regarding the COS Exit.

	a. Reviews the following information at the IFSP meeting and completes the COS Exit information in the Child/Family Outcomes tab in EI-Hub: Developmental Milestones Checklist for Exit – Parent Edition English and Spanish Developmental Milestones Checklist – Service Provider Edition or Service Provider Summary (Appendix D) – Federal Child Functional Outcomes Areas (Appendix E) Note: The IFSP team must complete the COS Exit in the Child/Family Outcomes tab in EI-Hub even if the Developmental Milestones Checklist – Parent and/or the Developmental Milestones Checklist – Service Provider Edition / Service Provider Summary – Federal Child Functional Outcomes Areas are not available at the IFSP meeting. Note: If the COS Exit is not completed in EI-Hub as part of the annual IFSP materials, the IFSP will be rejected by the Regional Office.
Ongoing Service Coordinator	- For children whose cases are closed for any reason: - If there was less than six (6) months of services, an Exit Form is not required. - Completes the Closure Form promptly. - Indicates on the closure form: “This is a COS child with less than six months of services” and follows all steps in Policy 6-J Closure Policy. - Sends the closure form to the Early Intervention Official Designee (EIOD) - If the child has received at least six (6) months of service and the family has moved out of state; has refused EI services; the SC has lost contact with the family; or the child has passed away: - Contacts all of the child’s service providers and informs them that: - The Developmental Milestones Checklist – Service Provider Edition or Service Provider Summary (Appendix D) – Federal Child Functional Outcomes Areas (Appendix E) must be completed, and - Completes the COS Exit in the Child/Family Outcomes tab in EI-Hub based on their feedback. - The COS Exit must be completed three weeks before the end of service. - If possible, asks the parent to complete the Developmental Milestones Checklist – Parent Edition in English or Spanish. - Indicates on the closure form: “This is a COS child” and follows all steps in the Policy 6-J Closure and Transfer Policy.
EI Regional Office COS Coordinator	Uses the EI-Hub Operational Dashboards (Tableau) and/or the COS borough tracking Excel spreadsheet to identify cases enrolled in the COS with an upcoming annual review or exiting from the Program.

	2. Monitors cases enrolled in the COS who require Entry/Exit information and follows up with COS Point of Contacts, Service Coordinators, EIODs, and/or Regional Office staff to ensure COS Entry/Exit information is completed and successfully saved in the Child/Family Outcomes tab in EI-Hub. 3. Selects 'Yes' in the 'Exit' column in the '[Borough] COS tracking spreadsheet' when the Exit is entered in the Child/Family Outcomes tab in EI-Hub. Note: When a child has received at least six months of services and their case is closed because they moved out of state, were lost to follow-up, or passed away, the COS Exit must still be completed in the Child/Family Outcomes tab in EI-Hub.
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Approved By:

Date: July 6, 2026



Nora Puffett
Acting Assistant Commissioner, Bureau of Early Intervention

COS Entry Instructions- EI-Hub

DESCRIPTION:

This document provides step-by-step instructions for completing a Child Outcomes Summary (COS) Entry Form in EI-Hub.

IMPORTANT NOTES:

- The COS Entry Assessment Date should be the IFSP Start Date, not the IFSP Meeting Date.
- **Example:**
 - If the IFSP Meeting Date is **7/06/2026**
 - The IFSP Start Date is usually **7/07/2026**
 - Therefore, the COS Entry Assessment Date should be **7/07/2026**

Step 1: Navigate to the Child/Family Outcomes Tab

- After opening up the child's case, select the **Child/Family Outcomes** tab, located between the **Services** and **Transition** tabs.
- Confirm that **COSF** appears on the left panel.
- Select **Add** on the far-right side of the COSF grid to create a new COS Entry form.

Home / Child / Edit

Child at a Glance Child Info Family Info Ins Info Teams Eval Info Eligibility IFSP Services **Child/Family Outcomes** Transition Transfer, Exit, & Close Document

COSF

10

Current Initial or Active IFSP	COSF Date	COSF Type	COSF Team Member	Initial Service Date	Last Service Date	Did not receive service	Add
Showing 0 to 0 of 0 entries							

Prev 1 Next

Step 2: Complete COS Entry Information

1. Select the **COSF Type** drop-down menu.
2. Select **Entry**.

3. Select **Submit**.

COSF

Current Initial or Active IFSP

COSF Submitted by: nyeisprod_hinbax00

Role: MuniProgAllINY

Information Source

--- Select --- X

*COSF Type

1 --- Select ---

2 Entry

Exit

3 Submit

Step 3: Complete the COSF Entry Section

1. Leave the **Information Source** field blank.
2. Confirm that **COSF Type** is set to **Entry**.
3. Confirm that the **COSF Entry Date** reflects the **IFSP Start Date**, not the IFSP Meeting Date.
4. Select the **COSF Entry Team Member(s)** who participated in the Initial IFSP meeting.
5. Complete the ratings for all three outcome areas:
 - o **Positive Social Emotional Skills:** How the child relates to others, expresses emotions, and participates in social interactions.
 - o **Acquire and Use Knowledge and Skills:** How the child learns, communicates, understands, remembers, and uses new skills.
 - o **Take Appropriate Action to Meet Needs:** How the child communicates needs, moves around, solves problems, and takes care of basic needs.
6. Select **Submit**

Current Initial or Active IFSP

COSF Submitted by: nyeisprod_hinbax00

Role: MuniProgAllINY

Information Source

1 --- Select --- X

*COSF Type

2 Entry

COSF Entry Section

*COSF Entry Date

3 06/17/2026

*COSF Entry Team Member

4 --- Select --- X

5

*1. To what extent does this child show POSITIVE SOCIAL EMOTIONAL SKILLS (including relationships) Appropriate for his or her age and across a variety of settings and situations?

--- Select ---

*2. To what extent does this child ACQUIRE AND USE KNOWLEDGE AND SKILLS appropriate for his or her age and across a variety of settings and situations?

--- Select ---

*3. To what extent does this child TAKE APPROPRIATE ACTION TO MEET NEEDS appropriate for his or her age and across a variety of settings and situations?

--- Select ---

COSF Entered Date

06/17/2026

6 Submit

Step 4: Verify Successful Submission of Entry

- Return to the Child/Family Outcomes tab.
- The completed entry should appear like the example below.

Child at a Glance	Child Info	Family Info	Ins Info	Teams	Eval Info	Eligibility	IFSP	Services	Child/Family Outcomes	Transition	Transfer, Exit, & Close	Document
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COSF

10

Current Initial or Active IFSP	COSF Date	COSF Type	COSF Team Member	Initial Service Date	Last Service Date	Did not receive service	Add
Initial IFSP - Active - 06/17/2026	06/17/2026	Entry	EIO/D, Service Coordinator	06/17/2026		False	Edit

Showing 1 to 1 of 1 entries

Prev

1

Next