State Performance Plan Indicator (SPPI) 7
Frequently Asked Questions (FAQs)

General Questions

1. **Are LEAs allowed to collect data on a sample of children?**
No. LEAs must submit data for all 3-, 4-, or 5-year-old children with individualized education programs (IEPs) who meet the criteria found in the Entry and Exit Data Collection Criteria document.

2. **When the guidance states "…placed in the Early Childhood Special Education (ECSE)…" is that in reference to children placed in the classroom typically referred to as the ECSE room and are coded 44 or 45 or any 3-, 4-, or 5-year-old child with an IEP, regardless of placement determination and/or disability category?**
ECSE refers to the special education program for 3-, 4-, or 5-year-old children with IEPs. The use of ECSE in this context does not refer to a particular room, placement, disability category, or code. A child with an IEP who is receiving speech therapy services and is not receiving instructional services through any other instructional setting (Code 00 or speech only) should have an Entry and Exit Child Outcomes Summary Form (COSF) if they meet the criteria.

3. **Do LEAs complete the COSF for children with individualized services plans (ISPs) who are served in a private school?**
LEAs should only collect data on children who are dually enrolled per the Student Attendance Accounting Handbook and who meet the criteria found in the Entry and Exit Data Collection Criteria document.

4. **Who should be included on the team completing the COSF?**
When selecting members of the team, LEAs should choose individuals (including parents) who are familiar with the child's functioning across a variety of situations and settings. Multiple sources of information should be used to assess the child's functioning. The Early Childhood Technical Assistance (ECTA) Center has resources concerning the Child Outcomes Summary (COS) Process.

5. **Who completes the COSF for students with speech impairments (SI) who are served in the regular early childhood program?**
The team completing the COSF should include the parent and other educational providers (e.g., Speech-Language Pathologist) who are familiar with the child's functioning across a variety of situations and settings.

6. **Can the LEA complete the rating portion of the COSF at the Admission, Review, and Dismissal (ARD) Committee meeting?**
Yes. The LEA may complete the rating portion of the Entry or Exit COSF prior to or immediately following an ARD Committee meeting. It is also appropriate to integrate the Early Childhood Outcomes measurement into the IEP process by documenting supporting evidence throughout the IEP process.

7. **Do we have to use a paper or electronic copy of the COSF, or can the data be entered directly into the SPPI-7 Texas Education Agency Login (TEAL) application?**
The local education agency (LEA) must complete a paper or electronic copy of the COSF and retain it in a secure and accessible location.

8. **Once the COS Process has been completed, recorded on the COSF, and the data entered into the State Performance Plan Indicator 7 (SPPI-7) TEAL application, what is done with the COSF?**
A paper or electronic copy of the COSF should be retained by the LEA. If the child moves to another LEA, the ARD Committee may use the previous COSF for additional information on the child.

9. **What are the Entry and Exit criteria for five-year-old children who are in kindergarten?**
Entry
The child must meet Entry criteria listed on the SPPI-7 Entry and Exit Data Collection Criteria document. Entry is defined as the date the child begins receiving ECSE.
Exit
If a 5-year-old child turns six after September 1 of the current school year and the ARD Committee has determined the child will continue receiving ECSE, the COSF must be completed not earlier than 30 school days before the child exits ECSE, which may be completed at the end of the school year per ARD Committee decision. The child's Exit record must be entered into the SPPI-7 TEAL application for that data collection year.

If a child turns six after the end of the school year, but before September 1 of the subsequent school year, the COSF must be completed during the last 30 school days of the regular school year. The child's Exit record must be entered into the SPPI-7 TEAL application for that data collection year.
*See Question 24 for extended school year (ESY)

10. **Should the LEA complete the COSF for a 5-year-old child who became eligible to receive ECSE in March and turns six in April?**
No. There are less than 6 months remaining in the school year and the child would be attending an ECSE program for less than six months.

11. **If a child withdraws and moves to a new LEA, can the previous LEA share the child's COSF with the new LEA?**
Yes. It is recommended that a paper or electronic copy of the COSF be retained in the child's special education eligibility folder.

Entry Specific Questions

12. **Is an Entry record required for all children receiving services or only those new to the program?**
LEAs should report data on all children who meet the Entry and Exit criteria found in the Entry and Exit Data Collection Criteria document.

13. **Do we collect Entry data at age three on children who receive AI and/or VI services from LEAs from birth to age three?**
The team will complete the COSF when a child who received AI and/or VI services enrolls in ECSE at

age three. The team will use assessment data reflecting the child's functioning when enrolling in ECSE.

14. **Is entry based on the child's chronological age or at a certain point in time (e.g., child's birth date)?**
Entry is based on the date the child first receives ECSE services.

15. **How soon after the child begins to receive ECSE services or transfers into ECSE from another LEA will Entry data need to be collected?**
The COSF should be completed within 30 school days after the child begins ECSE or transfers into ECSE from another LEA.

16. **Can Exit data from Early Childhood Intervention (ECI) be used for the Entry COSF for ECSE?**
Yes. It can be used as one of the multiple sources of information the team uses to complete the COSF.

17. **For LEAs that rely on ECI assessments for the Entry COSF, how should they handle the back-date assessment portion of their data entry?**
ECI assessments can be one of the multiple sources of information the team considers when completing the COSF for the child's Entry record. The team will use assessment data reflecting the child's functioning when enrolling in ECSE. The date on the Entry COSF will be the date the child begins ECSE.

18. **What date should be used when recording Entry data on the COSF?**
The date the child begins ECSE should be used. For children, birth to age three, who receive services from LEAs for auditory impairments (AI) and/or visual impairments (VI), *See question #13.

19. **If there are less than 30 days before the end of the school year when a child begins ECSE, does the COSF need to be completed?**
All children meeting the Entry criteria between July 1 through June 30 of the data collection year must have an Entry record in the SPPI-7 application for that collection year. The Entry COSF should be completed as soon as possible after the child enters ECSE and all assessments have been done, parent input has been gathered, and the team has a chance to meet and complete the COSF.

20. **If an ARD Committee meeting was held months prior to the service provision start date (e.g., ARD Committee meeting in May, ECSE starts in August), is the Entry date the date the child first received services?**
Yes. The Entry date is the date the child begins ECSE.

21. **How many Entry records can a child have in the SPPI-7 TEAL application?**
The SPPI-7 TEAL application allows a child to have only ONE Entry record per LEA.

22. Will the update to the SPPI-7 application allow the Entry record to automatically transfer between LEAs?

The SPPI-7 application has been updated to allow the original Entry record to transfer to the new LEA under certain conditions. The child's Entry record will transfer if the previous LEA has entered an Exit reason of Child has left the district. If the child was not in ECSE for at least 6 months and had not been dismissed by the ARD Committee or aged out, the Entry record will also transfer if the previous LEA entered Exit reason In program less than 6 months. There are two possible outcomes when entering a transfer child's unique identification (UID) number in the application.

➢ **Child's Previous Entry record transfers**
- Child's original Entry record populates in the application.
- LEA saves the transferred Entry record in the SPPI-7 application.
- On the child's COSF which was completed within 30 days of transfer into the new LEA, the LEA documents that the original Entry record transferred in the SPPI-7 application.
- LEA retains the child's COSF.

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➢ **Child's Previous Entry record does not transfer**
- Child's Entry record does not populate in the application.
- LEA enters data from the child's COSF which was completed within 30 days of transfer into the new LEA.
- LEA saves the Entry Record in the SPPI-7 application.
- LEA retains the child's COSF.

Exit Specific Questions

23. When collecting Exit data, how long does the LEA have to complete the COSF after a child is no longer in ECSE?

The COSF should be completed no earlier than 30 school days prior to exit but as soon as possible after the student is no longer in ECSE. All students meeting the Exit criteria between July 1 through June 30 must have an Exit record entered in the SPPI-7 TEAL application for that collection year.

24. Does the six months of consecutive service include extended school year (ESY) services?

No. ESY is not included when calculating the consecutive months of service.

25. What date should be used on the Exit COSF?

The last day the child received ECSE services should be used on the Exit COSF.

26. Is Exit data recorded on the same COSF that contains the child's Entry data?

No. A second COSF must be used to record the Exit data. All students who exit from the program will have two completed COSFs (Entry COSF and Exit COSF).

27. Do we complete questions a. (i.e., top portion of each COSF question) and b. (i.e., bottom portion of each COSF question) for the Exit COSF?

LEAs must complete questions a. and b. on a second COSF (Exit COSF). All students who exit from ECSE will have one completed Entry COSF and one completed Exit COSF.

28. When are Exit data collected on the child who turns six in July or August?
If a child turns six after the end of the school year, but before September 1 of the subsequent school year, the COSF must be completed during the last 30 school days of the regular school year (prior to ESY). All students meeting the Exit criteria between July 1 through June 30 must have an Exit record entered in the SPPI-7 TEAL application for that collection year.

29. What Exit date should be entered for students who were enrolled through the last day of the previous school year but did not reenroll in the LEA for the current school year?
If a student was in ECSE on the last day of the previous school year but did not reenroll in the LEA during the subsequent school year, an Exit reason must be entered in the SPPI-7 TEAL application. The Exit date will be the first instructional day of the current school year. The Exit reason will be Child has left the district (or In program less than 6 months if appropriate). No Exit data will be reported for the Exit reasons "Child has left the district" or "In program less than 6 months". The LEA should maintain detailed records of the reason for reporting the Exit reason in the current school year.

30. Will the campus be held accountable for a student with a completed Entry record, but no Exit record?
The LEA will be held accountable for reporting all children who meet the Entry and Exit criteria.

31. What happens to the Entry record of students who leave a campus and never have an Exit record completed?
All students who meet the Exit criteria must have an Exit reason recorded in the SPPI-7 TEAL application prior to certification and submission. LEAs should ensure all students meeting the Exit criteria between July 1 through June 30 have an Exit reason for that collection year.

32. Our district forgot to report an Exit record last year for a student who exited ECSE. Since the SPPI-7 TEAL application will not let us enter a date from last year and/or we did not collect Exit data, what do we do with this child in the application?
The LEA is responsible for reporting timely and accurate data for all children who meet the Entry and Exit criteria. The LEA should enter an Exit record this year for the student. The COSF should be completed by a team of individuals (including parents) who were familiar with the child's functioning across a variety of situations and settings at the time of exit. For reporting purposes, the first instructional day of the current school year should be used as the Exit date. The LEA should maintain detailed records of the reason for delay in reporting. Student Entry and Exit records must not be deleted due to a failure in timely reporting.
*LEAs should also follow this process for a student who needed an Entry record during the previous year.

33. How many Exit records can a child have recorded in the SPPI-7 TEAL application?
The application allows only one Exit record per child with an Exit reason of Aged Out, Dismissed by ARD, or Other. Exit data are not collected for the Exit reasons In program less than 6 months or Child has left the district. Once a child has an Entry and Exit record (with Exit reason Child has aged out, Dismissed by ARD, or Other) in the TEAL application and the application is in Complete or Submitted status, another Exit record will not be allowed for the student.

Texas Education Agency Login (TEAL) Questions

34. Our district added a new campus this year. How can I get the new campus added to my drop-down menu in the SPPI-7 TEAL application?

You must add/modify your SPP account and request access to the new campus. When modifying the SPP account, ensure all campuses (including the new campus for which you need access) are listed in the County District Campus number(s) field. Failure to do so will result in new application details overwriting existing access.

Shared Services Arrangement (SSA) Questions

35. What is the SSA's role and responsibilities in member LEA data collection?

SSA special education directors and member LEAs should determine who is responsible for collecting, reporting, and certifying the data in each LEA's SPPI-7 TEAL application.

36. Does the SSA Certifier need a TEAL account for each member district?

If there is only one Certifier for all SSA member districts, the Certifier will need only one SPPI-7 TEAL account that is associated with the fiscal agent. When requesting the Certifier role for an SSA, the fiscal agent should be entered in the Employing Organization field and all member districts (including the fiscal agent) must be listed in the Certifier District Number(s) field. Upon approval, the Certifier for the SSA fiscal agent will see all SSA member LEAs after logging into their account. If an SSA Certifier cannot see all member districts in their application, they should verify that their SPP application account is configured correctly. If it is determined that each member district will have a separate Certifier, each Certifier will need their own SPPI-7 TEAL account for their LEA.