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**Team Decision-Making Study**

*Content Coded in Videos*

**Meeting and Participant Information:** *Description about type of meeting where COS was decided, participants involved, and their backgrounds.*

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| Type of meeting where ratings were decided (e.g, embedded in IFSP/IEP, COS-only meeting). | Number and roles of individuals who contributed information to the rating and/or participated in the rating decision. | Years of experiences providing services to children with disabilities and to children without disabilities. |
| Entry or exit meeting. | Number of parents/guardians present in meeting. | Hours of COS training received by providers. |
| Length of meeting and length of time spent discussing each outcome. | Number of COS meetings the providers have participated in. | Providers self-reported knowledge related to the COS process. |

**Informing and Engaging Family Members:**  *Information explained to families and their participation in COS process.*

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| Providers explain to families why outcomes data are collected. | Providers describe to families the meaning of the three child outcomes. | Families share information about their child’s functioning without prompting from providers. |
| Providers review with families the skills expected at the child’s age and the sequence in which those skills develop. | Providers invite family members to share observations and input during the meeting. |  |

**Team Process and Consensus:** *General interaction approach and dialogue between members at the COS meeting.*

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| Extent of relevant contributions and dialogue between team members.  Consensus agreement on the COS ratings and the rationale for the ratings. | Amount of family input described or shared (minimal, considerable).  Overall rating of team process. | Format of input received from family members (e.g. professional shared based on separate discussions, family participation in team meeting). |

**COS-Specific Process:** *Team incorporates best practices and understanding of COS-related content in meeting.*

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| Team discussed the child’s functional use of skills. | Team described skills the child has not yet mastered. | Team considered more than one rating. |
| Team considered the child’s functioning across multiple settings and situations. | Team correctly age-anchored specific skills. | Team explicitly states a rationale for rating for reach outcome. |
| Team discussed skills relevant to each of the three outcomes. | Team referenced one or more specific assessment tools. | Team showed no explicit intent to alter ratings. |
| Team considered the full breadth of skills associated with the outcome. | Team referenced or used the decision tree in the process of deciding the rating. | Overall rating of COS-specific process. |
| Team considered the child’s skills with the appropriate depth. | No misunderstanding of rating criteria was evident. |  |

**Ratings:** *Team ratings are consistent with specific rating or range of ratings determined by coding after reviewing the video and COS form.*

**Documentation:** *Review of COS form to consider if paperwork is complete and provides evidence that justifies the rating.*

    

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| COS form is complete, with evidence documented for each outcome. | COS evidence listed is identified with the appropriate outcome area. | Evidence documented is consistent with and/or sufficient to justify the rating. |