

**L-COMS-SA Questions and Answers**

**November 2017**

**Q. What is due on March 30, 2018?**

A. The L-COMS-SA results, Records Review Summary, and Local System Improvement Plan

**Q. Are we doing this for just the LLA or for all providers?**

A. We would like it to be completed with all provider agencies since they may each have their own child outcome summary process. You can do the local team self-assessment and the L-COMS-SA at the same time. When the L-COMS-SA was piloted, it took less than an hour to complete. Everything is due on March 30, 2018.

**Q. Do provider agencies who will only be providing services for one more year need to complete this tool?**

Q. Yes. If they will only be providing services for one more year, you do not have to complete a Local System Improvement Plan. Use the information gathered to make any changes or improvements needed for their last year of providing services.

**Q. Is there a date range we should be using to assess the local process?**

A. Think about your current process for each element and where you are with it currently. There is not a particular date range we are using for this tool. You will be using the tool to reassess on an ongoing basis and in future years we may use the time since the last completion as a reference point.

**Q. What types of information do you document as “evidence”? How would you show that elements are being implemented with "high" fidelity**?

A. The evidence is meant to give a little more detail about why you are choosing that particular rating. You can document what is going on with each element within your system, what part you are implementing, or what you might want to add. It does not have to be in great detail, just enough information to explain why you chose that rating.

Examples might include explaining what documentation processes you already have, your current process or procedures in place for collecting data, are you spot checking files to make sure everything is accurate?

**Q. Are we required to have a parent as part of the self-assessment team?**

A. It is not required but strongly encouraged.

**Q. Do we need to develop our own local purpose statement for the Purpose indicator (PR1)?**

A. You can develop your own purpose statement or adopt the statewide purpose statement below.

*The purpose of Washington’s Child Outcome Measurement System (COMS) is to assure stakeholders that early intervention makes a difference for infants, toddlers and families. Families are a crucial source of information about their children, and this enhances the quality of the data. The COMS is one way for families to see their child’s progress and to give input on program improvements. The data is analyzed at state and local levels to help improve services and meet federal and state reporting requirements.*