

Instructions for Completing the Missouri Outcomes Summary Sheet (MOSS)

Page One: Background and Summary Information

- 1) Check “Entry” or “Exit” box to indicate the data is being gathered for entry or exit, and document the date the Rating is compiled.
- 2) Child Information: Provide all demographic information, including Child name, Date of birth, ID number and District/SPOE name.
- 3) List the names and roles of the persons (or team members) involved in deciding the child’s rating.
- 4) Check the line(s) that correspond to the data source(s) that were utilized in the decision making process for compiling the rating.
- 5) Record ratings – To be completed LAST. After Indicators 1-3 are tallied, complete this box by writing the final rating numbers in the appropriate Entry or Exit column.

Page Two: Positive Social-Emotional Skills

Complete the Summary Box by documenting the following:

- 1) Date - document the date the information was gathered
- 2) Child chronological age – document the child’s age at the time the information was obtained
- 3) Source of Information – document the person responsible for gathering the information
- 4) Summary of Relevant information – Briefly describe the child’s present abilities, strengths and/or educational performance in Positive Social-Emotional Skills.
- 5) Functional age or age equivalent (optional) – if the child’s level of functioning is obtained from this source of information, document the age in this column.

Instructions for Determining Percentage of Delay (Optional)

A) Determine child’s level of functioning (FA) and chronological age (CA)

***NOTE*: If multiple test scores are given for one area, average the scores to obtain F/A**

B) Divide FA / CA and take that number x 100

C) Subtract new number from 100 and obtain the percent of delay

EXAMPLE:

Step 1	Step 2	Step 3
Functional Age (FA) _____ Chronological Age (CA) _____	Divide FA by CA = $\frac{\sqrt{\quad}}{\quad}$ $\frac{\sqrt{\quad}}{\quad} \times 100 = \text{☺}$	100 - ☺ = % delay

- 6) Using all the information gathered for Positive Social-Emotional Skills, determine to what extent the child shows age-appropriate functioning. Circle ONLY ONE number from 1 – 5 to determine the Rating for this outcome.
- 7) Record this number on page one under “OSEP Indicator : Positive Social- Emotional Skills”

Page Three: Acquiring and Using Knowledge and Skills

Complete the Summary Box by documenting the following:

1. Date - document the date the information was gathered
2. Child chronological age – document the child’s age at the time the information was obtained
3. Source of Information – document the person responsible for gathering the information
4. Summary of Relevant information – Briefly describe the child’s present abilities, strengths and/or educational performance regarding Acquiring and Using Knowledge and Skills.
5. Functional age or age equivalent (optional) – if the child’s level of functioning is obtained from this source of information, document the age in this column.

Instructions for Determining Percentage of Delay (Optional)

Refer to Previous section

6. Using all the information gathered for Acquiring and Using Knowledge and Skills, determine to what extent the child shows age-appropriate functioning. Circle ONLY ONE number from 1 – 5 to determine the Rating for this outcome.
7. Record this number on page one under “OSEP Indicator : Acquiring and Using Knowledge and Skills”

Page Four: Taking Appropriate Action to Meet Needs

Complete the Summary Box by documenting the following:

1. Date - document the date the information was gathered
2. Child chronological age – document the child’s age at the time the information was obtained
3. Source of Information – document the person responsible for gathering the information
4. Summary of Relevant information – Briefly describe the child’s present abilities, strengths and/or educational performance regarding Taking Appropriate Action to Meet Needs.
5. Functional age or age equivalent (optional) – if the child’s level of functioning is obtained from this source of information, document the age in this column.

Instructions for Determining Percentage of Delay (Optional)

Refer to previous section

6. Using all the information gathered for Taking Appropriate Action to Meet Needs, determine to what extent the child shows age-appropriate functioning. Circle ONLY ONE number from 1 – 5 to determine the Rating for this outcome.
7. Record this number on page one under “OSEP Indicator : Taking Appropriate Action to Meet Needs”

The MOSS form is now complete. The final ratings compiled on page one under “Record ratings: OSEP Indicators” will be the rating numbers that are reported to DESE.

Rating Chart

Rating	Description	Explanation	% of Delay
1	Not Yet	Does not display or attempt the skill.	71-100%
2	Emerging	Does not display expected skills but attempts when prompted.	51-70%
3	Occasionally	Displays skills some of the time. There are some concerns about the child's functioning in this area.	31-50%
4	Frequently	Displays skills most of the time, but not consistently.	11-30%
5	Completely	Displays skills in all situations. Typical for age.	0-10%