

Family Outcomes Survey (FOS) Administration Guidance

Family Outcome Survey Background

The FOS survey is a federal reporting requirement for all school districts and SEAU's that receive federal funding. States are required to report on the percentage of families participating in Part C who report that early intervention (EI) services have helped their family:

- Know their rights;
- Effectively communicate their children's needs; and
- Help their children develop and learn.

In Minnesota, Family Outcome Surveys are collected at the point in which a child is exiting their Part C program. Districts and SEAUs are expected to request the completion of the survey by the family on or around the last day of Part C service.

Family Outcome Survey Update

In 2023, MDE invested in a process that led to the revision of the survey content and method of administration through significant input from practitioners, leaders, and families. This work was achieved through a contract with Wilder Foundation. During this time, a pilot of an electronic method of survey delivery was also implemented.

Read more about the redesign process [here](#).

New Survey Implementation

This collection and the ability to provide a complete district/cooperative exit Part C lists, relies on the MARSS data that is reported to MDE. MARSS deadlines and reporting are guided by reporting timelines. There are two primary collection windows for MARSS: Fall and End of Year. These windows do not align well with our rolling Family Outcomes Survey implementation and will require diligence on both the part of MDE as well as SEAUs. However, districts often "submit" MARSS data to the state on a schedule of their own in between the reporting window dates found on the reporting timelines link.

We strongly encourage you to connect with the MARSS Coordinator in your district to understand how your Part C data reporting is currently being handled. It is important to inquire about the frequency

with which Part C data is submitted to MDE as well as the methods for which MARSS data will accurately convey [Part C exit codes](#).

Districts currently report their enrollment data to the MARSS system at MDE in one of 3 ways. It is critical for you to know which way your district is reporting this data to MDE and how frequently they are syncing/pushing the data to MDE systems.

Some questions that you might ask your MARSS coordinator:

- What method of reporting does our district utilize to report MARSS data to MDE? Are we reporting via Ed-Fi only, dual reporting, or only through MARSSWES?
- How frequently are we reporting current year enrollment data to MDE? Is Part C reporting at the same frequency?
- Does our SIS (student information system) vendor automate the data push or does our district schedule these? How often does it occur?
- Can we revisit our process for ensuring that our Part C exit codes are being accurately recorded in MARSS?
- *If you don't have a process, perhaps now would be a good time to develop that. This will also help with COS collection lists and Fall clean-up for Part C exit federal reporting.*

As a result of reporting in these different ways, your process for getting the necessary links (associated with unique tokens) for each of your exiting Part C students is laid out in each scenario below.

District/SEAU's data requirements by MARSS reporting type:

1) Reporting via MARSS only

It is likely that your district is only loading data according to the data submission timelines. You will likely need to provide us with your exit C data on a monthly basis in order for us to include them in the monthly collection going forward. Please see attached spreadsheet for the necessary required components.

2) Reporting via MARSS and Ed-Fi

It is possible that your district has regularly scheduled loads/syncing of MARSS data. It will be important to understand that upload/syncing cycle to know if we will have timely data in order to provide you with a monthly generated list, please connect with your MARSS coordinator. If we do not, you will need to provide the list of students exiting Part C on a monthly basis consistent with the attached spreadsheet format.

3) Reporting via Ed-Fi only

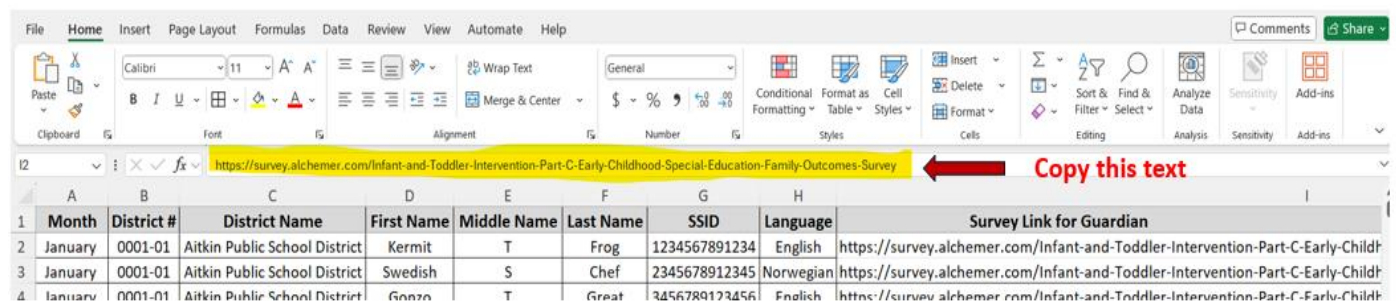
This is the most likely scenario for not having to provide MDE with a Part C exit student list. It will be important for you to know how frequently your district syncs via Ed-Fi to MDE data systems. In some cases, this is daily and MDE will have “real time” data. In other cases, it may be weekly. Please connect with your MARSS coordinator so you know what level of “real time” data you will be able to rely on.

Instructions for electronic dissemination of Family Outcomes Survey

- In the email you will receive there is an Excel Workbook that holds the names of the children which you served. Save that file to a safe place on your computer. The spreadsheet will be named as your district number and “FOS List” like “9999-01 FOS List”. The nines, “9999” will be your district number.
- Open the FOS File to get familiar with its content. It should have these columns:

	A	B	C	D	E	F	G	H	I
1	Month	District #	District Name	First Name	Middle Name	Last Name	SSID	Language	Survey Link for Guardian

- Column “I” called “Survey link for guardian” is the link to the survey which the Department of Education would like to have the parent or guardian fill out. This link is specific to the student and will be how we are able to track the completion rate of the surveys.
- Find the child that belongs with the guardian and send the guardian the **link** found in Column I. For best results click on the cell with the link and then go to the top of the page in Excel to copy the string. The yellow highlighted string below is what you want. Like below in diagram 1:
diagram 1



	A	B	C	D	E	F	G	H	I
1	Month	District #	District Name	First Name	Middle Name	Last Name	SSID	Language	Survey Link for Guardian
2	January	0001-01	Aitkin Public School District	Kermit	T	Frog	1234567891234	English	https://survey.alchemer.com/Infant-and-Toddler-Intervention-Part-C-Early-Childh
3	January	0001-01	Aitkin Public School District	Swedish	S	Chef	2345678912345	Norwegian	https://survey.alchemer.com/Infant-and-Toddler-Intervention-Part-C-Early-Childh
4	January	0001-01	Aitkin Public School District	Gonz	T	Great	3456789123456	English	https://survey.alchemer.com/Infant-and-Toddler-Intervention-Part-C-Early-Childh

- Use the copied link to email the guardian of the child relating to the First and Last Name found in column D and F.

OR

Take the link and send a text message to the guardian with the copied text. The survey has been formatted to work on a phone as well as a tablet or computer.

We have provided sample email and text communications in the appendix.

Instructions for paper dissemination of Family Outcomes Survey

- Paper surveys and the address for stamped envelopes are found on the DCYF Website:
- Direct Link: [Family Outcomes Survey for Part C | Minnesota Department of Children, Youth, and Families](https://dcyf.mn.gov/partners-and-providers/child-care-and-early-learning/districts-schools-and-head-start/family-outcomes-survey-part-c) (https://dcyf.mn.gov/partners-and-providers/child-care-and-early-learning/districts-schools-and-head-start/family-outcomes-survey-part-c)
- The new Part C Family Outcomes Survey is *only one document* – the cover letter has been incorporated into the survey itself for every language
- The address for mailing is located on the same webpage – currently MDE in Minneapolis
- *Stamped, addressed envelopes are required to be shared with the survey*
- There are currently 3 translated languages: Hmong, Somali, and Spanish
- As other languages are ready, they will be added to the website
- *If you need a paper copy in a language that is not yet on the website, please:*
 - 1) let us know which language is missing so we can add it to translation needs:
 - MDE.ECSE@state.mn.us
 - 2) *If the family prefers paper, honor this by ensuring a successful connection with an Interpreter or a Cultural Liaison who uses their language to help them fill out an English survey*
 - This cost belongs to the district or cooperative, not the family
 - 3) Ask the family if they are comfortable using the electronic survey as an option:
 - Alchemer has many automatic translations
 - Accuracy, dialect, and accessibility cannot be guaranteed for languages we do not also have posted on the DCYF website
- Guidance on best practices for supporting families in using translated surveys will be included in updated appendices