

DRAccessData.org User's Manual

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Introduction

The DRAccessData online system is a secure online database where SELPA directors and data managers can upload, review, certify, and download DRDP data. This data submission is completed twice a year (Fall and Spring) and fulfills the DRDP federal reporting requirements of the California Department of Education. The system is accessed at DRAccessData.org

Who can/should use the DRAccessData system?

- SELPA Directors
- SELPA Data Managers

What do I do if I have any trouble accessing the system?

For assistance, contact the Desired Results Access Project:

- Phone: (800) 673-9220 x5
- Email: data@draccess.org

Initial Login and Password Reset

This section will guide you through logging into DRAccessData.org for the first time and resetting your password.

*Confirm Password:

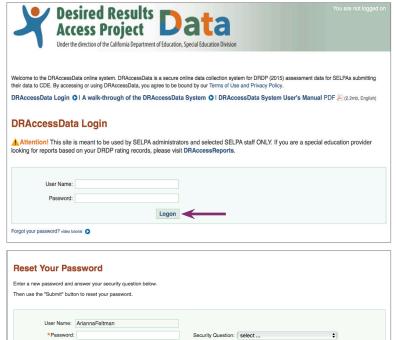
- 1) To login to your account for the first time: Go to DRAccessData.org
 - a. Enter your username (for example, SELPA9000).
 - b. Enter your temporary password.
 - c. Click "Logon."

Note: This information is sent to each SELPA Director from the Desired Results Access Project. If you need this information re-sent, contact data@draccess.org

2) Provide a new password.

For security reasons, your password:

- Must be at least 8 characters
- Must contain characters from 3 of the 4 categories:
 - Uppercase letters (A to Z)
 - Lowercase letters (a to z)
 - Numbers (0 to 9)
 - Special characters (e.g., #, %, &)
- Must not be the same as your email/ username
- 3) Select a security question and provide an answer. If you ever forget your password and need to reset your password, you will need to correctly provide the answer to this question.
- 4) Click "Submit."
- Complete the "Update Your Account" screen. Make sure to provide a valid email address as all important updates and reminders will be sent to this email address.
- 6) Click "Save" after completing all required (*) fields.



*Ans

Submit

Jser Account informa	ation:			
* First Nam	e: Arianna	Address:		
* Last Nam	e: Feltman	City:		
Tit	le:	State:		
* Phor	ie:	Zip:		
Fa	IX:	* Email:		
ogin information:				
	AriannaFeltman	* Security Question:	Name of your first pet	\$
		* Security Question: * Answer:	Name of your first pet	¢
UserName:			Name of your first pet	•

Be sure to logoff when you have finished your session to ensure that your data is secure.

Upload DRDP Data File

This section will help you upload your DRDP (2015) records into DRAccessData.org.

1) Log in to your user account at **Desired Results** My Account • LOGOFF DRAccessData.org Access Project DRDP TIMELINE: DRDP-focused Under the direction of the California Department of Education. Special Education Divisi Select "Upload Data" to begin. Home Upload Review Certify Download Reports @Help For use in uploading and certifying DRDP (2015) assessment data What would you like to do? Upload Data: Upload completed DRDP (2015) Rating Record Data from an Excel CSV file. I video tutorial Review Data: Review DRDP (2015) Rating Record Data, I video tutorial Certify Data: Certify DRDP (2015) Rating Record Data. I video tutorial O Download Data: Download DRDP (2015) Data File. I video tutorial O Reports: Create Reports on DRDP (2015) Data, I video tutorial Help: Get help & support 2) Select the "Upload Completed DRDP (2015) Upload DRDP (2015) Data Assessment Data" option to continue. Please select what you would like to do I video tutorial Upload Completed DRDP (2015) Assessment Data Check the Status of Your Data Upload View Your Data Upload History 3) Click "Choose file." You will be prompted to Upload DRDP (2015) Assessment Data for Spring 2019 select a ".csv" file which you downloaded from your Management Information Select a DRDP (2015) asses ment file to upload: Choose File no file selected System (i.e., SEIS, SIRAS Systems, DRAccessReports) containing the Upload Cancel data to import. Data Upload File Field Specifications Once the file has been selected, click DRAccessData uploads completed DRDP (2015) assessment records in comma separated file (.csv) format matching the official DRDP TAG format. Please refer to the following specification file: "Upload." DRDP (2015) Field Specifications (Excel file) For more information on the file structure and required fields, please refer to the DRDP Technical Assistance Guidelines (TAG) Important! If you open a .csv file in MS Excel before uploading the file to DRAccessData, please do NOT save the file. Opening and saving .csv files in MS Excel will change the formatting and DRAccessData may not be able import the file correctly.

Note: Import File Field Specifications

DRAccessData uploads must be in the comma separated file (.csv) format matching the official DRDP TAG format. The .csv formatted file structure can be downloaded from the "Help" screen of the DRAccessData wesbite. For more information on the file structure and required fields, please refer to the official Technical Assistance Guidelines for the Desired Results Developmental Profile (DRDP) available on the "Help" menu of the DRAccessData website.

Important! If you open a .csv file in MS Excel before uploading the file to DRAccessData, please do NOT save the file. Opening and saving .csv files in MS Excel will change the formatting and DRAccessData may not be able import the file correctly.

- 4) Wait a few moments for the process to complete. To verify that your data has been uploaded, click on the "re-check the status of your data file."
- 5) If your data has been successfully uploaded, you will get an "Upload Status" report for the specified assessment period, indicating the process has been completed with no errors.

Review the "Data Quality Summary" Report for an overview of the data uploaded.

load Sta	atus for Sprin	g 2019		
SELPA 900	0 TEST SELPA			
Status	Filename	Date Submitted	Date Completed	Records Uploaded
Submitted	Data-Clean.csv	10/22/2019 10:56:32 AM (CST)		
-		errors in your data file check the status of your data file.		

ELPA 90	00 TEST SELPA			
Status	Filename	Date Submitted	Date Completed	Records Uploaded
Complete	Spring-2020-Clean.csv	05/01/2020 11:48:29 AM (CST)	05/01/2020 11:48:29 AM (CST)	6
ata Subr	nission Summary			
ata Subr	Assessment Type	DRDPs Uploaded	d DRDPs	with All URs
ata Subr	Assessment Type	3	d DRDPs	0
ata Subr	Assessment Type IFSP IEP	3	d DRDPs	0
)ata Subr	Assessment Type	3	d DRDPs	0
• DRDP: • DRDP:	Assessment Type IFSP IEP Total Subloaded: Number of DRDF	3	erlod.	0

Be sure to logoff when you have finished your session to ensure that your data is secure.

Review DRDP Data

This section will help you review your Rating Records in DRAccessData.

1) Log in to your user account at DRAccessData.org

To review records, select "Review Data" from the Home Page or the top of any screen.



Search results are displayed below. To refine the results, specify as many criteria as you wish and submit using the "Search" button, | video tutorial

Search

Assessment Period: Spring 2019

SELPA: TEST SELPA - 9000

Status: O All O Complete O In Progress

District: All Districts ...

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 Specify as many search criteria as you wish to limit your search and then click "Search".

Scroll down for the list of search results.

4) Choose the record you wish to review by selecting the child's name. This will take you to the "Information Page & Rating Record" screen.

Rating Record Search: returned 124 child assessment	Rating	Record	Search:	returned	124	child	assessment
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To review a Rating Record, click on the student name

Review Rating Records

Rating Record Search

Student Last Name: Student First Name:

Student ID:

User Email:

SSID: Assessor Name:

1 2 3 4 5 6 7 Next >							
Name	Student ID	SSID	Status	Assessor	Assessment Period	Date Completed	Uploaded By
BAUTISTA, BRUNO	181661	2128832651	Complete	Justin Pickard	Spring 2019	04/15/2019	
BAUTISTA, BRUNO	181661	2128832651	Complete	Justin Pickard	Spring 2019	04/15/2019	arianna.feltman@draccess.org
BLACK, EMILY	272177	2013195365	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	
BLACK, EMILY	272177	2013195365	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	arianna.feltman@draccess.org
BOND, JAME	271454	6010232837	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	
BOND, JAME	271454	6010232837	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	arianna.feltman@draccess.org
BOURNE, JASON		3776615291	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	
BOURNE, JASON	279501	3776615291	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	arianna.feltman@draccess.org
BROWN, LOUISE	268050	3367381768	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	
BROWN, LOUISE	268050	3367381768	Complete	Elizabeth Schroeder	Spring 2019	04/15/2019	arianna.feltman@draccess.org

If any information needs to be changed on the rating record, you must go back to your original data entry Management Information System. Once the change has been made in that system, you can upload the new file to DRAccessData.

Be sure to logoff when you have finished your session to ensure that your data is secure.

JASON BOURNE
Spring 2019 Information Page
Child's Information

DRDP (2015) Information Page & Rating Record

Special Education Information

- 14. Special education eligibility. Check one.
- Intellectual Disability

Program Information

16. SELPA TEST SELPA-9000

15. Adaptations used in the assessment. Check all that apply. » Augmentative or alternative communication system » Assistive equipment or device

Status: Uploaded Assessment period: Spring 2019

- 5. Student ID (Issued by district for reporting to CDE): 279501
- 6. Statewide Student Identifier (10-Digit SSID): 3776615291
- 7. Gender: M
- 8. Birth Date (e.g., 08/05/2010): 07/04/2015

1. Child's First Name (Legal): JASON

2. Child's Last Name (Legal): BOURNE

Date DRDP (2015) was completed: 04/15/2019
 Assessment period: Spring 2019

9. Special education enrollment. Check one. IEP

17. District of service Test District 101-9000101

Child's Language Information

Certify DRDP Data (SELPA Directors ONLY)

This section will help SELPA Directors certify the DRDP data file for final submission.

1) Log in to your user account at DRAccessData.org

Select "Certify Data."

Only the SELPA Director's account has this function available. In special cases, a SELPA Director may specify a designee to certify the data. Contact data@draccess.org for more details.

2) Review the "Data Quality Summary" Report to ensure you are satisfied with the data file and do not wish to make changes.

Complete the "SELPA Director Contact Information" and check the "Certification Confirmation" box affirming the list of confirmations.

Click "Certify."

Desired Results Data Access Project Data Under the direction of the California Department of Education, Special Education Division	You are logged on as Arlanna Feltmar My Account • LOGOFF DRDP TIMELINE: DRDP-focusec observation, documentation, and rating
Home Upload Review Certify Download Reports	Help
For use in uploading and certifying DRDP (2015) assessment data What would you like to do?	
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What would you like to do?	0
What would you like to do? Upload Data: Upload completed DRDP (2015) Rating Record Data from an Excel CSV file. I video tutorit	0
What would you like to do? Upload Data: Upload completed DRDP (2015) Rating Record Data from an Excel CSV file. I video tutorial Review Data: Review DRDP (2015) Rating Record Data. I video tutorial	0
What would you like to do? Upload Data: Upload completed DRDP (2015) Rating Record Data from an Excel CSV file. I video tutorial Review Data: Review DRDP (2015) Rating Record Data. I video tutorial O Certify Data: Certify DRDP (2015) Rating Record Data.	0

Please check that the	data below is complete and acc	curate. You are certifying:	
Asses	sment Type	DRDPs Uploaded	DRDPs with All URs
	IFSP	3	0
	IEP	3	1
	Total	6	1
	ontact Information: tact information and update if nec	essary.	
* First Name:		Address:	
	Arianna	Address: City:	
* First Name: * Last Name:	Arianna	City:	
* First Name: * Last Name: * Email:	Arianna Feltman	City:	

 After the certification is complete, the system will display a confirmation message and send you a confirmation email. You can then select "Print" to print or save a certification report.

The certification report does not need to be submitted to the California Department of Education, Special Education Division or the Desired Results Access Project. Once your data is submitted electronically, the submission process is complete.

Certify Spring 2020 DRDP Data					05/12/2020
		DRDP	2015) Data Certification Re Spring 2020	eport	
	SELPA Code	SELPA Name			Date Certified
SELPA 9000 TEST SELPA	9000		TEST SELPA		05/12/2020
	Data Submission S	-	DRDPs Uploaded	DRDD	with All URs
Thank you! Your DRDP (2015) data has been certified in the DRAccess Data s	IF		3	00071	0
	1É		3		1
	To	tal	6		1
			in the specified assessment period. measures rated as "Unable to Rate".		
Select the 'Print' button to print a certification report.	Certification by Au	thorized Official			
Print	I certify that the st and agencies with		n this file are complete and accura	te for the SELP	A and all districts
	The data have bee by the California D		ing all applicable laws and regulati ication.	ons and the in:	tructions provided
	report generated b	y DRAccessData,	ta submitted to DRAccessData, co and to the best of my knowledge, ission contains only one record pe	they are corre	
	SELPA Director:	Ariarna Telma	n		
	Title:				
	Email:		Wdraccess.org		
	Phone:	707-508-7035			

Download DRDP Data File

This section will help you download the DRDP (2015) data file that was uploaded and certified.

1) Log in to your user account at **Desired Results** My Account • LOGOFF DRAccessData.org Access Project DRDP TIMELINE: DRDP-focused Under the direction of the California Department of Education, Special Education Division Select "Download Data." Home Upload Review Certify Download Reports @Help 不 For use in uploading and certifying DRDP (2015) assessment data What would you like to do? Upload Data: Upload completed DRDP (2015) Rating Record Data from an Excel CSV file. I video tutorial O Review Data: Review DRDP (2015) Rating Record Data. Lyideo tutorial Certify Data: Certify DRDP (2015) Rating Record Data. I video tutorial O Download Data: Download DRDP (2015) Data File. I video tutorial Reports: Create Reports on DRDP (2015) Data. I video tutorial Help: Get help & support

Download DRDP (2015) Data File

Please note: You can only download certified data.

SELPA 9000 TEST SELPA

Spring 2019

Fall 2018

Click the filename link to select the data file you would like to download. I video tutorial

Filename

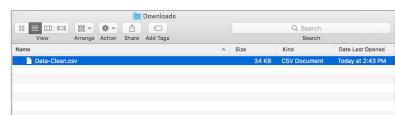
Data-Clean.csv

Data-Clean.csv

- 2) Select the assessment period for which you would like to download data and click on the filename on that row to download the data file.
- 3) Wait for your browser to download the data file. You may be prompted to open or save an Excel spreadsheet to your computer.

Please take the necessary precautions to guarantee the confidentiality of this report.

4) To review the .csv file, you can open the file in Excel from your computer. Excel presents the assessment data for all Rating Records in the selected assessment period.



Date Completed

10/31/2019

03/27/2019

Date Certified

10/31/2019

03/27/2019

Records Certified

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	BILLY	JOHNSON	20190415 SPRING 2015	3336791 776951835		20160423		1	0 Y	500				210		
	CECILIA	PLUM	20190415 SPRING 2019	3336802 776951836		20161114		0	0 N	900				280		
	JAMES	SCHMIDT	20190415 SPRING 2015	3336799 776951836		20160322		0	0 Y	500				280		
	JANE	GARCIA	20190415 SPRING 2015	3336798 776951836		20170105		0	0 Y	501				310		
	JOSE	MORALES	20190415 SPRING 2015	3336807 776951837		20170604		0	0 Y	500				220		
	MIGUEL	TIMS	20190415 SPRING 2015	3336797 776951836		20161204		0	0 Y	500				310		
	RACHEL	FUSCIA	20190415 SPRING 2015	3336804 776951837		20170111		0	0 N	501			0	280		
	SARAH	WHITE	20190415 SPRING 2015	3336801 776951836		20160314		0	0 N	501				310		
	SUSAN	DALLAS	20190415 SPRING 2015	3336805 776951837		20161013		0	0 Y	500				280		
	THOMAS	ELLIOTT	20190415 SPRING 2015	3336796 776951836		20161203		0	0 N	501				210		
	ADAM	GRAF	20190415 SPRING 2015	184527 115181339		20141102		0	0 N	501				320		
14		ORTEGA	20190415 SPRING 2015	184994 254081861		20150105		0	0 Y	501				240		
	ALEX	COON	20190415 SPRING 2015	185670 520421900		20150423		0	0 N	501				320		
	BEATRICE	CRUISE	20190415 SPRING 2015	278343 174173462		20150304		0	0 N	500				270		
	BEVERLY	SACCO	20190415 SPRING 2015	270236 127029006		20141224		0	0 Y	500				310		
	BILL	KIRKLAND	20190415 SPRING 2015	101017 637490589		20131220		0	0 N	501				281		
	BRAD	JOHNSON	20190415 SPRING 2015	104855 655813410		20140819		99	99 Y	501				240		
	BRANSON	CARSON	20190415 SPRING 2015	105439 405003386		20140508		0	0 N	501				320		
	BRAXTON	SMITH	20190415 SPRING 2015	104767 345627121		20150215		99	0 Y	501				240		
	BRODY	OSNEROS	20190415 SPRING 2015	188271 215511990	i M	20150907		0	0 N	501				210		
	BRUNO	BAUTISTA	20190415 SPRING 2015	181661 212883265		20140201		1	0 Y	500				320		
	CHET	CLIFF	20190415 SPRING 2015	268810 649570541		20150211		0	0 N	500				320		
	COURTNEY	HANSEN	20190415 SPRING 2015	275872 190795684		20140415		0	0 N	501				280		
	DANIEL	YOUNG	20190415 SPRING 2015	273684 369730762		20131101		0	0 N	500				240		
	EMILY	BLACK	20190415 SPRING 2015	272177 201319536		20131007		1	0 Y	500				310		
	ERIC	ISNER	20190415 SPRING 2019	267453 526441971		20140108		0	0 N	501				270		
	GEORGE	MONROE	20190415 SPRING 2015	274734 660451682		20140422		0	0 N	500				330		
	JAME	BOND	20190415 SPRING 2015	271454 601023283	M	20131117		0	0 Y	500				270		
31	JASON	BOURNE	20190415 SPRING 2015	279501 377661529	M	20150704	в	0	0 N	501	900			210	Y	

Be sure to logoff when you have finished your session to ensure that your data is secure.

Reports

This section will help you download any of the reports available for your DRDP (2015) upload file.

1) Log in to your user account at DRAccessData.org

Under "What would you like to do?" select "Reports."

2) Under the "Manage Reports" menu, choose which report you would like to download.

Reports available are:

Data Submission Reports

- Data Submission: a spreadsheet containing data submission information for your data upload.
- Uploaded DRDPs: a spreadsheet containing a list of uploaded DRDP assessments.
- DRDPs with All UR's: a spreadsheet containing a list of DRDP assessments with all measure ratings marked as 'Unable to Rate.'

Data Quality Reports*

- Data Quality: a spreadsheet containing the data quality information for your data upload.
- Mismatched DRDPs: a spreadsheet containing a list of uploaded DRDP assessment records possibly mismatched to the CDE Child Enrollment data.
- Missing DRDPs: a spreadsheet containing a list of students enrolled but missing a DRDP record.
- Unmatched DRDPs: a spreadsheet containing a list of DRDP assessments not found in the CDE Child Enrollment data file, indicating potentially new students.
- Matched DRDPs: a spreadsheet containing a list of uploaded DRDP assessments found in CDE Child Enrollment data.
- Child Enrollment: a spreadsheet containing the CDE Child Enrollment data for your SELPA.

* These reports are dependent on current enrollment data from CDE. Reports are made available once updated enrollment data is available.



Manage Reports

Select the link for the report you would like and follow the steps to generate that report. I video tutorial O

Which report would you like to create?

SELPA and District Administrator Reports

Data Submission Reports

Data Submission: Create a spreadsheet containing data submission information for your data upload.

Uploaded DRDPs: Create a spreadsheet containing a list of uploaded DRDP assessments.

DRDPs with All URs: Create a spreadsheet containing a list of uploaded DRDP assessments with all measure ratings marked as 'Unable to Rate'.

Data Quality Reports*

Data Quality: Create a spreadsheet containing data quality information for your data upload.

Mismatched DRDPs: Create a spreadsheet containing a list of uploaded DRDP assessments possibly mismatched to the CDE ChildEnrollment data

Missing DRDPs: Create a spreadsheet containing a list of students enrolled but potentially missing a DRDP record.

Unmatched DRDPs: Create a spreadsheet containing a list of uploaded DRDP assessments not found in CDE Child Enrollment data, indicating potentially new students. Matched DRDPs: Create a spreadsheet containing a list of uploaded DRDP assessments found in CDE Child Enrollment data.

Child Enrollment: Create a spreadsheet containing CDE Child Enrollment data.

Note: These reports are dependent on current enrollment data from CDE. Reports are made available once updated enrollment data is available.

3) Wait for your browser to download the report. You may be prompted to open or save an Excel spreadsheet to your computer.

To review the report, open the file from your computer.

Please take the necessary precautions to guarantee the confidentiality of these reports.

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	3 90	0 TEST SELPA 9	000305 Test Dist	ict Spring 2019 2018-20 ict Spring 2019 2018-20	19 BAUTISTA	BRUNO	181661 21288329 535678 3232324	61 2/1/14 M	50	0 700	0	0 N 0 Y	0 10 320 1 15 210
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	10 90	00 TEST SELPA 9	000301 Test Dist	kt Spring 2019 2018-20 kt Spring 2019 2018-20	019 WASHING 019 WHITE	TC VIOLET SARAH	236090 1717388 3336801 7709518	74 10/26/13 F	500	0 700	0	0 Y 0 N	0 10 210
	12 90	0 TEST SELPA 9	000301 Test Dist	ict Spring 2019 2018-20	19 WILLIAMS	ORISTOPHE	3335794 7769518	61 12/25/15 M	50	1 700	0	0 Y	0 15 280
	14 90		000305 Test Dist	kt Spring 2019 2018-20 kt Spring 2019 2018-20	19 WINCHELL	SYLVESTER MICHAEL	272066 7472728		50	0 200	0	0 N 0 Y	0 10 210
	15 90	DO TEST SELPA 9	000301 Test Dist	ict Spring 2019 2018-20	19 SM/TH	BOBBY BRAXTON	3335790 7769518	57 10/17/15 M	50	1 700	0	0 Y	1 15 210
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	18 90	DO TEST SELPA 9	000301 Test Dist	Ict Spring 2019 2018-20 Ict Spring 2019 2018-20	19 SYDNEY	STEVEN	3336806 7709518 234868 58200738	73 1/28/16 M	50	1 700	0	0 N	0 15 280
	20 90	TEST SELPA 9				MIGUEL	3335797 7769518	64 12/4/16 M	500	0 700	0	0 Y	0 15 310
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	23 90	O TEST SELPA 9	000301 Test Dist	ict Spring 2019 2018-20	19 RICHARDS	TM	325762 2032540	86 2/2/15 M	500	0 900	ő	0 N	0 10 240
	25 20	20 TEST SELPA 2	000300 Test Okto	kt Spring 2019 2018-20 kt Spring 2019 2018-20	19 SAUNCER	BEVERUY 5 JUL	270236 12702900 201388 6925249	#1 1/16/15 F	500	1 700	0	0 N 0 N	0 10 810
	26 90	0 TEST SELPA 9	000301 Test Dist	ict Spring 2019 2018-20	19 SCHMIDT	IAMES	3335799 7769518 897010 4587321	66 3/22/16 M	50	0 700	0	0 N 9 N	0 15 280
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