Desired Results Access Project **Data**

Contents

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.

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."

5) 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.

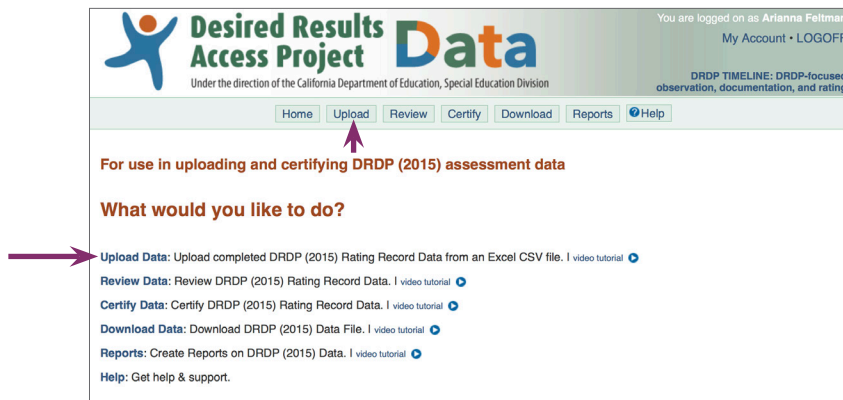6) Click "Save" after completing all required (*) fields.

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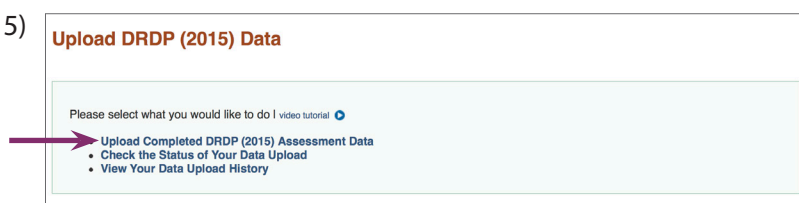
Upload DRDP Data File

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

1) Log in to your user account at DRAccessData.org
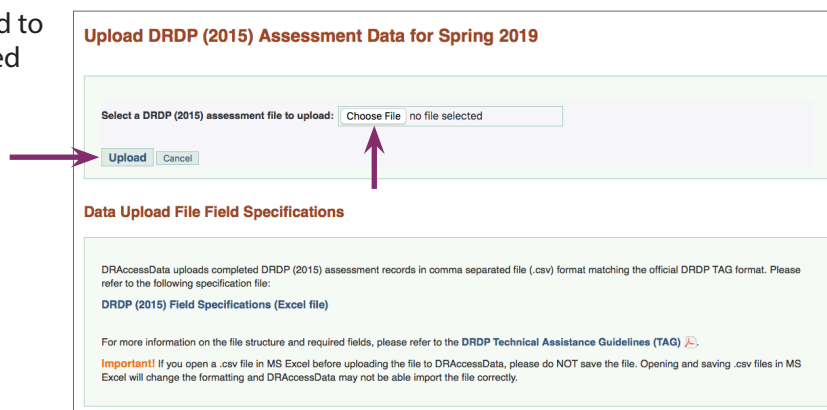
Select "Upload Data" to begin.

2) Select the "Upload Completed DRDP (2015) Assessment Data" option to continue.

3) Click "Choose file." You will be prompted to select a ".csv" file which you downloaded from your Management Information System (i.e., SEIS, SIRAS Systems, DRAccessReports) containing the data to import.

Once the file has been selected, click "Upload."

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."

Upload Status for Spring 2019

SELPA 9000 TEST SELPA

Status	Filename	Date Submitted	Date Completed	Records Uploaded
Submitted	Data-Clean.csv	10/22/2019 10:56:32 AM (CST)		

Processing . . . Checking for errors in your data file . . .

Click this link in a few moments to **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.

Upload Status for Spring 2020

SELPA 9000 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

Your data has been successfully uploaded.

Data Submission Summary

Assessment Type	DRDPs Uploaded	DRDPs with All URs
IFSP	3	0
IEP	3	1
Total	6	1

- **DRDPs Uploaded:** Number of DRDPs uploaded in the specified assessment period.
- **DRDPs with All URs:** Number of DRDPs with all measures rated as "Unable to Rate".

Data Upload Error Summary

Error Number	Error Description	Error Detail	Occurences
No errors found in your data upload.			

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.

3) 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.

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.

Certify DRDP Data (SELPA Directors ONLY)

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

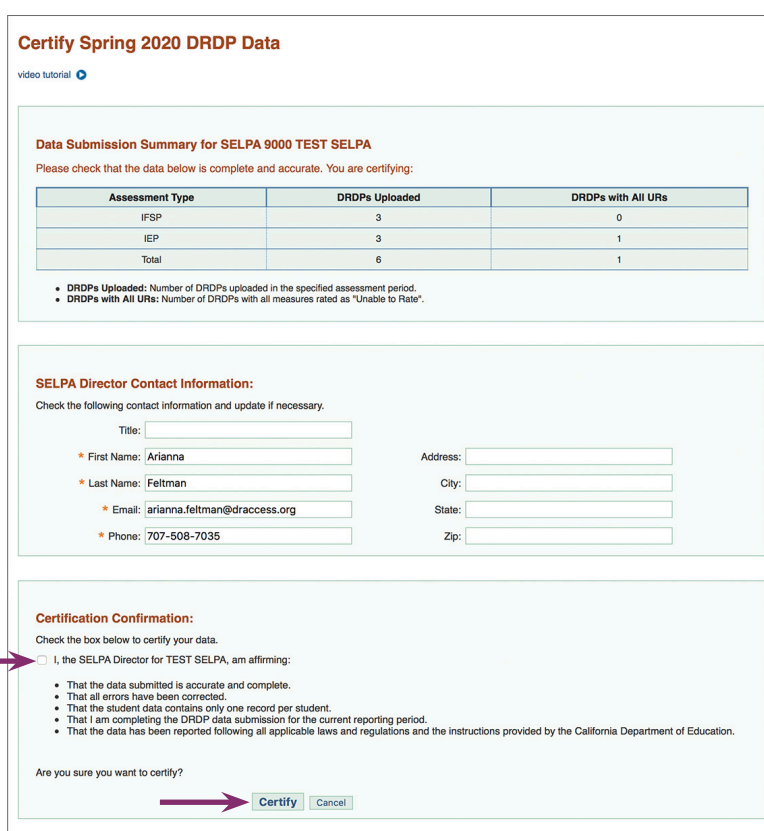**1)** Log in to your user account at DRAccessData.org

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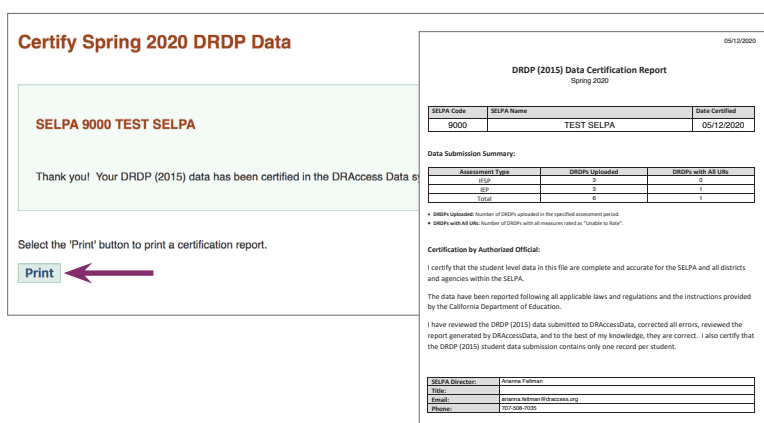
Complete the "SELPA Director Contact Information" and check the "Certification Confirmation" box affirming the list of confirmations.

Click "Certify."

3) 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.
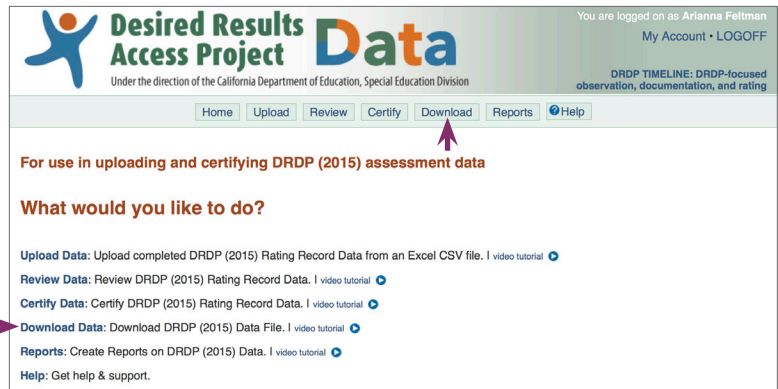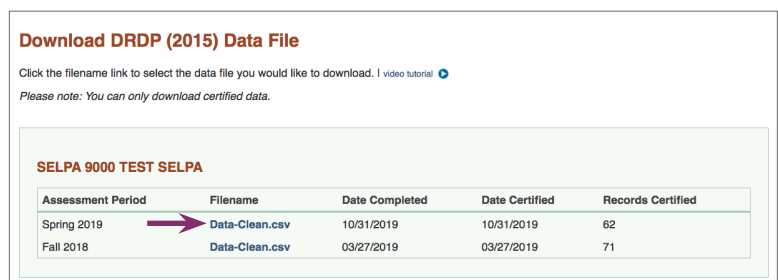
Download DRDP Data File

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

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

Select "Download Data."

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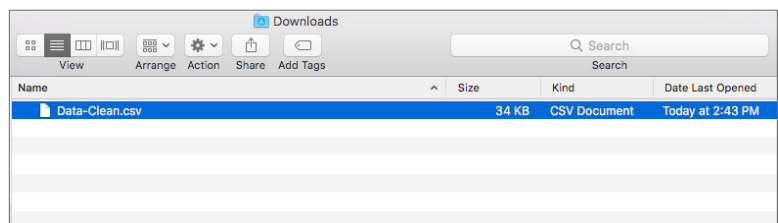
4) To review the .csv file, you can open the file in Excel from your computer. Excel presents the assessment data for all Rating Records in the selected assessment period.
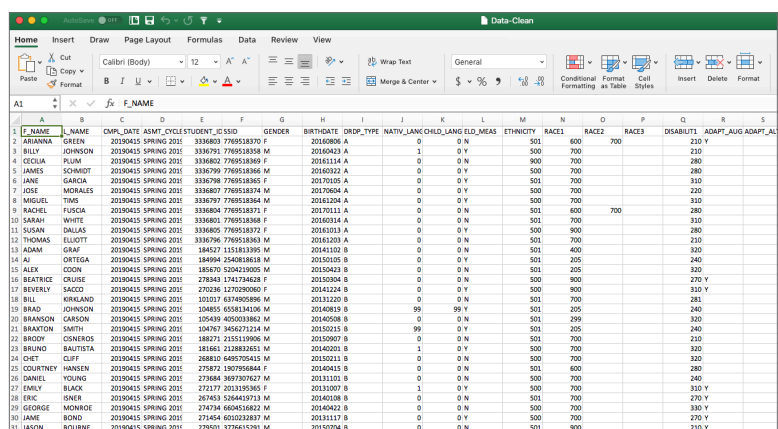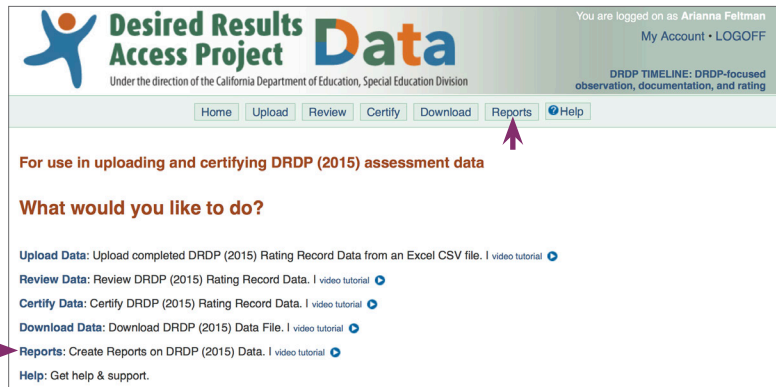

Be sure to logoff when you have finished your session to ensure that your data is secure.

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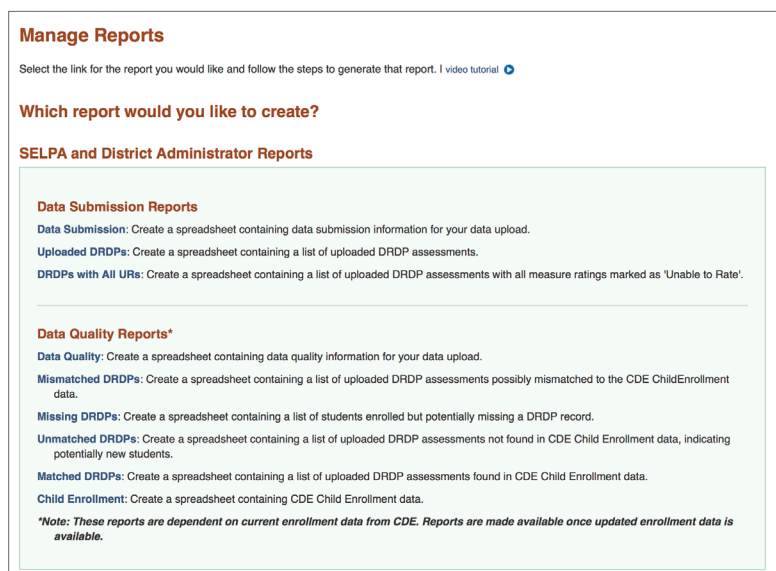
3) Wait for your browser to download the report. You may be prompted to open or save an Excel spreadsheet to your computer.

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

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