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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](https://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](https://draccessdata.org) for the first time and resetting your password.

1) To login to your account for the first time:

Go to [DRAccessData.org](https://draccessdata.org)

- Enter your username (for example, SELPA9000).
- Enter your temporary password.
- 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

You are not logged on

Welcome to the DRAccessData online system. DRAccessData is a secure online data collection system for DRDP (2015) assessment data for SELPAs submitting their data to CDE. By accessing or using DRAccessData, you agree to be bound by our [Terms of Use and Privacy Policy](#).

[DRAccessData Login](#) | [A walk-through of the DRAccessData System](#) | [DRAccessData System User's Manual PDF](#) (2.2mb, English)

DRAccessData Login

⚠ Attention! This site is meant to be used by SELPA administrators and selected SELPA staff ONLY. If you are a special education provider looking for reports based on your DRDP rating records, please visit [DRAccessReports](#).

User Name:

Password:

[Forgot your password? video tutorial](#)

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

Reset Your Password

Enter a new password and answer your security question below.
Then use the "Submit" button to reset your password.

User Name:

* Password:

* Confirm Password:

Security Question:

* Answer:

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.

Update Your Account

Make changes and "Save" your account information:

User Account information:

* First Name: Address:

* Last Name: City:

Title: State:

* Phone: Zip:

Fax: * Email:

Login information:

UserName: * Security Question:

Account Type: * Answer:

School information:

SELPA: District:

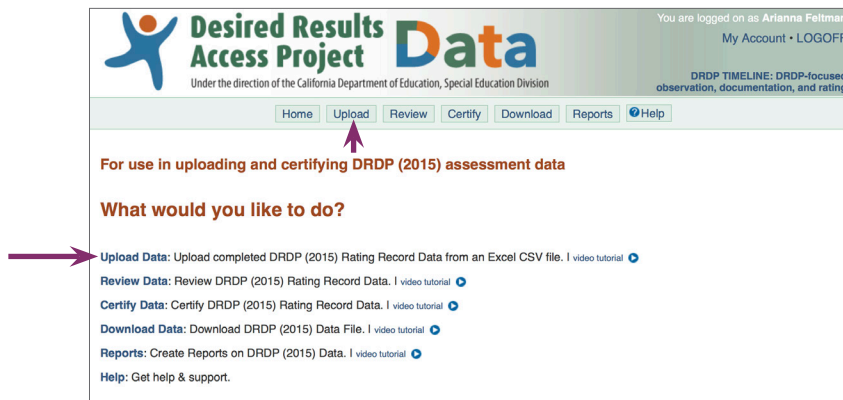
Be sure to logoff when you have finished your session to ensure that your data is secure.

Upload DRDP Data File

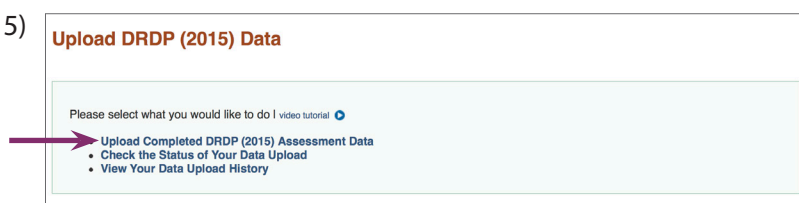
This section will help you upload your DRDP (2015) records into DRAccessData.org.

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

Select "Upload Data" to begin.

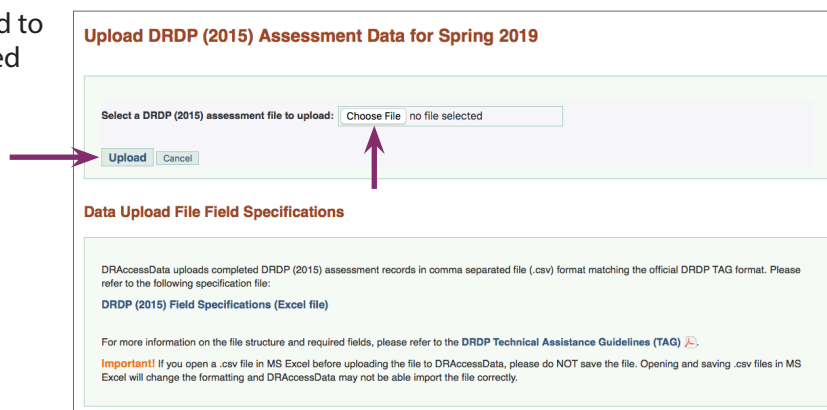


- 2) Select the "Upload Completed DRDP (2015) Assessment Data" option to continue.



- 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 website.

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 to 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	Occurrences
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.

Desired Results Access Project Data
Under the direction of the California Department of Education, Special Education Division

You are logged on as Arianna Feltman
My Account • LOGOFF

DRDP TIMELINE: DRDP-focused 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?

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

Download Data: Download DRDP (2015) Data File. I video tutorial

Reports: Create Reports on DRDP (2015) Data. I video tutorial

Help: Get help & support.

- 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.

Review Rating Records

Rating Record Search

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

Student Last Name:

Student First Name:

Student ID:

SSID:

Assessor Name:

User Email:

Assessment Period:

SELPA:

District:

Status: ☒ All ☐ Complete ☐ In Progress

Search

- 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 assessments

To review a Rating Record, click on the student 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	279501	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.

DRDP (2015) Information Page & Rating Record

JASON BOURNE
Spring 2019 Information Page

Status: **Uploaded**
Assessment period: **Spring 2019**

Child's Information

1. Child's First Name (Legal): **JASON**
2. Child's Last Name (Legal): **BOURNE**
3. Date DRDP (2015) was completed: **04/15/2019**
4. 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**
9. Special education enrollment. Check one.
IEP

Special Education Information

14. Special education eligibility. Check one.
Intellectual Disability
15. Adaptations used in the assessment. Check all that apply.
» **Augmentative or alternative communication system**
» **Assistive equipment or device**

Program Information

16. SELPA
TEST SELPA-9000
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

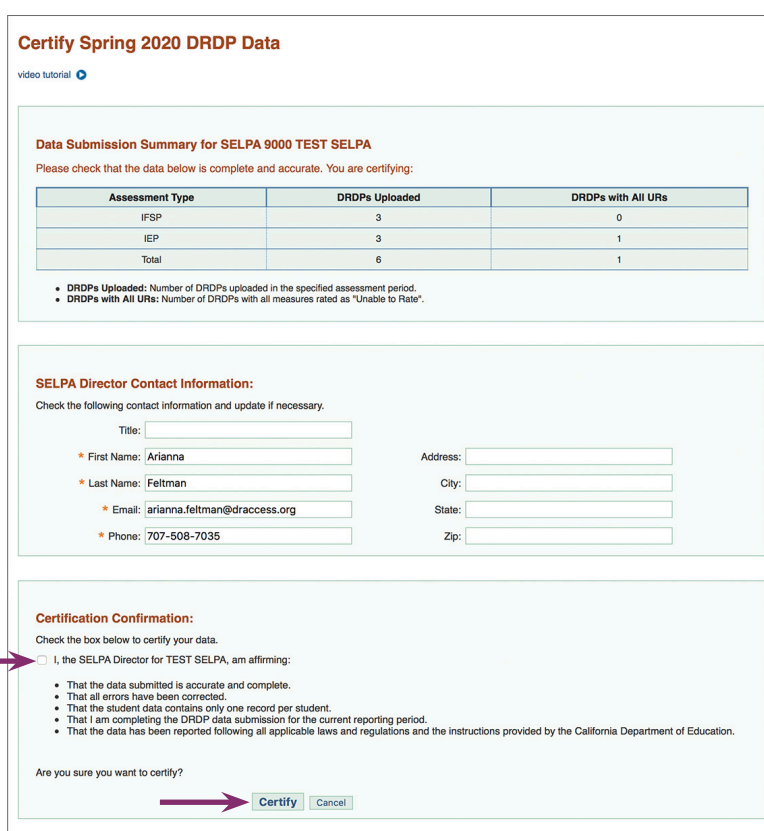
Select "Certify Data."

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.

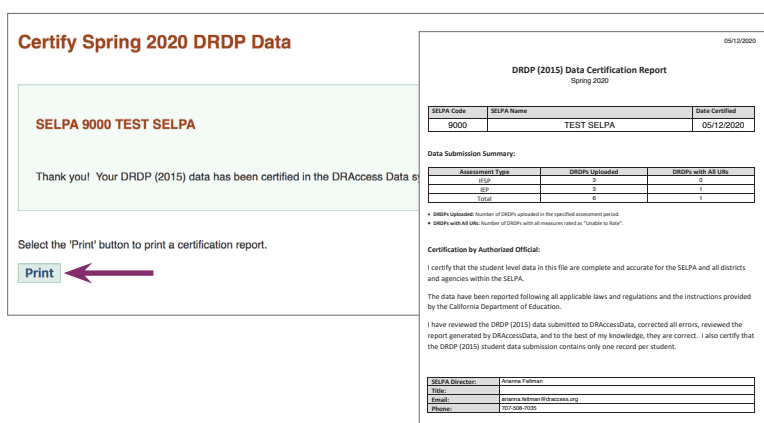
Complete the "SELPA Director Contact Information" and check the "Certification Confirmation" box affirming the list of confirmations.

Click "Certify."



- 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.

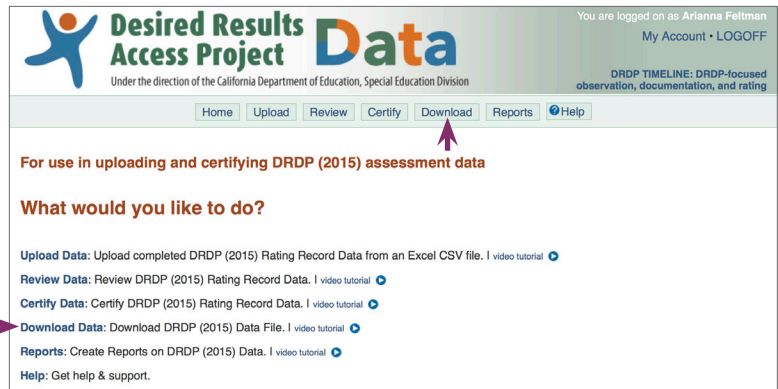


Download DRDP Data File

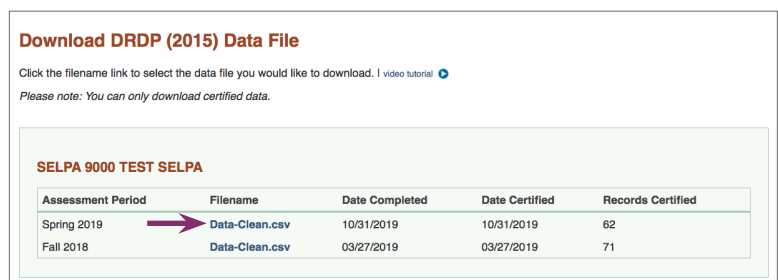
This section will help you download the DRDP (2015) data file that was uploaded and certified.

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

Select "Download Data."

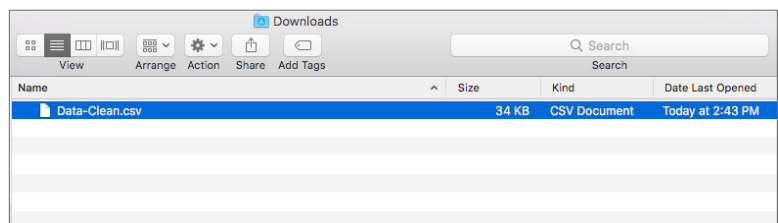


- 2) Select the assessment period for which you would like to download data and click on the filename on that row to download the data file.

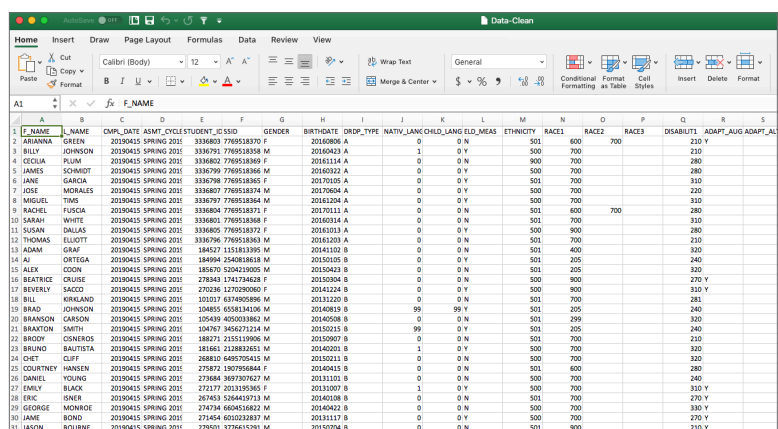


- 3) Wait for your browser to download the data file. You may be prompted to open or save an Excel spreadsheet to your computer.

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.



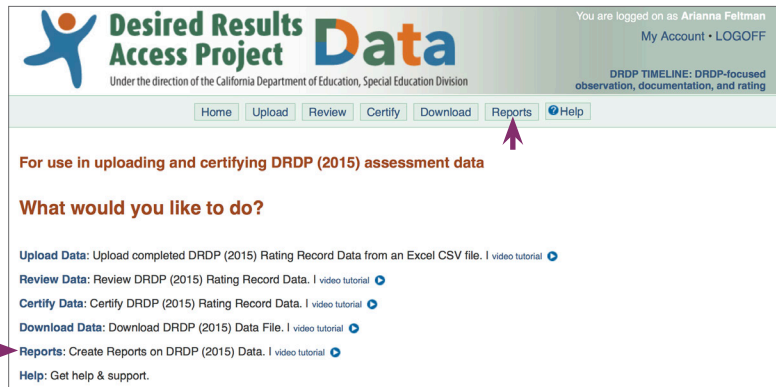
Be sure to logoff when you have finished your session to ensure that your data is secure.

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:

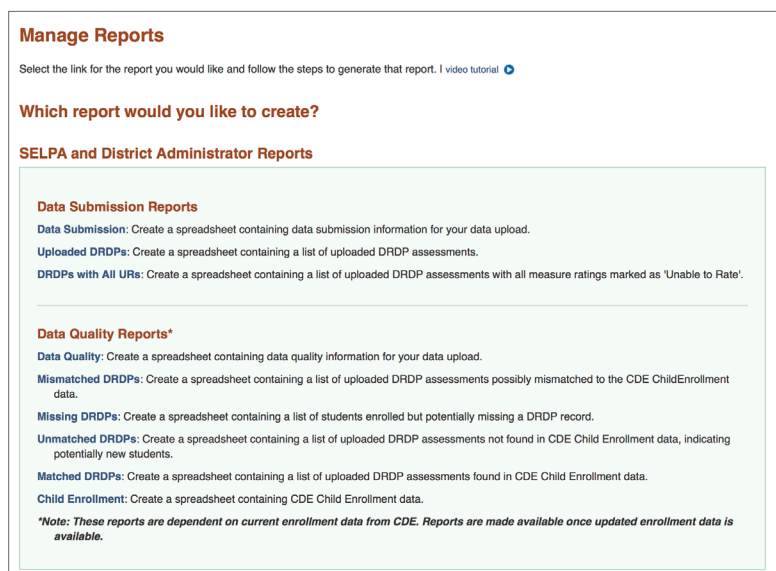
Data Submission Reports

- **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.

The screenshot shows a macOS 'Downloads' folder containing several CSV files: ChildEnrollment.csv (13 KB), DataQuality.csv (281 bytes), DRDPsAllIrs.csv (620 bytes), MatchedDRDPs.csv (24 KB), MisMatchedDRDPs.csv (944 bytes), MissingDRDPs.csv (5 KB), UnmatchedDRDPs.csv (2 KB), and UploadedDRDPs.csv (26 KB). Below the folder view, two Excel spreadsheets are open. The 'ChildEnrollment' spreadsheet displays a large table with columns for SELPA Code, SELPA Description, Assessment Certified, Date/Certified Status, Total Scored, Total Used, Total Matched, Total Not Matched, Percent Match, Percent Not Match, and Percent All Irs. The 'DataQuality' spreadsheet shows a summary table with columns for SELPA Code, SELPA Description, Assessment Certified, Date/Certified Status, Total Scored, Total Used, Total Matched, Total Not Matched, Percent Match, Percent Not Match, and Percent All Irs.