

# DRAccessReports.org

### Contents

Create an Account	2
My Account	3
Start a New Rating Record	4
Manage Rating Records	6
Import Rating Records from an Excel File	7
Export Rating Records to an Excel File	9
DRDP (2015)	
Download or Print a PDF Rating Record	11
Create Child Report – Status and Progress	13

### Introduction

The Desired Results Access Project Reports online system (DRAccessReports.org) is a secure online database in which assessors can enter, review and generate reports from assessment data from the DRDP (2015) Information Pages and Rating Records. This resource is provided by the Desired Results Access Project to support Special Education teachers and providers who use or have used the DRDP instrument to assess children.

### Who can/should use DRAccessReports?

DRAccessReports.org is open to all users of the DRDP (2015) assessment tool, including:

- Special Education providers who assess children on the DRDP (2015) instrument
- SELPA Administrators and District Administrators

### What are the benefits of using DRAccessReports?

- 24-hour access to your DRDP (2015) assessment data from any internet connected device.
- Information Page and Rating Record data is validated against CDE specified reporting requirements.
- Export feature packages data for reporting to DRAccessData.

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

For assistance, contact the Desired Results Access Project:

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

## **Create an Account**

This section will help you create a new account in DRAccessReports.org.

1) Go to DRAccessReports.org and select "Create an account."



2) Complete the registration form. The email address that you provide will become your DRAccessReports login name.

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

### Provide your SELPA and District information in order to auto-populate these fields on each child assessment.

- 3) Once you complete the registration form, you will receive an email verifying your account. You must verify your account before you will be able to access the DRAccessReports system via the email verification link.
- 4) After verifying your account, you may log into your account at any time by going to DRAccessReports.org and providing your registered email address and password.

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

# **My Account**

This section will help you make any necessary changes to your personal account information.

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

Select "My Account" in the top right corner of the screen.

2) On the My Account page you can review and edit personal contact information. To edit a field, place your cursor in the desired field.

	Desired Results REPORTS	
	Desired Results REPORTS	Arianna Fel Account • LOG
	Access Project	Account • LOG
	Under the direction of the California Department of Education, Special Education Division	
	Home Rating Records Reports Import Export @ Guidance	
For use with	infants, toddlers, and preschool age children in Special Education programs	
For use with	n infants, toddlers, and preschool age children in Special Education programs	
	n infants, toddlers, and preschool age children in Special Education programs	
What wou	Id you like to do?	
What wou		
What wou Start a new Rati	Id you like to do?	
What wou Start a new Rati Manage Rating	Id you like to do?	
What wou Start a new Rati Manage Rating Reports: Create	Id you like to do? ng Record I video tutorial O Records: Find, review, modify or delete Rating Records. I video tutorial O	
What wou Start a new Rati Manage Rating Reports: Create Import: Import co	Id you like to do? ng Record I video tutorial  Records: Find, review, modify or delete Rating Records. I video tutorial  reports for individual students based on their Rating Records. I video tutorial	

Password			
ser Account informatio	n:		
* First Name:	Arianna	Address:	
* Last Name:	Feltman	City:	
Title:		State:	
* Phone:	707-555-1234	Zip:	
Fax:		* Security Question:	Make/model of your first car
* Email:	arianna.feltman@draccess.org	* Answer:	•••••
ogram information:			
Account Type: TE	ACHER		
* SELPA:	DRAccess Project – 9001	District:	DRAccess Project - 9001000 \$

3) After reviewing and editing your account information, select "Save" to verify that the information is complete and accurate and to finalize your account changes.

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

et Password			
Jser Account informatio	n:		
* First Name:	Arianna	Address:	1450 Technology Lane, Suite 200
* Last Name:	Feltman	City:	Petaluma
Title:		State:	CA
* Phone:	707-555-1234	Zip:	94954
Fax:		* Security Question:	Make/model of your first car
* Email:	arianna.feltman@draccess.org	* Answer:	****
Program information: Account Type: TE * SELPA:	ACHER DRAccess Project - 9001 +	District:	DRAccess Project - 9001000 \$
	Save Cancel		

# **Start a New Rating Record**

This section will help you enter a new Rating Record into the reports system, including all data from the Information Page and Rating Record.

- 1) Log into your account:
  - a. Go to: DRAccessReports.org
  - b. Type in your email address and password and click "Login."
- 2) Under "What would you like to do?" select "Start a new Rating Record."

To find and complete a record that you began but did not complete, refer to the section on Managing Rating Records in this document.

- 3) From the drop-down list, choose the assessment period for which you wish to enter a child's Rating Record and then select "Select."
- 4) Enter the information from the child's DRDP (2015) Information Page.

Indicate if you will be including this child's Rating Record in your official data reporting to CDE for the current assessment period by selecting either "on" or "off." Note: If you select "on", the system will automatically validate fields of the Rating Record to match the Technical Assistance Guidelines (TAG).

Items marked with an asterisk (\*) denote required fields depending on whether DR Access Data validation mode is on or off.

In order to link child records, ensure the data entered in fields 1-6 match previous and future assessments.

Select "Save and Continue" to save the data and continue to the next screen.

After successfully linking records, the system will display the total number of assessments associated with the child.





#### DRDP (2015) Information Page

DRAccessData validation mode: On Off	
lds marked * are required:	
Fields 1 – 2 and 5 – 8 must match previous or future assessments to generate Progress Reports for this child.	
1. Child's First Name (Legal)	
1 * 2. Child's Last Name (Legal)	
* 3. Date DRDP (2015) was completed (e.g., 09/01/2022):	
4. Assessment period: Fall 2022	
5. Student ID (Issued by district)	
* 6. Statewide Student Identifier (10-digit SSID)	
① ★ 7. Gender	
0 * 8. Birth Date (e.g., 11/01/2016)	
* 9. Special education enrollment. Check one: O Individualized Family Service Plan (IFSP) O Individualized Family Service Plan (IFSP)	dualized Education Program (IEP)



5) After entering the information from the child's DRDP (2015) Information Page, enter the ratings for each of the measures on the child's Rating Record.

If a preschool-age child has not yet mastered the first developmental level, select "Not Yet."

If a measure is marked "emerging," check "EM".

If a measure is marked "unable to rate," check "UR."

Select "Save and Continue" to save the data for each screen.

6) After entering the information from the child's Information Page and Rating Record, review the information on the "Check and Confirm" page.

To edit information on this page, select the corresponding heading above it – for example, to edit the record's SELPA Code click on the header "Program Information."

7) After reviewing, and if necessary, editing the information to verify that the data is complete and accurate, select "Accept" to finalize the Rating Record.

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

all 2022 ack	Branson 2 95 To Learning - Self Regulation	n								Status: In pro Assessment p 1 of 2 assess	eriod: Fal		
		Respo	nding	E	Exploring			Building		Integrating			Т
Measure	Measure Name	Earlier	Later	Earlier	Middle	Later	Earlier	Middle	Later	Earlier	Not yet	UR	þ
ATL-REG1	Attention Maintenance	0		•			0					0	
ATL-REG2	Self-Comforting	0	0	.0		0	0					0	
ATL-REG3	Imitation	0		0			0					0	t
ATL-REG4	Curiosity and Initiative in Learning	0	0	0		0	0	0	0	0		0	
ATL-REG5	Self-Control of Feelings and Behavior	0	0	0		•	0	0	0	0		0	t
ATL-REG6	Engagement and Persistence			0		•	0	Ó	0	0	0	0	T
		-		0		0	0	0	0	0	0	0	t



# **Manage Rating Records**

This section will help you manage your Rating Records in the reports system. This menu option allows you to find, review, edit, and delete any of your saved Rating Records.

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

**To find records in the system**, select "Manage Rating Records" from the Home Page or the top of any screen.

2) Specify as many search criteria as you wish and then select "Search".

#### Scroll down for the list of search results.

You **do not** need to complete any fields in the search box to find a record. *Simply scroll down for all of your rating records in your most current assessment period*. To view all your records in the system, change the Assessment Period to "All Assessment Periods..."

- 3) Choose the record you wish to edit by selecting the child's name. This will take you to the "Check and Confirm" page. From this page you can review and edit information or continue a Rating Record already in progress (see step 6 under "Start a New Rating Record").
- 4) After reviewing and editing the Information Page and Rating Record, select "Accept" to verify that the data is complete and accurate and finalize the Rating Record.
- 5) To delete a Rating Record, select "Delete" at the bottom of the "Check and Confirm" page.

Confirm the deletion on the next screen by selecting "Delete" again.

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



### Manage Rating Records

Start a new Rating Record I video tutorial O

Transferring DRDP Data from SEIS and SIRAS Systems to DR Access Reports PDF 🔑 (138kb, English)

#### **Rating Record Search**

Harper, Dylan

Lopez, Fortunato

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



#### Rating Record Search: returned 3 child assessments

1234567890

3456789012

to review or modify a	a Hating Hecord, cli	CK on the student i	name. I video tut	orial 🚺			
Name	Student ID	SSID	Status	DRAccessData Validation	Assessor	Assessment Period	
Branson, Megan		0123456789	Complete	On	Arianna	Fall 2022	

Complete On

Complete



On

Arianna

Arianna

Fall 2022

Fall 2022

Period	Student ID	SSID	Gender	Birth Date	Status	Assessor	SELPA	District
Spring 2015	345678912	3456789120	м	12/15/2010	Complete	Gillian Rogers	0300 - Amador County SELPA	1964212 - ABC Unified
		Delete Ca	ncel					
	Spring 2015	Spring 2015 345678912					Spring 2015 345678912 3456789120 M 12/15/2010 Complete Rogers	Spring 2015 3456/8412 3456/84120 M 12/15/2010 Complete Rogers SELPA

Date Completed

11/02/2022

11/06/2022

11/23/2022

### **Import Rating Records**

This section will help you import your DRDP (2015) records into DRAccessReports from other MIS systems, such as SEIS.



Import Errors

Student Id

SSID

Birthdate

Gender

Cycle

Туре

5) If your data has been successfully imported, you will get an "Import Status" report indicating that the process has been completed with no errors.

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

mport Status	Filename	Date Submitted	Time Submitted	Date Completed	Time Completed	Assessments Inserted	Assess Update	
Complete	export-SELPA7200- spring2016.csv	08/10/2016	11:19:28 AM	08/10/2016	11:19:32 AM	0	32	
ur import	has finished.							
port Erro	re							
hild		Student Id	SSID	Birthdate	Gen	ıder Cyc	le	Туре
lo errors fo	ound.							

## **Export Rating Records**

This section will help you export assessment records to the official CDE TAG format for upload to CASEMIS.

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

Select "Export" to begin the data export process.

 Select the assessment period that you would like to view from the drop-down menu.

Select whether you wish to export all records for that assessment period or only those that have been validated for DRAccessData.

Select whether you wish to export all records or only infant/toddler or preschool records.

Select "Download."

3) Wait for your browser to download the assessment records file. You will be prompted to open or save an Excel spreadsheet to your computer. Select "Save" to save the file to your computer and upload to DRAccessData for data reporting using the Technical Assistance Guidelines available at DRAccessData.org/ pdf/DRAccessDataTAG.pdf

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

Access Pr	A CONTRACTOR A CON	You are logged o Arianna Felt My Account • LOG0
Ho	me Rating Records Reports Import Export @ Guidanc	эe
	▲	
For use with infants, toddlers	and preschool age children in Special Education	n programs
What would you like to do	٥?	
Start a new Rating Record I video tutorial	0	
Manage Rating Records: Find, review, me	odify or delete Rating Records. I video tutorial 🕥	
Reports: Create reports for individual stud	lents based on their Rating Records. I video tutorial 🧿	
Import: Import completed Rating Records	from an Excel CSV file. I video tutorial 🜔	
Export: Export completed Rating Records	to an Excel file.	
Guidance: Get help & support with guidan	ce documents & videos, or contact us.	
Download Records		
To export completed assessment records t	o the official TAG format for upload to DRAccessData, select the assess	ement period that you would like to e
	is select whether you wish to export all records for that assessment period	
Assessment type: O Export ALL recor File format: O Export to csv file format Important! Save file before opening	Download	
Download Records		
To export completed assessment recor	Opening export-teacher-3300.csv	essment period that you would I
	You have chosen to open:	
To export completed assessment recor to export data from the drop-down men	You have chosen to open: export-teacher-3300.csv	
To export completed assessment recor to export data from the drop-down men	You have chosen to open:	
To export completed assessment recor to export data from the drop-down men	You have chosen to open: export-teacher-3300.csv which is: CSV file	
To export completed assessment recor to export data from the drop-down men have been validated for DRAccessDate	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file?	
To export completed assessment record to export data from the drop-down men have been validated for DRAccessData Select assessment period. Spring 2	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file? Open with Microsoft Excel (default)	
To export completed assessment recor to export data from the drop-down men have been validated for DRAccessDate Select assessment perior. Spring 2 Note: You can still export your existing Pro- DRAccessDate validation mode:	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file? Open with Microsoft Excel (default) Save File	
To export completed assessment recor to export data from the drop-down men have been validated for DRAccessDate Select assessment period. Spring 2 Note: You can still export your existing prior DRAccessData validation mode: Assessment type: Export ALL rec	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file? Open with Microsoft Excel (default)	essment period that you would issment period or only those that
To export completed assessment recor to export data from the drop-down men have been validated for DRAccessDate Select assessment perior. Spring 2 Note: You can still export your existing Pro- DRAccessDate validation mode:	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file? Open with Microsoft Excel (default) Save File	
To export completed assessment recor to export data from the drop-down men have been validated for DRAccessDate Select assessment period. Spring 2 Note: You can still export your existing prior DRAccessData validation mode: Assessment type: Export ALL rec	You have chosen to open: export-teacher-3300.csv which is: CSV file from: https://www.draccessreports.org What should Firefox do with this file? Open with Microsoft Excel (default) Save File Do this automatically for files like this from now on. Cancel OK	

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

The spreadsheet contains each child's demographic data followed by the ratings for each Measure from the child's Rating Record.

**Do not make any edits to this information in the Excel file.** You must return to DRAccessReports.org and make any changes through the online system.

5) After you review the information, upload the file to DRAccessData for data reporting using the Technical Assistance Guidelines available at DRAccessData.org/pdf/ DRAccessDataTAG.pdf For additional information about data reporting to CDE, please visit DRAccessData.org



### Download or Print a PDF Rating Record for the DRDP (2015)

This section will help you produce a PDF report of the Information Page and Rating Record based on your assessment data.

- 1) Log into your account:
  - a. Go to: DRAccessReports.org
  - b. Type in your email address and password and click "Login."
- Under "What would you like to do?" select "Reports."
- 3) On the "Manage Reports" page, choose "Rating Record" under DRDP (2015) Reports.

4) Specify as many criteria as you wish and then select "Search".

#### Scroll down for the list of search results.

You **do not** need to complete any fields in the search box to find a record. *Simply scroll down for all of your rating records in your most current assessment period*. To view all your records in the system, change the Assessment Period to "All Assessment Periods..."

5) Choose the PDF you wish to download and/ or open by selecting the PDF link next the child's name.

Desired Results REPORTS	You are logged on a Arianna Feltma
Access Project	My Account • LOGOF
Under the direction of the California Department of Education, Special Education Division	
Home Rating Records Reports Import Export @ Guidance	~
Home Halling Hecords Heports Import Export Calidance	
$\mathbf{T}$	
For use with infants, toddlers, and preschool age children in Special Educatio	n programs
, , . <b>.</b> .	n programs
For use with infants, toddlers, and preschool age children in Special Educatio What would you like to do?	n programs
, , . <b>.</b> .	n programs
What would you like to do?	n programs
What would you like to do? Start a new Rating Record I video tutorial O	n programs
What would you like to do? Start a new Rating Record I video tutorial O Manage Rating Records: Find, review, modify or delete Rating Records. I video tutorial O	n programs
What would you like to do? Start a new Rating Record I video tutorial O Manage Rating Records: Find, review, modify or delete Rating Records. I video tutorial O Peports: Create reports for individual students based on their Rating Records. I video tutorial O	n programs

#### Manage Reports

Here you can generate PDFs of Rating Records, Child Status or Progress Reports, Peer Reference Reports, and Group Reports to analyze child DRDP (2015) assessment data.

Select the link for the report you would like and follow the steps to generate that report.
Transferring DRDP Data from SEIS and SIRAS Systems to DR Access Reports PDF 🚬 (138kb, English)

Which report would you like to create?

DRDP (2015) Reports | video tutorial O

Rating Record: Produce Rating Record PDFs for individual child assessment results. Child Report: Produce child status and progress reports that include both domain scores and measure-level scores Peer Reference Reports: Produce child status and progress reports by 12 month age bands.

Genera	te DRDP (20	)15) PDF	Reports								
Reports > Fin	eports > Find Rating Records										
	produce an Information Page and Rating Record PDF for a child with your assessment data, specify as many search criteria as you wish and submit ng the "Search" button. Search results are displayed below.										
Student	Last Name:										
Student	First Name:			Assessment Period:	Fall 2022		÷				
	SSID:			Assessment Penod:	Fail 2022		•				
	Student ID:			8	Status: 🗿 All \tag C	complete 📀 In Pr	ogress				
Asse	essor Name:			DRAccess	Data validation mode:	o All 🔾 On	⊖ Off				
PDF Repo	ort Search: retur	ned 3 child a	ssessment	Search							
Use the PDF li	ink to generate an Infor	mation Page and	Rating Record fo	r the student.							
Reports	Name	Gender	BirthDate	Student ID	SSID	Status	Assessment Period				
PDF	Branson, Megan	F	04/01/2019		0123456789	Complete	Fall 2022				
PDF	Harper, Dylan	x	12/22/2019		1234567890	Complete	Fall 2022				
PDF	Lopez, Fortunato	м	05/03/2019		3456789012	Complete	Fall 2022				

6) Wait for your browser to download the report file. You may be prompted to open or save an Adobe PDF file to your computer. Please take the necessary precautions to guarantee the confidentiality of this report.

Some browsers may automatically open the PDF in a new browser window or tab. You can save it from the "File" menu.

- When you open the report, you will see the information for the specified assessment period.
- 8) This file can be saved to your computer and shared with other service providers, administrators, and families.

Take the necessary precautions to guarantee the confidentiality of this report.

#### Generate DRDP (2015) PDF Reports To produce an Information Page and Rating Record PDF for a child with your assessment data, specify as many si using the "Search" button. Search results are displayed below. Save As: Fall2022\_RR\_Harper\_Dylan.pdf Applications Tags: Documents Image: Search 🚍 Desktop Name A Size Kind Date Modified 🖹 export-teacher-3300.csv 3 KB CSV Document Today at 6:15 PM RPDC-DR-0... export-teacher-3300(1).csv 3 KB CSV Document Today at 6:18 PM E Fall2022\_RR\_Branson\_Megan.pdf 610 KB PDF Document Today at 6:36 PM 😑 LAKSHMI Fall2022\_RR\_Harper\_Dylan.pdf Fall2022\_RR\_Lopez\_Fortunato.pdf 610 KB PDF Document Today at 6:36 PM • Red PDF Rep New Folder Cancel Sa Orange Assessment BirthDate Student ID SSID Reports Name Gender Status Branson, Megan F 04/01/2019 0123456789 Fall 2022 PDF Harper, Dylan 1234567890 Х Fall 2022 Lopez, Fortunato 3456789012 Fall 2022 М



PS F Ra	ecial Education undamental View ting Record Record is to be used with the DBDP (2015) Instrument to 1	idualize (IEPs)	ed Educ	ation	lren	Date DRDP (20	riod (e.g., Spring 15) was compl	234567890 3 2022) <u>Fall 2</u> eted (e.g., 03/07	022 /2022) <u>11</u> mo	nth day		)22 year	
		, , , , , , , , , , , , , , , , , , , ,			Fundamenter					Interaction			
Measure	Measure Name	Earlier	Later	Earlier	Exploring Middle	Later	Earlier	Middle	Later	Integrating Earlier	Not vet	EM	UR
ATL-REG 1	Attention Maintenance					•							
ATL-REG 2	Self-Comforting					•							
ATL-REG 3	Imitation			•									
ATL-REG 4	Curiosity and Initiative in Learning					•							
ATL-REG S	Self-Control of Feelings and Behavior						•						
ATL-REG 6	Engagement and Persistence			•									C
ATL-REG 7	Shared Use of Space and Materials					•							C
SED 1	Identity of Self in Relation to Others						•						C
SED 2	Social and Emotional Understanding					•							C
SED 3	Relationships and Social Interactions with Familiar Adults					•							
SED 4	Relationships and Social Interactions with Peers			•									C
SED S	Symbolic and Sociodramatic Play					•							C
LLD 1	Understanding of Language (Receptive)					•							
LLD 2	Responsiveness to Language					•							C
LLD 3	Communication and Use of Language (Expressive)				•								
LLD 4	Redprocal Communication and Conversation						•						
LLD S	Interest in Literacy					•							
LLD6	Comprehension of Age-Appropriate Text				•								
LLD7	Concepts about Print					•							
LLD 8	Phonological Awareness				•								C
LLD 9	Letter and Word Knowledge						•						C
LLD 10	Emergent Writing							•					

# **Create DRDP (2015) Child Report – Status and Progress**

This section will help you generate Child Status Reports for the DRDP (2015).



4) Specify as many criteria as you wish and then select "Search".

#### Scroll down for the list of search results.

You **do not** need to complete any fields in the search box to find a record. *Simply scroll down for all of your rating records in your most current assessment period*. To view all your records in the system, change the Assessment Period to "All Assessment Periods..."

 Choose the report you wish to download or open by selecting the Child Status or Child Progress link next to the child's name.

When selecting **Child Progress**, another screen will appear. Select Assessment Periods to include in Progress Report and then select Generate.

#### Generate Individual DRDP (2015) Child Status Reports Reports > Child Reports To produce a Child Status Report PDF for a child with your assessment data, specify as many search criteria as you wish and submit using the "S button. Search results are displayed below. For a detailed tutorial of how to create these reports, refer to the Reports User's Manual pdf $\ge$ For information about interpreting the reports, download or print the DRDP (2015) Child Report Guidance pdf $\ge$ Student Last Name: Student First Name: Assessment Period: Fall 2022 4 SSID: Status: • All · Complete · In Progress Student ID: DRAccessData validation mode: • All On Off Assessor Name: Search Child Report Search: returned 3 child assessments Use the Child Status link to generate an individual child report for the student. Some reports may take several minutes to generate Assessment Period Reports Gender BirthDate Student ID SSID Status Name Child Status

Generate

6) Wait for your browser to download the report file. You may be prompted to open or save an Adobe PDF file to your computer. Please take the necessary precautions to guarantee the confidentiality of this report.

Some browsers may automatically open the PDF in a new browser window or tab. You can save it from the "File" menu.

- Gen Save As: Fall2015\_Status\_Georges\_Gary.pdf Favorites √ Applications Documents PDF Document PNG image Adobe P...shop file O Downloads H Movies Music Pictures 😭 afeltman DRDPdatesPostcard...
  Desired Results Acce. Creative Cloud Files Child Ari's MacBook Pro Use the Remote Dise New Folder Cancel Reports Georges, Gary М 12/15/2010 345678912 Complete Child Status 3456789120 Fall 2015 04/23/2011 234567891 2345678910 Complete Fall 2015 Child Status Johnson, Jonathar Smithe, Angeline 01/12/2012 123456789 1234567890 In progress Fall 2015 Keep confidential records secure: Logoff before leaving the computer! Logoff
- 7) When you open the report, you will see the information for the specified assessment period(s).
- 8) This file can be saved to your computer and shared with other service providers, administrators, and families.

Take the necessary precautions to guarantee the confidentiality of this report.

9) To interpret the report, refer to the guidance document, "Child Report Guidance for Teachers" at DRAccessReports. org/pdf/DRDP2015ChildReportGuidance. pdf



# Create DRDP (2015) Peer Reference Report – Status & Progress

#### 1) Log into your account:

- a. Go to: DRAccessReports.org
- b. Type in your email address and password and click "Login."
- Under "What would you like to do?" select "Reports."
- 3) On the "Manage Reports" page, choose "Peer Reference Reports" under DRDP (2015) Reports.

# 4) Specify as many criteria as you wish and then select "Search."

#### Scroll down for the list of search results.

You **do not** need to complete any fields in the search box to find a record. *Simply scroll down for all of your rating records in your most current assessment period*. To view all your records in the system, change the Assessment Period to "All Assessment Periods..."

5) Choose the report you wish to download or open by selecting the Peer Status or Peer Progress link next to the child's name. Peer Progress reports only show for individuals that have been assessed in multiple assessment periods. Skip to Step 7 if Peer Status report was selected.

	Under the direction of the California Department of Education, Special Education Division	
	Home Rating Records Reports Import Export @ Guidance	
	1	
For use w	ith infants, toddlers, and preschool age children in Special Education p	programs
What wo	ould you like to do?	
Start a new F	tating Record I video tutorial O	
Manage Rati	ng Records: Find, review, modify or delete Rating Records. I video tutorial 📀	
Reports: Cre	ate reports for individual students based on their Rating Records. I video tutorial 🔉	
Import: Impo	t completed Rating Records from an Excel CSV file. I video tutorial 🕥	
Export: Expo	rt completed Rating Records to an Excel file.	
Guidance: G	et help & support with guidance documents & videos, or contact us.	
(2015) assess		up Reports to analyze child DRI
	for the report you would like and follow the steps to generate that report. DRDP Data from SEIS and SIRAS Systems to DR Access Reports PDF 🎘 (138kb, English)	
rransierring i	The Data Ironi Sels and Sinas Systems to Dr Access reports PDP (15666, English)	
Which re	port would you like to create?	
DRDP (20	15) Reports I video tutorial O	
Rating Re	cord: Produce Rating Record PDFs for individual child assessment results.	
Child Rep	ort: Produce child status and progress reports that include both domain scores and measure-level score	es.
Peer Refe	rence Reports: Produce child status and progress reports by 12 month age bands.	

#### Reports > Peer Reference Report PDF for a child with your assessment data, specify as many search criteria as you wish and submit using the "Search" button. Search results are displayed below.

For a detailed tutorial of how to create these reports, refer to the Reports User's Manual pdf 📙 For information about interpreting the reports, download or print the DRDP(2015) Peer Reference Report Guidance pdf 🔑

Student Last	Name:						
Student First	Name:		Ass	essment Period: Fi	all 2022		\$
	SSID:						
Stud	ent ID:			Statu	is: 🔾 All 🕓 Com	plete 🕓 In Pro	gress
Assessor	Name:			DRAccessData	validation mode:	All On (	Off
		I	Sea	arch			
	ce Report Search		3 child asse	ssments			
se the Peer Statu			3 child asse	ssments	SSID	Status	Assessment Period
lse the Peer Statu Reports Peer Status	s link to generate a Peer I	Reference Statu	3 child asses	ssments	<b>SSID</b> 0123456789	Status Complete	
	s link to generate a Peer l Name	Reference Statu Gender	3 child asse as report for the s BirthDate	ssments			Period

- 6) When Peer Progress link is selected, another screen prompts you to select which two assessment periods you wish to compare. Select the periods to compare from the drop down menus, then select "Generate".
- 7) Wait for your browser to download the report file. You may be prompted to open or save an Adobe PDF file to your computer. Please take the necessary precautions to guarantee the confidentiality of this report.

Some browsers may automatically open the PDF in a new browser window or tab. You can save it from the "File" menu.

 When you open the report, you will see the information for the specified assessment period.

This file can be saved to your computer and shared with other service providers, administrators, and families.

Take the necessary precautions to guarantee the confidentiality of this report.

 9) To interpret the report, refer to the guidance document, "Peer Reference Report Guidance for Special Education" at draccessreports.org/pdf/ DRDP2015PeerReferenceReportGuidance. pdf



DRAccessReports.org User's Manual (01/24/23)