



Checklist of Responsibilities

For the DRDP Assessment System for Preschool Special Education

This checklist outlines the responsibilities of participants in the DRDP Assessment System.
For more information, please contact the Project:

Web: www.draccess.org Email: info@draccess.org Phone: (707) 227-5963

SELPA Directors	
Responsibilities and Regionalized Support Services	Timeline
<input type="checkbox"/> Assure that all eligible 3, 4, and 5 year old children are assessed	Fall
<input type="checkbox"/> Establish and disseminate dates when DRDP data are due to SELPA	Fall and Spring
<input type="checkbox"/> Support collaboration efforts between general education and special education in gathering DRDP data for children participating in inclusive settings or who are dually enrolled	Ongoing
<input type="checkbox"/> Assure assessors' access to DRDP assessment and guidance materials: <ul style="list-style-type: none"> • instrument manuals • user's guides • Rating Records/Information Pages • guidance materials (IEP Team Guidelines, Guidance for Assessing English Learners) 	Ongoing
<input type="checkbox"/> Assure that all staff are trained on the use of the current DRDP instruments, updates, and future revisions	Ongoing
<input type="checkbox"/> Support local SELPA trainers in conducting local DRDP training sessions <ul style="list-style-type: none"> • provide release time for trainers for preparation and training • provide training materials 	Ongoing
<input type="checkbox"/> Support assessors' participation in training activities sponsored locally or by the Desired Results access Project <ul style="list-style-type: none"> • provide release time and travel to participate in training activities 	Ongoing
<input type="checkbox"/> Assure that IEP teams understand their roles in: <ul style="list-style-type: none"> • determining the appropriate DRDP instrument, and • documenting adaptations that are currently in place or may need to be considered to support the assessment 	Ongoing
<input type="checkbox"/> Assure that data are collected twice per year	Fall and Spring
<input type="checkbox"/> Assure that data reporting personnel are familiar with local MIS and SEDRS procedures for reporting DRDP data. <ul style="list-style-type: none"> • assure that data are reported and certified by the deadline 	Fall data is due Feb. 1 Spring data is due July 1

SELPA and District Staff Responsible for Professional Development

Responsibilities	Timeline
<input type="checkbox"/> Provide access to training to enhance the use of the DRDP instruments such as: <ul style="list-style-type: none"> • authentic assessment and ongoing documentation • collaboration with families and other providers • visit www.draccess.org for updates on the DRDP Assessment System 	Annually
<input type="checkbox"/> Remind assessors to: <ul style="list-style-type: none"> • complete all Measures on the instrument • avoid the use of “Unable to Rate” in other than very rare circumstances • submit data on time <input type="checkbox"/> Record adaptations used during the assessment on the Information Page	Fall and Spring
<input type="checkbox"/> Assure that DRDP assessment results are disseminated: <ul style="list-style-type: none"> • provide all districts within the SELPA with a SEDRS district account so that districts can access DRDP results • assure that child-level reports are available to assessors in a timely manner 	Immediately following certification of data

IEP Teams

Responsibilities	Timeline
<input type="checkbox"/> For each eligible child: <ul style="list-style-type: none"> • determine the appropriate DRDP instrument, and • document adaptations that will be used during the assessment 	Ongoing

Families

Responsibilities	Timeline
<input type="checkbox"/> Participate as members of the IEP team in determining the appropriate DRDP instrument and adaptations <input type="checkbox"/> Share observations of their child’s skills	Ongoing

Assessors

Responsibilities	Timeline
<input type="checkbox"/> Participate in training on the use of the PS DRDP-R and the DRDP <i>access</i>	Ongoing
<input type="checkbox"/> Observe children over time and collaborate with other service providers and families in the collection and sharing of additional documentation	Ongoing
<input type="checkbox"/> Rate the DRDP measures twice a year and record ratings on the Rating Record	Fall and Spring
<input type="checkbox"/> Submit a Rating Record and Information Page for every child and maintain copies of all records	Fall and Spring

SELPA Staff Responsible for DRDP Data Collection

(e.g. SELPA Directors, District Special Education Preschool Administrators, CASEMIS and Data Entry Personnel)

Responsibilities	Timeline
<input type="checkbox"/> Be familiar with current SEDRS updates	Fall and Spring
<input type="checkbox"/> Be familiar with local MIS and SEDRS procedures for reporting DRDP data	Fall and Spring
<input type="checkbox"/> Review the DRDP Information Pages and Rating Records to assure that: <ul style="list-style-type: none"> • data is not missing within each record, • “Unable to Rate” is rarely used, • assessments were conducted on all eligible children • records are not duplicated 	Allow time to make corrections prior to certification deadline
<input type="checkbox"/> Submit DRDP data files in the Fall and Spring to CDE/SED in one of two ways: <ul style="list-style-type: none"> • import file using the bulk upload feature or • enter records directly into SEDRS 	Fall data is due Feb. 1 Spring data is due July 1
<input type="checkbox"/> Submit certification report to CDE/SED, including: <ul style="list-style-type: none"> • complete certification form, • fax to CDE, and • confirm that data has been received by SED 	Fall data is due Feb. 1 Spring data is due July 1