



Responsibility Checklist

DRDP *access* Assessment System for Preschool Special Education

This checklist outlines the responsibilities of participants in the DRDP *access* Assessment System.

| SELPA Directors | |
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| Responsibilities | Timeline |
| <input type="checkbox"/> Assure that all eligible 3, 4, and 5 year old children (not yet in kindergarten) are assessed | Fall and Spring |
| <input type="checkbox"/> Establish and disseminate dates when DRDP <i>access</i> data are due to SELPA (with sufficient lead time so that the SELPA can check for completeness before the certification date for CDE) | Fall and Spring |
| <input type="checkbox"/> Promote and 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 the DRDP <i>access</i> assessment and guidance materials: <ul style="list-style-type: none"> • DRDP <i>access</i> and Manual • Rating Records/Information Pages • User's Guide • Other Guidance Materials (e.g., Roles and Responsibilities of IEP Teams, Guidance for Assessing English Learners) | Ongoing |
| <input type="checkbox"/> Assure that all staff receive training on the use of the DRDP <i>access</i> instrument (used for preschool special education) <ul style="list-style-type: none"> • Support teachers' and service providers' participation in training activities sponsored locally or by the Desired Results <i>access</i> Project • Provide release time and travel to participate in training activities | Ongoing |
| <input type="checkbox"/> Support local SELPA/LEA trainers in conducting local DRDP <i>access</i> training sessions <ul style="list-style-type: none"> • Provide release time for preparation, training, and keeping up-to-date (e.g., participating on update conference calls) • Provide training materials | Ongoing |
| <input type="checkbox"/> Assure that IEP teams understand their roles in: <ul style="list-style-type: none"> • Documenting the DRDP <i>access</i> as the instrument used • Documenting adaptations that are currently in place or may need to be considered to support the assessment | Ongoing |
| <input type="checkbox"/> Assure that assessment data are collected twice per year | Fall and Spring |
| <input type="checkbox"/> Assure that data reporting personnel are familiar with local MIS and CASEMIS procedures for reporting DRDP <i>access</i> data <ul style="list-style-type: none"> • Assure that data are reported and certified by the deadline | Fall data: Feb. 1 Spring data: 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 <i>access</i> 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 | Fall and Spring |
| <input type="checkbox"/> Record adaptations used during the assessment on the Information Page | |

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

| Families | |
|--|----------|
| Responsibilities | Timeline |
| <input type="checkbox"/> , families participate as members of the IEP team, and in that role, participate in determining the appropriate adaptations. In addition, families can also share observations of their child's skills that will assist assessors in rating the Measures. | Ongoing |

| Teachers and Service Providers (Assessors) | |
|---|-----------------|
| Responsibilities | Timeline |
| <input type="checkbox"/> Complete training (face-to-face and/or online) on the use of 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. All of the child's service providers should participate in completing the assessment collaboratively. However, the primary IEP service provider is responsible for making sure the DRDP assessment is completed. | Ongoing |
| <input type="checkbox"/> Rate the DRDP <i>access</i> 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. The primary IEP service provider is responsible for making sure the DRDP assessment is submitted. | Fall and Spring |

| SELPA Staff Responsible for DRDP Data Collection and Reporting | |
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| This group might include SELPA Directors, District Special Education Preschool Administrators, CASEMIS, and Data Entry Personnel | |
| Responsibilities | Timeline |
| <input type="checkbox"/> Understand local MIS and CASEMIS procedures for reporting DRDP data <i>Note: As of Fall 2010, DRDP data will be reported to CASEMIS</i> | Fall and Spring |
| <input type="checkbox"/> Keep knowledge current to include all CASEMIS updates | Fall and Spring |
| <input type="checkbox"/> Review the DRDP <i>access</i> Information Pages and Rating Records for all eligible 3, 4, and 5 year old children to assure that: <ul style="list-style-type: none"> • There is no missing data • "Unable to Rate" is rarely, if ever, 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 <i>access</i> data files in the Fall and Spring to CDE/SED in one of two ways: <ul style="list-style-type: none"> • Enter records into the local MIS that will upload to CASEMIS • Enter records directly into CASEMIS spreadsheet | Fall data: certify by Feb. 1 Spring data: certify by July 1 |
| <input type="checkbox"/> FAX the completed certification report to CDE/SED, including: <ul style="list-style-type: none"> <input type="checkbox"/> Confirm that data has been received by SED <input type="checkbox"/> Retain copy of the FAX for your records | Fall data: certify by Feb. 1 Spring data: certify by July 1 |

For more information

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