Special Education Administrators' Responsibilities for the DRDP

This table lists the key administrative responsibilities related to the California Department of Education, Special Education Division's (CDE/SED) implementation of the DRDP for special education every fall and spring. Core resources appear on the following page.

Local Administrators and Supervisors

Keep current on DRDP policies and resources

Assure all assessors have access to the most current DRDP manual and guidance materials

Remind assessors to:
- follow the essential steps in using the DRDP for special education
- complete all measures and Information Page fields
- use "Unable to Rate" only when a child has an extended absence.
- submit DRDP assessments by the local program's deadline

Work with the SELPA director to assure all assessors in the district complete required DRDP training

Assure that IFSP and IEP teams record on the IFSP or IEP that the DRDP is used for assessment

Encourage assessors to generate reports of a child's DRDP results and use the information for instructional planning

Support assessors to collaborate with families, general educators, and other staff in completing the DRDP and using the results

SELPA Data Managers

Keep current and use local MIS and DR Access Data procedures for reporting DRDP data

Submit the DRDP datafile to DR Access Data for certification by the SELPA director by the CDE/SED deadlines (fall data by Feb. 1 and spring data by July 1) and if necessary, address any data upload errors

SELPA Directors

Work with local administrators to assure all assessors complete required DRDP training. (including review of the DR Access Training Report to identify who completed training and sharing it with local administrators)

Assure all eligible children are assessed with the DRDP within 60 days of beginning special education services:
- infants and toddlers with Individualized Family Service Plans (IFSPs) who are reported to the CDE/SED
- children with Individualized Education Programs (IEPs) ages three through five and who do not turn six during the school year

Establish the deadline when DRDP assessments are due to the SELPA

Assure that the SELPA data manager knows how to submit DRDP data to DR Access Data

Assure that DRDP data are collected, submitted, and certified by the SED's deadlines

Review the DR Access Data Quality reports and follow up as needed

Core Resources

To keep current:

- Subscribe to the Desired Results Access Project's newsletter, **Connect!**
- Periodically, visit the **Desired Results Access Project's website**

To access DRDP manuals and guidance materials:

- **DRDP (2015) Infant/Toddler View**
- **DRDP (2015) Preschool View**

To access required training: **DR Access Learn**

For IFSP and IEP Team Responsibilities: **IFSP and IEP Team Responsibilities for the DRDP**

To generate child-level DRDP reports for special education: **DR Access Reports**

To submit and certify SELPA-level DRDP data: **DR Access Data**

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