



# Administrators' Responsibilities

## for the DRDP (2015) for Special Education

Responsibilities	Timeline
<b>SELPA Directors</b>	
<input type="checkbox"/> Assure all assessors in the SELPA's districts complete the required DRDP-related training courses for special education.	Fall and Spring
<input type="checkbox"/> Assure that all eligible children are assessed with the DRDP (2015), including: <ul style="list-style-type: none"> <li>• Infants and toddlers with Individualized Family Service Plans (IFSPs) who are reported to the California Department of Education (CDE), Special Education Division (SED); and</li> <li>• Preschool-age children (3 – 5 year olds not enrolled in transitional kindergarten or kindergarten) with Individualized Education Programs (IEPs).</li> </ul>	Fall and Spring
<input type="checkbox"/> Establish when DRDP data are due to the SELPA and inform all assessors and other necessary personnel.	Fall and Spring
<input type="checkbox"/> Assure that data managers know how to submit DRDP (2015) data to <a href="http://DRAccessData.org">DRAccessData.org</a>	Fall and Spring
<input type="checkbox"/> Assure that DRDP (2015) data are: <ol style="list-style-type: none"> <li>1. Collected by the SELPA and reported to DRAccessData; and</li> <li>2. Certified by the SED's deadlines.</li> </ol>	Fall: certify by Feb. 1 Spring: certify by July 1
<b>SELPA Staff and Data Managers</b>	
<input type="checkbox"/> Stay current on local MIS and DRAccessData procedures for reporting DRDP (2015) data.	Fall and Spring
<input type="checkbox"/> Review assessors' submitted DRDP (2015) Information Pages and Rating Records to assure that: <ul style="list-style-type: none"> <li>• All fields are completed on the Information Pages;</li> <li>• All measures are rated; and</li> <li>• "Unable to Rate" is only used when a child has an extended absence.</li> </ul>	Fall and Spring
<input type="checkbox"/> Submit the DRDP (2015) data file to DRAccessData by the CDE deadline.	Fall: by Feb. 1 Spring: by July 1
<b>Administrators and Supervisors</b>	
<input type="checkbox"/> Remain current on DRDP (2015) updates, policies, and resources at <a href="http://draccess.org">draccess.org</a>	Ongoing
<input type="checkbox"/> Assure all assessors have access to the DRDP (2015) manual and guidance materials at <a href="http://draccess.org">draccess.org</a>	Ongoing
<input type="checkbox"/> Remind assessors to: <ul style="list-style-type: none"> <li>• Complete the DRDP (2015) using strategies described in the manual; and</li> <li>• Complete all measures and submit the DRDP (2015) by the SELPA's deadline.</li> </ul>	Fall and Spring
<input type="checkbox"/> Assist the SELPA director by assuring all assessors within the program or district complete the required DRDP-related training courses for special education within the recommended time period.	Fall and then ongoing to include new staff
<input type="checkbox"/> Assure that IFSP and IEP teams understand their roles in: <ol style="list-style-type: none"> <li>1. Documenting on the IFSP or IEP that the DRDP (2015) is used for assessment; and</li> <li>2. Documenting the adaptations used and annually considering updates to the use of those adaptations.</li> </ol>	Ongoing
<input type="checkbox"/> Assure that assessors generate reports of DRDP (2015) results for individual children and use them for instructional planning.	Ongoing
<input type="checkbox"/> Support special educators to collaborate with general educators and other relevant staff in completing the DRDP (2015) and using reports to inform instructional planning.	Ongoing

**For more information:**    Web: [draccess.org](http://draccess.org)    Email: [info@draccess.org](mailto:info@draccess.org)    Phone: (800) 673-9220