

# DRDPtech Upload Guidelines

## Guidance for Working With CCR Analytics to Upload Your DRDP Data to DRDPtech

The guidance below is designed for CA state funded and Head Start / Early Head Start programs who are using CCR Analytics to upload DRDP data to DRDPtech. DRDPtech upload requirements are very exacting. For example, site and class names in the data to be uploaded must match exactly with the data already in DRDPtech. Any deviation in naming conventions can make the upload process extremely messy. Following the guidance below will help ensure that the upload process is easy and accurate.

Most of the guidance boils down to this: Please do not do anything to setup DRDPtech. The issues arise if a program has entered sites, classes, or children into DRDPtech before we attempt to upload data. It is much more straightforward to upload into a blank slate. Specifically:

1. **Sites.** Do not add sites to DRDPtech. These will be added when the data is uploaded and ensures that the naming conventions match the rosters you provided to us.
2. **Classes.** Do not add classes to DRDPtech. These will be added when the data is uploaded and ensures that the naming conventions match the rosters you provided to us.
3. **Children.** Do not add children to DRDPtech and do not re-enroll children from previous checkpoints into the new checkpoint. All of the child information will be uploaded with the DRDP data.
4. **Teacher emails.** Every child imported into DRDPtech must be associated with a teacher email. There are two solutions to this issue. 1) The easiest solution is for CCR Analytics to create a placeholder email at the time of the upload. 2) Alternately, you can provide CCR Analytics with a list of teacher emails for each class and those emails will be integrated into your DRDP data. Please notify us as to which alternative you prefer.
5. **Demographic information.** Basic demographic information is required to upload data into DRDPtech: dates of birth, gender, language, race/ethnicity, IEP/IFSP status, funding source and (ideally) ChildID. If you are using Learning Genie, this data should be uploaded into Learning Genie – Learning Genie is designed to be compatible with DRDPtech. Making sure this data is uploaded into Learning Genie helps insure a smooth upload. If you do not use Learning Genie and use our scannable forms, we get this information from your management system or from the scannable forms themselves.
6. **Learning Genie.** For Learning Genie clients -- make sure the information required in the child information page is completed, complete all of the ratings, and lock the completed assessment. Administrators can check the "rating and Attributes Validation" reports to make sure this information is complete.

Allowing us to upload to a clean slate will ensure that proper naming conventions used by Learning Genie or in your management system are maintained. When too many people have access to adding children, classes or sites, duplicate or misnamed information gets created. Please help us, help you, keep your data clean!