# USAPT Overview

## Registration

- **Coach, Principal, and District/ISD Staff Member:** registers at the Home page at [http://gvsuautism.kdatasystems.net/](http://gvsuautism.kdatasystems.net/)
  - Once registration is completed, request is routed to START USAPT Administrator for review and approval.
  - Administrator makes further assignments (e.g. ISD, building) as prompted on Applications screen.
- **Building/Team Member:** each building/team member is invited by team’s coach to access the survey.
  - Team member receives e-mail with user id and password.
  - Team member goes to Home screen and enters user id and password; they will be prompted to change password, and will select “Send Password Reset Link” change password” button on screen.
  - E-mail is generated to team member with a link to change password.
  - Team member follows link and changes password, and is logged into the system.
  - Team member is then signed into system and will be prompted to move to Welcome screen where survey can be accessed.
- **Principals and District/ISD Staff Members** can review ISD, district, and building data. They only complete the survey if invited by the coach as a *team member*.

## Survey Completion

- **User** will be prompted from initial sign in to USAPT to survey link. User can also log into system after initial login and go to Assessment tab and select the USAPT Survey link.
  - User accesses the survey and completes 1) Foundational Supports and 2) Strategy Supports.
  - User can view and edit status of survey for each set of questions.
  - Once all of questions are answered and scored, the user needs to press the Publish Score button for the Coach to collect and report on responses.
  - User can “view” scores, but cannot change the scores once they are published.
  - Coach can indicate at registration if the team member will be completing a printed survey. The coach will need to key in responses from the team member. The survey link will reflect it is a survey to be entered by the coach.

## Survey Reporting

- **Coach, Principal, ISD/Staff** can access and generate reports.
  - Go to Results tab and select data for reporting and press Show Scores.
  - Results screen should display a graph for data requested.
  - Survey results can be printed.

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**Issues or Questions:** If a USAPT user has an issue or problem while using USAPT online survey tool, they can complete and submit the concern or question at: [START Online USAPT Issues and Questions Form](http://gvsuautism.kdatasystems.net/). The user can also go to the START home page at [www.gvsu.edu/autismcenter](http://www.gvsu.edu/autismcenter), select the Resources and Tools dropdown, and select USAPT 2.0. Go to the bottom of the page and select the START Online USAPT Issues and Questions Form. Complete and submit the form.

*Updated 4/30/16*
USAPT: Coach’s Information

Coach’s Overview of Steps to Survey & Team Completion

• Coach signs into USAPT at:  http://gvsuautism.kdatasystems.net/.
• At the Welcome Screen, survey(s) that need to be completed by the coach, by school building, will be listed. Access the survey; coach completes and publishes the survey.
• For coach’s review of team member’s information:
  . Step 1=Coach Scoring. Coach must initially complete survey; completion information is provided on this page.
  . Step 2= Team Member Rating. Coach can add new team members at this screen and send reminders for completing surveys from this screen. Team members will be listed assigned by coach. Rating form can also be downloaded at this screen. Reminder: Coach can only access Step 2 after Step 1 is completed!
  . Step 3=Team Member Scoring. Coach can view scoring forms for each team member.
  . Step 4=Team Summary. If there were any items for which the team's most frequent rating varied from the coaches' rating based upon the USAPT Scoring Guide, the coach and team should meet and discuss further. If upon sharing areas of discrepancy, the coach realizes that there is new information that according to the USAPT Scoring Guide that would result in a different score, the item and the adjusted final score should be recorded on the USAPT Coach's Scoring Form
  . Step 5=Team Report. Coach uses to review an average of coach and team scores; used to guide discussion of strengths and areas for improvement. After completing the remainder of the USAPT Scoring Form, the coach will report back to the team using the USAPT Team Summary. If needed, address items of discrepancy and adjust the score. The coach will then lead the team through a discussion of the identified areas of strength (high ratings) and weakness (low ratings).
  . Step 6=Reporting Back to Team. Review team priorities for change. Intended to guide action planning and review of team priorities, and where adjustments may need to be made.

Notes:
• A coach can be assigned to multiple buildings, but no more than ONE coach can be assigned to a single building.
• A coach can be assigned to multiple buildings in one district. If a coach provides oversight for multiple buildings that cross districts, they will need to register as a coach for each district. A coach cannot be assigned as an ISD Administrator.
• Once a user presses “Publish”, individual scores cannot be changed; the coach will be able to view (but not change) the completed surveys by user.
• Team surveys are only accessible to the coach after the coach survey is complete.

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