Universal Supports Assessment and Planning Tool (USAPT)

User Guide

Version 1.3
# USAPT Use Guide Contents

**USAPT User Overview** ............................................. 2

**Frequently Asked Questions** .................................. 3

**User Information**

1. Login Information for Coaches, Principals, and District/ISD Staff Members ............................................. 4
2. Completing the USAPT Survey: Coaches .......................... 9
3. User Information for Team Members .............................. 13
4. User Information for Principals and District/ISD Staff Members ................................................................. 17
5. Reporting & Results .................................................. 19
USAPT: Frequently Asked Questions

Question: Is the USAPT survey intended to be a building or classroom assessment tool?
Answer: The USAPT is intended to assess universal supports at a building level for students with ASD. This includes Foundational Supports and Specific Strategies to help students with ASD function more independently and improve social and academic functioning.

Question: I am a coach responsible for multiple buildings. How do I get assigned to multiple buildings?
Answer: Coaches will need to register for each building they represent. Thus, if you are responsible for multiple buildings, you will need to register multiple times—one registration for each.

Question: There are multiple people in my building that serve as “coaches”. Can multiple coaches be assigned to one building?
Answer: No. The system will not allow multiple coaches in one building. There should be one coach identified per building. Other users can be assigned as team members so their input is entered to the system.

Question: I am a coach and cannot assign team members. What could be wrong?
Answer: Make sure you as coach have completed all questions on YOUR survey and published it. Coaches cannot assign users until they complete and publish their survey.

Question: I am a team member and trying to register. I do not see how I can register as a team member.
Answer: All team members must be invited to complete a survey by their building coach. Talk to your building coach so they can request you be added as a building team member if it is appropriate.

Question: I am a Principal or District/ISD staff member and do not see a survey I can complete. What do I do?
Answer: Principals and District/ISD staff members do not complete surveys. Only individuals coded as coaches and team members can complete surveys. If an administrator wishes to complete a survey, they can be set up as a team member so that a survey can be assigned.

Question: I do not have access to a computer to complete to complete a survey. Is there another way I can complete a survey?
Answer: The coach can assign a manual survey and print it for the team member. The coach will then manually enter the survey responses on behalf of the team member after they fill out the form.

Question: I am a building Principal or District/ISD Staff Member. How do I know how my building, district, and ISD are doing with the survey results?
Answer: As a Principal or District/ISD Staff Member, you will be able to look at data on specific data related to a building, district, or ISD by going to the Results screen and putting in the criteria in the designated fields.

Updated: 5/1/16
Question: I accidentally published a survey and wanted to change my answers. Can I unpublish it?
Answer: Users cannot unpublish a survey. The systems provides a warning message that once a survey is published, it cannot be updated. Users can save and exit if they want to come back to the survey at a later time. If a survey is inadvertently published, submit an issues form at the START website (www.gvsu.edu/autismcenter/), Access the Resources and Tools tab, select USAPT 2.0 from the dropdown, and select the USAPT Online Survey Issues and Questions link. Complete the form with your concern and the START USAPT Administrator will contact you.

Question: I am a coach, and there are no discrepancies listed. Why can’t I see them?
Answer: ALL team members assigned surveys must have completed and published their surveys for the discrepancies to display.

Question: How are the discrepancies calculated?
Answer: Discrepancies takes the coach’s score compared to the AVERAGE team score for each question.

Question: How do I logout of the USAPT tool?
Answer: In the bottom section of each screen, in the blue ribbon where the Grand Valley University logo is displayed on the right, there is a Logout option. Press it and you will be logged out. You will then be taken back to the Login screen.

Question: I am a team member, how can I see the results for my building?
Answer: Team members cannot display results. A team members should contact their building coach about the results of the survey.

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**For Issues or Questions on the USAPT Online Survey Tool:**

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. The user can also go to the START home page at 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.
The following provides an overview of USAPT assessment process.

Register/Login at USAPT
http://gvsuautism.kdatasystems.net /

- Coach invites staff and team members in USAPT
- Follow USAPT prompts and e-mail instructions

- Coaches, Principals and ISD/District Staff Member register at the USAPT login screen

Staff/Team Members
- Open assessments on USAPT Survey screen
- Complete assessment by Saving and Exiting when finished

Principals/ISD Administrators
- Principles able to view open assessments in buildings
- ISD/District Staff Members able to view open assessments across district or ISD

- Data compiled and reviewed by Coach
- Data reviewed by START
- Feedback provided to coaches, principals, and ISD/District Staff
I. Login Information for Coaches, Principals, and ISD District/Staff Members


2. Select appropriate role and press Continue.
3. Enter ISD, District, and Building information.

4. Enter information requested on Registration screen. The coach’s e-mail is required and will be the user ID. Press Save.
Once information is saved, the following screen will display. Check your e-mail for an approval message. You will then be prompted to change your password.

Press Send Password Reset Link

5. A password reset link will be sent to your e-mail. Use the link to change your password. Enter your e-mail address at the Confirm Email Address field, and enter and confirm a new password.
II. Completing the USAPT Survey: Coaches

1. WELCOME SCREEN. Once you change your password and log into USAPT, the Welcome screen will be displayed. Any USAPT assessment(s) will be listed on this page with information about how many surveys have been published/assigned. The survey(s) can be accessed under the Name column. If NOT team members have been assigned yet, the survey the coach needs to complete will be shown. The coach needs to complete and publish the survey before assigning team members.

2. STEP 1-COACH SCORING: The coach accesses and completes the survey. The coach can also view the scoring form once it is completed, or in the process of being completed. The USAPT Scoring Guide and USAPT Scoring form can also be downloaded. Note that if the user is manually completing the survey, it can be downloaded or printed from Step 1.
3. **STEP 2-COACH INVITATION TO TEAM MEMBERS.** At Step 2, use the **Add Team Member Button** to add team members. Coaches can also remove team members or send a reminder e-mail to one or all team members this step. Coaches can only remind team members that have not completed the survey.

4. **STEP 3-TEAM MEMBER RATINGS.** The coach can review any team member’s surveys that have been completed and published on this screen. The scores are not updateable at this step by the coach or team member once published.
**5. STEP 4 - REVIEWING AND RESOLVING DISCREPANCIES.** In Step 4, the coach can review and resolve discrepancies of any survey question. This considers the coach’s score and the average score of the team.

Lists no discrepancies. All team members must complete Survey to list discrepancies.  

Lists number of discrepancies. Press View Discrepancies to view.

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After pressing View Discrepancies, user will see team discrepancies and display the Coach’s score, the average Team Score, and the team and coach can collaboratively come up with an adjusted score. Once the score is adjusted, coach can Publish it.
6. **STEP 5-REVIEW OF FINAL RATINGS.** In Step 5, the coach and team should review the final ratings. The team should develop priorities based on these ratings. Press the View Score Summary and identify areas of strength and need. Scores can also be printed from this screen.

7. **STEP 6-ESTABLISHING PRIORITIES.** In Step 6, the team will determine priorities. Press *View Team Priorities* and complete this page whether the priority is high, medium, or low. Save the changes to the form. The priorities can also be printed.
III. User Information for Team Members

Coaches will add staff/team members in USAPT, and an automatic e-mail will be generated to the user.

1. Team members are assigned to the USAPT online survey tool by invitation from their coach. The user will receive an invitation in their e-mail inbox. The USAPT tool uses a 2-step authentication which means there is an extra security step. After logging in with the user’s e-mail and password provided, they will be prompted to request a new password by following the Send Password Reset Link. The user will then receive an e-mail in their inbox to reset their password, and should follow this link and change their password.

Note, if you do not have a user ID or password, request your building Coach invite you to participate in the survey.
2. To LOGIN to USAPT after setting up the user password, go to the home screen at:

![Home Screen](image)

3. WELCOME SCREEN. The Welcome Screen is displayed after logging into the USAPT online survey tool. Press the To access the USAPT click here link.
4. The USAPT Survey screen will be displayed with the Open USAPT assessment. Access the USAPT link in the Name column.

5. The USAPT Survey screen will be displayed with the USAPT assessment Foundational Supports Section and Strategy Supports sections displayed. Access the set of questions to be answered. The user cannot publish the score until all questions are complete and will receive an error letting them know they need to complete the survey before publishing. Note: this page will provide a status of how many questions are complete versus how many are required for each section area.

6. Complete the assigned survey. Once finished, press the Publish key. Once a survey has been published, it cannot be changed. If you plan to come back and update the survey, press “Save and Exit”.

The status will show section areas that have been completed by highlighting them in green.
7. Once the user presses **Publish**, a prompt will be displayed reminding them that once they submit their responses, answers cannot be changed. The user presses **Ok**. The user then receives a screen that lets them know the survey answers were captured and published, and their building coach will advise them as to next steps.
IV. User Information for Principals and District/ISD Staff

1. Once the user is at the Welcome screen, the current assignments will be displayed. Welcome screen will be displayed. The USAPT survey will be a link that can be accessed under the Name column. The user can VIEW any assigned surveys assessments in the available ISD, District(s), and Building(s). They will also see other schools in their ISD and districts that are not yet assigned or completed.

2. Principals and district staff/ISD staff can open the survey link to find additional details on it assessments by building. They can also view completed and published assessment, view the Scoring Form, and Coach and Team Members assigned to surveys. The user will select a completed survey and be taken to Step 5: Review of Final Ratings. They can View Score Summary and review feedback on the score summary.
3. Principals and district staff/ISD staff can move to Step 6 to view the team’s priorities. They need to select the View Team Priorities button to view the team priorities. They can also select Print Team Priorities to print the documented priorities.
V. Reporting & Results

1. Coaches, principals and district staff/ISD staff report on survey results by section of the survey (Foundational Supports or/or Strategy Supports), ISD, District, or Building.

2. Press *Show Scores*, and the criteria selected should display. Results can also be printed by selecting the *Print* button. The following is an example.