

District Capacity Assessment (DCA) Usage & Access



DCA Administrator Prerequisites

To assist local education agencies (LEAs) in improving their capacity to implement evidence-based practices (EBPs) and/or evidence informed innovations (EIs), administrators are required to successfully complete the [Capacity Assessment \(DCA\) Administration](#) online short course. After achieving this goal, the administrator will receive directions to request access to the online NIRN-SISEP Data System ([SISEP.org](#)).

Access to the NIRN-SISEP Data System (SISEP.org)

SISEP.org is a web-based application that allows state, regional or district leadership teams to work with their coach, facilitator or specialist to complete a survey of state capacity elements (State Capacity Assessment: SCA), regional capacity elements (Regional Capacity Assessment: RCA), or district capacity elements (District Capacity Assessment: DCA). Team scores are entered electronically, and graphs and reports are generated to view Total Scores, Scale Scores, Drivers Scores, and Individual Item Scores. These data are used to assess current level, monitor progress across time, and plan actions that will improve capacity to implement evidence-based practices.

To access SISEP.org, state, regional, and/or district leaders and administrators are provided with a user id, role, and permissions to either **all** districts within a state (state level) or to **one or more** identified districts (district level), or regions (if applicable). A user's access level is determined and set by either the SISEP Center or their Agency Coordinator for SISEP.org. Once a user is granted access to a district or region, the user has access to view all of the district's DCA or region's RCA data respectively. The roles that can be assigned to a user are listed below.

User Roles in SISEP.org

An **Agency Coordinator** can add and manage users for their organization, administer assessments, edit a submitted assessment, and view assessment graphs and reports. Once an Agency Coordinator has been established for an organization, they will be asked to assume responsibility for creating new accounts and managing access for others within their organization. There can be up to two Agency Coordinators per organization.

An **Assessment Administrator** can administer assessments, edit a submitted assessment, and view assessment graphs and reports.

Read Only access allows team members to view assessment graphs and reports.

For further information, please contact SISEP at sisep@unc.edu.