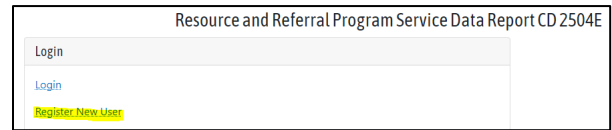


How to register for the Resource and Referral Program Service Data Report (RRAS) Portal

Step 1: Navigate to the following URL to register for the [RRAS Portal](#)

Step 2: Click the “Register New User” link
on the landing page.



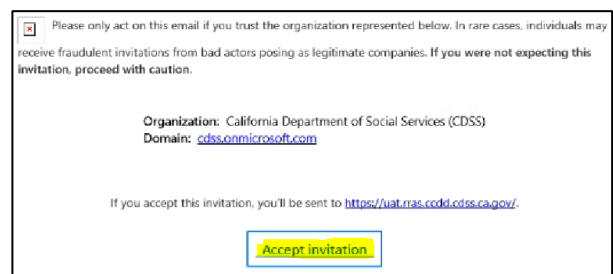
Step 3: Complete the registration information
and click “Submit”.

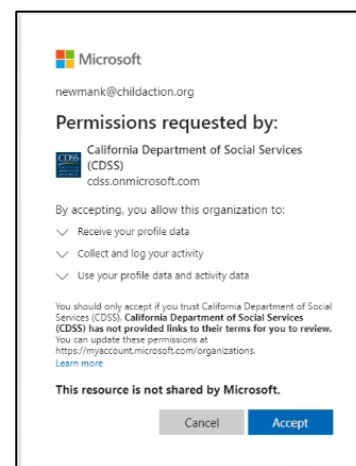


Step 4: You should receive an automated email from the RRAS team confirming your registration. The CDSS RRAS team will review and approve the request.

Step 5: You should receive an email with an invitation link to complete the registration process within 4-5 business days once your request is accepted.


Step 6.a: In the invitation email, click “Accept Invitation” and follow the prompts.





Microsoft
newmank@childaction.org

Permissions requested by:

 California Department of Social Services (CDSS)
cdss.onmicrosoft.com

By accepting, you allow this organization to:

- ✓ Receive your profile data
- ✓ Collect and log your activity
- ✓ Use your profile data and activity data

You should only accept if you trust California Department of Social Services (CDSS). California Department of Social Services (CDSS) has not provided links to their terms for you to review. You can update these permissions at <https://myaccount.microsoft.com/organizations>. [Learn more](#)

This resource is not shared by Microsoft.



Department of
SOCIAL SERVICES 

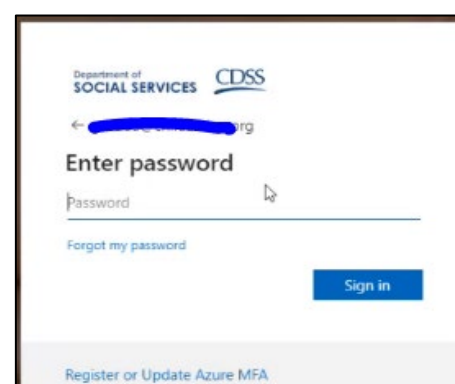
kelli.newman@childaction.org


More information required


Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)



Department of
SOCIAL SERVICES 

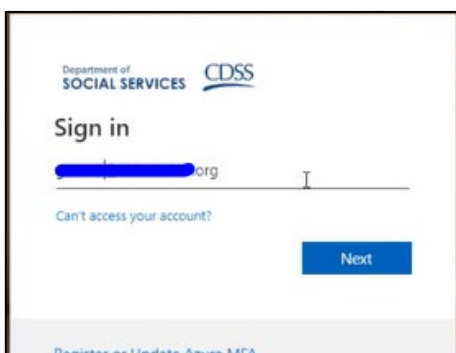
←  .org


Enter password

Password


[Forgot my password](#)

[Register or Update Azure MFA](#)



Department of
SOCIAL SERVICES 

Sign in

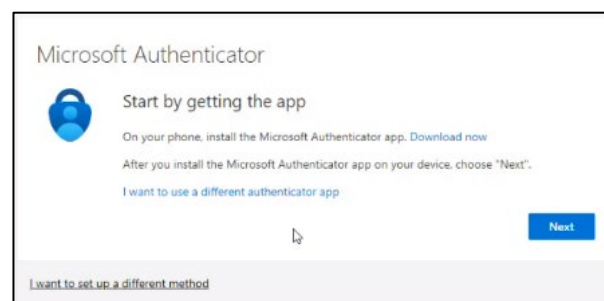
 .org

[Can't access your account?](#)


[Register or Update Azure MFA](#)

Sign in using the same email address you used to register for the RRAS portal.

Enter the same password used for the email address.



Microsoft Authenticator

 **Start by getting the app**

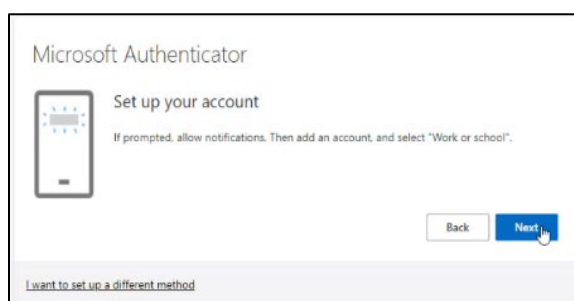
On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".


[I want to use a different authenticator app](#)

[I want to set up a different method](#)

Note: If you do not have the Microsoft authenticator app on your phone or choose not to use it, please skip to Step 6.b to use a different authentication method



Microsoft Authenticator

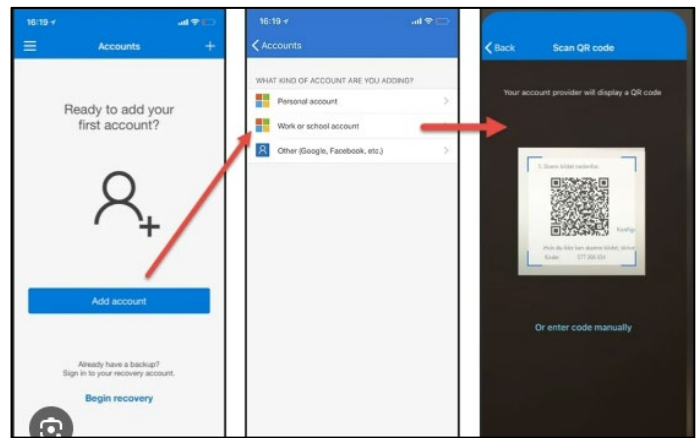
 **Set up your account**

If prompted, allow notifications. Then add an account, and select "Work or school".

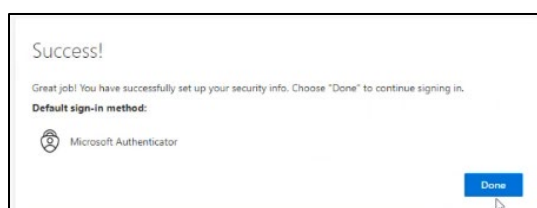
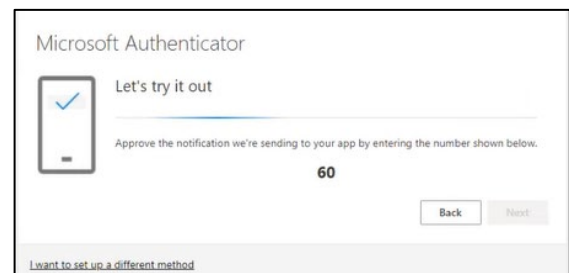
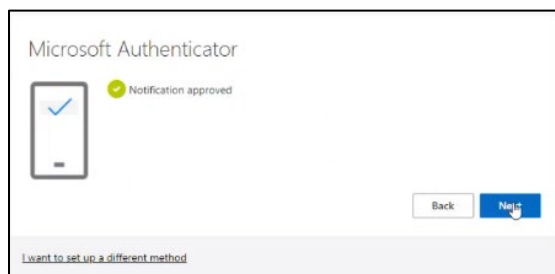
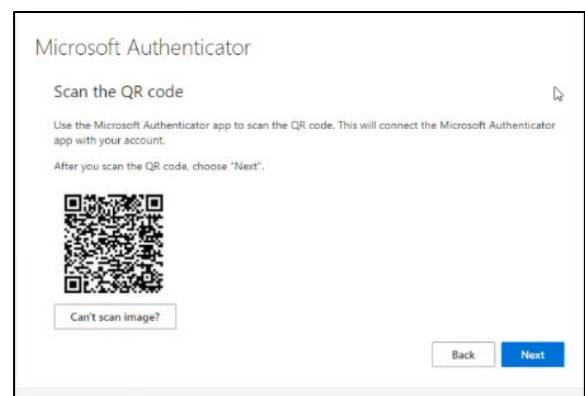
[I want to set up a different method](#)

On your smartphone:

- Open the Microsoft Authenticator app.
- Click the + button on top
- Select “Work or school account”
- Scan the QR Code that is displayed on your screen.

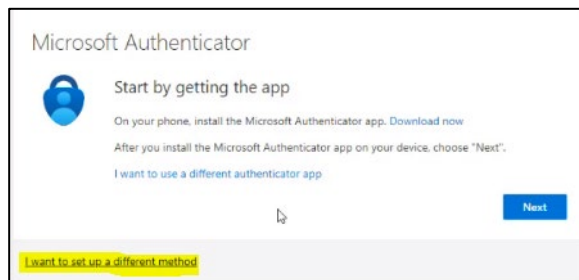


On your computer: Click “Next” after scanning the QR Code.



You are now a registered user in the RRAS portal!

Step 6.b: Click on “I want to set up a different method”



Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

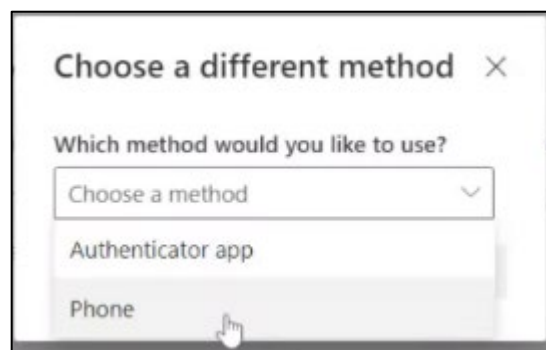
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

Select “Phone” from the dropdown.



Choose a different method

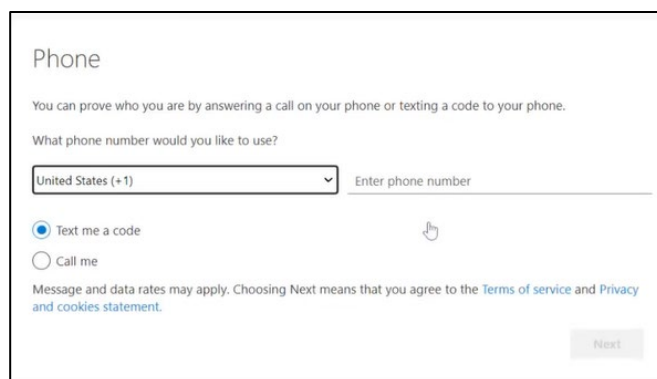
Which method would you like to use?

Choose a method

Authenticator app

Phone

Enter the phone number you wish to receive text/call at. It could be an office desk phone or a personal/work phone.



Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

United States (+1) Enter phone number

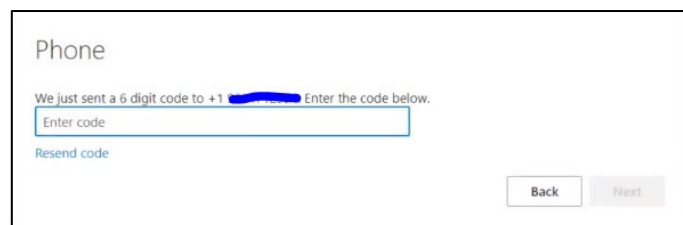
☒ Text me a code

☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

Enter the code received via text.



Phone

We just sent a 6 digit code to +1 [redacted] Enter the code below.


Enter code

[Resend code](#)

[Back](#) [Next](#)



Phone

 SMS verified. Your phone was registered successfully.

[Next](#)




You're all set!

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+1 [redacted]

[Done](#)

END

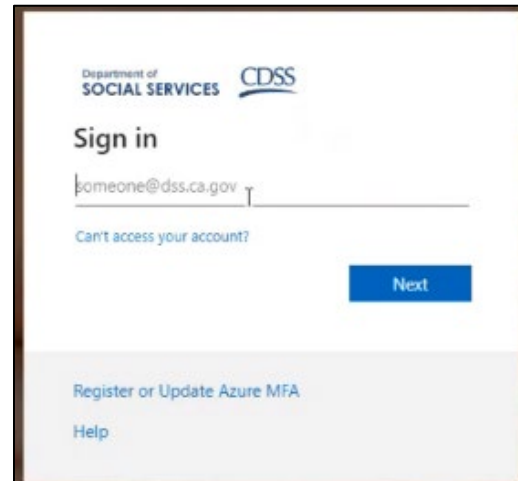
How to login to the RRAS portal

Step 1: Navigate to the following URL to login - [RRAS Portal](#)

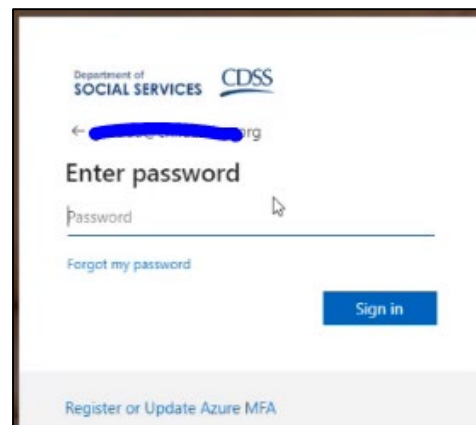
Step 2: Click “Login”



Step 3: Enter the email address you used to register for the portal and click “Next”.



Step 4: Enter the password associated with that email address.



Step 5: Approve the sign in request on your phone if you used the Microsoft Authenticator app to register for the portal.

OR

Follow the prompts on your screen to login if you used another method to authenticate your account (ex. - phone number).

Step 6: You should be redirected to the RRAS portal as a registered user.

END

How to submit the quarterly data

Step 1: Ensure you are logged into the RRAS portal using your username and password.

Link to the portal - [RRAS Portal](#)

Step 2: Ensure all Contract information is correct
on the home page.



Contract Information	
Contract Number:	CRRP2000
Agency Name:	BANANAS, Inc (B325)
Fiscal Year	2022-2023
Quarter:	1 (July, August, September)

Step 3: Select the Contract Number you want
to report for, from the dropdown list.



Contract Information	
Contract Number:	CRRP2000
Agency Name:	CRRP2000 CRRP2001 CRRP2002 CRRP2003 CRRP2004 CRRP2005
Fiscal Year	

Step 4: Select the Quarter Number you are reporting for,
from the dropdown list.



Fiscal Year	2022-2023
Quarter:	1 (July, August, September) 1 (July, August, September) 2 (October, November, December) 3 (January, February, March) 4 (April, May, June)
Contract Submission	

Step 5: Click on "Reporting Quarter" link.



Contract Submission
Reporting Quarter
All Quarter Report

Step 6: Select the Service County you are reporting for.



Resource and Referrals Program Service
Data Report
Contract Number: CRRP2000 Contracting Agency Name: BANANAS, Inc (B325) Fiscal Year: 2022 Quarter: 1

Service County:

-- select an option --
Alameda
Alpine
Amador
Butte

Section 1 - Service Data

Number of Requests for Referrals and Other Child

Step 7: Enter data in the provided fields.

Note: You can click the SAVE button on the bottom of the page if you wish to exit without submitting the data. Your data will be temporarily saved in the system, and you can return to it at a later time within the reporting window for that quarter.



Title:

Phone:

Save

Step 8: Check the “Certified” check box when ready to submit the data.



☒ I hereby certify that to the best of my knowledge, the information provided is correct and complete, and that the collection of information in S

Note: Data cannot be submitted without Superintendent or Executive Office information. Make sure this data is entered in the fields or else the system will display an error message.



First Name: This response is required

Last Name: This response is required

Title: This response is required

Phone: This response is required

Step 9: Click “Submit” to submit the data to CDSS or “Cancel” to return to the form if not ready to submit.



Submission Information

You are about to submit your quarterly RRAS report.

Cancel Submit

Step 10: Click “Go to Dashboard” to return to home screen or “Close” to stay on the reporting page.

Your data is now submitted!



Submission Information

×

Your Report has been successfully submitted.

Close

Go to Dashboard

END

How to update the existing information

Step1: Login to the RRAS portal using the link - [RRAS Portal](#)

Step 2: Select the Contract Number you want to report for, from the dropdown list.



Contract Information	
Contract Number:	CRRP2000
Agency Name:	
Fiscal Year:	

Step 3: Select the Quarter Number you are reporting for, from the dropdown list.



Fiscal Year	Quarter:
2022-2023	1 (July, August, September)
	2 (October, November, December)
	3 (January, February, March)
	4 (April, May, June)

Step 4: Click on “Reporting Quarter” link.



Contract Submission
Reporting Quarter
All Quarter Report

Step 5: Update the required information.

Please note: Contractor is only able to update information while the reporting window is open for the given reporting quarter. If any updates need to be made outside of this window, please contact RRAS team at CDSS: RRAS@dss.ca.gov

Reporting window:

Quarter 1 (July, August, September): October 1st – October 31st

Quarter 2 (October, November, December): January 1st – January 31st

Quarter 3 (January, February, March): April 1st – April 30th

Quarter 4 (April, May, June): July 1st – July 31st

Step 6: Click “Submit” to submit the data to CDSS or “Cancel” to return to the form if not ready to submit.



Submission Information

×

You are about to submit your quarterly RRAS report.

Cancel

Submit

Step 7: Click “Go to Dashboard” to return to home screen or “Close” to stay on the reporting page.

Your data is now updated successfully!



Submission Information

×

Your Report has been successfully submitted.

Close

Go to Dashboard

END