

Disability-Competent Care Self-paced Training Assessment Review Tool (DCC-START)

Technical Guide

Is the tool compatible with all versions of Microsoft Excel?

Due to the coding built in to the DCC-START, the tool will only function when using Microsoft Excel 2010 or newer. If you are using a previous version of Microsoft Excel or using an operating system other than Windows, we recommend you use the 508-compliant version of the DCC-START, which is [available as a PDF](#). The PDF version will not contain the same programming or functionality that the excel tool includes (e.g., auto-population, clickable icons or customizable opportunities).

I am not able to make selections using the DCC-START dropdown menus/buttons. What can I do?

Be sure to enable macros in your Excel workbook. If macros are disabled, you will be prompted to enable macros when you open the tool. This prompt should appear as a bar at the top of your excel screen. If a bar is not present go to the **File** tab and click **Access Options**. Click **Trust Center**, click **Trust Center Settings** and then click **Macro Settings** and enable macros. Enabling macros will allow the tool to function properly to provide you with customized results.

The tool is running slowly – is there anything that I can do to make the tool process more quickly?

When completing the DCC-START, please close out of all other Excel workbooks. Running other workbooks can interfere with the macros and coding built into the DCC-START.

Can I save my progress and finish it later?

Yes – the DCC-START functions as a normal Microsoft Excel file. You can save your progress, close the program, and return at a later date or time to complete.

Can I go back to previous sections and change my responses?

Yes – you may return to previous sections to update responses. Please be advised, however, that doing so may impact subsequent sections of the DCC-START, including the opportunity areas of the *Summary* tab.

Can I print the DCC-START?

Yes – the DCC-START is formatted to print on standard 8.5 x 11 paper. You do not need adjust any settings to print it.

What if my question was not answered?

If your question was not answered please contact us at RIC@lewin.com for assistance.