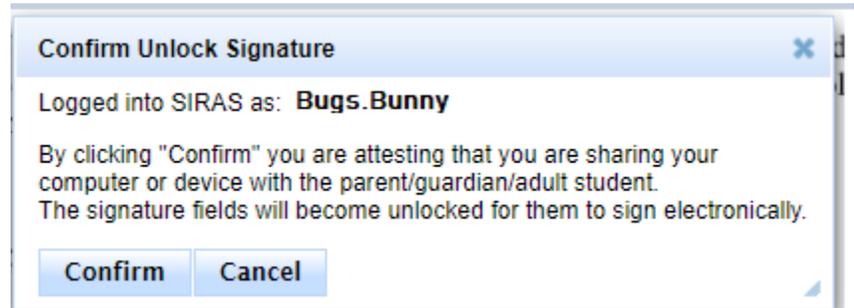


## New feature in SIRAS

Now that some IEP meetings will now occur in-person, but the LEA would like to utilize the electronic signature, a dialog box will appear on the parent signature line for the Case Manager to confirm that they are witnessing the parent is signing the IEP (rather than anyone else). This is to be used only for in-person meetings, where the parent would like to sign electronically before they leave the meeting room.



## IMPORTANT Information for all users in SIRAS

- Last year we began checking meeting held ONLY after the meeting has concluded. If you have met for the first time and will be continuing the meeting do not check meeting held until the meeting is completely done.
- All active SIRAS records will be grade advanced on the weekend of July 24<sup>th</sup>-25<sup>th</sup> and Next Year's Data will be applied.
- Monthly **SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year, beginning August 5. Click on the [Zoom link](#) to join.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- With the retirement of the CASEMIS program, the role of CASEMIS Clerk in SIRAS will change to SPED Clerk in July. This will happen automatically in SIRAS, no manual changes will be needed.
- The SIRAS grade rollover and advancement of Next Year's Data will occur on the weekend of July 24<sup>th</sup>-25<sup>th</sup>. See the instructions posted on the SIRAS homepage for procedures prior to the rollover.
- After the rollover, search for students who you anticipated would have been transferred upon the rollover. For example, review the Statistical Reports for students with Active/Pending status by grade to see if you have students in 9<sup>th</sup> grade (and you are a K-8 district). If a student will not be continuing with you, inactivate the record and contact the next LEA to have them request the record.
- After the rollover, search for open IEP meetings with dates prior to July 26. Remind staff that IEP meetings will need to be completed when school begins and that the team MUST contact the SIRAS Data Administrator when the meeting is finalized. Then, manually advance the grade level and update the school and providers if needed.
- After the rollover, search for students without a Case Manager and assign one.
- Add Block Access and reassign student associations for staff who are not returning in the fall.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2021-2022 school year.
- Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule.
- The SELPA's Fall 1 training meeting is scheduled for August 27<sup>th</sup>, offered via Zoom. Registration to follow.
- Monthly **SIRAS Office Hours with SELPA for Data Specialists** have been scheduled for the third Thursday of the month 8:30am to 9:30am for the 2021-2022 school year, beginning August 19<sup>th</sup>. Click on the [Zoom link](#) to join.
- Welcome to Placer County SELPA to the SIRAS family of users!

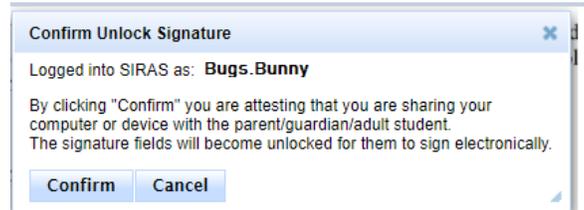
## New features in SIRAS

- Some IEP meetings will now occur in-person. If the LEA would like to utilize the electronic signature while meeting in-person, a dialog box will appear on the parent signature line for the Case Manager to

**Personal Data**

First Name   
 Middle Name   
 Last Name   
 Alias First Name   
 Alias Middle Name   
 Alias Last Name   
 Use Alias Name on headers and forms  John Student

confirm that they are witnessing the parent is signing the IEP (rather than anyone else). This is to be used only for in-person meetings, where the parent would like to sign electronically before they leave the meeting room.



- If the student has an alias/preferred name coming into SIRAS from your SIS (Q, Aeries, Synergy), that name can be applied to the forms and headers in SIRAS. If you would like this feature enabled, contact your Administrator.

## IMPORTANT Information for all users in SIRAS

- Last year we began checking meeting held ONLY after the meeting has concluded. If you have met for the first time and will be continuing the meeting do not check meeting held until the meeting is completely done.
- Non-IEP forms are Savable/Printable in Batch-** In the Tools menu/Document Library, click the 'Fill in for student:' checkbox to enable the ability to save the non-IEP forms. Print the forms in batch by going to the Tools menu/Labels and Batch Forms for your entire found set (your caseload or school).
- Review your current student list in SIRAS.** Use the 'Manage Caseload' button under the Student Info menu to request students to be added or removed from your caseload.
- Use the Student Data Overview links on your home page to monitor your caseload.** Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days).
- SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year. Click on the [Zoom link](#) to join.

**SIRAS Passwords:** Although you will be prompted to change your password every 365 days, get ahead of the new school year and **change your password now!** Go to Tools > My Account and click on Edit Account Details. Enter your new password, confirm and then click Update User Account. If you have forgotten your password over the summer, the Email Password Reset button appears if/when you type in the wrong password. Click on the button to have a password reset link emailed to you.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- Starting this month, demographic data in Siras will be updated by CALPADS files for the whole SELPA provided by processes run by the COE.
- As we have moved away from CASEMIS terms to CALPADS terms, new acronyms/terms have been updated in SIRAS. **RLEA** – Reporting LEA, this is replacing District of Service. RLEA can also be referred to as DOA, District of Attendance. **DSEA** – District of Special Ed. Accountability, this is replacing District of Residence/Responsibility. **DOGR** – District of Geographical Residence, the new District of Residence. School of Residence is located under this district.
- When preparing for trainings, be aware that a copy of the full database from production to training will occur on August 1 and January 1. An export to update user and caseload data more frequently is in development.
- SIRAS Meetings and Trainings:** Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. The SELPA's **Fall 1 training meeting** is scheduled for August 27<sup>th</sup>. The flyer is on the [SIRAS4Ventura Padlet](#). **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am to 9:30am for the 2021-2022 school year. Click on the [Zoom link](#) to join. **Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists** are scheduled. Registration is open on the [SELPA website](#).

### August reminders:

- Search for students without a Case Manager and assign one.
- Add Block Access and reassign student associations for staff who are not returning in the fall.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2021-2022 school year.

## New features an **IMPORTANT** Information for all users in **SIRAS**

- The blue question mark help buttons now have a print button.



- When using the quick search, and if SIRAS finds only one record, the record will open immediately, saving the user from having to click on the name.
- Review your current student list in SIRAS.** Use the 'Manage Caseload' button under the Student Info menu to request students to be added or removed from your caseload.
- Use the Student Data Overview links on your home page to monitor Upcoming and Overdue meetings for your caseload.**
- Improvements to the Transition to Adult Life, Course of Study and Agencies forms have been deployed. Changes include combining all 3 pages into one form, transition services are now written on the SIS page and there is only one Course of Study form for all students. See the instructions under the blue question mark for more information and attend training on the changes at [TNT on Sept 24](#) and/or from your district. Direct feedback on the forms to [SIRAS](#).
- Enter your students' most recent scores on the SBAC/CAA and ELPAC/VCCALPS into SIRAS. Go to the

Student Info menu/ Special Ed. Profile/Assessment Info to enter scores and levels.

- Review your open meetings regularly. Finalize IEP meetings as quickly as possible, right after parent consent has been received. Finalized IEPs are sent to the CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late.
- Go to Tools/MyAccount to review your contact information. If your email address has changed, please update it by clicking Edit Account Details, make needed changes and press Update User Account.
- You may continue to use the Service Log to track services provided to an individual student or group of students.
- You can log a service, an assessment, or an activity leading to the completion of a goal. Communicate with your colleagues: SIRAS contains many tools for communication. At the beginning of each school year, fill out the Info for Gen Ed (IEP at-a-glance) for each student and send a link to the form (and goals, behavior plan, health plan) to the staff.
- SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year. Click on the [Zoom link](#) to join.

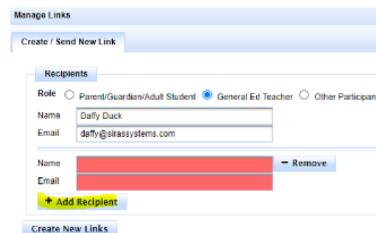
## **IMPORTANT** Information for SIRAS Data Administrators in **SIRAS**

- Follow the Data Monitoring Procedures prior to meeting with SELPA. Procedures are posted on the [SIRAS4Admins](#) and Padlet. Schedule SELPA and/or SIRAS Fall 1 review meetings now. A list of 2021-2022 SELPA/CALPADS Reporting Due Dates is [linked here](#).
- Update program settings for Preschoolers for Fall 1 reporting and for students starting in TK/K this year. Archive the record with a report event date that aligns with the first day of school.
- Archive the incoming IEP information (baseline records) for transfers new to your district before the first meeting is held.
- Review the New Referral List for students with Parental consent unreported to CALPADS. Create an archived record.
- Inactivate student records who did not return to school with an exit date/reason aligned with CALPADS. Inactivate student records with a no-show reason if they were scheduled to enroll in the district for the first time but didn't.

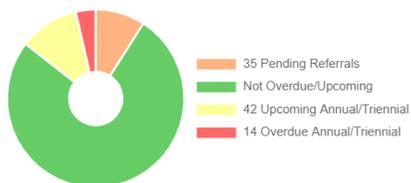
- Review the SSID extract from CALPADS for students who may not have a record in SIRAS.
- Enter your district/school progress report dates in SIRAS to match the regular report card dates to promote consistent progress reporting/benchmarks.
- Enter school holidays that are in excess of 5 days to impact the assessment countdown on the IEP Manager.
- Search Case Manager = *blank* (queries students with no case manager) and assign a case manager.
- Visit the [SIRAS4Ventura Padlet](#) for the Preschool Program Setting Questionnaire, trainings, materials and SIRAS Help specific to our SELPA.
- Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join. **Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists** are scheduled. Registration is open on the [SELPA website](#).

## New features and **IMPORTANT** Information for all users in SIRAS

- There is a new document replace option within the IEP Manager for an uploaded Assessment Plan and/or Meeting Notice form.
- You can now send form links to multiple email addresses by pressing the Add Recipient button in the dialog box.
- [CAASPP and ELPAC supports](#) for 2021-2022 have been updated by the CDE and are now in SIRAS. Updated menu options for [CAASPP](#) and [ELPAC](#) are linked here and have been uploaded to Tools/Added forms.



Finalized IEPs are sent to the CDE as they occur throughout the year. The absence in reporting a timely IEP meeting appears late.



- **Use the Student Data Overview links on your home page to monitor Upcoming and Overdue meetings for your caseload.**

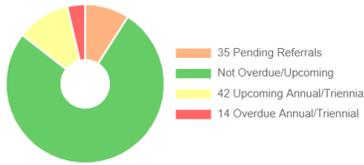
- Review your open meetings regularly. Finalize IEP meetings as quickly as possible, right after parent consent has been received. Finalized IEPs are sent to the CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late.

- **Review Electronic Signature request completion:** Check your Incoming Messages on the homepage to see completed signature requests. Go to the IEP Manager to verify all needed signatures have been received before finalizing.
- You may continue to use the Service Log to track services provided to an individual student or group of students. You can log a service, an assessment, or an activity leading to the completion of a goal.
- **SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2021-2022 school year. Click on the [Zoom link](#) to join.

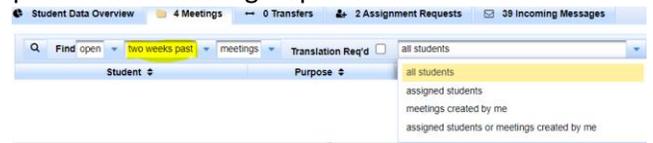
## **IMPORTANT** Information for SIRAS Data Administrators in SIRAS

- CALPADS Fall 1 snapshots are now available. Review reports from CALPADS and make needed changes to SIRAS records and send to CALPADS. Follow the Data Monitoring Procedures prior to meeting with SELPA. Procedures are posted on the [SIRAS4Admins](#) and Padlet. Schedule SELPA and/or SIRAS Fall 1 review meetings now. A list of 2021-2022 SELPA/CALPADS Reporting Due Dates is [linked here](#).
- Print Census Day reports from SIRAS on the first Wednesday of October. Utilize the [SIRAS4CensusDay](#) Padlet as a resource.
- Review the new Accountability Reports in CALPADS on regular basis. 16.7 and 16.8 generate a to-do list of IEPs meetings that need to be completed. After the meetings have been held, finalize, and send them to CALPADS.
- Enter your district/school progress report dates in SIRAS to match the regular report card dates to promote consistent progress reporting/benchmarks.
- Enter school holidays that are in excess of 5 days to impact the assessment countdown on the IEP Manager.
- The deadline for Fall DRDP data in SIRAS is December 17, 2021. Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the [SIRAS4Admins](#) Padlet.
- Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join.
- **Beginner and Intermediate training for New Teachers/Case Managers, Nurses and Specialists** are scheduled. Registration is open on the [SELPA website](#).

## New features and **IMPORTANT** Information for all users in SIRAS



- **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings for your caseload.
- On the homepage/Meetings tab, you can now find the meetings that have been open for 2 weeks and a new dropdown to choose a group of students.
- **Review your open meetings regularly.** Finalize



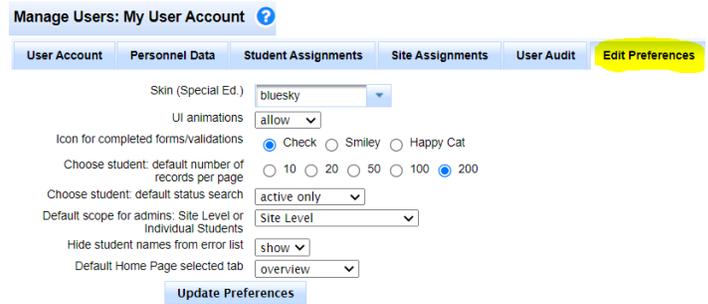
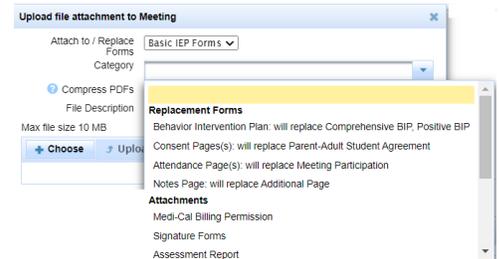
IEP meetings as quickly as possible. Finalized IEPs are sent to the CDE as they occur throughout the year. The absence in reporting of a timely IEP meeting appears late. Check your Incoming Messages on the homepage to see completed signature requests. Go to the IEP Manager to verify all needed signatures have been received before finalizing.



- Check out the State Performance Plan (SPP) Indicator 5 and 6 reports under Reporting/Statistical Reports/Predefined Reports. If you have numbers in red (below the pie chart) that means your district has not met the state-wide target.
- The Statistical Reports/Predefined Reports have been reorganized and improved.
- As a reminder, the district where the student is enrolled

(Reporting LEA) is the district that creates an IEP meeting and therefore reports the meeting to CALPADS from SIRAS. If you will be participating in an IEP meeting for a student enrolled in another district, the Reporting LEA can add you as a provider to the SIRAS record. This will grant you access to the meeting forms.

- SIRAS now has the ability now to replace the Behavior Plan with an uploaded Behavior Plan. In the IEP Manager/Uploaded Documents, select 'Basic IEP Forms' under Attach to/Replace Forms. The uploaded form must be a single document/PDF.
- **You can adjust your User Preferences** from the Tools menu/My Account.
  - Skins: allows you to personalize the look of your SIRAS account.
  - UI animation: alerts user of important messages and wiggles the message to get your attention.
  - Icon for complete forms/validations: instead of a green check, you can change to smiley face or happy cat.
  - Choose student: default number of records per page: the user can change the number of records viewed at once.
  - Choose Student-default status search: 'active/pending' or 'active' records.
  - Default scope for admins: Site Level or Individual Students: there is a little schoolhouse for admin access users only in the upper right corner. The user can toggle the site level scope default to 'Individually assigned' students to change the site level default to 'Individually assigned' students.
  - Hide student name from error list: this preference allows the admin user to hide the students name from the error list and only show the SSID number.
  - Default Home Page selected tab: there are several tabs on the SIRAS Home page. The default tab upon is the Student Data Overview, but this can be changed to the Meetings, Transfer Requests, or the Incoming Messages tab.



## **IMPORTANT** Information for SIRAS Data Administrators in SIRAS

- Fall 1 LEA Approval is upon us. Review problem-solving resources posted on the [SIRAS4Admins](#) and [SIRAS4CALPADS](#) Padlets. A list of 2021-2022 SELPA/CALPADS Reporting Due Dates is [linked here](#).
- The deadline for Fall DRDP data in SIRAS is December 17, 2021. Report students with all Unable to Rate on the DRDP Exception list.

**IMPORTANT Information for all users in SIRAS**

- **Get Ready for Spring ELA, Math, Science and EL testing:** [ELA, Math, Science and ELPAC supports](#) have been updated by the CDE and are now in SIRAS. Changes to the menus in SIRAS are documented on the CAASPP and ELPAC UDA 21-22 menus, available in added forms. To assist the team in determining whether the student will take an alternate to the SBAC or ELPAC, utilize the Alternate Assessment Decision Worksheet, also in added forms. Start reviewing your SBAC/CAA/ELPAC data in SIRAS and schedule IEPs to make necessary changes prior to the data exports to TOMS. The [TOMS Export Procedure Help Sheet](#) contains guidance for case managers on data review, for SIRAS administrative staff on the data export for TOMS and for test coordinators on the upload of test supports and accommodations to TOMS.
- **The IEP Addendum and Amendment forms** no longer have signatures for IEP team members in attendance, only parent consent signatures. You will now use the Meeting Participation form the same as all other IEP meetings. This change will allow parents to see the Parent Rights and view all addended/amended forms from the meeting when a link is sent to the parent for consent via electronic signature.
- **Personal identifiable information (PII):** When contacting Siras or staff outside of your local district via email, don't send student names or dates of birth in the email. Please only use SSID and/or student ID and initials. If you send Siras examples to help resolve CERT errors, again only send SSID only CERT/SPED error code and meeting identifier if possible.
- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

**IMPORTANT Information for SIRAS Data Administrators in SIRAS**

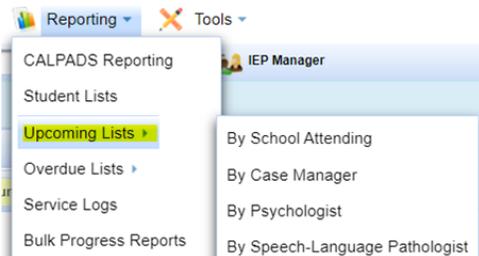
- **Correct DRDP errors, if any, posted in SIRAS as quickly as possible.** Notify SELPA when all errors have been addressed and if needed, re-submit the DRDP Exception list to your director and SELPA. DRDP errors and the exceptions list are due January 7, 2022. [Access the updated DRDP Help Sheet on the SIRAS4Admins Padlet.](#)
- **The CERT errors that were made warnings prior to December 17, 2021** are now reverting to fatal and must be resolved during the amendment window. Review [CALPADS Flash 216](#) for more information.
- **We are currently in the Fall 1 Amendment window.** The SELPA approval deadline for the Fall 1 amendment window is January 14, 2022, so that the SELPA can make sure all approvals are certified by the CALPADS deadline of January 28, 2022. Notify SELPA if you plan to utilize the amendment window to update your Fall 1 CALPADS reports. The schedule of monthly SIRAS Support Webinars is posted on the [SIRAS4CALPADS Padlet.](#)
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

## IMPORTANT Information for all users in SIRAS

- **Finalizing IEPs:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting.
- **Get Ready for Spring ELA, Math, Science and EL testing:** [ELA, Math, Science and ELPAC supports](#) have been updated by the CDE and in SIRAS. Changes to the menus in SIRAS are documented on the CAASPP and ELPAC UDA 21-22 menus, available in Tools/Added forms. To assist the team in determining whether the student will take an alternate to the SBAC or ELPAC, utilize the Alternate Assessment Decision Worksheet, also in Added forms. If the alternate assessment is appropriate for a student in one area, they should take the alternate version for all statewide assessments (ELA, Math, Science, ELPAC). [Refer to the alternate assessment guidance from the CDE](#) for more information. Review and edit SBAC/CAA/ELPAC data for your caseload in SIRAS and schedule IEPs to make necessary changes prior to testing. The [TOMS Export Procedure Help Sheet](#) contains guidance for case managers on data review, for SIRAS administrative staff on the data export for TOMS and for test coordinators on the upload of test supports and accommodations to TOMS.
- **Personal identifiable information (PII):** When contacting Siras or staff outside of your local district via email, don't send student names or dates of birth in the email. Please only use SSID and/or student ID and initials. If you send Siras examples to help resolve CERT errors, again only send SSID only CERT/SPED error code and meeting identifier if possible.
- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- When **managing user accounts**, you can now view/edit sites on the main User Account interface.



- Review upcoming IEPs using the **Upcoming List**, under the Reporting menu to generate a list of Upcoming IEPs by school, case manager, psychologist, or speech-language pathologist.

- Now that the Fall 1 amendment window is almost over (February 11), continue practicing ongoing **data monitoring procedures**. This includes addressing Errors/Warnings in SIRAS and in CALPADS/View Submissions, sending data to CALPADS weekly, reviewing the results of your Predefined Queries for Compliance and CALPADS concerns,

monitoring open meetings for readiness to finalize, reviewing Statistical Reports from SIRAS, reviewing your New Referral List and archiving records with Parental Consent. See the [SIRAS4Admins Padlet](#) for a complete list of Data Monitoring Procedures.

- Review the **Accountability Report (16.8) from CALPADS** for overdue IEPs, initials, and missing transition goals. Follow up with IEP teams and in SIRAS to make sure the missing data gets to CALPADS in a timely fashion. Instructions can be found on the 16.8 Help Sheet posted on [SIRAS4CALPADS Padlet](#).
- **DRDP:** The SELPA has now submitted the Fall DRDP. This is the time to print your individual reports that can be shared with parents. Refer to the DRDP Help Sheet on the [SIRAS4Admins Padlet](#).
- **SAVE THE DATE:** The Spring EOY meeting for SIRAS and CALPADS data administrators and is scheduled for Thursday, April 28 8:30-11:30. The flyer will be emailed.
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

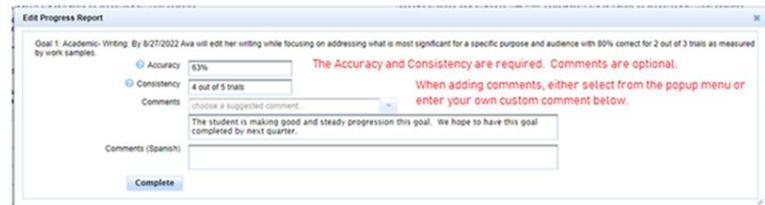
## IMPORTANT Information for all users in SIRAS

- Emergency Health Care Plan Notice:** If the student has an Emergency Health Care Plan in SIRAS, an icon of a red cross will appear to the left of the IEP folder. If the Emergency Health Care Plan was completed using the form in SIRAS, then when you click on the red cross, you will be able to quickly view the current plan.
 
- Field label change:** On the IEP Manager, 'Implementation Date' will have its label changed to 'Plan Effective Date' to match new CALPADS terminology. The definition of the field has not changed, as it refers to the date that the IEP will be implemented. Usually, it is the date after the meeting has concluded or for C to B transitions, the student's third birthday. There may be other scenarios where the plan is not implemented until further into the future. As before, this date will also be copied into the Service Start date on the Services form.
- New Progress Report comments box:** This allows the user the ability to enter extended text up to 400 characters or to select from an existing comment from popup menu.

**Finalizing IEPs:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting.

**Spring ELA, Math, Science and EL testing:** The [TOMS Export Procedure Help Sheet](#) contains guidance for case managers on data review, for SIRAS administrative staff on the data export for TOMS and for test coordinators on the upload of test supports/accommodations to TOMS.

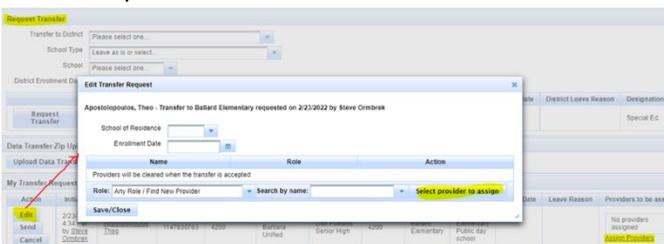
**Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

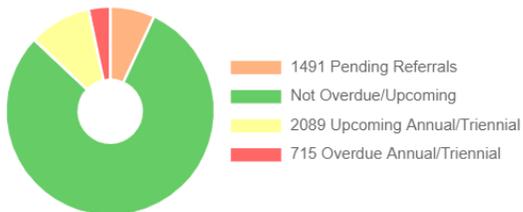
- IFSP Transition Meetings:** There are times when an infant currently attending District A (IFSP team) will need the transition IEP team from District B to do the transition IEP prior to the student record being transferred in Siras from District A to District B. The IFSP team from District A can now enable access for the transition IEP team at District B. This can be done by Admin staff from District A (IFSP district where record currently is) entering District B into the Next Year's District Attending field in the Next Year's Data section under Student Info. Refer to the [Transition IFSP to IEP help sheet](#) for details.
- Transfer Request improvements:** After you make a transfer request (under the Tools menu for admin users), you can now assign the District of Special Ed. Accountability and the Providers associated with the student prior to the transfer.

- Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district will need to have a DRDP. DRDP data must be entered into SIRAS by Friday, May 27<sup>th</sup>. Locate all DRDP eligible students by going to the Search button/Predefined Queries. Refer to the DRDP Help Sheet on the [SIRAS4Admins Padlet](#)
- Post-secondary outcome surveys:** The 2022 survey form is now posted in SIRAS and ready to send out. Post-secondary data is due in SIRAS on Friday, June 24<sup>th</sup> for EOY 4 Reporting. See the Post-Secondary Help Sheet on the [SIRAS4Admins Padlet](#) under Reporting Help for more information on sending it using links and for entering multiple responses.
- SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#) under Zoominar Schedule.
- Spring EOY Reporting:** Register now for training geared toward SIRAS and CALPADS data administrators and scheduled for Thursday, April 28<sup>th</sup> 8:30-11:30.
- Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.



## IMPORTANT Information for all users in SIRAS

- **Sending multiple form links:** SIRAS can now send multiple form links within a single email. [Click](#) here for instructions.
- **Finalizing IEPs before summer break:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Thinking ahead toward the end of the school year, remember to hold and finalize all IEP meetings before you leave for summer.
- **Review your meeting reports:** (Reporting



menu/Meeting Reports/Predefined Reports). Ready to Finalize meetings already have the parent response filled in. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are

documented in SIRAS. Refer to the [Parent Response Help Sheet](#) for more information.

- **Schedule all of your remaining meetings for the year.** Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the “as of” date at the top to 6/30/22 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first week(s) of next school year, adjust the “as of” date accordingly.
- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

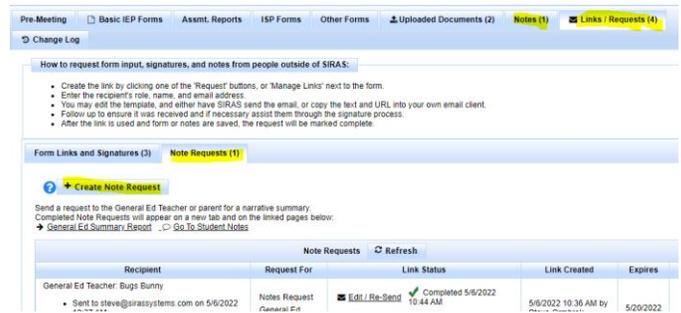
- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. This includes sending your SENR, SPED and SSRV files regularly throughout the year. Support for Data Entry Procedures are on the [SIRAS4Admins Padlet](#).
- **Compliance Concerns:** Address compliance concerns by reviewing the Overdue Monitoring Report (16.8) from CALPADS for all compliance areas (Initial 60 Day Timeline, Annual, Triennial, Transition Regulations), as of End of Year (6/30). Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data gets to CALPADS before staff leave for summer. Contact SELPA to schedule a district level EOY compliance review. It is most effect to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district will need to have a DRDP. DRDP data must be entered into SIRAS by Friday, May 27<sup>th</sup>. Locate all DRDP eligible students by going to the Search button/Predefined

Queries. Refer to the DRDP Help Sheet on the [SIRAS4Admins Padlet](#).

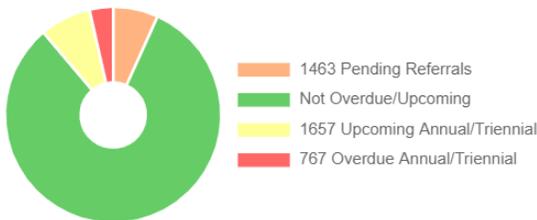
- **Post-secondary outcome surveys:** The 2022 survey form is now posted in SIRAS and ready to send out. Post-secondary data is due in SIRAS on Friday, June 24<sup>th</sup> for EOY 4 Reporting. See the Post-Secondary Help Sheet on the [SIRAS4Admins Padlet](#) under Reporting Help for more information on sending it using links and for entering multiple responses.
- **SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#) under Zoominar Schedule.
- **Spring EOY Reporting:** Register now for training geared toward SIRAS and CALPADS data administrators, scheduled for Thursday, April 28<sup>th</sup> 8:30-11:30.
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

## IMPORTANT Information for all users in SIRAS

- NEW General Education Information Collection:** This feature, located in the 'Link/Requests' tab in the Forms Manager, will allow the case manager to request information via email link which will allow the recipient to enter text about the student's progress in the general ed classroom and upload associated documents if needed. Click the 'Notes' tab to view the recipient's comments about the student. This feature will allow the case manager to develop a General Education Summary report based on the recipients input. Click [here](#) for more information.



- Goal Wizard Video:** [GoalWizard Using Common Core Standards](#) by Joanna Della Gatta

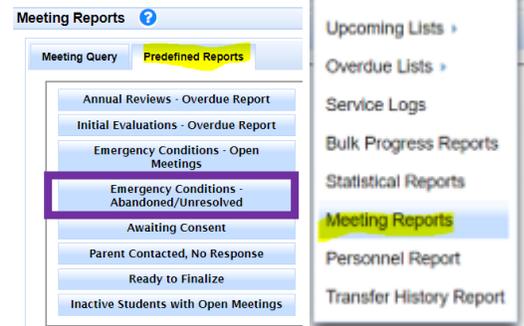


- Hold and finalize ALL IEP meetings due by 6/30/22 before you leave for summer.** View your homepage Student Data Overview.
- Schedule all of your remaining meetings for the year.** Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the "as of" date at the top to 6/30/22 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first

**DINC 1: Overdue Annual/Triennial**

week(s) of next school year, adjust the "as of" date accordingly.

- Finalizing IEPs before summer break:** Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. Refer to the [Parent Response Help Sheet](#) for more information.
- Finalize all open IEP meetings dated on or before 6/30/22:** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports. Click on Emergency Conditions- Open meetings to locate all your open meetings in SIRAS.



- Assessment development project:** Siras Systems is looking for volunteers to assist in the development of short assessment worksheets connected to the goal stems when developed in the GoalWizard. Our hope is that we can combine our resources and efforts to develop material for CCSS goal stems. SIRAS Systems will help coordinate and facilitate the development of the assessments, configure, and import the files into SIRAS when complete. This project will take about a year to fully materialize. This cooperative effort benefits the outcomes of the students we serve. Users in the SIRAS family can easily and efficiently develop baselines, evaluate the student's progress toward their goals, determine whether the goal is met and present this evidence at the annual review meetings. Your participation and contribution to this project as a SELPA would be greatly appreciated by many. All participants that assist would be added to our Acknowledgement page for professional recognition. If you are interested in assisting with this project, email Steve Ormbrek at [steve@sirassystems.com](mailto:steve@sirassystems.com).
- Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

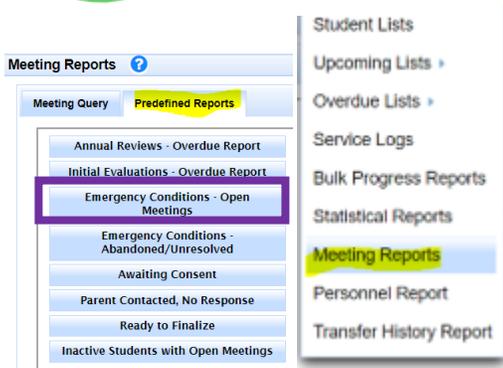
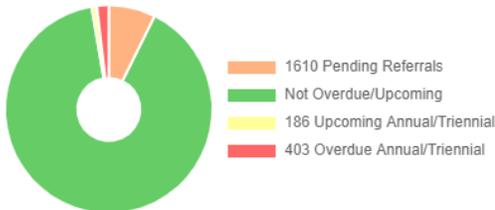
- **Record Transfer to IEP | 504 | SST module buttons:** The buttons that allow records to transfer from one module to another (IEP-504-SST) have been moved to the top of the MIS Summary Page. The buttons will not be visible until the record is made Inactive.
- **Compliance Concerns:** Address compliance concerns by reviewing the Overdue Monitoring Report (16.8) from CALPADS for all compliance areas (Initial 60 Day Timeline, Annual, Triennial, Transition Regulations), as of End of Year (6/30). Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data gets to CALPADS before staff leave for summer. Contact SELPA to schedule a district level EOY compliance review. It is most effect to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Work-based learning data (WBLR):** Locate/print reports for students who have completed 100 hours of work-based learning and ensure that information is recorded into your SIS. Communicate with your district data team about the status of students who have completed 4 courses of college/career classroom-based experience. Both sets of data should be entered into the SIS by Friday, June 24<sup>th</sup>.
- **Spring DRDP:** DRDP data must be entered into SIRAS and the ALL unable to rate exceptions list completed by Friday, May 27<sup>th</sup>. Refer to the DRDP Help Sheet on the [SIRAS4Admins Padlet](#).
- **Post-secondary outcome surveys (PSTS):** Post-secondary data is due in SIRAS on Friday, June 24<sup>th</sup>. See the Post-Secondary Help Sheets on the [SIRAS4Admins Padlet](#).
- **SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#) under Zoominar Schedule. Support for data monitoring procedures are on the [SIRAS4Admins Padlet](#).
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.



## IMPORTANT Information for all users in SIRAS

- **For high school only:** Exit summaries must be completed for students who will be graduating or aging out at the end of this school year.
- **Complete the End of Year checklist before leaving for summer:**

### DINC 1: Overdue Annual/Triennial



✓ **Schedule all of your remaining meetings for the year.** Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the “as of” date at the top to 6/30/22 to find all students who have annuals or triennials due by the end of the school year. To view students who have annuals or triennials due within the first week(s) of next school year, adjust the “as of” date accordingly.

✓ **Hold ALL IEP meetings due by 6/30/22.** View your homepage Student Data Overview.

✓ **Finalize all open IEP meetings dated on or before 6/30/22:** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports. Click on Emergency Conditions- Open meetings to locate all your open meetings in SIRAS. Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting. Resolve IEP meetings without consent. Follow up with Awaiting Consent meetings by sending a copy via mail, providing a copy for pick-up at the school, or do a home visit. Make sure your attempts are documented in SIRAS. If there is a meeting that has not and will not be held (ever), contact your SIRAS data admin. Refer to the [Parent Response Help Sheet](#) for more information.

- **Attend SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/District Administrators** scheduled for the first Thursday of the month 3:30pm to 4:30pm, the first in 22-23 is scheduled for Thursday, August 18. Visit the [SIRAS4Ventura Padlet](#) for the flyer and meeting link.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Custom List and Queries Sharing Feature:** SIRAS now has the ability for Admin Users to share custom lists and queries to others within a SELPA, district, or school. A custom list can also be associated with a query. Once a query or list is saved, the option to share to your SELPA, school or district will appear.
- **Work-based learning data (WBLR) & Post-secondary outcome surveys (PSTS):** Data is due in SIRAS on Friday, June 24<sup>th</sup>.
- **The suggested EOY approval due date is July 8.** NPS discipline must be reported by the district. Review the 16.8 report for meeting delay reasons and the DSEA extract. CERT Errors in CALPADS must be zero. Verify all CERT Warnings are understood. The SIRAS/CALPADS district teams must review EOY 1 (18.1-18.2) EOY 3 Discipline (District + NPS students), EOY 4 (16.1-16.10), and Postsecondary 17.3-17.4 (HS only) reports prior to LEA Approval. SELPA Approval will follow.
- Enter Progress Report dates and School Holidays in excess of 5 days in Tools/SELPA-District-School Admin for the 2022-2023 school year.
- The SELPA’s Fall 1 training meeting is scheduled for Friday, August 19<sup>th</sup> in person at VCOE. Registration to follow.
- **SIRAS/CALPADS Support:** Attend SIRAS Zoominars for ongoing support. The schedule is posted on the [SIRAS4CALPADS Padlet](#). Support for data monitoring procedures are on the [SIRAS4Admins Padlet](#).
- **Attend SIRAS Office Hours with SELPA for Data Specialists** scheduled for the 3rd Thursday of the month 8:30am to 9:30am. Click on the [Zoom link](#) to join or visit the [SIRAS4Ventura Padlet](#) for the flyer.