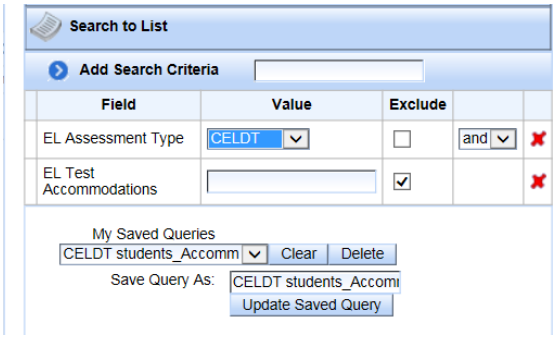
SIRAS SYSTEMS NEWS

September, 2016

HOT New Features Introduced in Response to User Requests

- You can now create a list of students by EL Assessment Type (CELDT or VCCALPS) and their accommodations. Choose the EL Assessment Type and add EL Test Accommodations to the search criteria. Edit the list and sort by school attending and grade level, if desired. This will give a list of ALL students that are taking that particular test. If you want to refine your list only to students who have accommodations listed on the IEP, check the box to exclude IEPs where the accommodations were left blank.



- You can now quickly find student lists of overdue IEPs/EVALs by Speech/Language Pathologist. If you have administrative access in SIRAS, go to the Reporting menu/Overdue IEP/EVAL Lists and select by School Attending, Case Manager, Psychologist or Speech-Language Pathologist.
- In the Choose Student List, you can now select **Grade** as a default column by right clicking on the **Student ID** column and selecting **Grade**.

COOL Changes Made to Existing Features to make life easier

- Parent Response options now appear immediately after checking **Meeting Held**. If the parent **Accepts the plan,** all of the CASEMIS data moves over to the MIS Summary. If parent **Does not accept the plan/Stay-put**, only the IEP dates will advance to the MIS Summary. If any of the other Parent Response Options are chosen, all of the CASEMIS data moves over to the MIS Summary. This new feature will send more accurate data to the MIS Summary based on the Parent Response. Please refer to the help document linked here.

IMPORTANT INFORMATION for all users in SIRAS

- There has been a recent change to the Meeting Excusal form. Due to a compliance finding by the CDE, the signature of the LEA representative is now required. Please take note of the added signature line.
- The pages have been reordered in the IEP Manager, lending the meeting discussion to a more facilitative sequence, addressing behavior needs prior to the Least Restrictive Environment (LRE). The behavior plan (if needed) is now right after the CAASPP page, followed by the ELD (for English Learners only) and LRE pages. The SELPA IEP agenda and facilitator's checklist have been revised to reflect the change. They are found in the Tools menu, under Added Forms/IEP.

SIRAS NEWS

October, 2016

IMPORTANT INFORMATION for all users in SIRAS

California Assessment of Student Performance and Progress (CAASPP) Testing Update

The California Department of Education (CDE) announced that this year will be a pilot year for new science tests aligned to the Next Generation Science Standards (NGSS) that replace the CST, CMA and CAPA. The California Science Test (CAST) and the California Alternate Assessment (CAA) will be administered in science. Students who were previously assessed using the CST and CMA will take CAST and students who are assessed using an alternate will take CAA.

Science tests will be piloted with all schools in California and given in grades 5, 8 and high school (either grade 10, 11, or 12). The grade level of the high school tests will be different at each school site within a district (which have yet to be determined). For up-to-date information on CAASPP testing, visit the CAASPP website @ http://www.caaspp.org/ .

Universal tools, designated supports and accommodations (UDAs) for the new science tests have not been released. Once they are released by the CDE, they will be put into the menus of the CAASPP page in SIRAS. Participations in science (CST, CMA, CAPA) selected prior to this change will be removed and new test participations (CAST, CAA) will need to be selected on the MIS Summary page or on the CAASPP page for IEPs in Development, but the menu choices of UDAs will be locked and left blank (since they have not been released). The considerations checkbox and statement about the CMA at the bottom of the CAASPP page has been removed. School sites who will test 12th grades students for science are yet to be determined, therefore, the CAASPP page will be required for students in 12th grade. To minimize the need for addendums to add UDAs for the science test, document on an additional page in SIRAS the IEP team discussion about UDAs for science, should they be available OR that the UDAs will be added via an addendum meeting once they become available. See help sheet attached for guidance.

Additionally, the non-embedded designated support of **simplified test directions** has been added for math and ELA tests and a **100s number table** added for the math test. These are now available as choices on the CAASPP page in SIRAS.

Uploading Documents in SIRAS

You can upload a document (such as a Word Document, Excel file, JPEG, PDF) to a student's SIRAS record. Frequently, **Assessment Reports** and the **signed agreement and attendance page** are uploaded. Anyone who is associated with the student has access to view or upload documents.

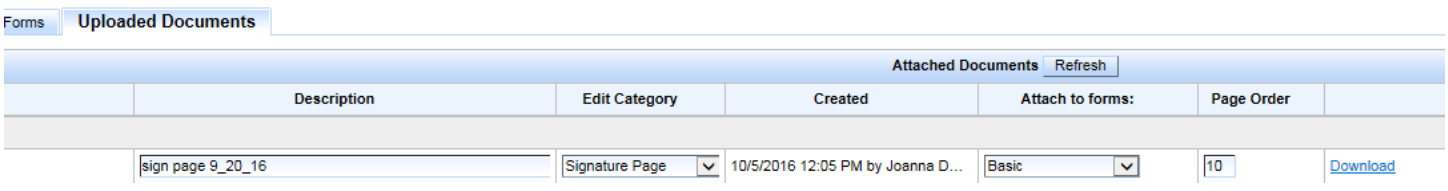
To upload the signed Agreement and Attendance page:

1) Go to the IEP Manager. Go to the IEP in Development.

2) Select the "Uploaded Documents" tab and following the directions above to associate the document with the meeting.

3) Select "Signature Page" from the **Category** dropdown. Enter a file description (e.g., Signature Page) and click the "Add" button. Select your saved PDF of the signature page. Click the "Upload" button.

4) Select "Basic" from the **Attach to forms** dropdown.



Note: Only PDF files can be attached to the IEP or ISP The file name convention is important. Do not use a file name with more than one period, i.e. "signature page 4.1.2014.pdf". The only period in the file name should be used to separate the file name and the type of file; i.e. "Signature Page.pdf".

SIRAS NEWS

November, 2016

IMPORTANT INFORMATION for all users in SIRAS

California Assessment of Student Performance and Progress (CAASPP) Testing Update

The California Department of Education (CDE) has released the Universal tools, designated supports and accommodations (UDAs) for the new science tests. They will be added into the menus of the CAASPP page in SIRAS this month. For IEPs that occur prior to the additions into the menus, you may document the IEP team decision about UDAs for science on the meeting summary/notes page. The UDA graphics and CDE's Matrix One can be found on the CDE website @ http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp.

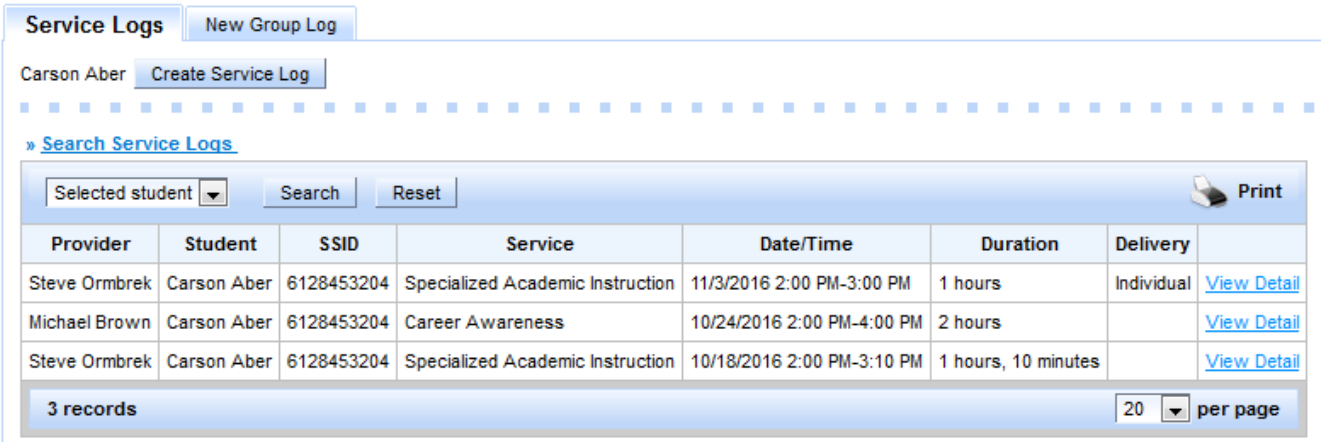
The goal and baseline dropdown menus in the GoalWizard are no longer auto-entered. Previously, when accuracy and consistency were entered for the goal, the baseline was automatically filled in. Now that they are no longer connected, make sure that you choose accuracy and consistency criteria that are in the same terms for the goal and the baseline. For example, if the accuracy for the goal is a % correct, then the baseline should also be a % correct and if the consistency is for a certain number of consecutive trials, then the baseline should also be a number of consecutive trials.

A beta version of the new Service Log feature is now available in SIRAS. The individual Service Log is located under the Student Info menu. The comprehensive Service Log is located under the Reporting menu, where you will see all of your students, rather than a single student. Service providers, such as Speech and Language Pathologists, Occupational Therapists and Physical Therapists might find this new feature especially beneficial.

To use the Service Log:

1. Select a student.
2. Go to Service Log [Student Info menu > Data Collection and Progress > Service Log].
3. Click on the 'Create New Log' tab**.**
4. Click on **Create Individual Service Log**.
5. Complete the log and click **Validate and Save**.
    - Completed logs will be found under the 'Service Logs' tab.
    - To view all service logs for multiple students go to the Reporting menu and click on Service Log.
    - Click on the link 'Search Service Logs' to develop Service Log reports.

There are still bugs in this feature and additional improvements and enhancements are forthcoming, such as graphing the service progress. We are anxious to hear your feedback and suggestions. Send your suggestion/feedback about the Service Log to Steve Ormbrek at steve@sirassystems.com.



Provider	Student	SSID	Service	Date/Time	Duration	Delivery	
Steve Ormbrek	Carson Aber	6128453204	Specialized Academic Instruction	11/3/2016 2:00 PM-3:00 PM	1 hours	Individual	View Detail
Michael Brown	Carson Aber	6128453204	Career Awareness	10/24/2016 2:00 PM-4:00 PM	2 hours		View Detail
Steve Ormbrek	Carson Aber	6128453204	Specialized Academic Instruction	10/18/2016 2:00 PM-3:10 PM	1 hours, 10 minutes		View Detail

SIRAS SYSTEMS NEWS

December, 2016

IMPORTANT INFORMATION for all users in SIRAS

California Assessment of Student Performance and Progress (CAASPP) Testing Update

- Last month the California Department of Education (CDE) released the Universal tools, Designated supports and Accommodations (UDAs) for the science pilot tests: California Science Test (CAST) is for all students, except for students with a significant cognitive disability and who will participate in the California Alternate Assessment (CAA). Changes made to the CAASPP Participation page and the menus of the CAASPP page have been updated to reflect the 2016-2017 UDAs. Many of the embedded supports available for the ELA and math tests are available on the science pilots, with the exception of the CAA for science.
- Although the CAA for science will be electronic, embedded supports will not be available for the CAA science pilot due to the format of the test. The CAA for science pilot is a performance task, with an accompanying lesson. The teacher will teach the activity (1:1, small group, or whole class), and then take data on individual student performance and record the data electronically. The students won't have questions presented in the same format as the computerized versions of ELA and math, so there isn't a need for embedded supports, and any other "variation on theme" should be addressed by the 1:1 nature of testing and the "language of instruction" (as the teacher presents/instructs).
- The 2016-2017 CAASPP UDA menus for ELA, math and science has been uploaded to Tools/Added Forms/ Menu Options. You can use the menu as a teaching tool throughout the year, marking off supports that are not needed and highlighting ones that are helpful for each student, which will inform recommendations for CAASPP testing supports discussed at the IEP meeting.
- Grade levels for each high school site have been named by CDE for the science pilot. For high school students, choose how the student will/would participate, if assessed in the science this year and select supports. High school grade assignments are posted. http://www.caaspp.org/administration/about/science/science-assignments.html
- Remember that an IEP meeting is required to add **accommodations** for CAASPP.

For all CAASPP tests:

If you have an open IEP meeting and completed the old CAASPP Participation page (but haven't held the meeting), delete the old CAASPP form (by clicking the red **X) and re-open it to find the new form and menu options.

**If the student's IEP/Tri was completed prior to the changes (11/30/16), hold an addendum (per district policy) and include the CAASPP Participation page to add supports for science. If your meeting was held prior to October 7, when simplified test directions and the 100s number table were added and you were waiting to add the supports for ELA, math and science all at once, you can hold that meeting.

- ✓ 2016-2017 UDA graphics and CDE's Matrix One: http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp. There are hotlinks from the Matrix with more information about Simplified Test Directions and Read Aloud requirements.
- ✓ CAASPP Accessibility: http://www.caaspp.org/administration/accessibility/index.html. Look specifically for CAASPP Usability, Accessibility and Accommodations Guidelines.
- ✓ CAA information: http://www.caaspp.org/administration/about/caa/index.html.

Administrative Amendment v. Addendum

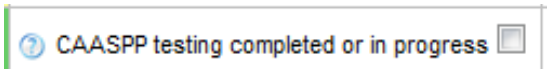
- Occasionally, the district and parent may agree not to convene an additional IEP team meeting to make very minor changes to the IEP. The **Administrative Amendment** is a written document that can be developed and signed by both parties to amend or modify the IEP. The Administrative Amendment is not done in a meeting; the written amendment is in place of a meeting. Only a district representative and a parent are required to sign the Administrative Amendment. Administrative Amendments are to be used only with prior administrative approval.
- The **Addendum** page is used only for minor changes to an IEP. Addendum IEPs require a meeting and the attendance of all required IEP team members. The Addendum page is most frequently used to add a goal or goals, change amount of time in general education, amend a positive behavior support plan, initiate an assessment, review an assessment that does not result in substantial changes to an IEP, make a referral to an outside agency or document a meeting to review the student's current progress in current placement. It should not be used for changes in the primary service or program for a student, or to make substantial changes in the amount of services a child receives.
- Consult your district policy/district administrator for more specific information regarding use of the Administrative Amendment versus the Addendum page.

SIRAS NEWS

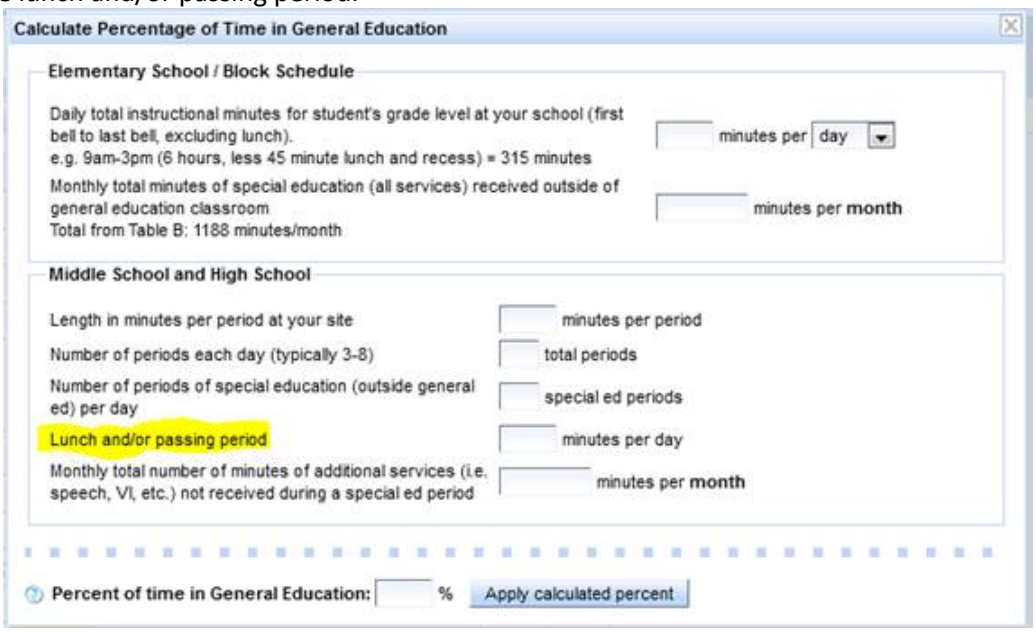
January, 2017

IMPORTANT INFORMATION for all users in SIRAS

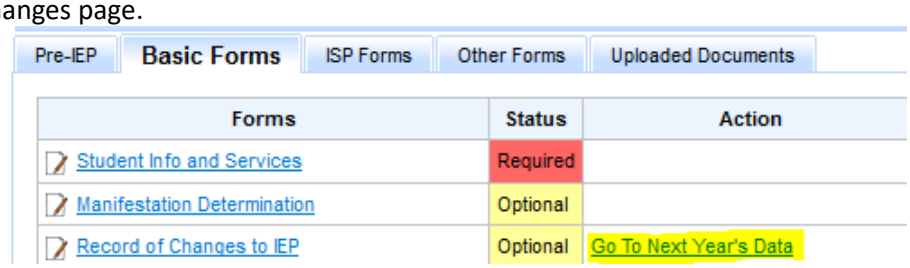
- SIRAS has completed development on a CAASPP checkbox that will allow you to fill out the CAASPP form for next year's testing participation if testing is in progress or has been completed for the year. The checkbox will be visible when testing begins. When the box is checked, the choices in the dropdown menus advance to reflect the student's grade *next year*. The checkbox is located in the IEP Manager in the Action column to the right of the CAASPP Participation page.



  It is also located on the MIS Summary above the testing participation menus and on the Student Info/Special Ed Profile/Assessment Info/DRDP tab.
- You can start reviewing your CAASSP data using the CAASPP Assessment List found under the Reporting menu/Student lists/Predefined Lists. Data from the list will be used to export supports to TOMS as we get closer to testing.
- The Service log feature has been fully developed and deployed. It is found under the Student Info menu/Data Collection and Progress. A held document has been developed for the Service Log feature, which is accessible from this link. Ongoing feedback is welcome on this new feature.
- The Percentage of Time in General Education Calculator tool now includes a box for Middle & High School staff to enter minutes for the lunch and/or passing period.



- A quick link to Next Year's Data has been added to the Action column of the IEP Manager to the right of the Record of Changes page. From the Next Year's Data tab you can specify the next case manager and other providers, which are not on the Record of Changes page.



- The December 1 CASEMIS data submission has been completed and certified. Thank you all for your diligent monitoring of your Notifications and Messages on your home page which are a direct reflection of current compliance concerns!

SIRAS News February 2017

HOT New Features Introduced in response to user requests

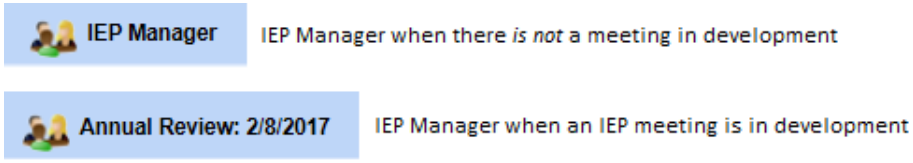
- The CAASPP checkbox introduced last month has been improved to clarify whether the CAASPP page is for the Current school year or Next school year. If CAASPP for **Current school year** is checked, the choices in the dropdown menus on the CAASPP page will be for the student's *current* school year. If CAASPP for **Next school year** is checked, the choices in the dropdown menus on the CAASPP page will advance to reflect the student's grade *next* year. The checkbox will be visible when testing begins and will be located in the IEP Manager in the Action column to the right of the CAASPP Participation page.

IMPORTANT INFORMATION for all users in SIRAS

- You can start reviewing your CAASPP data using the CAASPP Assessment List found under the Reporting menu/Student lists/Predefined Lists. Data from the list will be used in the export to TOMS as we get closer to testing. The *Export for TOMS instructions* include preparing the data and export, accessible from this link.
- As of the CAASPP Update Issue 190 dated January 25, 2017, **non-embedded science charts (periodic table and reference chart)** are *no longer* considered a non-embedded universal tool for science as previously indicated on the Science Pilot Test accessiblity graphic (Oct 2016) and Matrix One (Oct 2016). They are now a **non-embedded designated support**. The revised *CAASPP UDA menu* is found in SIRAS under Tools/Added Forms/Menu Options and also from this link.
- TOMS has linked Embedded **Text-to-Speech** for math and science. If selected in either subject, the student will have Text-to-Speech for both subjects in the testing interface. Revised *CAASPP Participation page instructions* are found under the blue ? in the IEP Manager and also from this link.

COOL Changes Made to Existing Features to make life easier

- The link to the IEP Manager in the main navigation toolbar is now dynamic. If a meeting is in development, the type of meeting and meeting date appear next to the picture icon. If there is not a meeting in development, the traditional IEP Manager label appears. Now, once a student has been chosen, you can see whether a meeting is in development with one less click, at-a-glance from the toolbar.



- A new security protocol was applied in December. Difficulty accessing SIRAS has been addressed. If your work was inconvenienced and access was blocked while implementing the new security protocol, your immediate and detailed feedback was received and reviewed, which assisted in a quick resolution to the issue. In the event you receive a message like this again, please respond according to the instructions in the message that appears.

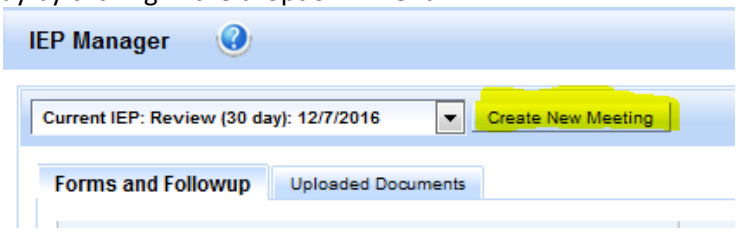
IMPORTANT Reminders for CASEMIS Staff

- As of the upcoming June 30 data collection, the CASEMIS program will keep track of pending referrals and new plan types have been added in SIRAS. As you know, referrals that are initiated do not always result in an IEP (Plan Type 10). Pending IEPs will now be Plan Type 30. At the time the data is collected, if the Initial IEP meeting has not occurred yet or the referral process stopped prior to an IEP meeting, the student will be reported as Plan Type 30. The same is true for infants entered into SIRAS, who are pending their Initial IFSP. They will also be reported as plan type 30. SIRAS now differentiates between students who attend private school and do not have an ISP (Plan Type 70) and those who are pending a move to one. Transition from IEP to ISP (70) is intended for students who currently do not have an ISP, but one is in development.

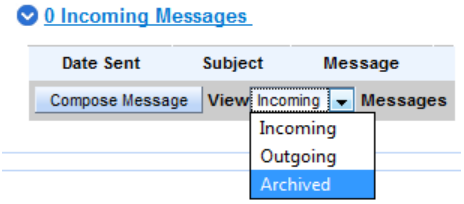
SIRAS News March 2017

HOT New Features and COOL Changes Made to Existing Features to make life easier

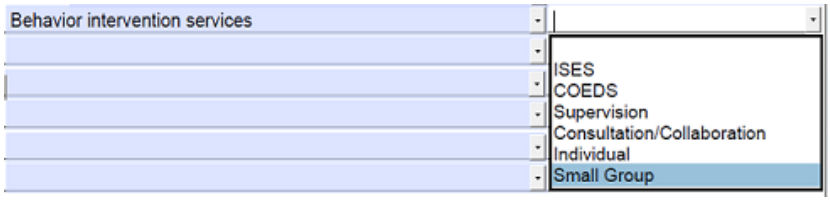
- A new button in the IEP Manager has been added to quickly create a new meeting. You can also create a new meeting the traditional way by clicking in the dropdown menu.



- You can now access your archived messages in the Incoming Messages on your home page, by clicking into the dropdown menu and choosing **Archived**.

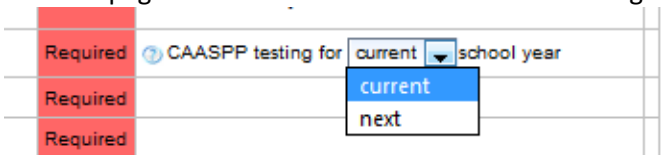


- On the Student Information and Services and Least Restrictive pages, additional descriptions of Behavior intervention services have been added in the services sections for the regular school year and for extended school year. Supervision, Consultation/Collaboration, Individual and Small Group have been added as choices. Descriptions of these services are also detailed in the district's offer of FAPE.



IMPORTANT INFORMATION for all users in SIRAS

- The CAASPP testing current/next school year dropdown option will be visible when testing begins and will be located in the IEP Manager in the Action column to the right of the CAASPP Participation page. Select **current** from the menu if you are developing the page for this year's testing or select **next** for participation options on *next* year's state testing to appear on the CAASPP page that are associated with the student's grade level *next* year.



- If your district will be exporting SIRAS data to upload into TOMS, make sure that you have reviewed your CAASPP Assessment List (Reporting/Predefined Lists) and made needed changes prior to the export. The *TOMS Export Help* document contains detailed information about preparing the data and the export itself.

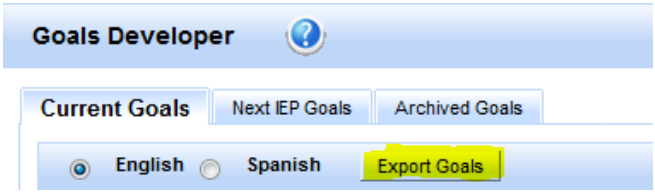
IMPORTANT Reminders for CASEMIS Staff

- Children included in the Spring DRDP must have begun services before March 1. Practitioners are currently making observations and in April will complete the rating records, concluding by June 1. Rating data **must** be entered into SIRAS by June 9.
- The post-secondary outcome surveys have been updated for 2017. Now is the time to batch print and mail them so that the responses can be entered for the June 30 submission.
- Save the Date for our next CASEMIS staff meeting on May 17, 2017 (8:30-3:00) with lunch included. CASEMIS and CALPADS staff will meet together the first hour, 8:30-9:30. A flyer with registration information for CASEMIS and CALPADS staff will be sent via email.

SIRAS News April 2017

HOT New Features

- You can now export your students' current goals to a spreadsheet. Click on the **Export Goals** button in the Goals Developer, which will take you to the data export page. Click the **Start Process – Generate Export** button to initiate the export and once the export is complete you will see the exported file at the bottom of the page, under My Finished Exports.



COOL Changes Made to Existing Features to make life easier

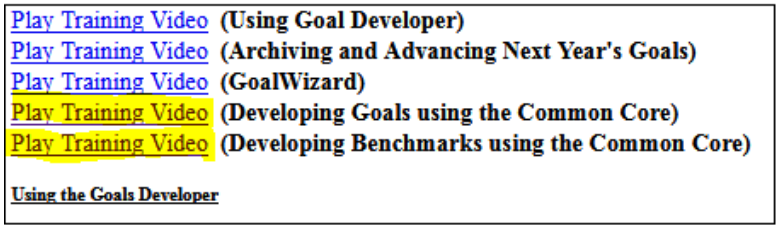
- In order to make the documents in the Tools menu > Added Forms and Assessment Reports more manageable, SIRAS Systems added new category bars and a search mechanism. If you do not know which category your document is filed under, type a part of the name of the document you are searching for and click on **Search**.

Additionally, in the Documents File under the Student Info menu > Student Profile, category bars will be generated for student records with more than 20 uploaded documents.

- A new message for the Signature Page Upload now identifies that a signed signature page PDF has been uploaded and will replace the blank signature page. To upload a signature page after the IEP has been held, go to the uploaded documents tab in the IEP Manager. Upload the file, then select 'Signature Page' under Category and 'Basic' under Attached to Form.

IMPORTANT INFORMATION for all users in SIRAS

- Firefox for PC version 52 or greater no longer supports the Adobe Reader Plugin. If you are using Firefox you will need to select the 'HTML' option for the Form Viewing Mode at the bottom of the IEP Manager. If you want to continue to use the Adobe Reader plugin you will need to use Internet Explorer or Safari when using SIRAS.
- New Goal and Benchmark Development training videos have been added to assist with developing grade level academic goals aligned to the Common Core. Training videos and instructions for the Goals Developer are found under the blue question mark in the Goals Developer.

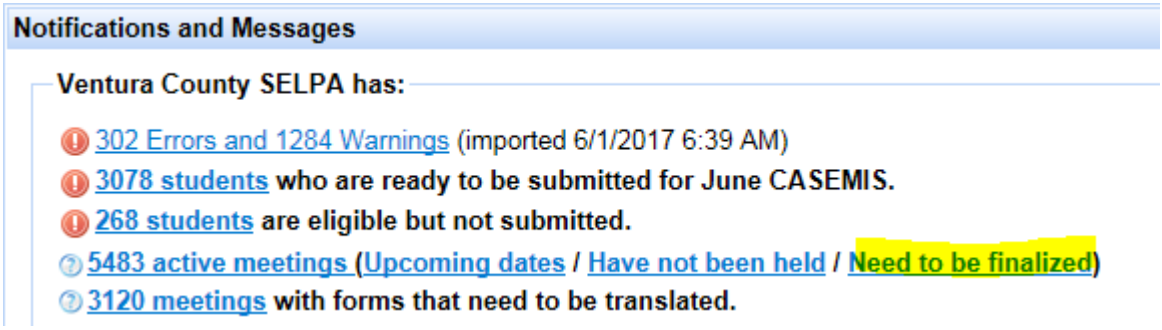


- Errors and Warnings posted on your homepage are a reflection of a reporting date of April 21st run on current active MIS Summary data. This is specifically for districts involved in DINC, Prong II, and helpful for all districts to prepare for the June submission. This will assist everyone in having data ready for the June CASEMIS count.

SIRAS News June 2017

IMPORTANT INFORMATION for all users in SIRAS

- As we approach the end of the school year, remember to finalize all meetings that have been held. To find out which meetings have yet to be finalized, check the link on your home page (see screenshot) under *Notifications and Messages*. **Meetings left un-finalized will result in the student's record not advancing at the time of the summer rollover.** This means that the student's grade will not advance for the IEP in development, nor will Next Year's Data. If a meeting MUST be continued over the summer, CASEMIS staff will manually advance the grade once the meeting concludes and is finalized next school year.



- The June 30 CASEMIS data pull is fast approaching. Refer to the messages of Errors and Warnings on your SIRAS home page and on the MIS Summary page. There must be zero Errors and the Warnings reviewed for accuracy at the time of certification. If you are unsure how to resolve Errors and Warnings, contact your CASEMIS staff for assistance before you leave for summer.

- If your students' school, services, providers or transportation will change for next year, you can edit/confirm Next Year's Data in SIRAS. To check data for an individual student, go to Student Info > Next Year's Data or for your entire student list, go to Reporting > Student Lists > Predefined Lists and select Next Year's Data.

- In reviewing the data, make sure that if one service or provider is changing next year, ALL services and providers will need to appear in the field for Next Year, not just the one that will change. Next Year's Providers and/or Services *will replace Current Services* at the time of the SIRAS rollover/grade advance, usually mid-Summer.

- District Admin and CASEMIS staff can view students that will be automatically transferred to their district during the rollover. Click on the schoolhouse icon check the "Only incoming students (next year's data)" checkbox. This will allow you to preview incoming student records as Read Only, to assist you in planning for next school year.

On behalf of Siras Systems and the SELPA, thank you for the hard work you do for our students.
Have a great summer!!!!