

## **NEW** features in SIRAS

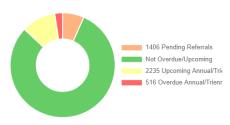
 You can now easily send an email to all student's providers from SIRAS. Go to the Provider tab under the Student Info menu and click the 'Open Email to all' button. This will open a message on your default email

Service Providers / Asso	ciated Users		
Name	Role	Email	Action
NUMBER AND DESCRIPTION OF	Case Manager		Replace ×
	Speech-Language Pathologist	idillau Cabasa ann	Replace ×
		Open Email to all	Clear all provid

and auto enter the email addresses of all the providers for that student. If this does not open your default email, go to settings in your browser and identify your default email.

• **Goals Developer:** The Social Emotional Behavior domain has been deployed as an update to the prior Social Emotional domain, now with new updated categories and stems. A big thank you to Fran Arner-Costello and the Ventura County SELPA behavior steering committee for the development and to Kern County SELPA for translating the new goal stems. Remember to save your favorite stems as you explore and start using the updated version.

## **IMPORTANT** Information for <u>all users</u> in SIRAS



• Use the Student Data Overview links on your home page to monitor Upcoming and Overdue meetings for 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).

• 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 meeting in the IEP Manager to verify all needed signatures have been received before finalizing.

- Siras is now using a new support ticketing system to help provide even better customer service. For all support questions, we suggest emailing <a href="mailto:support@sirassystems.com">support@sirassystems.com</a>. No need to CC Michael, Steve, or Brian.
- Service Logs: Document an IEP service provided, an evaluation completed, and the completion of a consultation or the hours a student worked using the service log feature in SIRAS.
- 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. Click on the <u>Padlet link</u> for the flyer.

## **IMPORTANT** Information for <u>SIRAS Data Administrators</u> in <u>SIRAS</u>

- Siras has developed a 504 CALPADS Enrollment Help sheet linked here.
- 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 <u>SIRAS4Admins</u> and Padlet. Schedule SELPA and/or SIRAS Fall 1 review meetings now. A list of 2022-2023 SELPA/CALPADS Reporting Due Dates is <u>linked here</u>. If you haven't had the chance, print Census Day reports from SIRAS now. Utilize the <u>SIRAS4CensusDay</u> Padlet as a resource.
- Get ready for Fall 1 reporting. Utilize the IEP meeting Compliance Review sheet.
- **Review 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. Review/correct if needed, the meeting delay reasons on 16.8 report for Fall 1 reporting.
- The deadline for **Fall DRDP data** in SIRAS is December 16, 2022. Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the SIRAS4Admins Padlet.
- **Review the New Referral List** for students with Parental consent unreported to CALPADS. Create an archived record.
- SIRAS Office Hours with SELPA for Data Specialists are scheduled for the 3rd Thursday of the month 8:30am-9:30am. Click on the Padlet link for the flyer.

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