

## **IMPORTANT** Information for all users in **SIRAS**

- All active SIRAS records will be grade advanced on the weekend of July 16<sup>th</sup>-17<sup>th</sup> and Next Year's Data will be applied.
- Monthly **SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/Advanced Users/District Administrators** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2022-2023 school year, beginning August 18. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.

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

- The SPED grade rollover and advancement of Next Year's Data will occur on the weekend of July 16<sup>th</sup>-17<sup>th</sup>. See the instructions posted on the [SIRAS 4 Admins Padlet](#) for procedures prior to and following the rollover.
- Prior to the rollover, finalize all meetings with dates on/before the rollover date.
- Students with Pending IEP status and open Initial IEP meetings that will be transferring to another district, where parent consent is in one district and the Initial IEP will happen in another, close the meeting as abandoned and have the new district open a new Initial IEP with the same referral dates. *Request assistance from [support@sirassystems.com](mailto:support@sirassystems.com) to open the new initial in the new district.*
- The 504 and SST grade rollover occurred the weekend of July 9<sup>th</sup>-10<sup>th</sup>.
- 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 16<sup>th</sup>. It is best practice that they are finalized by Census Day. Remind staff they will need to be continued when school begins and that the team **MUST** contact the SIRAS Data Administrator when the meeting is finalized. After the meeting is finalized, manually advance the grade level, and update the school and providers if needed. See the instructions posted on the [SIRAS 4 Admins Padlet](#).
- After the rollover, search for students without a Case Manager and assign one. At that time, update your caseloads with new providers and school changes.
- After the rollover, continue to follow up on IEP meetings finalized last year that did not have parent consent. Print a list from Reporting/Meeting Reports/Predefined/Parent Contacted, No Response. Narrow the meeting date criteria, e.g., 8/1/2021-current date, to limit meetings in the list from last year only. Remember that meetings finalized this way last year, do not have the new year's goals approved yet. If parent consent is received because of your follow up, upload the signed document and update the parent consent. Do **NOT** reactivate the meeting to complete these tasks. Review your associated archive(s) and current data to make sure they were properly updated to reflect the new parent response.
- Add Block Access and reassign student associations for staff who are not returning in the fall. Make sure that remove their email address, phone number and district/school assignments.
- [Enter Progress Report dates and School Holidays in excess of 5 days](#) in Tools/SELPA-District-School Admin for the 2022-2023 school year. You do not need to enter all of your school holidays for the year, only school holidays that are in excess of 5 school days.
- Check the [SIRAS 4 CALPADS Padlet](#) for the SIRAS Zoominar schedule.
- The SELPA's Fall 1 training meeting is scheduled for August 19<sup>th</sup>, in-person. All SIRAS, CALPADS and Admin staff are welcome to attend and collaborate with your district's data team. Registration is now open on the SELPA website.
- 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 2022-2023 school year. Join us in July and next year. Check the [SIRAS 4 Ventura Padlet](#) for the flyer and zoom link.



SELPA thanks you for tireless commitment in the work that you do. Have a great summer!



## SIRAS CCSS Goal Alignment to Assessment & Worksheet Project

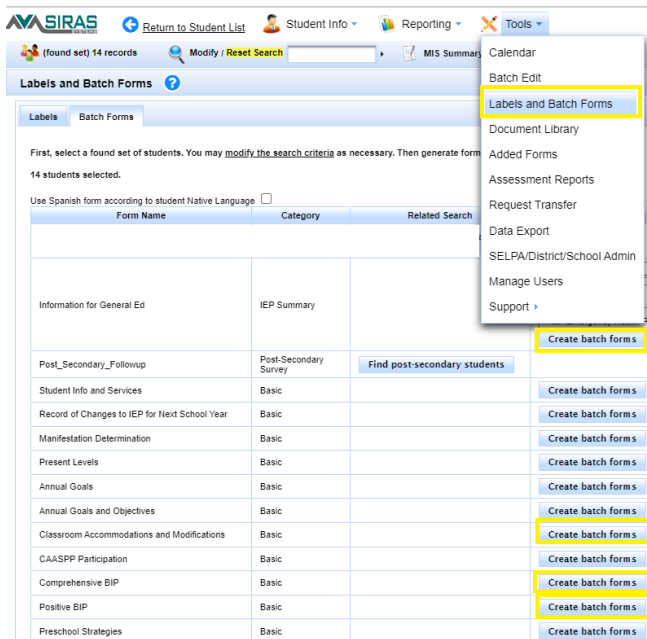
- Siras Systems is looking for volunteers to assist in the development of short assessment worksheets connected to the goal stems when developed in the GoalWizard. Our hope is that we can combine our resources and efforts to develop material for CCSS goal stems. SIRAS Systems will help coordinate and 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)

## IMPORTANT Information for all users in SIRAS

- Review meetings finalized last year without parent consent.** Go to Reporting > Meeting Reports > Predefined Reports tab > click Parent Contacted, No Response. Adjust the meeting dates on the query to (7/1/2021-6/30/2022). Students whose last meeting finalized without consent, will still be working on the previous year's goals.
- Share IEP forms/Info for Gen Ed forms easily from SIRAS.** IEP/Non-IEP forms are Savable and Printable in Batch. In the Tools menu/Document Library, click the 'Fill in for student' checkbox to

**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 try to login with the wrong password. Click on the button to have a password reset link emailed to you.

enable the ability to save non-IEP forms.



Print IEP and Non-IEP forms in batch by going to the Tools menu/Labels and Batch Forms/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. Click on the [Zoom link](#) to join.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- CERT Error Button:** In the CALPADS Reporting area, the Import CERT Errors button is working again following a recent fix from CALPADS. This retrieves Certification errors from CALPADS and attaches them to SIRAS records.
- Schoolwide Provider Access Role (Manage Users)** Siras has updated the Schoolwide provider function and developed an explanation on how it is best used. Click [here](#) for further guidelines for this access role.
- 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. Periodically throughout the school year, or upon request, SIRAS will update the user account and provider-student association data.

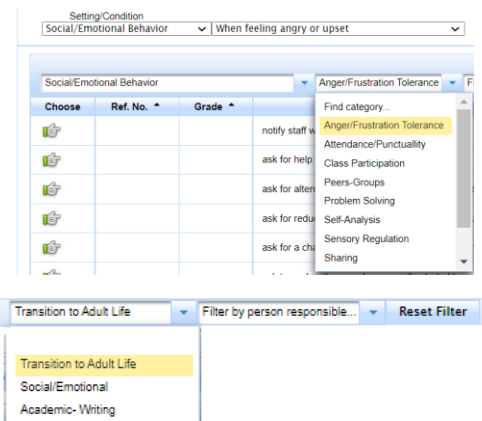
- **SIRAS Meetings and Trainings:** Training and office hours flyers are on the [SIRAS4Ventura Padlet](#). Check the [SIRAS4CALPADS Padlet](#) for the SIRAS Zoominar schedule. The SELPA's **Fall 1 training meeting** is scheduled for August 19<sup>th</sup>. **SIRAS Office Hours with SELPA for Data Specialists** are scheduled for the 3rd Thursday of the month 8:30am-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](#).

**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 2022-2023 school year.

## NEW features in SIRAS

- **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.
- **You can now filter goals by Domain or Person Responsible** from the upper left side of the Progress Report, Data Collection and the Goals Developer. This will be helpful when printing data collection grids, reporting on progress by area and developing goals.



## IMPORTANT Information for all users in SIRAS

- **Siras is now using a new support ticketing system to help provide even better customer service.** For all support questions, we suggest emailing [support@sirassystems.com](mailto:support@sirassystems.com). No need to CC Michael, Steve, or Brian.
- **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).
- **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.
- **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.
- **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 (plus goals, behavior plan, and health plans) to the staff. Utilize Batch forms to print copies of the Info for Gen Ed and/or other IEP forms for your caseload.
- **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 [Padlet link](#) for the flyer.

### Search for possible data discrepancies.

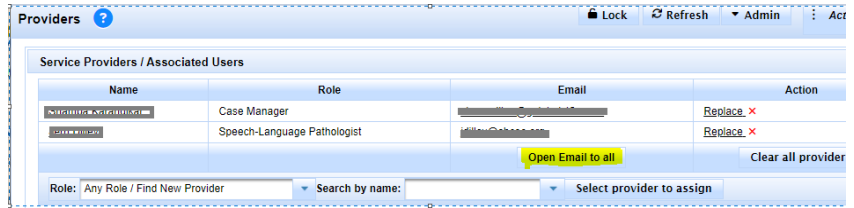
- **HS only:** [Students with transition plans and missing transition services.](#)
- **Preschool only:** [Update preschool program settings in September.](#)

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

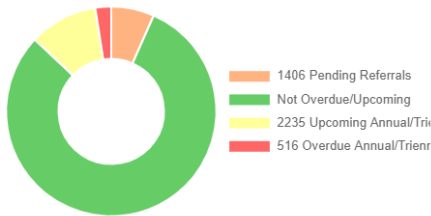
- **Get ready for Fall 1 reporting.** Utilize the IEP meeting [Compliance Review sheet](#) and [Getting Ready for Census Day](#) reporting ppt.
- **Develop lists and reports for your director.** Find Overdue meetings and/or Meetings without written consent [using this help sheet.](#)
- **Review the New Referral List** for students with Parental consent unreported to CALPADS. Create an archived record.
- **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.
- **SIRAS Meetings and Trainings:** Training flyers are on the [SIRAS4Ventura Padlet](#). Beginner and Intermediate training for New Teachers/Case Managers, Administrators and Specialists are scheduled. Registration is open on the [SELPA website](#). 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-9:30am. Click on the [Padlet link](#) for the flyer.

## 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 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 all users 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.

📊 Student Data Overview
📁 3258 Meetings
↔️ 15 Transfers
👤 0 Assignment Requests
📧 41 Incoming Messages

- Siras is now using a new support ticketing system to help provide even better customer service.** For all support questions, we suggest emailing [support@sirassystems.com](mailto:support@sirassystems.com). 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 [Padlet link](#) for the flyer.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

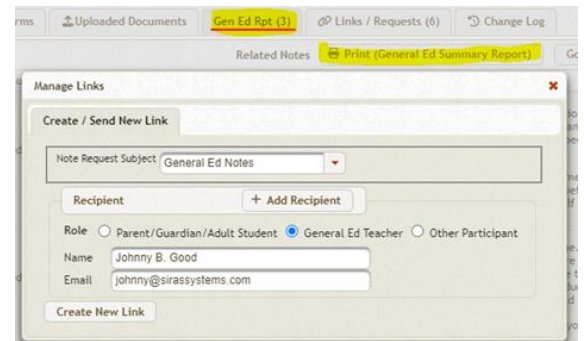
- Siras has developed a 504 CALPADS Enrollment Help [sheet linked here](#).
- CALPADS Fall 1 snapshots are now available.** Review reports from CALPADS and make needed changes to SIRAS records and send to CALPADS. Follow the Data Monitoring Procedures prior to meeting with SELPA. Procedures are posted on the [SIRAS4Admins](#) and Padlet. Schedule SELPA and/or SIRAS Fall 1 review meetings now. A list of 2022-2023 SELPA/CALPADS Reporting Due Dates is [linked here](#). If you haven't had the chance, **print Census Day reports** from SIRAS now. Utilize the [SIRAS4CensusDay](#) 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.

## New features for all users in SIRAS

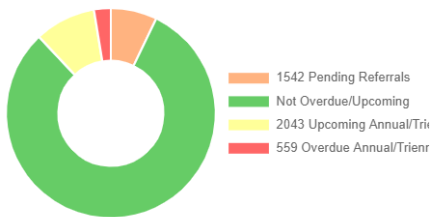
Pre-Meeting:	Basic Forms:
Referral	Consent/Agreement
<i>Notice of Reassessment</i>	Notes Page
Assessment Plan	Attendance/Participation
Meeting Notice	Behavior Intervention Plan
Medi-Cal Billing Permission	Emergency Health Care
<i>Interim Placement</i>	
<i>Meeting Excusal</i>	
<i>Designation of Representative</i>	

- Upload and Replace SIRAS forms in Forms Manager:** You have now the ability to replace several SIRAS forms with an uploaded document. This is an improvement to an existing feature where some forms were replaceable. While the meeting is open, go the Documents tab to upload. In the chart, the new ones have been italicized. Your SELPA may not have all the forms listed.

- General Ed Summary Report:** This is an expanded feature that allows either the IEP/504/SST team to acquire information from the general education teachers and then build a General Ed Summary report. You can create an email link to the general ed teacher. When the general ed teacher opens the link, they can enter comments about the student and attach related documents that would be helpful to the IEP/504/SST team. Once the general ed teachers have responded, click the 'General Ed Summary Report' button to build a professional summary report for the meeting.



## IMPORTANT Information for all users in SIRAS



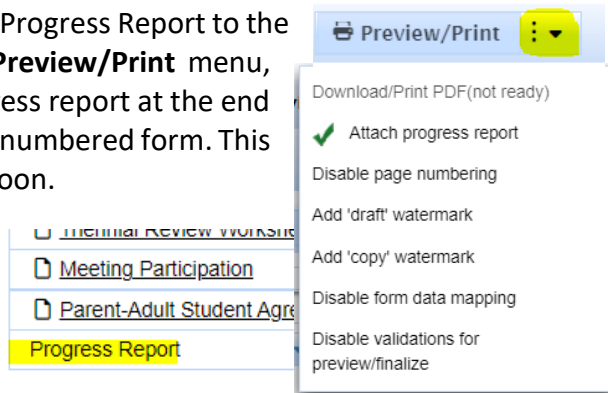
- CAASPP and ELPAC supports for 2022-2023** have been updated by the CDE and are being updated in SIRAS.
- Use the Student Data Overview links on your home page to monitor Upcoming and Overdue meetings for your caseload.**
- Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received.
- 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.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

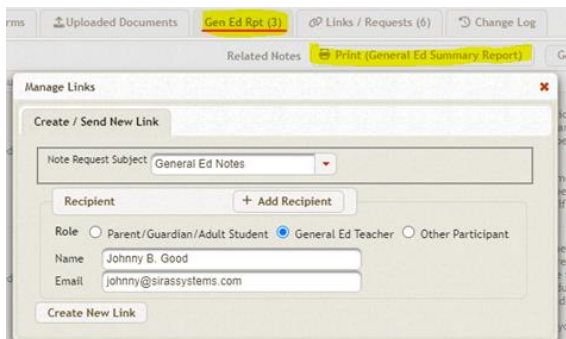
- Baseline records are required when a student transfers to your district. This should be completed *before* the team holds their first IEP. As a regular (weekly) data monitoring procedure, run your predefined query under CALPADS Queries called 'Baseline reporting required' and get the baseline IEP inherited from the previous District archived asap. **SIRAS has implemented a new error to help prevent the related SPED0438 and CERT132 errors that are associated with not having created a baseline.** [See help sheet for creating baseline records.](#)
- [Export IEP meeting data](#) for upload to the BASICS IEP Data Visualization tool. You will be able to create graphs of your current IEP compliance.
- Fall 1 LEA Approval is upon us. Refer to the suggested SELPA [due dates document](#) to assist the team. Review problem-solving resources on the Procedures are posted on the [SIRAS4Admins](#) and [SIRAS4CALPADS](#) Padlets.
- Program settings will be used to calculate the district's LRE indicators. It is important to review them for accuracy, specifically for the TK/K students.
- Finalize as many IEP meetings dated on/prior to 10/5/22 and send their archives to CALPADS.
- Review your meeting delay reasons as of 10/5, using the 16.3 or 16.8 CALPADS report. All students on the list should have a [meeting delay reason](#) prior to your LEA approval.
- Utilize [the data tracking worksheet](#) to summarize and take notes for your director.
- [DRDPs are due in SIRAS by Dec 16<sup>th</sup>](#). Please create an internal due date sooner and remind your staff.

## New features for all users in SIRAS

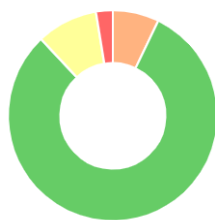
- **Progress Reports:** SIRAS now has an option to attach the Progress Report to the IEP in development as a numbered form. Using the **Preview/Print** menu, select 'Attach progress report'. This will attach the progress report at the end of the IEP, visible in the preview and the finalized IEP as a numbered form. This new feature is still in development with improvements soon.
- **Menu Changes:** In the Student Info menu, the 'Assessment Info' option has been removed from the Special Ed Profile tab and placed directly under the Student Info menu for easier access. Over the next few weeks, there may be some other minor menu changes which will be announced in advance.



- **General Ed Summary Report:** This is an expanded feature that allows either the IEP/504/SST team to acquire information from the general education teachers and then build a General Ed Summary report. You can create an email link to the general ed teacher. When the general ed teacher opens the link, they can enter comments about the student and attach related documents that would be helpful to the IEP/504/SST team. Once the general ed teachers have responded, click the 'General Ed Summary Report' button to build a professional summary report for the meeting.

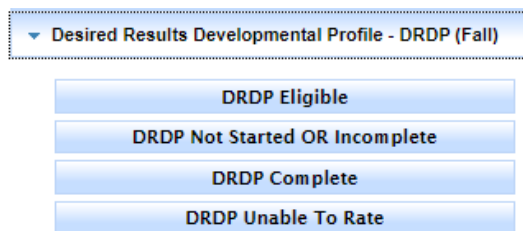


## IMPORTANT Information for all users in SIRAS



- **CAASPP and ELPAC supports for 2022-2023** have been updated by the CDE and are updated in SIRAS. New UDA menu updates have been deployed to SIRAS for the [CAASPP](#) and [ELPAC](#).
- **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.

- **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.
- **DRDPs are due in SIRAS by Dec 16<sup>th</sup>.** Utilize the predefined DRDP queries to monitor your progress. Report the reasons for any students with ALL unable to rate on the [exception list](#) for your director and SELPA. Complete instructions are detailed on the [DRDP help sheet](#).



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- [Export IEP meeting data](#) for upload to the BASICS IEP Data Visualization tool. You will be able to create graphs of your current IEP compliance.
- Fall 1 LEA Approval is upon us. Refer to the suggested SELPA [due dates document](#) to assist the team. Review problem-solving resources on the Procedures are posted on the [SIRAS4Admins](#) and [SIRAS4CALPADS](#) Padlets.

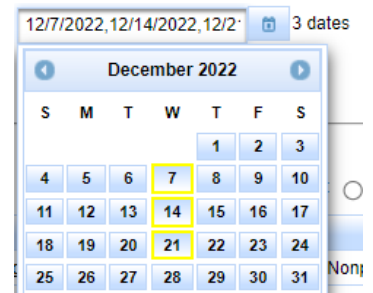
## IMPORTANT Information for all users in SIRAS

### Get Ready for Spring ELA, Math, Science and EL testing:

- [CAASPP and ELPAC supports](#) for 2022-2023 have been updated by the CDE and are updated in SIRAS. New UDA menu updates have been deployed to SIRAS for the [CAASPP](#) and [ELPAC](#).
- The [statewide testing windows](#) open soon, with ELPAC starting as early as February 1. Review your SBAC/CAA/ELPAC data in SIRAS. Your district will likely export supports and accommodations for TOMS 1-2 weeks prior to the first day of testing in your district. If needed, schedule IEPs to make necessary changes prior to the data export(s). 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.

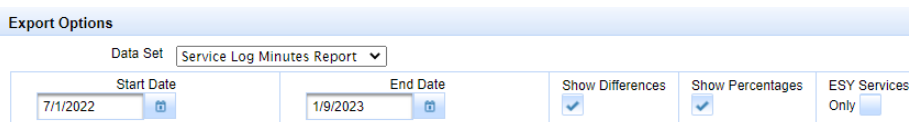
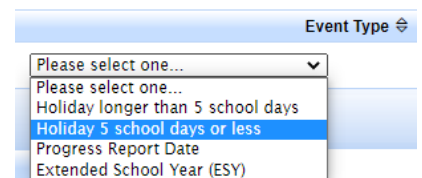
### IEP Implementation:

- This spring, the CDE will be collecting service data for a random sample of students from each LEA. The service log feature in SIRAS is a great way to document that services have been completed. The service log reports from SIRAS can now show a list of students and the degree to which they have received their services, making it easier for districts to complete the implementation review.
- **Service Logs:** Improvements to the service log will now allow a provider to make a log note for multiple dates, both for individual students and group sessions. In addition, you are now able to select the number of minutes served in a single click.
- **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings.
- **Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received.



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **IEP Implementation:** This spring, the CDE will be collecting service data for a random sample of students from each LEA. Data will be collected from February-April 2023 and due to CDE by June 30, 2023. For the most accurate service log reports, each district will enter all school holidays, including those of any length. Go to the Tools menu/SELPA/District/School Admin/Calendar Events. Service log



minutes report can now be generated with a date range, differences, and percentages and exported from 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. [Access the updated DRDP Help Sheet on the SIRAS4Admins Padlet.](#)

### Closing out Fall 1

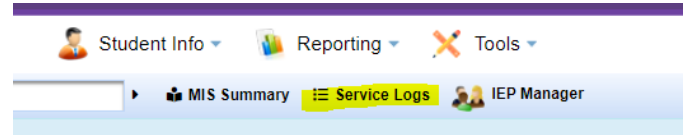
- If your LEA approved your **Fall 1 revision** between November 30 – December 20, 2022, the LEA will need to disapprove that revision and work on a most recent "Revised Uncertified" revision to view and clear errors that have now been reverted to Fatal. During this time period, the SPED 16 dot reports were not functioning properly either, which resulted in too few students on the reports. For both reasons, most LEAs will review the revision dated after December 20 for accuracy before disapproving the old revision and approving a new (more accurate) revision.
- **The CERT errors that were made warnings prior to December 16, 2022** must be resolved during the amendment window. Review [CALPADS Flash 246](#) for more information.
- **We are currently in the Fall 1 Amendment window.** The SELPA approval deadline for the Fall 1 amendment window is January 13, 2023, so that the SELPA can make sure all approvals are certified by the CALPADS deadline of January 20, 2023.
- The schedule of monthly SIRAS Support Webinars is posted on the [SIRAS4CALPADS Padlet](#).



## IMPORTANT Information for all users in SIRAS

### IEP Implementation Monitoring:

- This spring, the CDE will be collecting service data for a random sample of students from each LEA. The service log feature in SIRAS is a great way to document that services have been completed. **Service Logs:** a provider is able make a log note for multiple dates, both for individual students and group sessions. In addition, you are able to select the number of minutes served in a single click. Check out the [Service log video](#) for more information.
- **The service log is now very easy to access** using the new link on the MIS Summary/IEP Manager tool bar.
- **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings.
- **Review your open meetings regularly.** Finalize IEP meetings as quickly as possible, right after parent consent has been received.

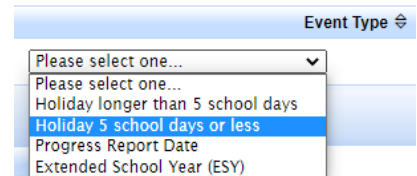


### Get Ready for Spring ELA, Math, Science and EL testing:

- [CAASPP and ELPAC supports for 2022-2023](#) have been updated by the CDE and are updated in SIRAS. New UDA menu updates have been deployed to SIRAS and the menus uploaded to Added forms for the [CAASPP](#) and [ELPAC](#).
- 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.
- The [statewide testing windows](#) are open, with ELPAC starting February 1. Review your SBAC/CAA/ELPAC data in SIRAS. Your district will likely export supports and accommodations for TOMS 1-2 weeks prior to the first day of testing in your district. If needed, schedule IEPs to make necessary changes prior to the data export(s). 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.
- **DRDP:** The SELPA has now submitted the Fall DRDP to DR ACCESS. Now is the time to print your reports directly from DRDP. The information can be used by the IEP team and shared with parents.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **IEP Implementation:** This spring, the CDE will be collecting service data for a random sample of students from each LEA. For the most accurate service log reports, each district will enter all school holidays, including those of any length.
- **SIRAS Role for Service logs only:** A new role is in development where a user has read only access to SIRAS, but can create service logs. At this time, there is a role called "Goals, Progress, Service Log" which allows the user to access those areas, with read only access to the other areas of the program.
- **Now that the Fall 1 is over,** print your certified reports and continue practicing ongoing data monitoring procedures. These include 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](#).
- **Register now: The Spring EOY meeting** for SIRAS and CALPADS data administrators is scheduled for Wednesday, May 3, 8:30-11:30 via Zoom. The flyer is [linked here](#).
- **Service Log training:** Ventura County SELPA is offering training on the service log for teachers and specialists.
- **SIRAS Office Hours with SELPA:** *\*for Data Admins\** *\*for Adv Users/District Admins\** *\*for 504/SST Users\**
- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).



## IMPORTANT Information for all users in SIRAS

- **IEP Implementation Monitoring:** This spring, the CDE will be collecting service data for a random sample of students from each LEA.
- **Service Logs Updates:** When selecting the **Service Date(s)**, you know can click on multiple dates. The dates selected will be highlighted in yellow. A Service Log will be created for each date that is chosen.
- **Log monthly SAI minutes in bulk** for an individual student or a Group! When you select SAI as the Service, you have the option to check the box to log minutes in bulk without having to check off each calendar day.

**Create New Service Log**

Service Provider: Ethan Brown  
 Provider Role: Case Manager  
 Service Log Category: Service Delivered  
 Service: Specialized Academic Instruction - 330

Log monthly SAI minutes in bulk:

Service Date(s): 2/1/2023, 2/6/2023, 2/8/2023

Duration: Specify Time

Student	S	M	T	W	T	F	S
Session Delivery	5	6	7	8	9	10	11
Attendance	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
Primary	26	27	28				

**Create New Service Log**

Service Provider: Ethan Brown  
 Provider Role: Case Manager  
 Service Log Category: Service Delivered  
 Service: Specialized Academic Instruction - 330

Log monthly SAI minutes in bulk:

Enter the month and the total minutes of classroom time scheduled, regardless of attendance. Logging this way is intended only for a comparison of minutes offered to minutes from the IEP.

Number of days the class was scheduled this month:  \* Duration of each session in minutes:

Total SAI minutes scheduled for month of: Mar 2023 =

Student: Sparrow, Jack

Session Delivery:  Individual  Group  Consult

Attendance:  Attended  Make-up  Absent  Unexcused/refused

- **Session Delivery and Attendance** are now separated. Session delivery will default to the method in which you create a Service Log, Individual or Group. You can also change to Consult if that is what you need. Attendance allows the provider to choose if the student was present, absent, unexcused/refused, or if service you

- provided was a make-up. Check out the [Service log video](#) for more information on recent changes.
- **New Medical Billing Permission Reference:** In the IEP Manager to the right of the form, you can now see the date the MediCal Billing Permission form was last signed and whether permission was granted.
- **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings. Review your open meetings regularly. Finalize IEP meetings as quickly as possible, right after parent consent has been received.
- **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.

1 / 1 linked requests completed  
[Manage Links](#)  
 1 signature

MediCal Billing Permission  Yes  No  
 Permission Date: 1/19/2023

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **New Meeting Purpose Search:** In the Search page under the Meeting Related Queries the user can select the meeting purpose that had been held the current school year. To execute the search the 'Meetings This School Year' button to the right of the popup menu.
- **Access Role for Service logs:** New roles have been developed for Districtwide and Sitewide users and for individual students, where the provider has to access the service log only.
- **Continue practicing ongoing data monitoring procedures.** These include 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

Predefined Queries | Saved Queries | Historical/Advanced Query

> CALPADS Queries  
 > Compliance Concerns  
 > Meeting Related Queries

No Meeting Scheduled and Upcoming/Overdue

Meetings This School Year: any purpose

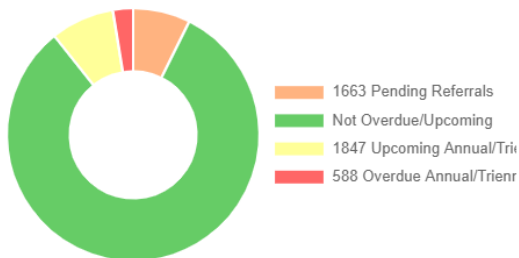
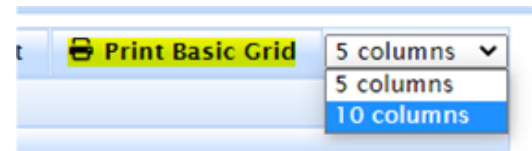
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Referral List and archiving records with Parental Consent. See the [SIRAS4Admins Padlet](#) for a complete list of Data Monitoring Procedures.

- **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](#).
- **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 26<sup>th</sup>*. Locate all DRDP eligible students by going to the Search button/Predefined Queries. Refer to the DRDP Help Sheets on the [SIRAS4Admins Padlet](#)
- **Post-secondary outcome surveys:** The 2023 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 Sheets on the [SIRAS4Admins Padlet](#) for more information on sending it using links and for entering multiple responses.
- **Register now: The Spring EOY meeting** for SIRAS and CALPADS data administrators is scheduled for Wednesday, May 3, 8:30-11:30 via Zoom. The flyer is [linked here](#).
- **SIRAS Office Hours with SELPA:** *\*for Data Admins\* \*for Adv Users/District Admins\* \*for 504/SST Users\**
- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).

## IMPORTANT Information for all users in SIRAS

- **Second IEP Meeting Notice:** A second meeting notice is now available for students with a secondary contact in SIRAS. After you develop the first Meeting Notice form, SIRAS will generate a second Meeting Notice form as optional for use when you would like to send a notice to a second contact.
- **Basic (Data Collection) Grid enhancement:** The data collection grid has been improved with 2 new options. This will generate a list of the goals with a grid of either 5 or 10 columns for each goal. To print a grid, go to the Student Info menu > Data Collection and Progress > Data Collection then click the **Print Basic Grid**. The grid is designed for printing and not a fillable form.
- **IEP Implementation Monitoring:** This spring, the CDE will be collecting service data for a random sample of students from each LEA. The CDE will be looking at minutes provided. If a student was absent, the service offered will not be included in the data collection. Although services missed due to student absence typically do not require make-ups, it is important for case managers to be aware of lengthy absences or services missed, so that they can be addressed by the IEP team.
- **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 Choose student list by clicking on the number of records below the SIRAS logo. Select Overdue from the Overdue menu and press Student Lists. Change the "as of" date at the top to 6/30/23 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.



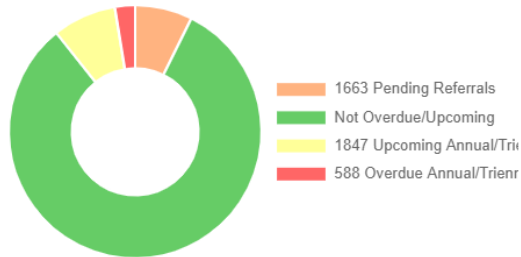
- **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings. Review your open meetings regularly. Finalize IEP meetings as quickly as possible, right after parent consent has been received.

## 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 you 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 26<sup>th</sup>.*
- **Post-secondary outcome surveys:** *Post-secondary data is due in SIRAS on Friday, June 24<sup>th</sup> for EOY 4 Reporting.*
- **Register now: The Spring EOY meeting** for SIRAS and CALPADS data administrators is scheduled for Wednesday, May 3, 8:30-11:30 via Zoom. The flyer is [linked here](#).
- **SIRAS Office Hours with SELPA:** *\*for Data Admins\** *\*for Adv Users/District Admins\** *\*for 504/SST Users\**
- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).

## IMPORTANT Information for all users in SIRAS

- **IEP Implementation Monitoring**: The CDE is monitoring a random sample of students from each LEA. Review the service log minutes report/export for your caseload to see if you have entered services provided, including those for whom you offered services, but were absent. See the [Service Log Export help sheet](#).



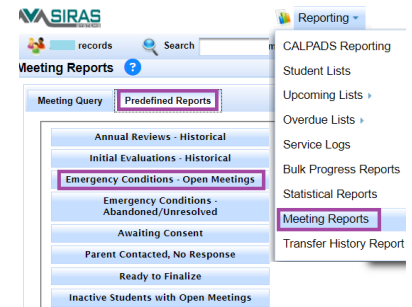
- **Schedule all of your remaining meetings for the year.** Go to the Choose student list by clicking on the number of records below the SIRAS logo. Select Overdue from the Overdue menu and press Student Lists. Change the “as of” date at the top to 6/30/23 to find all students who have annuals or triennials 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.
  - **Use the Student Data Overview** links on your home page to monitor Upcoming and Overdue meetings. Review your open meetings regularly. Finalize IEP meetings as quickly as possible, right after parent consent has been received.
- **Hold and finalize ALL IEP meetings due by 6/30/23 before you leave for summer.** View your homepage Student Data Overview.
- **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.
- **Finalize all open IEP meetings dated on or before 6/30/23:** 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. 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.

## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **IEP Implementation Monitoring**: The CDE is monitoring a random sample of students from each LEA. Each LEA has received the list of students. Review existing data in SIRAS for the students and enter missing data. After entering all missing data, run the Service Log Minutes Export again with the minutes grouped. See the [IEP Implementation Toolkit for Admins for more info linked here](#).
- **EOY CALPADS reporting: Thank you for participating in the EOY training.** The ppt and recording have been posted on the [SIRAS 4 Ventura Padlet](#).
- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. This includes sending your 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 review. It is most effective to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Spring DRDP:** *DRDP data must be entered into SIRAS by Friday, May 26<sup>th</sup>.*
- **Post-secondary outcome surveys:** *Post-secondary data is due in SIRAS on Friday, June 23<sup>rd</sup> for EOY 4 Reporting.*
- **Work-based learning data (WBLR):** Locate/print reports for students who have completed 100 hours of work-based learning and those who have completed 4 courses of college/career classroom-based experience. *Enter WBLR information into your SIS by Friday, June 23<sup>rd</sup>.*
- **Save the Date for the CDE Fall CALPADS Roadshow:** Ventura will host the Fall Roadshow on Friday, August 18<sup>th</sup>. Staff from Ventura and surrounding areas are welcome to attend. Look out for the flyer and registration information.
- **Ventura County SIRAS Office Hours with SELPA:** *\*for Data Admins\* \*for Adv Users/District Admins\* \*for 504/SST Users\**
- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).

## IMPORTANT Information for all users in SIRAS

- **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:
  - ✓ **Schedule and hold all remaining meetings for the year** (due by 6/30/23). Go to the Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the “as of” date at the top to 6/30/23 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.
  - ✓ **Finalize all open IEP meetings dated on or before 6/30/23.** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports/Emergency Conditions- Open meetings to locate all 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.
- **Form changes:**
  - The **Transportation Worksheet** has been uploaded to Tools/Document Library/Non-meeting forms to assist the IEP team in determining the need for special transportation. This is available now.
  - On July 1, a new form called **Supplementary Supports / ESY Services / Transportation** will be deployed in SIRAS. This form contains data that we have traditionally described on the LRE and SIS forms. Supplementary supports can be consultations/training that are not directly linked to IEP goals.
  - As a result of an expanded transportation area on the new form, the **Student Info and Services** form will be revised. Additionally, the **Least Restrictive Environment** form will be revised and no longer include consultations, additional supports and ESY.
- There are new **Short Cuts in SIRAS**. To quickly get to your Choose Student list, hold down Ctrl/Command + spacebar. Once you are looking at one student record, hold down Ctrl/Command + arrow keys to move to the next student on your list (same as green arrows).



## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Custom List and Queries Sharing Feature:** SIRAS 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.
- **EOY Reporting reminders:**
  - ✓ CALPADS SPED [EOY materials](#)
  - ✓ VC SELPA [EOY ppt](#)
  - ✓ SIRAS [EOY Checklist](#)
  - ✓ SELPA Deadline for LEA Approval July 14, 2023.
  - ✓ Initial certification deadline is July 28, 2023 (only LEA-level approval needed).
  - ✓ [CSIS CALPADS EOY primer](#)
  - ✓ Finalizing IEPs in SIRAS
  - ✓ Collecting/entering PSTS data in SIRAS
  - ✓ Verify Discipline reports with SPED department before approving.
  - ✓ NPS Discipline reporting
- **Post-secondary outcome surveys:** *Post-secondary data is due in SIRAS on Friday, June 23<sup>rd</sup> for EOY 4 Reporting.*
- **Work-based learning data (WBLR):** Locate/print reports for students who have completed 100 hours of work-based learning and those who have completed 4 courses of college/career classroom-based experience. *Enter WBLR information into your SIS by Friday, June 23<sup>rd</sup>.*
- **Save the Date for the CDE Fall CALPADS Roadshow:** Ventura will host the Fall Roadshow on Tuesday, September 5th. Staff from Ventura and surrounding areas are welcome to attend. Look out for the flyer and registration information.
- **Ventura County SIRAS Office Hours with SELPA:** *\*for Adv Users/District Admins\**
- The schedule of **SIRAS Support Webinars** is posted on the [SIRAS4CALPADS Padlet](#).