

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

35 Pending Referrals Not Overdue/Upcoming 42 Upcoming Annual/Triennial 14 Overdue Annual/Triennial

- 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 sible Finalized IEPs are sent to

n	Student Data Overview a 4 meetings — 0 transfers 🕹 2 Assignment Requests 🖄 39 incoming messages				
~	Q Find open - two weeks past - meetings -	Translation Req'd	all students	*	
e	Student ¢	Purpose ¢	all students		
0			assigned students		
0			meetings created by me		
n			assigned students or meetings created by me		

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.
  - $\circ$  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.
  - o Icon for complete forms/validations: instead of a green check, you can change to smiley face or happy cat.
  - $\circ$   $\,$  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 <u>SIRAS Data Administrators</u> in <u>SIRAS</u>

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

Upload file attachment to	Meeting ×				
Attach to / Replace Forms Category	Basic IEP Forms V				
Compress PDFs					
File Description	Replacement Forms				
Max file size 10 MB	Behavior Intervention Plan: will replace Comprehensive BIP, Positive BIP				
Consent Pages(s): will replace Parent-Adult Student Agreement					
	Attendance Page(s): will replace Meeting Participation				
Notes Page: will replace Additional Page					
Attachments					
Medi-Cal Billing Permission					
	Signature Forms				
	Assessment Report	٣			

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User Account	Personnel Data	Student Assignments	Site Assignments	User Audit	Edit Preferences
	Skin (Special E	Diuesky	•		
	UI animatio	allow 🗸			
Icon for con	npleted forms/validation	ns 💿 Check 🔿 Smiley	y 🔿 Happy Cat		
Choose st	tudent: default number records per pa		0 🔿 100 💿 200		
Choose stude	ent: default status sea	rch active only 🗸			
Default scope	for admins: Site Leve Individual Stude		~		
Hide stud	lent names from error	list show 🗸			
Default	Home Page selected	ab overview 🗸			
	Update F	references			