SIRAS News August 2017

New HOT Features Introduced in Response to User Requests

SST & 504 Modules *Coming Soon* to SIRAS

- Two new options for your district's general education intervention and 504 planning teams will be available in September. The SST Tracker module and the 504 Plan module are separate components from the Special Education IEP and data, but exist within the same SIRAS system. There is no additional cost for these modules and include generic 504 forms (both English & Spanish) and SST forms (English only) for districts to use. Further directions will be made available upon release of the modules.
- The SIRAS Login page will contain a change. There will be three login buttons under the user name and password fields: **Special Ed** / 504 **Plan** / SST **Tracker.** Unless your district adopts the SST Tracker or the 504 Tracker, you will use the login to Special Ed.
- If you are interested in including your district's SST or 504 forms contact steve@sirassystems.com. If you have requests, questions or feedback on the new SST Tracker or 504 Plan module, contact Siras Systems.

IMPORTANT INFORMATION for all users in SIRAS

- Enter your student's scores on the SBAC and the CAA from last school year into SIRAS. Go to the Student Info menu, select Special Ed. Profile/Assessment Info/DRDP to enter scores and levels. Move quickly through your caseload by using the green arrows on the main tool bar.
- 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.
- Review your current students. If all of your current caseload does not appear in your student list, go to the Student Info menu and select Manage Caseload to request the student. Additionally, if there is a student on your list who is no longer enrolled or getting services, use the manage caseload feature to request the removal of the student from your caseload.
- The California Alternate Assessment (CAA) Participation Decision Making worksheet replaced the CAPA Participation worksheet. It can be found in the Document Library/ Non-IEP Forms and in Tools/ Added Forms/State Testing.

Notifications and Messages

Use the links on your home page to monitor your caseload throughout the year.

- Review your students who have active meetings that have upcoming dates, have not been held and that have not been finalized. Students who had meetings left over from last school year may not have been part of the grade advance/rollover that occurred on August 1st.Contact your CASEMIS staff if a student from the Need to be finalized link did not advance to their new grade this year.
- Review your students with upcoming IEPs (due within the next 30 days) and EVALs (due within the next 75 days).
- Review your students with overdue IEPs, EVALs, initial evaluations and overdue/incomplete evaluations for students who have already had their 3rd birthday.

Notifications and Messages

Ventura County SELPA has:

- **12454 students** who are ready to be submitted for December CASEMIS.
- **1770 active meetings** (**Upcoming dates** / **Have not been held** / **Need to be finalized**)
- **2615 meetings** with forms that need to be translated.
- 296 students with validation errors found by SIRAS.
- 1681 students with pending referrals.
- 390 students with upcoming IEP, IFSP or EVAL dates as of today.
- 30 students with overdue IEP or EVAL dates as of today.
- 11 students whose initial evaluation date is more than 60 days since their parent consent date.
- 3 students age 16+ with incomplete or out of compliance transition goal (TRAN_REG) data.

SIRAS News September 2017

New HOT Features Introduced in Response to User Requests

- The **SST / 504 Module will be released around the middle of September** as a **beta** test. User feedback for the enhancement of this module will be appreciated.
- Two new options for your district's general education intervention and 504 planning teams will be available in September. The SST Tracker module and the 504 Plan module are separate components from the Special Education IEP and data, but exist within the same SIRAS system. There is no additional cost for these modules and include generic 504 forms (both English & Spanish) and SST forms (English only) for districts to use. Further directions will be made available upon release of the modules.
- The SIRAS Login page now contains a change. There are three login buttons under the user name and password fields: **Login to Special Ed | Login to 504 | Login to SST.** Unless your district adopts the SST Tracker or the 504 Tracker, you will use the login to Special Ed.
- The SST and 504 modules come with generic forms, however if your district is interested in including your district's SST or 504 forms contact steve@sirassystems.com for the cost of development. If you have requests, questions or feedback on the new SST Tracker or 504 Plan modules, contact Siras Systems.
- Further directions will be made available upon release of the modules.

IMPORTANT INFORMATION for all users in SIRAS

- In the 2017-2018 school year, the CELDT will be administered ONLY as an initial assessment for English Learners. The new state test for English language proficiency, the ELPAC, **will be given to all English Learners as a summative test in Spring 2018**. The alternate assessment (VCCALPS) is aligned to this timeline as well. Initial kindergartners whose IEP designates them to be assessed using the VCCALPS will test in the fall and all English Learners will be assessed using the VCCALPS for their annual assessment in Spring 2018, when the ELPAC is given. Variations, accommodations and modifications for the CELDT listed on the current IEP may be different than supports for the ELPAC, which were just released. A **new ELD page with ELPAC supports** will be ready to use in September. For meetings occurring prior to the page change, record the discussion of supports in the classroom and supports for ELPAC testing on the meeting summary page. Utilize CDE's Matrix Four for a list of approved Universal Tools, Designated Supports and Accommodations. Contact your district representative for guidance.
- **SIRAS will be moving away from PDF to solely HTML (coming in November).** Internet browsers such as Edge, Firefox and Chrome do not support PDF mode. In the future, new versions of Safari and Internet Explorer will not support PDF mode either. In anticipation of these changes, the PDF mode options will be removed from SIRAS on November 1st. If you are a PDF mode user, SIRAS will switch you to HTML mode automatically. After November 1st, regardless of your browser, all SIRAS users will view IEPs in HTML mode. As we make the transition away from the PDF mode that allowed SIRAS to seamlessly interact with Adobe Reader, you will notice that previewing and printing will be different. Instead of automatically sending a PDF document to Adobe Reader, IEP forms will be integrated into the browser. Once you see the preview, you can download or print the form by clicking on the **Download/Print** button. Depending on your browser preferences, you will be presented with a PDF file to either open or save and print from there.
- A project is under way to streamline goal selection for OTs using SIRAS! OT domain-specific categories are being consolidated for ease of use. The goal development group would like input from SIRAS users around the state via a survey in the month of September. Click on the survey link to participate! OT Survey
- Enter your students' scores on the SBAC and the CAA from last school year into SIRAS. Go to the Student Info menu, select Special Ed. Profile/Assessment Info/DRDP to enter scores and levels. Move quickly through your caseload by using the green arrows on the main tool bar. The CAA levels have been added into the menu options for results.
- The date field on the Medi-Cal Billing Permission form to the right of the signature is now mapped to the Medi-Cal Billing Permission Date on the Student Info/Personal Profile/Disability/Medical tab.

New HOT Features Introduced in Response to User Requests

- **IT'S READY: the SST Tracker and the 504 Modules!** If your district is interested in using either the SST Tracker or the 504 Plan Developer you can email steve@sirassystems.com for assistance to get started. These modules will initially be deployed as beta versions; your feedback would be greatly appreciated.
- There is a new "Add Page" button on the Meeting Notice (continuation) so that users can create multiple continued Meeting Notices without writing over the old Meeting Notice (continuation) form.

IMPORTANT INFORMATION for all users in SIRAS

- **SIRAS has transitioned to HTML.** Internet browsers such as Edge, Firefox and Chrome do not support PDF mode and in the future, new versions of Safari and Internet Explorer will not support PDF mode either. You will notice that previewing and printing are different. Instead of automatically sending a PDF document to Adobe Reader, IEP forms will be integrated into the browser. Once you see the preview, you can download or print the form by clicking on the **Download/Print** button. Depending on your browser preferences, you will be presented with a PDF file to either open or save and print from there. If you are having trouble printing, turn-off your pop-up blockers in the browser settings. Support documents for turning off pop-up blockers can be accessed by clicking on this link.

Changes to ELD and CAASPP

- In the 2017-2018 school year, the CELDT will be administered ONLY as an initial assessment for English Learners. The new state test, English Language Proficiency Assessments for California (ELPAC), will be given to all English Learners as a summative test in Spring 2018. A new **ELD page** has been deployed in SIRAS with the Universal Tools, Designated Supports and Accommodations (UDAs) available for ELPAC**.** For active meetings that you already opened the (old) ELD form and saved, you will need to **DELETE the old ELD form** by clicking the Red X next to the form. Open a new ELD page and the new ELD page will be for ELPAC. Select supports for the ELPAC. Supports selected should be like supports the student uses in the classroom daily and are similar to those used for the CELDT in the past. Continue to report the most recent CELDT levels and scores on the IEP. Once we have results for the ELPAC, the menu options in SIRAS will follow suit.
- Use the new ELD form as part of an **Other review** or **Addendum** meeting to add supports for ELPAC for students *who will not have an IEP meeting before the Spring administration*. If the student will also need revisions to supports for CAASPP, you might want to do both at the same Other/Addendum meeting. Consult with your district for guidance about which meeting type and the timeline to complete this.
- For more information about CELDT, the transition to ELPAC, information for parents, and Matrix Four UDAs can be found on the CDE website link. http://www.cde.ca.gov/ta/tg/ep/elpacparentguide.asp
- The California Department of Education (CDE) has released the updated Matrix of UDAs for the CAASPP tests in ELA, Math and Science. The menus on the **CAASPP page** are now updated.
- Hold an **Other review** or **Addendum** meeting to add/change supports with a CAASPP page *for students who will not have an IEP meeting before the Spring administration of CAASPP tests*. If the student is also an English Learner and UDAs for ELPAC need to be added, you might want to do both at the same meeting. Consult with your district for guidance about which meeting type and the timeline to complete this.
- The UDA graphics and Matrix One can be found on the CDE website @ http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp.
- Enter results into SIRAS for the fall **DRDP** by December 15.

SIRAS News November 2017

## New HOT Features Introduced in Response to User Requests

- **SST Tracker and the 504 Modules** The modules employ Transfer buttons on the MIS Summary page which move the student record from one module to another (for example, SST to 504 or SST to Special Education). If your district is interested in using either the SST Tracker or the 504 Plan Developer email steve@sirassystems.com for assistance to get started. Since the modules are beta versions, your feedback would be greatly appreciated.
- **CAASPP Participation in SIRAS** Beginning 10/24/17, the **CAASPP Participation** menus for ELA, math and science were no longer tied to the student's grade level. This **eliminates the need to distinguish between current and next year's UDAs** and allows for more fluid documentation of supports for testing. With this change, IEP teams will be able discuss and document the UDAs for ELA, math and science that reflect the classroom accommodations and modifications used for assessments. Supports listed on the current IEP will be in place for the next time the student accesses statewide assessment for each subject.
- For students who have already had their annual IEPs, with last year's CAASPP and/or CELDT on the ELD form, a single meeting (**Other review** or **Addendum)** can be used to add supports for CAASP and ELPAC at once. Consult with your district for guidance about which meeting type and the timeline to complete this.
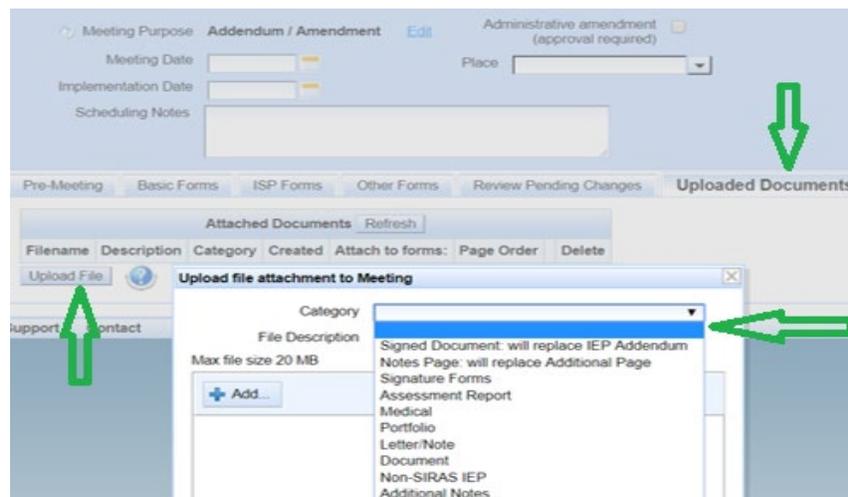
IMPORTANT INFORMATION for all users in SIRAS

- **SIRAS has transitioned to HTML.** Internet browsers such as Edge, Firefox and Chrome do not support PDF mode and in the future, new versions of Safari and Internet Explorer will not support PDF mode either. You will notice that previewing and printing are different. Instead of automatically sending a PDF document to Adobe Reader, IEP forms will be integrated into the browser. Once you see the preview, you can download or print the form by clicking on the **Download/Print** button. Depending on your browser preferences, you will be presented with a PDF file to either open or save and print from there. If you are having trouble printing, turn-off your pop-up blockers in the browser settings. Support documents for turning off pop-up blockers can be accessed by clicking on this link.
- If you are having trouble uploading documents, switch your internet browser and access SIRAS using Chrome, Firefox or Safari to alleviate difficulty.
- Many of you are entering progress into **Progress Reports** for the first quarter. It is easy to enter Progress Report data for your entire caseload by going to **Reporting > Bulk Progress**. Open the student's progress report and enter the date for the Progress Report. Then select the grading period for the report from the menu (quarter, semester, trimester). To enter the information regarding the student's progress, click on "Add Progress Report" which opens the Edit Progress Report interface and prompts you to enter Accuracy (Required), Consistency (required), and Comments (optional). Once all of the progress has been entered, print (in English and/or Spanish) for your entire caseload. Use the labels feature under Tools/Labels and Batch to print mailing labels for your caseload.
- CAASPP UDA graphics and Matrix One http://www.cde.ca.gov/ta/tg/ca/accesssupport.asp.
- CELDT, the transition to ELPAC, information for parents, and Matrix Four UDAs http://www.cde.ca.gov/ta/tg/ep/elpacparentguide.asp
- Enter results into SIRAS for the fall **DRDP** by December 15.
- Customer support is only a phone call or email away. Email support 24 / 7 support@sirassystems.com or call 1-844-33-SIRAS or 1-844-337-4727, Monday- Friday (8am - 6pm) for phone support.

SIRAS News December 2017

New HOT Features Introduced in Response to User Requests

- SIRAS has added a new link to support from the Tools menu.
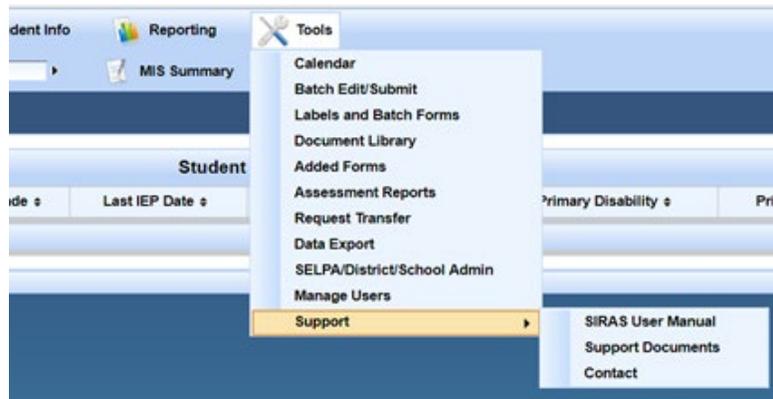
- You can now replace the blank addendum, amendment or additional page with notes from an uploaded document in the IEP Manager. While the IEP is in development, select Uploaded Documents, click on Upload File and choose the category. Type a File Description and Add the file. Once the document has been uploaded, it will replace the blank addendum, amendment or additional page in the PDF of the whole IEP.

IMPORTANT INFORMATION for all users in SIRAS

- The **12/1/17 CASEMIS** data submission captures **all students** who were active in Special Education on IEP, ISP or IFSP on that date and students who have been referred, and parent consent received for the assessment, but the IEP meeting has not occurred. The SELPA will submit the 12/1/17 report a few weeks after 12/1, so it is ok to finish creating/fixing data after 12/1. Each case manager should resolve errors prior to leaving for the winter break. Use the link to CASEMIS Errors and Warnings is on your Homepage screen/Notifications and Messages.

  🔴 9 Errors and 4 Warnings (imported 12/5/2017 9:55 AM)

- **DRDP is due in SIRAS by December 15.** The Infant DRDP can be archived for students who transition to Preschool after they have been assessed. Click on **edit** on the DRDP interface. No need to re-assess as a preschooler.
- Customer support is only a phone call or email away. Email support 24 / 7 or call 1-844-33-SIRAS or 1-844-337-4727, Monday- Friday (8am - 6pm) for phone support.

SIRAS News January 2018

IMPORTANT INFORMATION for all users in SIRAS

This is a great time to start reviewing your CAASPP data in SIRAS and to schedule IEPs needed to make necessary changes. For case managers, the process entails narrowing your caseload list to eligible testers (by grade level), reviewing the supports already listed and making changes to reflect the current needs for testing. Remember that supports for CAASPP should mimic classroom supports for daily instruction and assessment. Menu options for the CAASPP page are found in SIRAS under Tools/Added Forms/Menu Options. Student accessibility resources are found at www.caaspp.org under Test Administration. SIRAS help with the procedure can be found in the TOMS Export procedure help sheet in SIRAS found in Tools/Support/Support Documents. The following students will be assessed this year: All students in grades 3-8 and 11 will take SBAC or CAA for ELA and math. All students in grades 5, 8, 10 or 11 (depending on your district) and 12 will take CAST or CAA in science.

Locate the eligible student records for review.
- Go to the Search Page by clicking on the magnifying glass.
- Click the **Predefined Queries** tab.
- Click the **CAASPP Eligible** button to execute the search/query.
- Click **Search to Student Lists**.
- From the Student List, click the **Predefined Lists** tab.
- Select **CAASPP Assessment List**.

Review the data for gaps or incorrect information.
Review the ELA, Math and Science columns for gaps, an empty cell that is blank, "with Designated Supports" or "with Accommodations" *without* any supports or accommodations listed. Records that have gaps are for students where an IEP meeting will need to be held prior to testing to add supports.
Blank:

Eighth grade	

Designated Supports or Accommodations not listed:

California Alternate Assessment with Designated Supports
Supports *not* listed

For students in the current year's testing group who are listed as *outside of required grade level*, correct the participation and add Supports/Accommodations, if needed. For students whose last IEP had a support that is no longer offered, remove the deprecated support (X_DEP). Don't forget to add in another support at this time.
Incorrect participation:

Eleventh grade	Exempt-Outside of Required Grade Level	Exempt-Outside of Required Grade Level

Deprecated Supports:

Designated Support: Separate setting (Non-Embedded)
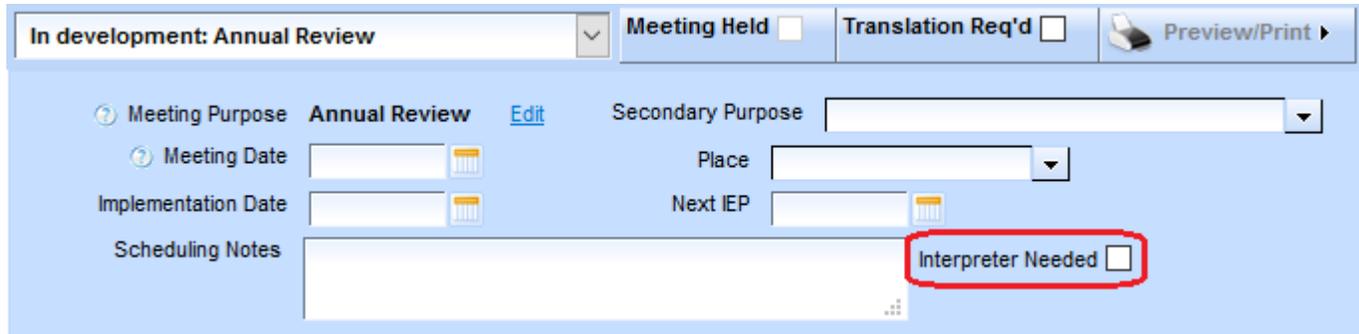Accommodation: X_DEP: Read Aloud (Science) (Non-Embedded)

Fill in the missing and/or correct the data.
Right click on the student's name and select Special Ed Profile > Assessment Info and add/change participation and supports. CAASPP data entered in this tab will be ready for export into TOMS. If you add accommodations when reviewing the assessment list, an **IEP must be held** to add the accommodations. If you change participations/supports (including removing a deprecated support) an **IEP must be held** prior to testing. This can be done via an addendum/amendment/other review/annual or triennial. Check with your director/ program specialist for their guidance about the meeting type they prefer in these cases. Repeat until all gaps are filled and data has been corrected.

SIRAS News February 2018

IMPORTANT INFORMATION for all users in SIRAS

IEP Manager:

- There is a new feature in the IEP/Forms Manager where you can indicate whether an interpreter is needed. This will help inform other team members that an interpreter will be needed for the meeting and can be used in searches and when creating lists in SIRAS. You can perform a search for 'Interpreter Needed' and apply this to a student list or add to a query of meeting reports.

User accounts:

- It is important to have your workplace email address in SIRAS for many reasons. It appears on forms and pages that you generate while using your SIRAS account and eliminates the need for you to type it into certain forms every time. If you require a password reset, it is used to verify your identity. You can go to Tools/My Account to edit your account and enter your email address at any time. SIRAS users with an account that doesn't currently have an email address will now automatically be directed to Tools/My Account when logging in. Once there, add your workplace (not personal) email address. This process will continue until an email is entered in.

- When your password is reset, enter the temporary password. After you are prompted to create and verify your new password, click Save and Login. You can then enter your username and new password once more to login.

New HOT Features Introduced in Response to User Requests

Predefined Student Lists- New Summary of Progress Reports

There is a new Predefined Student List called **Goal Progress Report/Benchmark Progress Report**. This list contains a summary of progress reports which are grouped by school. You can now view student progress for your entire caseload and sort the list by grade or using criteria from the list under the edit list tab. If you would like to start with a smaller set than your caseload or are an admin user in SIRAS using this list, you may want to reduce your found set of students for the specific group (English Learners or a specific grade level or from a specific school) first using criteria under the Search button.

IEP Manager > Pre-Meeting Forms – New Show Spanish Forms button

The Show Spanish Forms button was created to assist in creating meeting notices in Spanish without having to select the Translation Req'd' checkbox. Using this button instead avoids the possibility of forgetting to uncheck 'Translation Req'd' when Basic IEP Forms do not need to be translated.

IMPORTANT INFORMATION for all users in SIRAS

Progress Reporting

SIRAS does not automatically translate anecdotal comments in the Overall Comments area of the Progress Reports because they are open ended. If you would like the **Overall Progress Comments in Spanish**, use the Spanish radial button to transfer the comments in the English Overall Comments field to the new Spanish Overall Comments field so that they can be overwritten by the Spanish translator.

ELPAC supports

The predefined list for EL Participation may contain a smaller (or incomplete) set for this Spring's administration of the ELPAC. The list will be fully populated once all our IEPs have been updated with ELPAC supports (by next Spring). Until then, the best way to search for the supports for upcoming ELPAC testing is to go to **Tools/Labels and Batch**/ and Download the English Language Development pages for the EL Coordinator. Admin users may want to search for a smaller set by the name of the EL Language Assessment, school or grade first using the Search button criteria and then going to Tools/Labels and Batch. The search for **EL Language Assessment** will now allow users to find students who will be assessed in *any one of the four* language subtests.
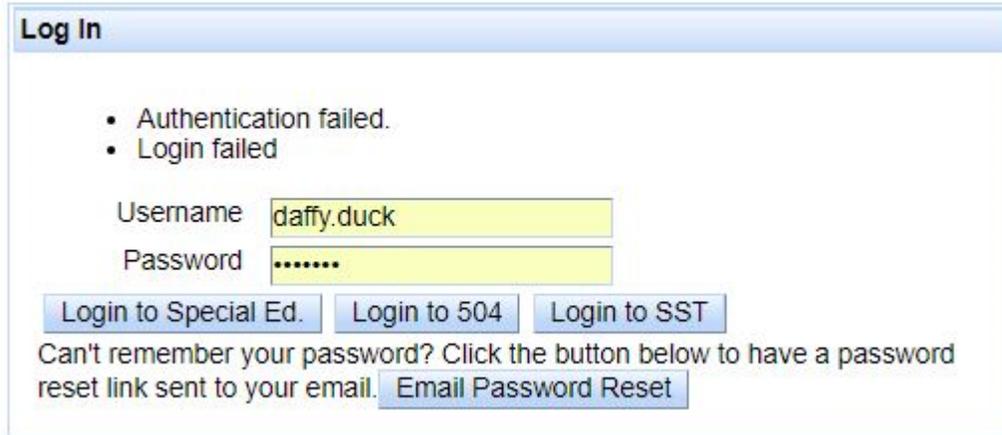
DRDP

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 8th.

SIRAS News April 2018

New HOT Features Introduced in Response to User Requests

Password Reset

The process to reset your password is now automated in SIRAS. If you typed your password incorrectly and you are unable to remember your password, click on Email Password Reset.

This will trigger an email message to your workplace email from support@sirassystems.com.
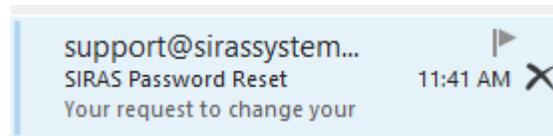
Utilize the link from your email right away and create a new password.

From the link, you will be prompted to enter a new SIRAS password. Then, re-enter your username and new password to login. Remember that for security purposes, please do NOT save your password in your browser. This new process eliminates the need to contact your CASEMIS staff if you have forgotten your password. If you have not logged into your SIRAS account for 6 months or more, then you *will need to contact* the district CASEMIS clerk/SPED secretary and request that they reset your password.

IMPORTANT INFORMATION for all users in SIRAS

Errors and Warnings

Errors and Warnings posted on your homepage reflect current MIS Summary data for a reporting date of April 27th. This is specifically for districts involved in DINC Prong II, but helpful for all districts to prepare for the June submission. This will assist everyone in having data ready for the June CASEMIS count.

New HOT Features Introduced in Response to User Requests

Uploaded Documents

You can now place an uploaded document almost in any position in the IEP or ISP. Before the meeting is Finalized, go to the 'Uploaded Documents' tab in the IEP Manager to upload a PDF document that you want embedded in the IEP. To position the uploaded document in the middle of the IEP, enter the desired ordinal number in the Page Order field. The document will appear immediately after the numbered form. See screenshot for an example of an annual IEP for which you would like to upload a transcript and place it after the course of study page.

For the transcript to appear after the Course of Study (Diploma) form in the printed IEP, you would enter the number 4 into the Page Order field. This means that the uploaded transcript will appear after the 4th form in the IEP Manager, rather than as page number 4 of the IEP. This is due to some forms being multiple pages in length, i.e., the present levels page may be more than one page in length and the Transition to Adult Life and Agencies form is a 2-page document.

To include a document at the end of the entire IEP, leave the Page Order field blank or enter a high number. Click on the dark blue question mark button located in the lower left-hand corner for detailed instructions or mouse over the small light blue question marks for definitions.

Goals Report (met/not met)

You are now able to generate a report that shows the number of goals created, if they were met and the percentage of goals met by school of service and original author. Go to the Reporting menu/Statistical Reports and there is a new 'Goals Reports' tab. SIRAS users will view reports according to their level of SIRAS access. Note: The accuracy of the report is higher for staff who properly Archived and Advanced goals and affected by whether the user has created new goals or revised existing goals.

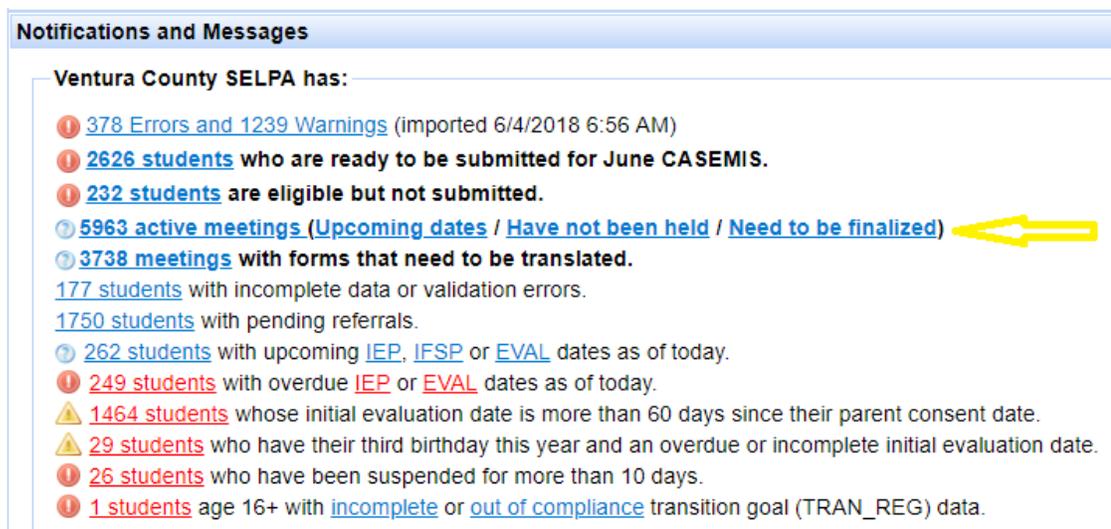## IMPORTANT INFORMATION for all users in SIRAS

Getting Ready for June CASEMIS

Review the Notifications and Messages on your Home Page. Address Errors, review Warnings and finalize meetings that have been held. If meetings were late due to fires, make sure to document this according to your district's directions. This will assist in having your students' data records ready before you leave for summer. If you have questions about Home Page Notifications, contact your CASEMIS clerk.

SIRAS News June 2018

IMPORTANT INFORMATION for all users in SIRAS

ELPAC and VCCALPS levels are now in SIRAS and on the Present Levels and English Language Development forms. For students whose last English language proficiency assessment was the CELDT, you will need to write the level into the additional info box or on the additional page of the present levels.

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 Errors and Warnings on your 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 users and CASEMIS staff can view students that will be automatically transferred to their district during the rollover. Click on the schoolhouse icon and 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!!!!