## UPDATES to Existing Features in SIRAS

- **Continued meetings in the IEP Manager-** There is a new link 'Add Contact Attempt or Continuation' to add a continuation meeting date and log parent contact attempts. SIRAS has provided support documents related to continued meetings linked here:
  - How to Add a Continuation Meeting
  - Steps to Finishing an IEP
  - How to Add a Contact Attempt
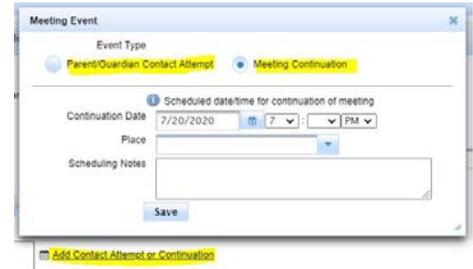
- **Progress Report links-** The Progress Report has a new tab called 'Links' which displays the history of when the parent has opened the link to view the Progress Report. The SIRAS user will also receive a message when parent has opened the Progress Report link.

- **Non-IEP forms Now Savable-** In the Tools menu/Document Library, click the 'Fill in for student:' checkbox to enable the ability to save the Non-IEP forms and email using a link.

- **Labels and Batch forms-** The 'Information for Gen Ed' form is now available to be printed in batch for your entire found set (your caseload or school).
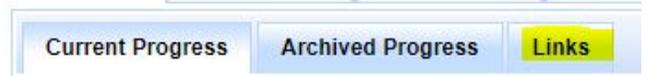
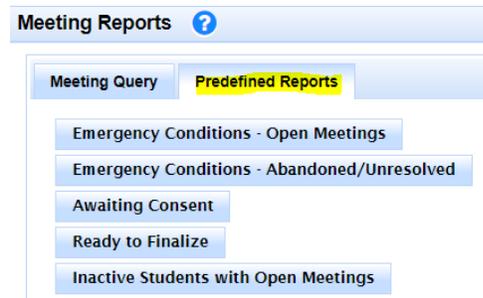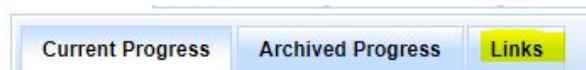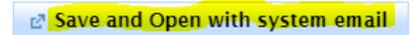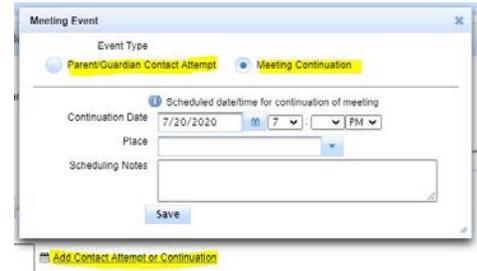## IMPORTANT Information for all users in SIRAS

- **Monthly SIRAS Office Hours with SELPA for Training of Trainers (ToTs)/Advanced Users** have been scheduled for the first Thursday of the month 3:30pm-4:30pm for the 2020-2021 school year, beginning August 6. Click on the SIRAS Office Hours with SELPA for ToTs/Advanced Users recurring Zoom link to add the dates to your calendar.

- **Verify parent email address in SIS and SIRAS.** SIRAS is utilizing links to send IEPs to parents and therefore it is important to confirm the email address of parents in both SIRAS and in your district's Student Information Systems (SIS).

IMPORTANT Information for SPED Data Administrators in SIRAS

- The SELPA is almost completely certified for EOY4. Please follow with LEA approval of EOY3, which will be SELPA approved following notice the 7.16-7.18 reports have been reviewed by the LEA's SPED team. The SIRAS grade rollover and advancement of Next Year's Data will occur on Saturday, July 25. See the instructions via email for procedures prior to the rollover.

- After the rollover, search for students who you anticipated would have been transferred upon the rollover. For example, review the Statistical Reports for students by grade to see if you have students in 9th grade (and you are a K-8 district). If a student will not be continuing with you, inactivate the record. If a student needs to be transferred, communicate with the appropriate LEA to have them request the record. Search for open IEP meetings that have been checked as held. This will locate student records whose grade level did not advance due to the state of the open IEP meeting. Remind staff that IEP meeting will need to be completed. When the meeting is completed, advance the grade level.

- Search for students without a Case Manager and assign one.

- Review newly enrolled TK/K students in your SIS to see if they have SPED history in CALPADS and SIRAS. If so, request the record or create one in SIRAS if needed.

- 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 2020-2021 school year.

- Monthly SIRAS Office Hours with SELPA for Data Administrators have been scheduled for the second Friday of the month 1:00pm-2:00pm for the 2020-2021 school year, beginning August 14. Click on the SIRAS Office Hours with SELPA for Data Administrators recurring Zoom link to add the dates to your calendar.

- Save the date: The SELPA's Fall 1 training meeting is scheduled for August 28th, offered via Zoom.

UPDATES to Existing Features in SIRAS: Changes over the summer and back to school reminders.

- **New procedure for the Meeting Held checkbox:** We no longer need to check the box after the first part of the meeting occurs. Only check the box once the last continuance has occurred.

- **Continued meetings in the IEP Manager:** There is a new link 'Add Contact Attempt or Continuation' to add a continuation meeting date and log parent contact attempts. SIRAS has provided support documents related to continued meetings linked here: ** How to Add a Continuation Meeting
  ** Steps to Finishing an IEP   ** How to Add a Contact Attempt

- **Form changes**
  o CA Special Education Code was amended on July 1, 2020, adding a component to the IEP to discuss and determine provisions for distance learning under emergency conditions. The new form, called Emergency Conditions Provisions, which follows the LRE discussion, must be added to the next scheduled IEP. This form is now required for annuals, triennials, initials and review 30-day IEP meetings. If you are holding any other type of IEP meeting this year prior to one of these meetings, the team must include the Emergency Conditions Provision.
  o Parent agreement and attendance have now been separated into two separate IEP forms. There is a new form called Meeting Participation, which is essentially an attendance form for all members (including the parent and student). If a continued meeting is scheduled, you can add page(s) for each date the team met. The Parent/Adult Student Agreement consent form is *only* for the parent/guardian/adult student to initial and sign when the entire meeting is complete. The email link feature is enabled for both forms.

- **Email signature links**- Last year, some parents were having difficulty accessing the links sent via email. This has been addressed with an improvement to the process for sending the link via email from SIRAS. To avoid experiencing this difficulty, utilize the new option highlighted in the screenshot. Form Link Help Sheet.

- **Progress Report links**- The Progress Report has a new tab called 'Links' which displays history of when the parent opened the link to view the Progress Report. The SIRAS user will also receive a message when parent opened the Progress Report link.

- **Non-IEP forms Now Savable**- In the Tools menu/Document Library, click the 'Fill in for student:' checkbox to enable the ability to save the Non-IEP forms and email using a link.

- **Labels and Batch forms-** In the Tools menu/Labels and Batch Forms, the 'Information for Gen Ed' form can now be printed in batch for your entire found set (your caseload or school).

- 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 type in the wrong password. Click on the button to have a password reset link emailed to you.

- **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. Due to school closure related to COVID-19, the status of your students' last IEP or Triennial meeting are varied. Use new predefined meeting reports to locate lists of students by the status of their most recent meetings. Go to Reporting> Meeting Reports> Predefined to find meetings that either require action or that would be helpful for you to review.

- **Use the Meetings list and compliance notification links on your home page to monitor your caseload.** Use the Meetings list to query your students' meetings at different stages, similarly to the buttons referenced above. Review your students who have Overdue or Upcoming meetings (annuals due within the next 30 days and triennials due within the next 75 days.

- **Verify parent email address in SIS and SIRAS.** SIRAS is utilizing links to send IEPs to parents and therefore it is important to confirm the email address of parents in both SIRAS and in your district's Student Information Systems (SIS).

- *Beginner* and *Intermediate training for New Teachers/Case Managers, Administrators and Specialists* are scheduled. Registration is open on the SELPA website.

IMPORTANT Information for all users in SIRAS

- 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 current student list in SIRAS: Use the 'Manage Caseload' button under the Student Info menu to communicate with your SIRAS Data Admin your request for students to be added or removed from your caseload. Sort your student list by last IEP/Evaluation to determine what meetings need to be completed right away and throughout the school year.
- Review your students with Overdue and Upcoming IEPs. Use the notification links on your home page to monitor your caseload.
- 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.

13 Pending Referrals
Not Overdue/Upcoming
30 Upcoming Annual/Triennial
11 Overdue Annual/Triennial

- 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.
- Locate Open and Finalized meetings by going to Reporting/Meeting Reports/Predefined. Review meetings that need to be continued, finalized, reactivated or need to have incomplete signature links re-sent.

- Go to Tools/MyAccount to review your user preferences. The default status search is to view active students only upon login. If you are involved in initial evaluations on a regular basis (school psychologists and preschool teams) you might prefer your default view to active/pending.
- Use the Service Log to track student engagements: The service log is a tool for providers to log and report services administered to an individual student or group of students. You can log a service, an assessment, or an activity leading to the completion of a goal.

- 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 (and goals, behavior plan, health plan) to the staff.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- Follow the Fall 1 Data Monitoring Procedures prior to meeting with SELPA. Procedures are posted along with the Fall 1 Certification Checklist on the SIRAS4Admins and SIRAS4CALPADS Padlets of resources. Schedule SELPA and/or SIRAS Fall 1 review meetings now.
- Update program settings for Preschoolers for Fall 1 reporting. Visit the SIRAS4Ventura Padlet for the Preschool Program Setting Questionnaire, trainings, materials and SIRAS Help specific to our SELPA.
- Archive the incoming IEP information for transfers new to your district before the first meeting is held.
- Once SENR records have been sent for new students, start sending SPED and SSRV files to CALPADS.
- Archive new initial evaluations with plan type Pending- 300 once parent consent is obtained.
- Exit students who did not return to school with an exit date and exit reason. Use the actual date of exit (from CALPADS SENR record.
- Enter your district/school progress report dates in SIRAS to match the regular report card dates to promote consistent progress reporting/benchmark dates.
- Enter school holidays that are in excess of 5 days to impact the assessment timeline countdown on the IEP Manager.
- Search Case Manager = *blank* (queries students with no case manager) and assign case manager to student.

NEW Features in SIRAS

To access your user account preferences go to Tools > My Account or Manage Users and select Edit Preferences.

- **Choose your default Home Page view preference:** Student Data Overview, Meetings, Transfers, Requests, or Messages.

- **Choose your default Scope (for Admin Users only):** Up until now, each time admin users want to view the students assigned to them, they would go to the schoolhouse icon and indicate to view individually assigned students. Now, select your preferred view for each time you login- Site or Individually Assigned students.
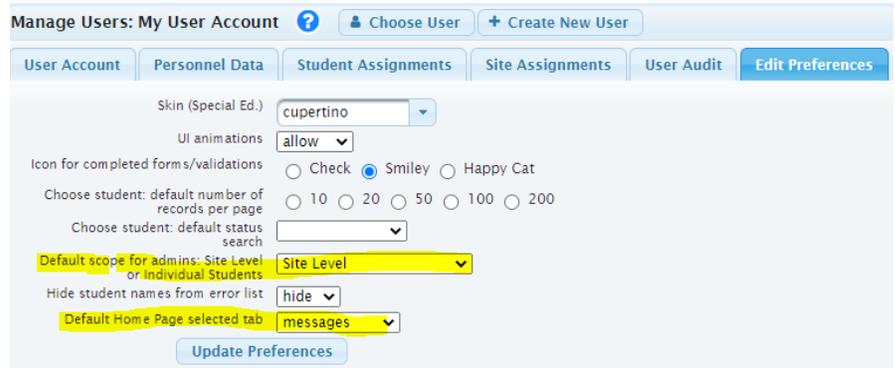
IMPORTANT Information for <u>all users</u> in SIRAS

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 your IEP meetings from last year that were finalized as unresolved** by going to the Reporting menu/Meeting Reports/Predefined Reports. If part one of any of those meetings *actually occurred* last year and needs to be continued, reactivate the IEP meeting and set a continued meeting date.

- **Locate Open meetings, meetings Awaiting Consent and those Ready to Finalize** by going to Reporting/Meeting Reports/Predefined Reports. Signature links may need to be re-sent or forms mailed home for signature before finalizing.

- **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.

- **Review your students with Overdue and Upcoming IEPs**. Use the notification links on your home page to monitor your caseload.

- [CAASPP and ELPAC supports](#) have been updated by the CDE and are currently being updated in SIRAS.
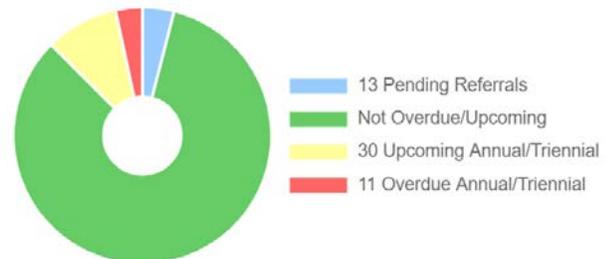
IMPORTANT Information for <u>SIRAS Data Administrators</u> in SIRAS

- CALPADS Fall 1 snapshots are now available. Review reports from CALPADS and make needed changes to SIRAS records and send the change to CALPADS. Fall Data Monitoring and Certification Checklists are posted on the [SIRAS4Admins](#) and [SIRAS4CALPADS](#) Padlets. Schedule meetings with SELPA and/or SIRAS to assist with unresolved errors/warnings. The SELPA deadline for Fall 1 LEA approval is November 20, 2020.

- Review the new Accountability Reports in CALPADS on regular basis. 16.7 and 16.8 will generate a to-do list of IEPs meetings that need to be completed. After the meetings have been held, finalize them and send them to CALPADS.

- Review your Student Lists/Predefined/Pending Referrals List. Sort the list by parent consent. All students with parent consent should have an SSID#. If not, request one and enter it into SIRAS, then archive the record. Review records with parent consent to see if a Pending archive exists. If not, Edit CALPADS Reporting and Force create an archive for CALPADS. If there is a non-C to B student whose parent has since revoked their consent for assessment, set the Pending archived record to Do Not Report and delete the associated SPED record from CALPADS.

- The deadline for Fall DRDP data in SIRAS is December 18, 2020. Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the [SIRAS4Admins](#) Padlet.

NEW Features in SIRAS

- A virtual meeting link can now be added to the IEP meeting notice. When 'Virtual meeting' is entered as the Place for your IEP meeting, the Conference Link and Password fields will appear. Paste the link and password into the Conference Link and Password fields. Open the IEP meeting notice and the live link will appear on the notice. Parents will have access to the live link from the downloaded notice and on the day of the meeting, you will be able to click the Go To Link button in the IEP Manager to launch the meeting via your browser.

- You can now quickly see which IEP meetings have been held from the Choose student list. A green check mark will appear if the meeting has been held.

- You can now view a document uploaded to the basic forms within the IEP manager basic forms tab. When uploading, attach to Basic IEP Forms and choose the form order. This would be useful when uploading a transcript to attach to the course of study form. The file name and description will appear in the Edit Forms column and paginate with the Preview/Print button.

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

- [SBAC, ELPAC and Alternate ELPAC supports](#) have been updated by the CDE and are being updated in SIRAS.
- "Parent Contacted, No Response" will soon be an option added in the dropdown for Parent Response. This will archive the IEP in the IEP Manager and generate a meeting record for CALPADS, so that CDE will know that you held an IEP meeting. The new Parent Response will give you the ability to search for meetings where no signatures have been received.   If the parent later returns the form with written consent, upload the signed form to the SIRAS record and change the parent response to "Accepts the plan" in the IEP Manager and notify your SIRAS Data administrator. The SIRAS Data administrator will confirm that any changes to the student's MIS data are properly documented in current and archived records.

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

- Review Fall 1 snapshots, certification errors/warnings, submission errors/warnings, and accountability reports from CALPADS, make needed changes to SIRAS records and send the changes to CALPADS. Fall Data Monitoring and Certification Checklists are posted on the [SIRAS4Admins](#) and [SIRAS4CALPADS](#) Padlets. Schedule meetings with SELPA and/or SIRAS to assist with unresolved errors/warnings. The SELPA deadline for Fall 1 LEA approval is November 20, 2020. The deadline for Fall DRDP data in SIRAS is December 18, 2020. Report students with all Unable to Rate on the DRDP Exception list and access DRDP Help on the [SIRAS4Admins](#) Padlet.
- A new private school name of Affidavit Private School [PS] has been added the school menu. This is to be used only when students transition to home-based ISP services per IEP team determination and accompanied by a full Annual Review ISP. Changing plan type from IEP to ISP on an Amendment will result in CALPADS errors.
- SIRAS is collecting your feedback on the program. Let Siras Systems know how the SIRAS program helps you serve students and work efficiently. Fill out this quick survey us the [SIRAS Feedback Survey link](#).

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

- When an IEP meeting was finalized as "Parent Contacted, No Response," the goals and services from the last consented IEP meeting remain in effect. As a result, the previous goals will continue to appear on the progress report. If when developing the next progress report, all of the spaces on the progress report are full, you can use the comment space at the bottom of the progress report. In addition, it is important to continue to follow-up with the parent to gain written consent. If/when the parent later returns the form with written consent, upload the signed form to the SIRAS record and change the parent response to "Accepts the plan" in the IEP Manager. This will archive the old goals and move the newer goals to the progress report. Notify your SIRAS Data administrator, who will confirm that any changes to the student's MIS data are properly documented in current and archived records. See Parent Response help sheet for more information.

- The Reporting/Student Lists/Predefined Lists have a new look; they have been rotated to two vertical columns. If you have created any Saved Lists, they will appear in a third column.
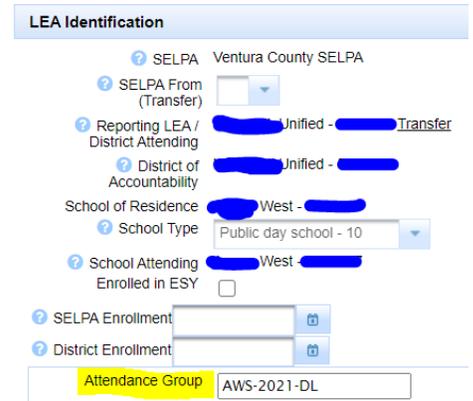

- **Get Ready** for Spring ELA, Math, Science and EL testing: SBAC, ELPAC and Alternate ELPAC supports have been updated by the CDE and are now in SIRAS. As a result, there have been minor changes to the IEP forms. Changes to the menus in SIRAS are documented on the CAASPP and ELPAC UDA 20-21 menus, available in added forms. To assist the team in determining whether the student will take an alternate to the SBAC or ELPAC, utilize the Alternate Assessment Decision Worksheet 2020, also in added forms. Start reviewing your SBAC/CAA/ELPAC data in SIRAS and to schedule IEPs needed to make necessary changes prior to the data exports to TOMS. The TOMS Export Help Sheets contain 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.

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

- We are currently in the Fall 1 Amendment window. Most LEAs are planning to disapprove and reapprove the newest revised uncertified snapshot for final certification. The SELPA approval deadline for the Fall 1 amendment window is 1/22/21, so that the SELPA can make sure all approvals are certified by the CALPADS deadline of 1/29/21. Notify SELPA when you reach LEA Approval status and ready for SELPA approval. The schedule of monthly SIRAS Support Webinars is posted on the SIRAS4CALPADS Padlet.

- Please correct DRDP errors posted in SIRAS as quickly as possible; most are easily addressed by filling in the educational setting. Notify SELPA when all of your 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.

- Thank you to those of you whole filled out the SIRAS feedback survey!

## IMPORTANT Information for all users in SIRAS

- Please see the Parent Response help sheet for more information about IEPs finalized as "Parent Contacted, No Response."

- Our ELD form has been changed to reflect that English Language Mainstream (ELM) is no longer an EL Program option in CA. Districts are required to provide a **Structured English Immersion (SEI)** program option, a classroom that uses mostly English for instruction is provided in English, but with curriculum and a presentation designed for pupils who are learning English. At minimum, students are offered ELD and access to grade level academic subject matter content. Confirm the program your student is participating in by looking into your student information system (Q, Aeries, Synergy) or contacting the school's EL Coordinator. If a student is not participating in SEI, write in/select the most appropriate option in the alternative program area on the ELD form.

- SIRAS is now bridging Cohort/Attendance Groups used this year to indicate the model of distance learning/hybrid programming from your student information systems into a field called 'Attendance Group,' visible on the MIS Summary in the LEA Identification area. You can now add this criterion to your student list in SIRAS by going to Reporting/Student Lists/Edit List and adding the criteria of Attendance Group. From there, group and sort your student list as desired.

- 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.
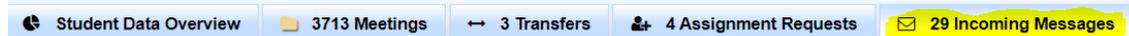

- **Get Ready** for Spring ELA, Math, Science and EL testing: SBAC, ELPAC and Alternate ELPAC supports have been updated by the CDE and are now in SIRAS. Changes to the menus in SIRAS are documented on the CAASPP and ELPAC UDA 20-21 menus, available in added forms. To assist the team in determining whether the student will take an alternate to the SBAC or ELPAC, utilize the Alternate Assessment Decision Worksheet 2020, also in added forms. Start reviewing your SBAC/CAA/ELPAC data in SIRAS and schedule IEPs needed to make necessary changes prior to the data exports to TOMS.

- If you forgotten your SIRAS Password, a Password Reset button will appear upon typing an incorrect password. A link will be sent to you via email to change your password.

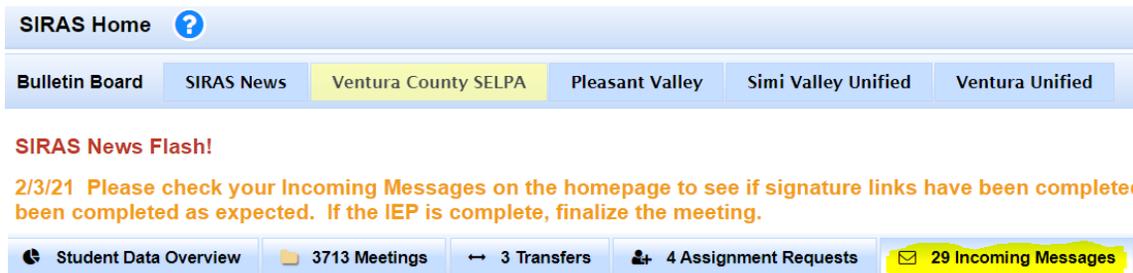## IMPORTANT Information for SIRAS Data Administrators in SIRAS

- Now that the Fall 1 submission has been certified, remember to continue practicing ongoing data monitoring procedures. This includes addressing Errors/Warnings in SIRAS and in CALPADS View Submissions, sending data to CALPADS weekly, moving meeting statuses toward finalizing (using Meeting Reports in SIRAS), checking your Pending Referrals List and archiving records with Parental Consent, reviewing Statistical Reports from SIRAS (including Eligible records unreported to CALPADS). See the SIRAS4Admins Padlet for a complete list of Data Monitoring Procedures.

- Review the Overdue Monitoring Report (16.8) from CALPADS. Follow up 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 posted on SIRAS4CALPADS Padlet.

- **DRDP:** The SELPA has now submitted the Fall DRDP. This is the time to print your individual reports that can be shared with parents. Refer to the DRDP Help Sheet on the SIRAS4Admins Padlet.

- **SAVE THE DATE:** The Spring training meeting for SIRAS and CALPADS data administrators and is scheduled for Friday, April 23 8:30-11:30. The flyer will be emailed.

IMPORTANT Information for all users in SIRAS

- There is now a way to export a calendared IEP Meeting event from the IEP Manager. After you create a meeting in the IEP Manager and add the date of the meeting, an Export to calendar file and icon link will appear below the Meeting Date. If you click on the icon, it will generate a calendar event in your default calendar.
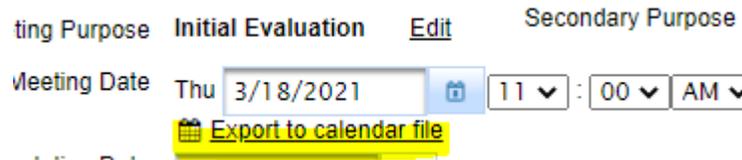
- Check your incoming messages on the homepage to see if signature links from your completed meetings have been received in SIRAS. If the IEP meeting is complete, finalize the meeting.
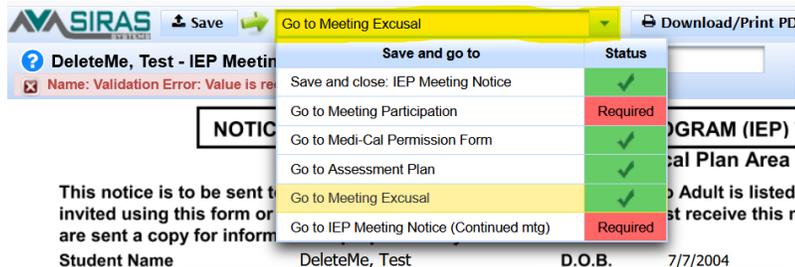

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district), both enrolled with you at the time we turn in DRDP and students who have recently exited SPED, will need to have a DRDP. *DRDP data must be entered into SIRAS by Friday, May 28th*. Locate all DRDP eligible students by going to the Search button/Predefined Queries. See the DRDP Help Sheet on the SIRAS4Admins Padlet for more information.
- **Post-secondary outcome surveys**: The 2021 survey form will be released this month. Post-secondary surveys can be sent to families individually using a link or by creating a batch to send in the mail. See the Post-Secondary Help Sheet on the SIRAS4Admins Padlet for more information.
- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. This includes sending your SENR, SPED and SSRV files regularly throughout the year. Support for Data Entry Procedures are on the SIRAS4Admins Padlet.
- **Overdue Initial Evaluations:** Corrective Actions are due to CALPADS 45 days following the notices (April 2, 2021). Review the Overdue Monitoring Report (16.8) from CALPADS. Follow up with IEP teams and in SIRAS to make sure the appropriate meeting data get to CALPADS in a timely fashion. Instructions can be found on the Overdue Initial Eval and 16.8 Help Sheets posted on SIRAS4CALPADS Padlet.
- **Register Now:** The Spring training meeting for SIRAS and CALPADS data administrators is scheduled for Friday, April 23 8:30-11:30. The flyer with the link to register are on the SIRAS4Ventura Padlet.

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

- In response to feedback, SIRAS can now send multiple forms for signature with one form link. When a participant clicks on a link sent to them via email through Siras, they 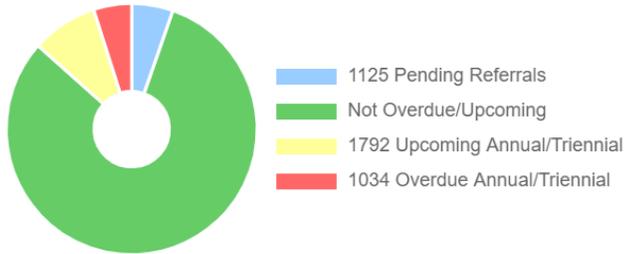can now navigate to all forms available for them to sign on the same form link! At the top of each form that requires an electronic signature, the dropdown allows them the view all forms available. After signing each form, **before clicking the green arrow**, you can select a different form to go to. This is a new feature and is still in a beta phase. There may be continued changes to this feature based on user feedback. Send your feedback to support@sirassystems.com.

- You are now able to view ALL the Service Logs for students on your caseload. Specialists and case managers can generate graphs and reports and/or export data from the Service Logs. Utilize the instructions embedded in the blue question mark.

- Thinking ahead toward the end of the school year, remember to hold and finalize all IEP meetings before you leave for summer. Resolve IEP meetings without consent. Review your meeting reports (Reporting menu/Meeting Reports/Predefined Reports) to determine IEP meetings that have been finalized as Parent Contacted, No Response. Follow up 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.

- As meetings are held, remember to turn in your IEPs, notices, forms, and reports to the SPED office at your district/school for the student special education file.

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

- **Post-secondary outcome surveys**: SIRAS has developed the post-secondary survey as a fillable form that can be sent via Manage Links. To send the form electronically, choose the student in SIRAS and go to /Tools/Document Library/ Non-Meeting Forms. Click on Post-Secondary Followup to open the form and then the green arrow to save and return. Click on Manage Links to create a link for the Parent/Guardian/Adult Student. Enter the student/parent email address and click Create New Link to send the form. After the recipient fills out and closes the form, receipt of the response will be in your Incoming Messages. The results will be auto entered into the post-secondary field on the MIS. A copy of the response can be viewed, printed, or uploaded from the Document Library for your records. Remember to share the results of the survey with WorkAbility I and SELPA. This is super exciting, but brand new. Please let Steve C. Ormbrek know your feedback about the feature. *Post-secondary data is due in SIRAS on Friday, June 25, 2021 for EOY 4 Reporting.* See the Post-Secondary Help Sheet on the SIRAS4Admins Padlet for more information.

- **Spring DRDP:** All infants and preschoolers who have begun SPED services before April 1 (in any district), both enrolled with you at the time we turn in DRDP and students who have recently exited SPED, will need to have a DRDP. *DRDP data must be entered into SIRAS by Friday, May 28th.* Locate all DRDP eligible students by going to the Search button/Predefined Queries. See the DRDP Help Sheet on the SIRAS4Admins Padlet for more information.

- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. This includes sending your SENR, SPED and SSRV files regularly throughout the year. Support for Data Entry Procedures are on the SIRAS4Admins Padlet.

- **Compliance Concerns:** Now that overdue initial evaluations as of 1/25/21 have been identified and resolved, now is the time to address remaining compliance concerns. Review 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 get to CALPADS before staff leave for summer. Instructions can be found on the Overdue IEP 16.8 Accountability Help Sheet posted on SIRAS4CALPADS Padlet.

- **Register Now:** The Spring training meeting for SIRAS and CALPADS data administrators is scheduled for Friday, April 23 8:30-11:30. The flyer with the link to register are on the SIRAS4Ventura Padlet.

IMPORTANT Information for all users in SIRAS

1125 Pending Referrals
Not Overdue/Upcoming
1792 Upcoming Annual/Triennial
1034 Overdue Annual/Triennial

- Hold and finalize ALL IEP meetings due by 6/30/21 before you leave for summer.

- Resolve unfinalized IEP meetings. Review your meeting reports (Reporting menu/Meeting Reports/Predefined Reports) to locate IEP meetings that are Awaiting Consent or Ready to Finalize. Follow up by checking completed meeting links, re-sending links if needed, sending forms home via mail, providing a copy for pick-up at the school, or by doing 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 Reporting menu/Student Lists/Predefined Lists/DINC 1 and change the "as of" date at the top to 6/30/21 to find all students who have annuals or tiennials 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.
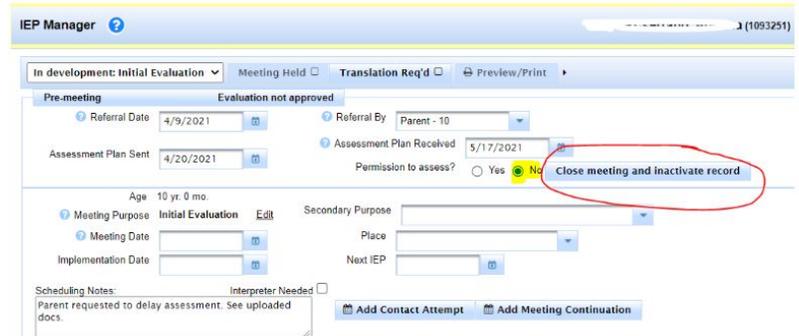

- As meetings are held and finalized, remember to turn in your IEPs, notices, forms, and reports to the SPED office at your district/school for the student special education file.

- Individualized Family Service Plan (IFSP) forms are now in the Forms Manager. The Conejo Valley, Simi Valley, Oxnard and Ventura Unified Early Start (Infant) programs are currently using the forms. Full implementation of the IFSP Module will be July 1st.

- If Transition to Adult Life is the Secondary Purpose for your meeting, the Transition forms will be required. Transition to Adult must be the Secondary Purpose for annuals, triennials, 30-day review and initials for students ages 15 and over. The Transition to Adult Life Plan is comprised of 3 forms: Transition to Adult Life, Transition Agencies and the Course of Study.

- To assist in determining possible learning loss, evaluate your caseload using the selected searches on the Learning Loss Searches help sheet.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- **Spring DRDP:** *DRDP data must be entered into SIRAS by Friday, May 28th*. See the DRDP Help Sheet on the SIRAS4Admins Padlet for more information.

- **College Career Indicator:** Gather existing data from the Transition Work and Classroom-Based fields from SIRAS to input into your SIS.

- **Data Monitoring and CALPADS Reporting:** Address ongoing data concerns proactively by performing Data Monitoring Procedures regularly. Support for Data Entry Procedures are on the SIRAS4Admins Padlet.

NEW FEATURES in SIRAS

- Closing Initial Evaluations where the Parent Declined Consent: If the parent declines consent for an Initial Evaluation, select 'No' under 'Permission to assess'. Then, a button will appear **Close meeting and Inactivate record**. Clicking this button will automatically 'Force Finalize' the meeting and then Inactivate the record and automatically indicate the reason of Parent declined assessment in SIRAS.

- Viewing Incoming Students for General Users: If the Next Year's Provider has been added to the student's Next Year's Data page under the Student Info menu (whether the Provider is from the same district or a different district), click the schoolhouse icon located in the upper right corner of SIRAS. Select 'Next Year's Students' and press go to view the student records as 'read only'.

IMPORTANT Information for all users in SIRAS

- Finalize your completed meetings (if possible), prior to leaving for Summer Break. If you have questions or are unsure about a situation, contact your District Administrator, SIRAS Administrator and/or SIRAS Support.
- If there is a meeting that has not and will not be held (ever), you should Force Finalize it as abandoned.
- Resolve unfinalized IEP meetings. Review your meeting reports (Reporting menu/Meeting Reports/Predefined Reports) to locate IEP meetings that are Awaiting Consent or Ready to Finalize. Following your documented unsuccessful attempts, finalize the IEP meeting as Parent Contacted, No Response. Refer to the Parent Response Help Sheet for more information.
- As meetings are held and finalized, remember to turn in your IEPs, notices, forms, and reports to the SPED office at your district/school for the student special education file.
- If a student with an open meeting in SIRAS is moving out of district over the Summer, verify Scheduling Notes and meeting data in the IEP Manager are up to date for the next case manager and then finalize the IEP meeting.
- Over the summer, all SIRAS records will be grade advanced and Next Year's Data applied. If there is an open meeting for a student moving to another district, the record **will not roll over**.
- The End of Year (EOY) data pull is fast approaching. Refer to Errors and Warnings on your SIRAS Home Page and on the MIS Summary page that alert you to compliance concerns. If you are unsure how to resolve Errors and Warnings, contact your SIRAS Administrator for assistance before you leave for summer.

IMPORTANT Information for SIRAS Data Administrators in SIRAS

- The SELPA EOY due date is July 9, 2021. HS districts export your PSTS. NPS discipline must be reported by the district. Review the DSEA extract and the 16.8 report for meeting delay reasons. CERT Errors in CALPADS must be zero. Verify all CERT Warnings are understood. The SIRAS/CALPADS district teams must review EOY 1 (18.1-18.2) EOY 3 Discipline (District + NPS students), EOY 4 (16.1-16.10), and Postsecondary 17.3-17.4 (HS only) reports prior to LEA Approval. SELPA Approval will follow.
- With the retirement of the CASEMIS program, the role of CASEMIS Clerk in SIRAS will change to SPED Clerk in July. This will happen automatically in SIRAS, no manual changes will be needed.
- Enter Progress Report dates and School Holidays in excess of 5 days in Tools/SELPA-District-School Admin for the 2021-2022 school year.
- Check the SIRAS4CALPADS Padlet for the June/July Zoominar schedule. The SELPA's Fall 1 training meeting is scheduled for August 27th, offered via Zoom. Registration to follow.