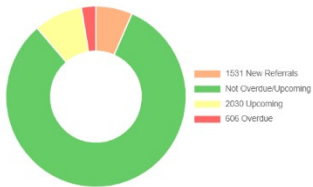
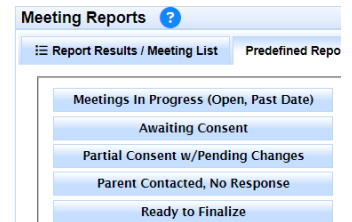


## IMPORTANT Information for all users in SIRAS

- **IEP Implementation Monitoring:** The CDE is monitoring a random sample of students from each LEA for the period March 1- April 29, 2024. The service log feature in SIRAS is a great way to document that services have been completed. As a reminder, a provider is able make a log note for multiple dates, both for individual students and group sessions using the service log feature in SIRAS. In addition, you can select the number of minutes served in a single click. 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 help sheet](#) for more information.
- **Schedule 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 6/30/24 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 6/30/24:** Review your meeting reports by going to the Reporting menu/Meeting Reports/Predefined Reports. Click on Meetings in Progress 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.



- **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 monitoring:** The CDE is monitoring a random sample of students from each non-small LEA. Each LEA has received the list of students. You can upload the student list to SIRAS for easy queries and report review. Once this has been done, return to the saved query to review existing data in SIRAS for the students and enter any missing data. After entering all missing data, run the Service Log Minutes Export again with the minutes grouped. See the [SIRAS support ppt resource](#) to assist with this process.
- **EOY CALPADS reporting: Thank you for participating in the EOY training.** The ppt and recording have been posted on the [SIRAS 4 Ventura Padlet](#).
- **Continue practicing ongoing data monitoring procedures.** These include addressing Errors/Warnings in SIRAS and in CALPADS/Certification Status, sending data to CALPADS, reviewing Predefined Queries, monitoring meetings for readiness to finalize, reviewing Statistical Reports and the New Referral List. See the [SEDS Procedure Manual](#) for a complete list of Data Monitoring Procedures.
- **Updated Predefined queries and lists:** Check out the new features using the [link to SIRAS new features](#) for more information.
- **Review the Accountability Report (16.21) from CALPADS** for overdue IEPs. Follow up with IEP teams and in SIRAS to make sure any missing data gets to CALPADS in a timely fashion. IEPs overdue since Census Day are priority, as the CDE will be monitoring them in August.
- **Compliance Concerns:** Address compliance concerns by reviewing the Overdue Monitoring Report ([16.21](#)) from CALPADS for all compliance areas (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 effective to include both the SIRAS Data Admin and District Admin to thoroughly address all concerns.
- **Spring DRDP: DRDP data is due in SIRAS by Friday, May 24<sup>th</sup>.** Refer to DRDP Help on the [SIRAS4Admins Padlet](#)
- **Post-secondary outcome surveys: Post-secondary data is due in SIRAS Friday, June 28<sup>th</sup>.** See the Post-Secondary Help on the [SIRAS4Admins Padlet](#).
- **Ventura County SELPA will host the CDE Spring CALPADS Roadshow.** The flyer is [linked here](#).
- Join SELPA for monthly [SIRAS Data Network meetings \(Office hours with SELPA for SPED Data Specialists\)](#).
- The schedule of [SIRAS Support Zoominars/Office hours](#) is posted on the [SIRAS4CALPADS Padlet](#).