News Flash

Finished Form changes....

- [IEP 15] Consent to Bill MediCal form is now optional.
- [IEP 6G-1] Behavior Intervention Plan form: 2 page use without FBA.
- Revised [IEP 6G] Behavior Intervention Plan form: 6 page use with FBAs.

If indicating use of a BIP on the IEP, users have the choice of which BIP to use. (2 page or 6 page) By selecting one BIP, the other BIP form will be eliminated.

- [IEP 2] Eligibility form added Add Oral Expression and Listening Comprehension to the Area of Needs section.
- New Triennial Re-Evaluation form located under the Pre-Meetings forms tab in the IEP Manager available in Spanish and English.
- New [IEP 2E] Eligibility (Specific Learning Disability - RTI) and [IEP 2E] Eligibility (Specific Learning Disability - PSW) forms added and are optional.
- Revised [IEP 7A-1] Special Education & Related Services now contains “Comment” field for each service line; also if more service lines are needed, click on the Add Page button above.

If you have an open meeting and you have completed one of the forms revised forms, you will see the old form with a message 'Submitted, but no longer applicable'. Copy the text to the newly revised form and then delete the old form by clicking the red 'X' to the right of the form link.

SIRAS has a new look. Please notice the pie graph on the home page.

Helpful Hints

Add Page feature: In the past, when using the Add Page feature for a multi-page form, the additional pages would all be placed together at the end of the multi-page form. To alleviate difficulty with the readability and flow of the document, the additional pages will now appear right after the page it was added to. For example, when using a multiple page form, an Add Page appended to page one of the forms will now appear right after the first page, rather than after the third page.
**Errors and Warnings**

Errors and Warnings: Use notification links on your home page to monitor your student records for CALPADS Errors and Warnings. Click on the link from the homepage to see more details about the data that is missing or incorrect. Contact your Special Education Data Systems (SEDS)/SIRAS data administrator to address the error.

View all assessment data for a student (DRDP; CAASPP; ELPAC; PE Assessment) by going to Student Info menu > Special Ed Profile > Data Info

**Meetings**

If having an Amendment meeting and an additional assessment is needed through an Assessment Plan: Use ‘Other Review’ and enter ‘Additional Assessment’ as a secondary purpose. If the eligibility changes use the IEP 2 Eligibility form to change the disability.

Transition Meetings: Go to IEP Manager>Other Review, if the meeting falls on an Annual Review or Triennial, enter the ‘Transfer’ option as a Secondary Purpose in lieu of an Other Review.

Select the appropriate Secondary Purpose. After Selecting a ‘Transfer’ options the (IEP 13) Revisions to IEP for Next School Year form will be required.

a. If services will change, enter all services including the services that will change on the IEP 13.

b. If the district or school changes, click on the ‘Edit Next Years Data’ link located to the right of the form link or under the Student Info menu and enter the next district and school if known.

Finalizing Meetings: Please review your homepage regularly for meetings that need to be Finalized, Transfers and student Assignment Requests. Meetings should be Finalized within 24-48 hours after the meeting has been completed. Finalized IEPs are sent to the CDE as they occur throughout the year. If an IEP is not Finalized, the meeting may appear to be late and cause a compliance concern to the CDE.

**Testing**

Get Ready for CAASPP testing: This is a great time to start reviewing your CAASPP data in SIRAS and to schedule IEPs needed to make necessary changes prior to the data export to TOMS. The TOMS Export 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. News and tips regarding the CAASPP Portal
**REMEMBER:** Any changes in accommodations during testing period will not be included into TOMS. New accommodations added during testing window take 24-48 hours to go into effect once uploaded into TOMS.

**Get Ready for ELPAC testing:** Beginning February 1, the Summative ELPAC will be administered electronically for the first time. Universal Tools, Designated Supports and Accommodations, similar to those for the CAASPP, will be available for the ELPAC. A menu of the new supports available is found in Tools/Added Forms/Menu Options. Changes to the menus on the ELD form and new supports were added in November.

Review your caseload in two different ways:

1) To review entire caseload of English Learners at a glance, go to the Tools menu/Student Lists/Predefined Lists/ EL Test Participation button.

2) To look up supports for a single student, choose a student from your caseload and go the to Student Info menu/ Special Ed. Profile/ Assessment Info tab in SIRAS.

There will also be a record of the supports previously on the IEP for the paper-pencil version of the ELPAC by domain (listening, speaking, reading and writing). This is for historical reference, for use in assisting you to determine the supports needed for the electronic version of the assessment. Please note that if student(s) are taking an alternate to the ELPAC (VCCALPS), there are no additional supports needed, as the assessment is administered in the student’s preferred learning mode.

The [TOMS Export for ELPAC help sheet](#) details specific instructions for case managers, SIRAS data administrators and notes for the ELPAC test coordinator.

**For form changes**

The Forms Committee meets monthly to discuss form adjustments. Please send any suggestions for form adjustments to [jconnolly@sbceo.org](mailto:jconnolly@sbceo.org).

**Announcements**

The new English Language Development form is now in place.
The electronic format of the ELPAC will be launched this Spring. Embedded Universal Tools, Designated Support and Accommodations (UDAs) are now included and supports are no longer separated out by domain, but rather encompasses all of them. If you have already submitted the old English Language Development form and the meeting has not been held, you may see that the old form has turned orange with the message ‘Submitted but no longer applicable’. If you see this message, click the red ‘X’ to the right of the form link and complete the new version of the form. Last year’s supports will remain listed for your reference in the Student Info menu/Student Profile/Assessment Info tab in SIRAS under Listening, Speaking, Reading and Writing and should be deleted once you no longer need them. The new supports will be listed under the top section labeled ‘Overall’.

**Email:** [support@sirassystems.com](mailto:support@sirassystems.com)

Issues concerning bugs on forms; SIRAS procedures; troubleshooting questions; IEP Manager; configuration issues; MIS Summary page; CASEMIS and other general questions.

**SIRAS Toll Free Hotline:** 844-33 SIRAS or (844) 337-4727 [M - F: 8:00 to 6:00]