News Flash (UPCOMING TRAININGS)

August 11 AND/OR August 25 (training repeated for all staff) 2:00-3:30: SIRAS UPDATES- a walk through the new forms and changes in SIRAS.

Coming soon:

SIRAS for Spanish Interpreters

‘MINI’ offering for all LEAs:

SIRAS for Beginners (offered by SBCSELPA) for new staff

New Features/ Updates in SIRAS

New procedure for the Meeting Held checkbox:
Users 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:
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

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 from SIRAS mail server. 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.
New Features/ Updates in SIRAS continued

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

Form changes

Emergency Conditions Provisions form
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 form.

Parent Consent and Attendance/Meeting Participation (two new forms)
Parent consent and attendance have now been separated into two separate IEP forms.

Attendance/Meeting Participation form, 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.

Parent/Adult Student 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.

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).
Reminders

Change Passwords
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).
Administrators and MIS Clerks

Change View Scope (little red schoolhouse)

Current Year (default) the regular found set.

Incoming Students shows only the records with Next Year's District/School at your selected district/school.

Next Year Preview (rollover preview) includes incoming + the current records not transferring away.

Next Year's Data:

Next Year's Providers and/or Services have replaced Current Services due to the SIRAS rollover/grade advance.

Grade Advance/Rollover

Records with an open meeting in past where meeting held has been indicated, will not have the Grade Advance or Next Year Data applied.
Administrators and MIS Clerks

Enter Next School Holidays and Progress Reports in SIRAS Calendar:

Enter school holidays in excess of 5 days in Tools/SELPA-District-School Admin. Under the same tab in SIRAS, add Progress Report dates for the 2020-2021 school year, using the regular district report card dates. If there are different reporting periods within your district, narrow your focus using the schoolhouse icon to the specific school with different dates. Utilize the “Description” column to name each reporting period (e.g. quarter, trimester, semester, P1, Progress Report 1). Click here for more info: Adding Progress Report Dates as a Calendar Events

Staff Changes/SIRAS Accounts

If a SIRAS user has left your district, reassign the students to another service provider and block access to the SIRAS account. If your district has a new staff member who previously worked in our SELPA, the students from their previous caseload will need to be reassigned and inactive students removed before you add access to your district.

General Questions

Where can I find the SPED guidance from CDE? Refer to CDE SPED COVID-19 Guidance.

Special thank you to Brian Marcontell, Steve Ormbrek, and Michael Brown for your guidance through SBCSELPA’s first year in SIRAS! We sincerely appreciate your updates, support with CALPADS, and patience as Santa Barbara County adjusted to SIRAS!

Email: 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]