News Flash

NC2B Notice of Reassessment form ‘Required’ form for Triennials is now ‘optional.’

NC8 Triennial Re-evaluation form continues to be ‘optional’ for the IEP meeting before the Triennial to discuss areas of assessment.

SIRAS Updates Training is now on SBCSELPA’s YOUTUBE channel. Please view if you missed it.

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).

IEP At a Glance

The IEP At a Glance has been revised to include Accommodations, Health Reports, Goals, and Behavior Emergency reports. The IEP At a Glance be printed in batch form for the entire caseload in the Tools menu Labels and Batch Forms. Select Goals, BIP, and Health Report to have these documents accompany the IEP at a Glance.
**Back to School Reminders**

**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. Once you have entered the data for one student, move quickly through your caseload using the green arrows on the main tool bar.

**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.

**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).

**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.
Administrators and MIS Clerks
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.

https://padlet.com/siras/siras4admins
https://padlet.com/siras/siras4calpads

Fall 1 reminders:
**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 initials with pending plan type 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).

Go to Tools/SELPA/District/School Admin to enter your district/school progress report dates in SIRAS to match the regular report card dates. This will promote consistent progress reporting and benchmark dates for IEPs that have Goals and Benchmarks. Enter your 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.

**Search Predefined Queries** for Upcoming +Unscheduled and Overdue + Unscheduled IEPs. 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.
CALPADS Errors: CERT142 and CERT143 downgraded to Warnings: The CALPADS Team, as of 8/21/20, changed the severity of the CERT142 and CERT143 from fatal errors to warnings. The instructions for this notification were put into Flash #188 and the summary of that Flash.

Compliance Calendar:

September 11  “SELPA Approve” any revised reports per Flash #188
October 7 Fall 1 CALPADS Census Day
December 18 CALPADS Submission Certification
January 29 CALPADS Amendment Deadline

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

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]