



The Future of IEPs.

Agenda

- The Login Procedures
- 10 Steps To Complete an IEP
- Helpful Tips

The Login Procedures

Go to:

<http://training.sirassystems.org>

Username: firstname.lastname

Default password: Siras access (Capital 'S' in Siras and a space between words)

Note: The system will then prompt you to create your own password.



Log In

Name

Password

Login



Siras Systems Support:

Email: support@sirassystems.com

Issues concerning bugs on forms; SIRAS procedures; troubleshooting questions; IEP Manager; Adobe Reader / PDF mode / HTML mode; configuration issues; MIS Summary page; and CASEMIS questions.

If SELPA/District policy is to contact them first follow that protocol.

SIRAS Hotline: 844-33 SIRAS or (844) 337-4727
(M - F: 8:00 to 6:00)

If your password needs to be reset email your district CASEMIS Clerk using your district email.

User name: first.last (put a period in-between the first and last name, no spaces) Passwords are case sensitive.

Step 1: Choose Student

- Click on picture of group of students to get your student list
- Click on student name to go to IEP Manager

Note: Let your CASEMIS staff know if any of your students do not appear or if you see any students on your list that are not yours.

http://demo.sirassyste... SIRAS Systems, Inc. (Test Se... x

SIRAS

Student Info
 Reporting
 Tools

4
 Search
 MIS Summary
 IEP Manager

Test Server - All changes to data will be overwritten

SIRAS Home

Student Info Reporting Tools under.dog [log out]

44 students
 Search
 MIS Summary
 IEP Manager

Test Choose Student X

Quick Search Search Student Lists / Print

Filter by: Status CASEMIS IEP/EVAL

Name	School Attending	Student ID	Last Modified	E	W	S	IEP / EVAL / Meeting	
Ababa, Leslie	Hawthorne	322793	9/2/15 12:18PM				Triennial/Reevaluation: 60 days remaining to complete evaluation	<input type="checkbox"/>
Aboytes, Morgan Costales	Monroe	411158	9/2/15 10:51AM				IEP due in 30 days. Annual Review: 9/22/2015	<input type="checkbox"/>
Alavez Rodriguez, Kayvon	North	317096	9/2/15 10:51AM	1				<input type="checkbox"/>
Aparicio, Kaitlin	Bryant	423633	9/2/15 10:51AM					<input type="checkbox"/>
Arteaga, Kaia	Twain	342674	9/2/15 10:51AM					<input type="checkbox"/>

Browser window showing the SIRAS Systems, Inc. (Test Se...) website. The address bar displays <http://demo.sirassyste...>

Navigation menu includes: [Return to SIRAS Home](#), [Student Info](#), [Reporting](#), [Tools](#), [16 of 44 students](#), [Search](#), [MIS Summary](#), and [IEP Manager](#). The user is logged in as [under.dog \[log out\]](#).

Warning message: **Test Server - All changes to data will be overwritten**

Current page: **IEP Manager** for **Christensen, Karol (412129)**. The page is **Active** and **DIS**. A **Refresh** button is available.

Form fields for creating a new meeting:

- Create New Meeting... (dropdown menu)
- New Meeting Purpose: Please select one... (dropdown menu)

Footer: [Support](#) [Contact](#)

Step 2: Student Profile

Go to the **Student Profile** to check accuracy of information that will go directly onto IEP forms:

- **Demographics:** ethnicity, race, EL type
- **Contacts:** must at least have one primary contact
- **Providers:** must have case manager, all service providers should be listed
- **Vision/Hearing results:** can enter entire caseload under Student Info/Student Profile/Medical tab when you get report from nurse

SIRAS [Return to SIRAS Home](#) **Student Info** **Reporting** **Tools**

16 of 44 students

Test Server - All changes to data will be overwritten

IEP Manager **Chris**

- Student Profile
- Special Ed. Profile
- Discipline
- Providers
- IEP Manager
- Goals Developer
- Data Collection and Progress

- Personal
- Contacts
- Medical
- Notes
- Documents File

IEP Development Report System Meeting Held

SIRAS [Return to IEP Manager](#) **Student Info** **Reporting** **Tools**

16 of 44 students **MIS Summary** **IEP Manager**

Test Server - All changes to data will be overwritten

Student Profile **Christensen, Karol (412129)** **IEP** **Refresh** **Active** **DIS**

Personal **Contacts** **Medical** **Notes** **Documents File**

Personal Data

First Name	Karol
Middle Name	
Last Name	Christensen

Step 3: Select a Meeting Purpose

- Select meeting purpose on IEP Manager to get all forms associated with that meeting type
- Refer to the handout '[Selecting a Meeting Purpose](#)' (located under Tools > Support then select the 'Support Document' tab) for the definitions of each meeting type
- You may also view the definitions when you click on the meeting type itself from the drop down menu

Create New Meeting... 

New Meeting Purpose

Please select one...

Initial Evaluation
 Annual Review
 Triennial/Reevaluation
 Addendum / Amendment
 Review (30 day)
 Manifestation Determination
 Exit Summary
 Other Review

Support

Contact

Create New Meeting... 

New Meeting Purpose

Annual Review 

Create New Meeting

Annual IEP/ISP Review:

Annual IEP Review – Convened at least annually to review progress, goals, placement and related services, and supplementary aids and services and to make any revisions to the IEP. This is used even if the review is held earlier than twelve months from the last IEP. If the Annual Review date coincides with the triennial or other reassessment date, then the meeting is a Triennial/Reevaluation. The next Annual Review date will be automatically set as one year from the date of the current Annual Review. [Play Training Video](#)

Annual Private School Services Plan (ISP) - Meeting to develop an individual Services Plan (ISP) for a student who is eligible for special education services in the public school but has been placed by his/her parent(s) in a private school. There are no required team members for this meeting. Student does not have an individual entitlement to services. Services and supports are limited to those specified in the district's Private School Guidelines, and are available until federal funding is exhausted. Parent has no due process rights regarding services.

During an Initial Eval, Triennial/Reevaluation or Annual Review parents decline the district's offer of FAPE and announce that they want their child to attend a private school. At that time click on the ISP Forms tab and complete the ISP. Once the meeting held checkbox is checked SIRAS will change the Plan Type from 'IEP' to 'ISP'.

When it is time to do an Annual Review, if the student's Plan Type is 'ISP' then the ISP forms will appear as the default forms. Complete the ISP as you would any other meeting.

If the parent wishes to return the student to public education, select "IEP" located above the ISP forms list. Then select the "Basic Form" tab and

Step 4: Meeting Information

- Enter meeting date, time, and location, if known.

Note: You may enter this information at any time.

Implementation Date was defaulted to one day after the meeting

Test Server - All changes to data will be overwr

IEP Manager

Christensen, Karol (412129)

[Refresh](#)

Active DIS

IEP in development: Annual Review: 9/2/2015

Meeting Held Translation Req'd [Preview/Print](#)[Delete](#)Meeting Purpose: Annual Review [Edit](#)

Secondary Purpose

Arranged by Under Dog on 9/2/2015

Meeting Date

Wed 9/2/2015 10 : 00 AM

Place

Next IEP

- Conference Room
- Principal's Office
- Resource Room
- Office
- Speech Room
- Library
- Counseling Office

Implementation Date

9/3/2015

Scheduling Notes

[Pre-IEP](#)[Basic Forms](#)[Other Forms](#)[Uploaded Documents](#)

Step 5: Completing Forms

- Open form by clicking on form link
- Make changes to existing information as needed
- Add information as needed
- **Save the form:** You have a choice between "**Save**" which simply saves the information and keeps you on the same page and "**Save as...**" which saves the information and takes you to the location that you select from the menu. The menu defaults to the **IEP Manager**, but this feature allows you to bypass the IEP Manager and go directly to the next IEP form that you want to access. Cancel will not save the information you changed or added and will take you back to the IEP Manager.

Note: The Forms default to the Basic Forms tab. To create a Notice of Meeting please navigate to the Pre-IEP Forms by clicking on the Pre-IEP tab.

IEP Manager Christensen, Karol (412129) Refresh

IEP in development: Annual Review: 9/2/2015 Meeting Held Translation Req'd

Meeting Purpose: Annual Review [Edit](#) Secondary Purpose: Arranged by Under:

Meeting Date: Wed 9/2/2015 10:00 AM Place: Resource Room

Implementation Date: 9/3/2015 Next IEP: 9/2/2016

Scheduling Notes:

Pre-IEP
 Basic Forms
 Other Forms
 Uploaded Documents

Forms	Status	Action
[NC 3] Assessment Plan	Optional	
Staff IEP Meeting Notice	Optional	
[NC 6A] Notice of IEP Meeting	Required	
[NC 6B] Notice of IEP Meeting (continued)	Optional	
[NC 7] IEP Team Member Excusal	Optional	
Designation of Ed Rep	Optional	

Forms mode PDF HTML

Riverside Unified School District
Notice of IEP Team Meeting

Student: Christensen, Karol Date of Birth: 11/21/2006 Date: 9/2/2015

PARENT NOTICE

An Individualized Education Program (IEP) team meeting has been scheduled for your child. You are requested, as a participating member of this team, to attend the meeting. Your participation is important in the development of an

Step 6:

- All **Required** IEP forms must be addressed before the 'Preview/Print' button is made active.
- use **Optional** forms as necessary
- A **green** check mark will appear on all forms you have completely filled out
- Orange form warnings will appear in the **Status** column to notify you of any information that needs to be completed
- You may use these form warnings as an agenda or reminder for the meeting being held with the parents

Pre-IEP

Basic Forms

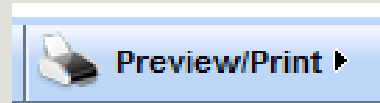
Other Forms

Uploaded Documents

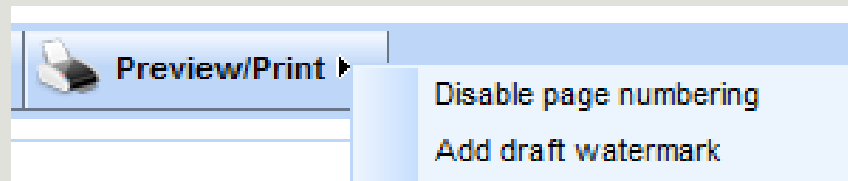
Forms	Status	Action	
[IEP 1] Demographic & Eligibility	✓	←	✗
[IEP 2] IEP Eligibility	Incomplete fields: • Eligibility Statement • Student Strengths and Weaknesses	←	✗
[IEP 2B] Present Levels of Performance	Required ←		
[IEP 3A] Review of Progress of Prior Goals	Required		
[IEP 3B] Annual Goals	Required	2 goal(s) - Go To Goals Developer <input checked="" type="radio"/> Goals Only <input type="radio"/> Benchmarks	
[IEP 4] State Wide Assessments	Required		
[IEP 5] Instructional Setting & Support	Required		
[IEP 6A] Instructional Accommodations	Optional ←		
[IEP 6B] Program Change Transition Plan	Optional		

Step 7: Print/Preview

- Use the **Print/Preview** button on the IEP Manager to preview the paginated IEP for the meeting



- If there are errors, go back to the IEP Manager, and click on the page, make the correction, and save; then do **Print/Preview** again
- A complete **Draft** of the IEP should be developed prior to the meeting



Test Server - All changes to data will be overwritten

Meeting Held
 Translation Req'd

Meeting Purpose: **Annual Review** [Edit](#)
 Secondary Purpose:

Meeting Date: Wed 9/2/2015 10:00 AM
 Place: Resource Room

Implementation Date: 9/3/2015
 Next IEP: 9/2/2016

Scheduling Notes:

- Disable page numbering
- Add draft watermark

Forms	Status	Action
[IEP 1] Demographic & Eligibility	✓	✗
	Incomplete fields:	✗

Step 7: Print/Preview Cont....

If you will be using a computer during the meeting:

- Bring drafts for team members to look at unless you will be projecting the IEP pages onto a screen
- You can make any corrections or changes directly onto the forms
- At the close of the meeting, use **Print/Preview** to print out a paginated copy for the team to sign
- This is the **Official Copy** of the IEP

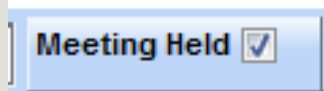
Step 7: Print/Preview Continued

If you will not have access to a computer during the IEP meeting:

- Print out the forms to present at the IEP
- Make copies of the forms for IEP team members to refer to during the meeting and mark **Draft** on those copies, but not on the **Original Document**
- Any changes or corrections made at the meeting will need to be made in handwriting on the **Original Document**
- Once signed, this becomes the **Official Copy** of the IEP. Destroy all **Draft** copies

Step 8: After the Meeting

- Click on **Meeting Held**, this will push all the CASEMIS data from the completed IEP over onto the MIS Summary page for reporting to the State



- Handwritten changes made on the printed copy must be transferred over to the forms on the computer so the electronic copy and printed copy of the IEP are exactly the same
- Use the **Print/Preview** feature to view the final IEP for proofreading
- **Proofread** the IEP carefully to be sure all corrections were made
- You can still make changes on the forms and reprint that page if needed



[Return to Personal Profile](#)

[Student Info](#)

[Reporting](#)

[Tools](#)

und

← 16 of 44 students →

Search

[MIS Summary](#)

[IEP Manager](#)

Test Server - All changes to data will be overwritten

IEP Manager



Christenson, Karol (412129)



[Refresh](#)

IEP in development: Annual Review: 9/2/2015

Meeting Held

Translation Req'd

[Finalize Meeting](#)

[Preview/Print](#)

Meeting Purpose: Annual Review

Secondary Purpose

Arranged by Under Do

Meeting Date: Wed 9/2/2015 10:00 AM

Place: Resource Room

Step 9: Finalize the Meeting

- Check **Translation Needed** if appropriate (If the Agreement and Attendance page indicates oral translation only, do not check the Translation needed box)
- **Translation** can be completed any time, even after the IEP has been **Finalized**
- Fill in information on drop down menu regarding **Parent Response & Participation**
- Check any notes you have put in the **Scheduling Notes** box on the IEP Manager to be sure they reflect the comments you want to remain in the record after the meeting has been finalized



IEP in development: Annual Review: 9/2/2015

Meeting Held Translation Req'd 

Finalize Meeting



Preview/Print (Spanish)

Meeting Purpose Annual Review

Secondary Purpose

Arranged by Under Dog on 9/2/2015

Meeting Date Wed 9/2/2015 10:00 AM

Place Resource Room

Implementation Date 9/3/2015

Next IEP 9/2/2016

Scheduling Notes



Parent Participation

Parent Input Yes No No response

Response Accepts the plan

Participation Parent/Guardian Attended

Followup

Pre-IEP

Basic Forms

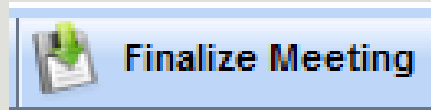
Other Forms

Uploaded Documents

Forms	Status	Translation	Action
IEP 1 Demographic & Eligibility	✓	Spanish	✗
IEP 2 IEP Eligibility	Incomplete fields: • Eligibility Statement • Student Strengths and Weaknesses	Spanish	✗
	Incomplete fields: • Preacademic/Academic/Functional Skills		

Step 9: Finalize the Meeting

- Click on Finalize to lock the IEP so no further changes can be made (It is recommended to Finalize a meeting no later than two weeks from the time it was held)



- Send signed Original paper copy to the office and click Sent to district office from the menu in the forms Status box under Follow up
- The Spanish forms can be completed after the meeting has been Finalized



IEP in development: Annual Review: 9/2/2015

Meeting Held

Translation Req'd



Finalize Meeting



Preview/Print

Meeting Purpose Annual Review

Secondary Purpose

Arranged by Under Dog on 9/2/20

Meeting Date Wed 9/2/2015 10:00 AM

Place Resource Room

Implementation Date 9/3/2015

Next IEP 10/3/2015

Scheduling Notes



Confirm - Finalize Meeting

This will indicate that you are finished working on the meeting. Have you verified that all entries on the hard copy have been entered into the program?

Yes, all forms are complete



Cancel

Parent Participation

Parent Input

Yes No No response

Step 10:

Depending on your district's policy:

- CASEMIS staff will do a final review of the paper and electronic copies to ensure they are the same and validate the data
- If there are inconsistencies or errors on the electronic copy as compared to the hard copy of the IEP, the CASEMIS staff person will **Reactivate** the IEP and return it to you for corrections

Note: Data will not transfer into the MIS Summary page after a meeting has been **Finalized**. If an IEP has been **Reactivated** and it required a change to a CASEMIS item, that CASEMIS item will need to be changed on the MIS Summary page separately.

Helpful Tips

- Blue question marks (?) located throughout the system will give you support in context
- Use the orange form warnings as an Agenda for the meeting with the parents

Test Server - All changes to data will be overwritten

IEP Manager

Create New Meeting...

New Meeting Purpose

Support Contact

SIRAS Help

[Play Training Video](#)

[PDF vs. HTML Mode when using IEP Manager](#)

10 STEPS TO COMPLETE AN IEP

1. Click on picture of group of students to get your student list; click on student name to go to IEP Manager. Let your CASEMIS staff know if any of your students do not appear or if you see any students on your list that are not yours.

2. Go to Student Profile to check accuracy of information that will go directly onto IEP forms:

- a. Demographics: ethnicity, race, EL type
- b. Contacts – must at least have one primary contact
- c. Providers – must have case manager, all service providers should be listed
- d. Vision/Hearing results – can enter entire caseload under Student Info/Student Profile/Medical tab when you get report from nurse

3. Select meeting purpose on IEP Manager to get all forms associated with that meeting type. Refer to the handout '[Selecting a Meeting Purpose](#)' for the definitions of



NOTE: *Student names and identifying details have been changed to protect the privacy of individuals.*