Developing the Goals for the Next IEP
(Archive and Advance Goals)

SIRAS

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When it is time to write your second annual review on the same student: If you have goals already in SIRAS from the previous IEP, develop the new goals for the new IEP under 'Next Year's Goals' tab rather than under 'Current Goals' tab. When all providers completed the last progress report for the student, click the 'Archive and Advance' button at the bottom of the Goal Developer.
If you have never archived goals for the student, then the 'Archived Goals' tab will not appear.

This feature allows you to start to develop new goals before having to report the student's progress on the current goals. Once you have entered next year's goals and have printed the Progress Report for the current goals, you will be able to 'Archive and Advance Goals' which will move the current goals into the 'Archived Goals' tab and the goals for next year will be placed in the 'Current Goals' tab.

Prior to moving the new goals into 'Current Goals' tab, use the far right column to indicate whether or not the goal was 'met' or ''Not Met'. It is actually best to enter this information on the Progress Report screen as you are completing the report, but it does come over into the Goals Developer as a reminder to develop new goals or address any goals that were not met in some other way.

> If you indicated that the goal was not met, you will be given the option to "Keep & Revise" under Action. If you check this box, a copy of the goal will remain in the Current Goals for the next IEP. If you choose to use this feature, be sure to go back into that goal and revise the reason for the goal, the baseline, and the goal itself. Checking 'Keep and Revise' will move the original goals to the 'Archive Goals' tab with the associated progress report for that goal and then make a copy of that goal and place it in the 'Current Goals' tab for you to revise.

Then after you have printed your Progress Report for the current goals, click on 'Archive and Advance Goals'. Your newly developed goals (Next Year's Goals) will move into the 'Current Goals' tab and the goals that were listed under 'Current Goals' tab will move to a new tab called 'Archived Goals' tab.

Remember: Do not click on 'Archive and Advance' goals unless you are certain that the Progress Report has been completed by all provider and printed for the current IEP.

Also, be aware that if you archive or delete a goal and the Goals form had already been submitted/saved that you will need to re-open the Goal form and fill out those unmapped items such as the checkboxes, Skills, and if the goal was written without using the GoalWizard, the Category and Standard will also need to be re-entered. There is a dialog box that tells you to do this upon the archiving or deleting of a goal.

Once you have 'Archived and Advanced' the Goals, you still need to go into the Goals form and add the unmapped items such as the checkboxes. If you used the GoalWizard, the Category and Standard

number will be automatically be entered when appropriate. If you did not use the GoalWizard, you will need to enter the Category and Standard number from the Goals form..

Do NOT delete the old Goals
Symptoms are that there will be no history of last year's progress reports.
If there is an open meeting and the goal form had already been submitted/saved, SIRAS will reset the Goal form causing the checkboxes, standard numbers and category to be cleared. In this event they will need to be re-entered.

Do NOT overwrite the old goals
Symptoms of not following the procedure are that the old progress reports will be tied to the newly developed goal.

The old goals must be archived prior to opening up the new goal page.
To Archive and Advance your goals watch this video; also download this document.