

How to verify a user caseload in SIRAS

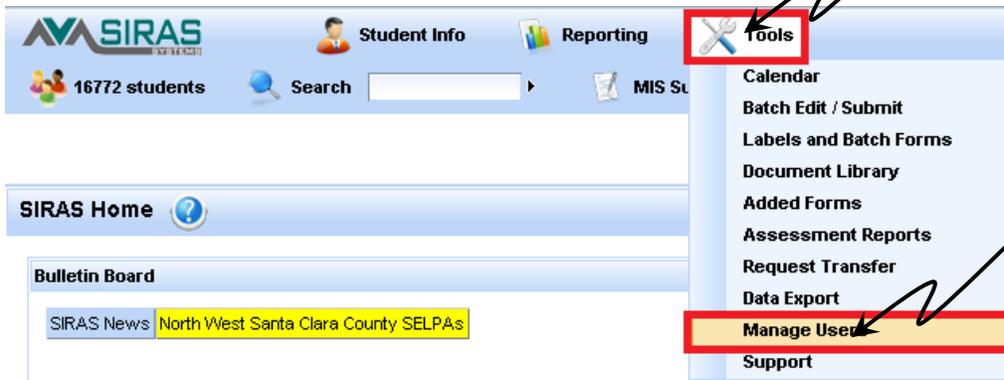
GOAL: To help CASEMIS clerks (system admin at each district) to verify the caseload for a user in SIRAS training and/or live database.

General Information:

- SIRAS has two separate systems: “Training” and “Live”. Make sure you are working on the correct system.
- Only the CASEMIS clerks (system admin at each district) and selected district staff should have access to edit user caseloads.
- In the case of NPS users, each district is responsible for assigning students to each NPS staff.

Assign student caseload:

- 1) Log into the correct database (training or live) to work on.
- 2) Go to *Tools*> *Manage Users*



- 3) Click on *Choose User*



- 4) All users from all districts will be displayed. CASEMIS clerks (system admin at each district) can only update the ones that belong to their district. This will help reduce the user duplication.
- 5) Type the name of desired user and click on *Search*. This can be a full or partial search.



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- 6) A list of all users that have a match in the search will be displayed.
- 7) Select desired user form the list by clicking on the name.

Choose User

Export User List

Francisco, Angela	angela.francisco	franciscoa@camabriand.org (408) 377-5480	Cambrian	General User
Franco, Diana	diana.franco	Diana_Franco@sccoe.org (408) 453-6543	North West Santa Clara County SELPA's, South East Consortium	SELPA User
Franco, Maria	maria.franco		Forest Hill Elementary	General User
Franco - MVLA, Diana	diana.mvla	diana_franco@sccoe.org 4084536543	Mt. View-Los Altos	District CASEMIS Clerk
Franks, Cheryl	cheryl.franks	cheryl_franks@sccoe.org (408) 453-6542	Santa Clara COE 1	General User

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- 8) If the CASEMIS clerk (system admin at each district) does not have access to the user, nothing will happen and a request must be sent to SELPA AU (Diana.Franco@sccoe.org).
- 9) Once on the desired user screen, click on *Students* tab to update user caseload.

Manage Users: Diana Franco Choose User New User

User Account Personnel Data Edit Preferences **Students** Districts/Schools User Audit

Username

Password

Confirm Password

First Name

Last Name

Email

Phone

Secondary Phone

User Access SELPA User

Add Access... Remove Access...

SELPA North West Santa Clara County SELPA's - 43xx

Edit Account Details: diana.franco

Support Contact

- 10) The user caseload will be displayed
- 11) If the user has no students assigned the caseload will display 0 records and the caseload needs to be built.

Student	Student ID	District Attending	School	Role	Action
0 records					20 per page

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12) If the user has students assigned to the caseload, the student list will be displayed.

Student	Student ID	District Attending	School	Role	Action
Aquino, Susana, Santiago	AGUSA008A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>
Babson, Daisy	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Case Manager	<input type="checkbox"/> <input checked="" type="checkbox"/>
Babson, Daisy	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher	<input type="checkbox"/> <input checked="" type="checkbox"/>
Babson, Daisy	MADBR528A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>
Babson, Daisy	CABAN513A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>
Cassidy, Peter	CAROL327A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>
Cassidy, Peter	GUZGA113A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher	<input type="checkbox"/> <input checked="" type="checkbox"/>
Herrera, Maria	HERPE314A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher	<input type="checkbox"/> <input checked="" type="checkbox"/>
Hurch, Victoria	HURCH229A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>

13) A very common question is: Why there are several instances for a student? Is this student duplication?

Babson, Daisy	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Case Manager	1
Babson, Daisy	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher	2

The answer is NO. This is not student duplication. There will be a student record for each role that the user has as provider. In this case, the user is the case manager (role 1) and serves a general teacher (role 2). If the user only performs one role for the student, it will only be listed once. If the user performs more than one role for the student, the student will be listed as any times as roles the user is performing.

14) To remove a student from the caseload click on the red **X**

Student	Student ID	District Attending	School	Role	Action
Aquino, Susana, Santiago	AGUSA008A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	<input type="checkbox"/> <input checked="" type="checkbox"/>

The system will ask for confirmation. Click *OK* to proceed and delete the student from the caseload.

Are you sure you want to remove this student from this user?

No other message will be displayed. The student will be immediately removed from the student list.

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15) To add a student from the caseload go to the end of the list and click on *Add Student*

A screenshot of a software interface showing a button labeled 'Add Student' and a dropdown menu labeled 'Role' with the text 'Please select one...'. To the right of the dropdown is a checkbox labeled 'Show Inactive'.

Select the student from the list

A screenshot of a 'Choose Student' dialog box. It features a search bar, a 'Quick Search' button, and a 'Modify / Reset Search' button. Below the search area are filter options for 'Status' (Active), 'CASEMIS' (All), and 'IEP/EVAL' (All). A table lists three students from Luther Burbank Elementary with their respective IDs, dates, and a count of 1. An arrow points to the 'Add Student' button in the first row of the table.

Student	District	Case ID	Start Date	Count
[Student Name]	Luther Burbank Elementary	BAHDA723A	7/31/15 1:51PM	1
[Student Name]	Luther Burbank Elementary	BLODE217A	8/5/15 3:51PM	1
[Student Name]	Luther Burbank Elementary	MADBR528A	7/31/15 1:51PM	1

Add a Role

A screenshot of the 'Students' tab in the SIRAS interface. It shows a table with columns for Student, Student ID, District Attending, School, Role, and Action. The 'Role' column has dropdown menus for each student. An arrow points to the 'Please select one...' option in the role dropdown for the student with ID BLODE217A.

Student	Student ID	District Attending	School	Role	Action
[Student Name]	AGUSA008A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	[X]
[Student Name]	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Case Manager	[X]
[Student Name]	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher	[X]
[Student Name]	BLODE217A	Luther Burbank	Luther Burbank Elementary	Please select one...	[X]
[Student Name]	MADBR528A	Luther Burbank	Luther Burbank Elementary	Other Service Provider	[X]

16) Repeat steps 14 & 15 until the caseload has been revised and corrected information.