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*
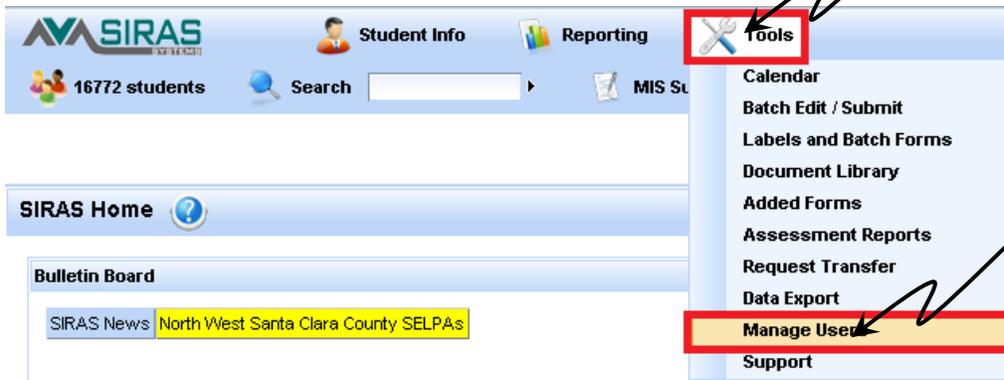
3) Click on *Choose User*

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.

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.

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.

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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
Aguirre Rodriguez, Santiago ▶	AGUSA008A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖
Balcome Clara ▶	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Case Manager ▾	☐ ✖
Balcome Daisy ▶	BAHDA723A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher ▾	☐ ✖
Brown Jackson ▶	MADBR528A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖
Cabanas ▶	CABAN513A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖
Carol Oliver ▶	CAROL327A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖
Guzman Brenda ▶	GUZGA113A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher ▾	☐ ✖
Herper Gloria ▶	HERPE314A	Luther Burbank	Luther Burbank Elementary	Special Ed Teacher ▾	☐ ✖
Hurch Christian ▶	HURCH229A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖

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

| Bahena Daisy ▶ | BAHDA723A | Luther Burbank | Luther Burbank Elementary | Case Manager ▾ | ❶ |
| Bahena Daisy ▶ | BAHDA723A | Luther Burbank | Luther Burbank Elementary | Special Ed Teacher ▾ | ❷ |

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 ✖

Student ⬍	Student ID ⬍	District Attending	School ⬍	Role ⬍	Action
Aguirre Rodriguez, Santiago ▶	AGUSA008A	Luther Burbank	Luther Burbank Elementary	Other Service Provider ▾	☐ ✖

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?
>
> **OK**   Cancel

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*

Select the student from the list

Add a Role

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