This is the main data entry layout with all the important fields in one place. It is the heart of the student record. Please see the helpsheet for creating a new student record for more information on how to best prepare a new record for Staff.

Relationship between MIS Summary & IEP Manager (forms):
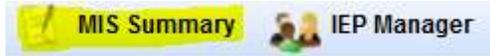
SIRAS uses and push and pull method of delivering data to the forms from SIRAS. When a form is opened in the IEP Manager in pulls the data from the MIS Summary page and SIRAS into the forms. That is why it is important to make sure that the information in the MIS Summary page is correct and the contact data is correct before opening the form.

After a meeting has been held (indicating by checking the meeting held checkbox in the IEP Manager) the CASEMIS and other important data gets pushed from the forms back into the MIS Summary page and SIRAS.

MIS Summary tool bar:

Read Only Warning: If another user is editing data on the same record, you will see a red Read Only message with the name of the other person also working on the same record. You can use the Refresh button to reload the record when the other person is done. You may want to communicate with the other person before proceeding to change any data however.

Unlocking a Student Record: There are certain data fields that would never change or rarely change. i.e. the student name, gender, SSID never really change; and other field such as the Participation fields would rarely change. The disability rarely changes and if it does it is done via a Triennial/Reevaluation. Some fields would change frequently such as the participation in the STAR and % of time in general ed. Because of this many of the fields are locked down for most users after the Initial Evaluation is complete. Users that have CASEMIS Clerk access and Admin 1 access will have an "Unlock" button at the top of the MIS Summary page. By clicking the "Unlock" button the CASEMIS Clerk access or Admin 1 user can open those fields to be edited.

Field Definitions:

Most of the fields on the MIS Summary page have a small question mark next to it. By placing your curser over this will generate the definition for the field.

Detecting a change in the MIS Summary page:

If SIRAS detects a change in the MIS Summary page the "Submit" button turns yellow. On the home page, that record will be listed under 'Notification and Messages' that needs to be submitted for December/June CASEMIS.

Submit for CASEMIS
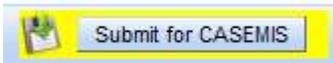
CASEMIS Warnings and Errors:

Errors are identified in red and may be caused by an omission or an entry where the condition is in error. All errors must be correct before the record can be submitted to CASEMIS for the State reporting. If there is an error, an explanation of the error will appear in a yellow box located in the upper right corner. i.e. the student's grade has been omitted.

Warning are identified in yellow and are caused because of an anomaly in the data. Warning must be reviewed before submitting the record to CASEMIS for the State reporting. It is permissible to send a a student record to CASEMIS. If there is a warning, an explanation of the error will appear in a yellow box located in the upper right corner. i.e. the student's grade and age are misaligned by more than two years; or an overdue IEP or Evaluation will result in a warning.

E ⬍	W ⬍
✓	
	3

Warning and errors are also represented on the 'Choose Student' list under 'E' for Errors and 'W' for Warnings. If the record had been successfully submitted to CASEMIS a green checkbox will be in the error space.

Validate and Submit:

Clicking Submit will automatically Validate a record. In order to only Validate the record, click the Validate Button. Validating a record will scan the record for any CASEMIS and non-CASEMIS errors. If there are either errors or warning, an explanation of the error will appear in a yellow box located in the upper right corner. Once any errors have been corrected and/or warnings have been reviewed, then 'Submit' the record to CASEMIS.

** You must see the message 'Student successfully submitted for ' to know that the record was submitted. If you don't then there was an issue or a warning to be aware of.

Submitting an Overdue record.

If you need to submit a record with an overdue IEP date AND an overdue reason, the first time you click the submit button you will see this message: 'Last IEP Date is overdue as of '
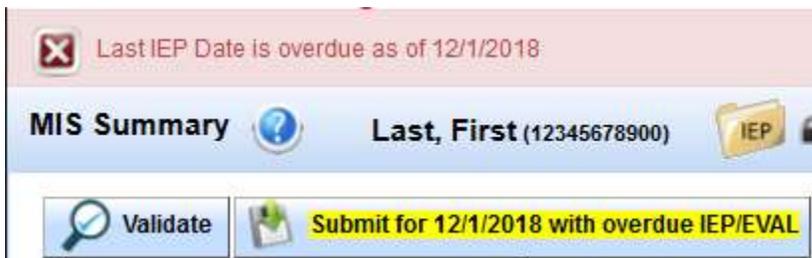
Notice the Resubmit button is still yellow. All you need to do is click the Submit button one more time to confirm that you are intentionally submitting an overdue record with an overdue reason.

You can view a history of all the CASEMIS submissions for that record by selecting the desired report date in the Archived Records menu You will be able to view that historical record as a view only. To return to the active record click the button "View Active Student Record".

Active / Inactive / Pending:

nin ▶   *Active*

Located in the upper right hand corner of the MIS Summary page will be the "Status" of the record. The record will be designated as one of three statuses: Active, Inactive, or Pending

Active status: students that are actively receiving special education services by an IEP, ISP or IFSP. All active records must be submitted to CASEMIS.

Inactive status: students that have been either 'Exited', are 'Not Eligible' (DNQ), or 'Other'.

- <u>Exited</u> record must have an exit date and reason. If the student leaves the SELPA/district or is deceased that can be entered directly on the MIS Summary page; if the student is no longer eligible, or has graduated, that can be entered vie the IEP Manager and the forms.
- <u>Not Eligible</u> (DNQ) occurs if the student has been referred for special education and through the process of an Initial Evaluation determined not to be eligible.
- <u>'Other'</u> reasons would be 'Parent did not give permission to Assess'; 'IEP Abandoned or put on hold'; or 'Historical Inactive record, not current'.

Optional status fields: <u>Designation</u> (General Ed, Special Ed); <u>Placement</u> (RSP, SDC, DIS, RSP/SDC); <u>Date that the placement changed</u> (auto entered); <u>Program</u> (SH, LH, ED, SL, fill Inc.)

Edit Special Ed Status   ✖

Designation   Special Ed.
Active Status   ◉ Active   ○ Pending   ○ Inactive

⊘ Placement   [DIS ▾]
Date Placement Changed   [5/7/2015 📅]
⊘ Program   [▾]
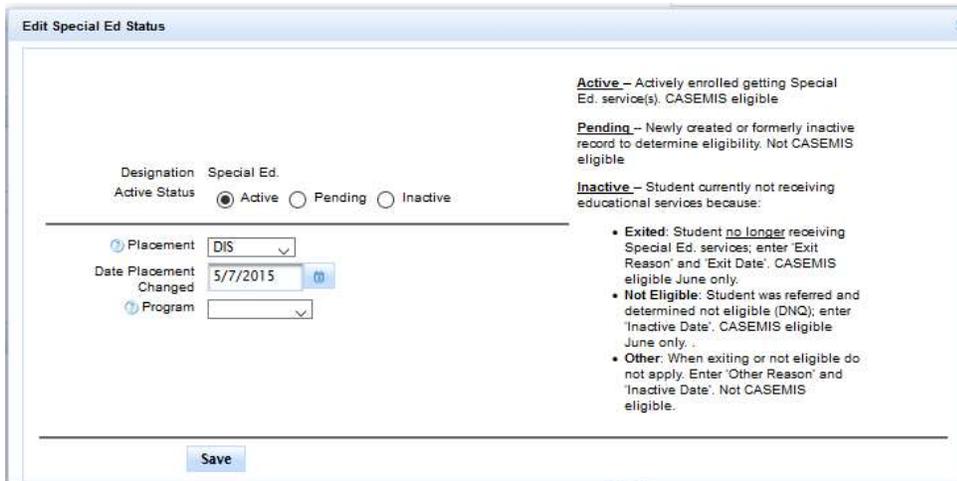
<u>Active</u> – Actively enrolled getting Special Ed. service(s). CASEMIS eligible

<u>Pending</u> -- Newly created or formerly inactive record to determine eligibility. Not CASEMIS eligible

<u>Inactive</u> – Student currently not receiving educational services because:

- **Exited**: Student <u>no longer</u> receiving Special Ed. services; enter 'Exit Reason' and 'Exit Date'. CASEMIS eligible June only.
- **Not Eligible**: Student was referred and determined not eligible (DNQ); enter 'Inactive Date'. CASEMIS eligible June only. .
- **Other**: When exiting or not eligible do not apply. Enter 'Other Reason' and 'Inactive Date'. Not CASEMIS eligible.

[Save]