

The SIRAS Home Page is like a dashboard of a car giving the user an overview of the status of their record and what's going on with your SELPA, district, school or caseload. It is the center of the program and should be reviewed every day, particularly if you are the CASEMIS Clerk or a District Admin 1 user. You can always return to the SIRAS Home Page by clicking on the Siras Systems logo located in the upper left-hand corner.

## **Bulletin Board**

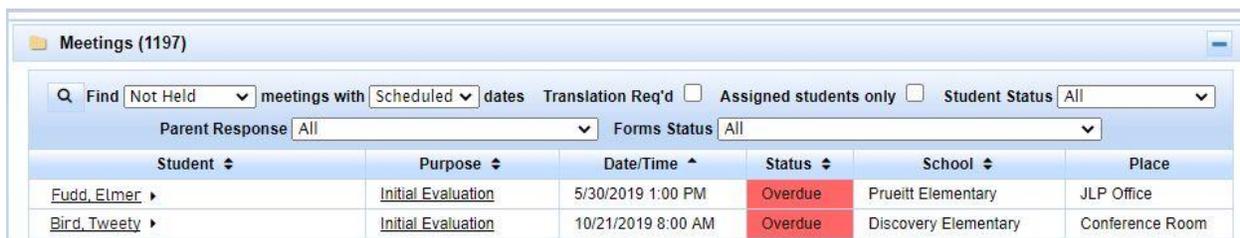
At the top of the SIRAS Home Page is the Siras Systems and/or SELPA 'Bulletin Board' that communicates to all users of various matters. The default bulletin is the SIRAS/SELPA information. You can also view the monthly SIRAS Newsletter which is also found at the bottom of the SIRAS login page by clicking that button. The District CASEMIS Clerk can create a district bulletin board by going to Tools menu and then to SELPA/District/School Admin. Click on the 'Edit' button and create your district bulletin board.

## **HOME PAGE TABS**

Below the Bulletin Board are tabs for organizing and Meetings; view and compose Incoming Messages; and for the Admin user to accept or deny Assignment Requests and to accept Transfers. Many of these tabs are collapsed to save room which are noted by a +; to open the tabs just click on the tab's header.

## **Meetings tab +**

Providers can easily manage meetings by using the sort fields. If you have Admin Access you can check the 'Assigned Student only' checkbox and SIRAS will filter out only those students who you are a Provider for. It is important to review and Finalize all meetings that have been 'Held'. This tab will default open to all users.



Student	Purpose	Date/Time	Status	School	Place
Fudd, Elmer	Initial Evaluation	5/30/2019 1:00 PM	Overdue	Prueitt Elementary	JLP Office
Bird, Tweety	Initial Evaluation	10/21/2019 8:00 AM	Overdue	Discovery Elementary	Conference Room

## **Incoming Messages tab +**

Use the Upcoming Messages tab to view incoming messages or compose messages to other users throughout the SIRAS family of users. SIRAS will automatically send the user a message when parents have signed the forms; when a student has been added or removed from your caseload; when the IEP translation has been completed; and a variety of other items. It is important for all users to routinely check their messages. Messages can be archived or deleted. Throughout SIRAS, when you see a user's name like on the Provider tab, by clicking on the users name will allow the user to send a SIRAS message to that user.

✉ Incoming Messages (1)					
Date Sent	From	Subject	Message		
6/1/2020 8:54 AM	System	Link Receipt - Parent/Guardian	The Form Input Request link you sent to the parent/guardian for student: Daniela Abraham Antonio 8/16/2010 SSID 80946476C-1 Student ID 456362 sent to Parent/Guardian: Lorenzo Abraham T... was followed on 6/1/2020 8:54 AM	<a href="#">Archive</a>	<a href="#">Delete</a>
				<a href="#">Archive All</a>	
<a href="#">Refresh</a> <a href="#">Compose Message</a> View <span style="border: 1px solid black; padding: 2px;">Incoming</span> Messages					
1 records					

### Assignment Requests tab +

CASEMIS Clerk or District Admin 1 access users can approve or cancel requests for students to be assigned to caseloads. Once the assignment is either approved or denied that student will be added or removed from the Providers caseload. A SIRAS message will be sent to the user when that happens to let that provider know.

👤 Assignment Requests (2)										
Student	SSID	School	Assign To	Role	Request Date	Request Type	Request Reason			
Bunny, Bugs ▶	2345611	Kellogg El	McCartney, Paul	Case Manager	5/19/2020	Remove	Never showed up	<a href="#">Approve</a>	<a href="#">Cancel</a>	
Bird, Tweety ▶	23721212	Summer	Lennon, John	Physical Therapist	5/19/2020	Remove	Dismissed from service	<a href="#">Approve</a>	<a href="#">Cancel</a>	

### Transfers tab +

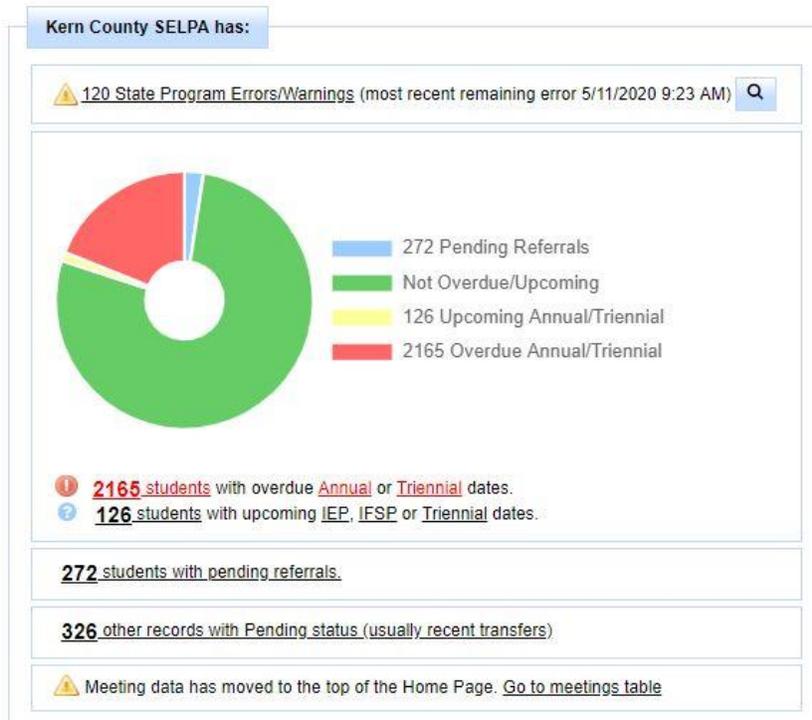
CASEMIS Clerk or District Admin 1 access user will see the 'Pending/Requested Transfer List'. All transfers will need to be resolved by clicking 'Send' or 'Cancel'. The receiving district will get a SIRAS message once this happens. This tab will default to open for CASEMIS Clerks. If you cancel enter why as well as follow it up with a call to the sending district. If you want to review the record before transferring check the 'Allow Preview' checkbox. You can generate a Transfer History report for your district by clicking on that link below.

↔ Transfers (12)						
Initiated ↕	Student ↕	SSID			Allow Preview <input type="checkbox"/>	Action
6/2/2020 by <a href="#">Fudd, Elmer</a>	<a href="#">Marco Alberto</a>	4734413119	GUESD to KCOE - 6069496		<input type="checkbox"/>	<a href="#">Send</a> <a href="#">Cancel</a>
6/2/2020 by <a href="#">Man, Spider</a>	<a href="#">Juan Cristobal</a>	5176365142	KUHSD to KCOE - (Alt. Ed.) Court School		<input type="checkbox"/>	<a href="#">Send</a> <a href="#">Cancel</a>

## COMPLIANCE SUMMARY REPORTS

### Compliance Wheel

The compliance wheel provides the user with a visual graphic with the activity and compliance of the SELPA; the District; the school or the General User's caseload depending on the users level of SIRAS access. The graph is interactive, by clicking on either the Pending Referral, the overdue or upcoming Annual/Triennial, etc. area on the graph will generate a list of those students in the Choose Student list.



### Compliance Health Gauge

The compliance gauge provides the user with a visual graphic with the compliance (DINCs) of the SELPA; the District; the school or the General User's caseload depending on the users level of SIRAS access. The graph is interactive, by clicking on either the color area on the graph will generate a list of those students in the Choose Student list with that compliance concerns. This graph considers Initial eval 60 day timeline; 3rd Birthday timeline; transition regulation question; out of compliance IEP and Evaluations where the actual meeting exceeded the deadline.

### Compliance Concerns

Located below the Overall Compliance Health gauge are the Compliance Concerns summary by district and school and ranked as a percentage by the most out of compliance to the least. Only the districts or schools that have compliance issues will be listed.

- A SELPA user would see a summary of the entire SELPA by district. SIRAS ranks the districts within the SELPA by compliance status (the most out of compliance would be on top). Clicking on the district will allow the SELPA user to see a summary of that district.
- A District user would see a summary of the district by school. SIRAS ranks the schools within the district by compliance status (the most out of compliance would be on top). Clicking on the district will allow the SELPA or District user to see a summary of that school.

Clicking on the district or school will generate a summary for that district or school. Clicking on the number link to the right of the school or district will open the Choose Student List showing those students with the compliance issues to review.

