SIRAS Update January 2023.

See the Assessment Spotlight Issue 215 for more information from CDE
https://www.cde.ca.gov/ta/tg/sa/assessmentspotlight215.asp

TESTING FOR NEW STUDENTS

In order for TOMS to accept testing data for a newly enrolled student at your district, it is important that your district report your first baseline archive to CALPADS. Per CALPADS Flash 166. Once your district echoes the IEP plan received from the previous district, AKA sending SPED and SSRV data to CALPADS from Siras. Then TOMS will accept SEDS accommodation data for SBAC or ELPAC for that student. TOMS and CALPADS 'talk' on a regular basis. If your testing coordinator is getting an 'SSID error' when trying to update accommodation in TOMS it may be the baseline record has not been sent from Siras. This would result in a CERT 132 for this student as well.

Important Point: If using a batch upload to prime TOMS with baseline accommodations data, communicate with other staff who may login that they must wait to login to TOMS until the final import has been completed before fine tuning the student accommodations in TOMS. The uploading of this data from Siras will -wipe out- any work already done in TOMS.

Ifyou are doing both TOMS and ELPAC - Be sure to click 'Reset Search' after finishing one extract. This is because if you have a 'Found Set' before clicking the Export preset, Siras will assume the 'found set' IS exactly the records you want to export.

Before exporting SBAC/CAA or ELPAC support data from SIRAS, it is important that CALPADS has Special Education information for each student who will be in your export. SPED data must be sent to CALPADS first from SIRAS, then SBAC and ELPAC accommodations export data can be accepted into TOMS. The SENR record (student enrollment in CALPADS) sent from your SIS data no longer tells CALPADS this student is in SPED.

Complete the following steps detailed in this help sheet:

1) Locate eligible student records in SIRAS, use pre-defined lists.
2) Review the data for gaps or incorrect data in student lists.
3) Fix manually under /student info/special ed. profile/assessment info or with addendums.
4) Reset Search
5) Go to /tools/data export/ click the export preset
6) Click generate file button to export/save the data file and upload to TOMS.

For students who are eligible to take a CAASPP or ELPAC test this year, you will need to confirm that ELA, Math, Science and EL participations have been carefully selected **and** the Designated Supports and Accommodations are in Sira. Designated Supports and Accommodations are entered on the CAASPP and EL Participation forms through the IEP process. Additionally, data can be directly entered into SIRAS by going to the Assessment Info page (Student Info > Special Ed Profile > Assessment Info), which if used for purposes of preparing data for export, an IEP meeting to change the CAASPP Participation page must follow and be held prior to the student's first day of testing.

Before an upload of data into TOMS can be completed by the testing coordinator at your district you will need to review your caseload in SIRAS using the CAASPP Assessment and EL Test Participation lists, which contain the data that will populate a district-wide data export from SIRAS.

Part 1: **Locate the eligible records for review.** (Case Managers and/or SIRAS Data staff)
1. Go to Reporting/Student Lists.
2. Click on **Predefined Lists tab.**
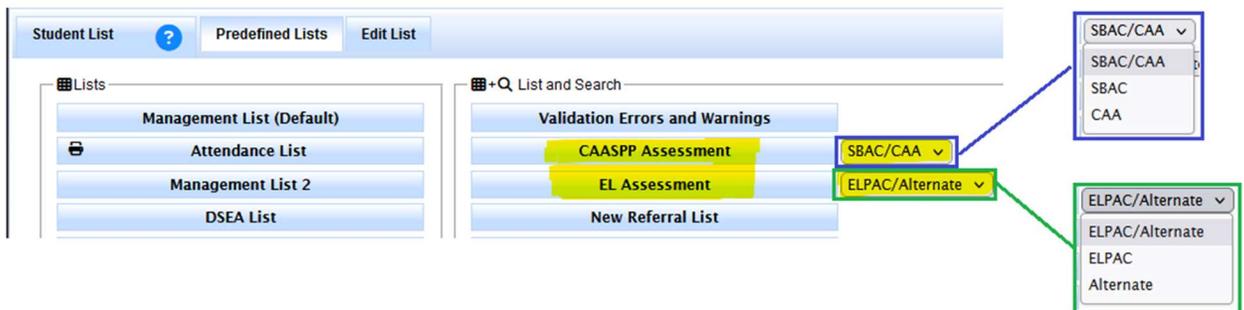
3. Under List + Search: Click the **CAASPP Assessment List** button or **EL Test Participation**. This will locate all the students who are in the testing group.
4. Note you can choose the alternative test separately or together when the menu is selected.

Part 2: **Review the data for gaps or incorrect data.** (Case Managers and/or SIRAS DATA staff)

Review the ELA, Math, Science, and EL columns for gaps, an empty cell that is blank, "with Designated Supports" or "with Accommodations" *without* any supports or accommodations listed. Records that have gaps, an IEP will need to be held prior to testing to add supports.

Blank:

Eighth grade	

Designated Supports or Accommodations not listed:

California Alternate Assessment with Designated Supports
Supports *not* listed

For students in the testing group who are listed as outside of grade level, correct the participation and add Supports/Accommodations, if needed.

For students whose last IEP had a support that is no longer offered or has moved to another category of support, remove the deprecated support **(X_DEP)**. Don't forget to add in another support at this time or when following directions in Part 3 of this help sheet, if needed.

Incorrect participation:

Eleventh grade	Exempt-Outside of Required Grade Level	Exempt-Outside of Required Grade Level

Deprecated Supports:

Designated Support: Separate setting (Non-Embedded)
Accommodation: X_DEP: Read Aloud (Science) (Non-Embedded)

Part 3: **Fill in the missing and/or correct the data.** (Case Managers and/or SIRAS DATA staff)

1. To edit information, right click on the student's name and select Special Ed Profile > Assessment Info and add/change participation and supports. Data entered in this tab will be ready for export into TOMS. If you add accommodations when reviewing the assessment list, an **IEP must be held** to add the accommodations. If you change participations/supports (including removing a deprecated support), an **IEP must be held** prior to testing. This can be done via an addendum/amendment/other review/annual or triennial. Check with your director/ program specialist for their guidance about the meeting type they prefer in these cases. To return to the Student List, click the back button to the right of the SIRAS logo.

Student Participation Data - Eighth grade

Participation in ELA — Smarter Balanced with Designated Supports - 10 | Level | Score

Designated Support: Text-to-speech (writing, listening, reading items only, not passages) (Embedded) ✕
Universal Tool: Scratch paper (Non-Embedded) ✕
Add Designated Supports...

Participation in Math — Smarter Balanced with Designated Supports - 10 | Level | Score

Designated Support: Text-to-speech (Embedded) ✕
Universal Tool: Scratch paper (Non-Embedded) ✕
Add Designated Supports...

Participation in Science — California Science Test with Designated Supports - 51 | Level | Score

Designated Support: Text-to-speech (Embedded) ✕
Universal Tool: Scratch paper (Non-Embedded) ✕
Add Designated Supports...

Physical Fitness Test

2. Repeat until all gaps are filled and data has been corrected. Once your data is completely corrected, your SIRAS data administrator should be notified. Any changes made to participation and support data after the export has been completed by SIRAS data administrators means that they will have to be communicated with the test coordinator to ensure the student(s) have the supports necessary on the first day of testing.

Part 4: **Exporting the data.** (SIRAS Data Administrator)

1. Go to **/Tools /Data Export**. Click on the appropriate Test Accommodations button in 'Export Presets'. If you will be completing both exports, please complete one process first and reset your search before completing the next one.
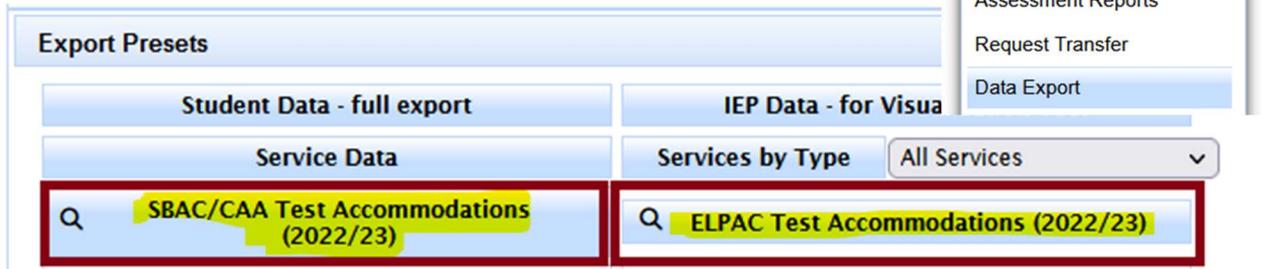
2. Then click the **'Start Process – Generate Export button'**.
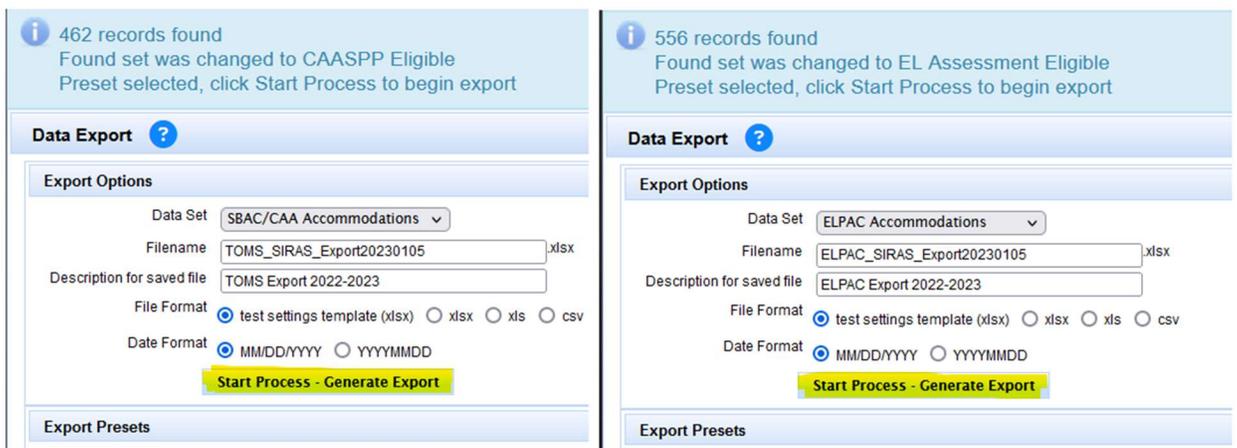
DO NOT CHANGE FILE FORMAT

3. When the export is complete, you will see the file listed in the 'My Finished Exports 'section, under 'Downloaded Saved Export Files' with a filename of ***TOMS_SIRAS_ExportYYYYMMDD.xlsx or ELPAC_SIRAS_ExportYYYYMMDD.xlsx***

4. Download the file. **Do NOT open/edit or revise the file.** *If your browser opens the file for you it is because you are asking it to by double clicking on it, please do not do this. You may*

need to right click on it or click the icon to right of filename to show in folder or find a menu of options to locate the file where your browser saved it. This is dependent upon what browser you use and what file save preferences have been set. If your browser changed the name of the file upon download, this is less important, but you may want to revise the name of the file to match the intended filename ***TOMS_SIRAS_ExportYYYYMMDD.xlsx or using the naming convention you prefer.***

My Finished Exports				
Completed exports may be deleted from this area after one month. If you wish to save the files permanently, please download them to your computer.				
	Download Saved Export Files	Refresh		
Filename	Description	Created		
TOMS_SIRAS_Export20200122.xlsx	TOMS Export 2019/2020	1/22/2020 9:01 AM by Marty McFly	Download	✘

5. Send the file to your testing coordinator. This file should be sent at the latest 2 weeks prior to testing. Collaborate with your district coordinator.

Special notes for test coordinators:

- Once the data file has been uploaded to TOMS, wait at least 24 hours to test that student data was uploaded. If you have questions about the export and upload, contact SIRAS support at support@sirassystems.com or CalTAC at caltac@ets.org.
- It is recommended that each school site have a list of the supports. At the time of the export, the test coordinator can run an assessment list, sorted by school site. Go to the Search Page by clicking on the magnifying glass. Click the **Predefined Queries** tab.   Click the **CAASPP Eligible** button to execute the search/query. This will locate all the students who are in the testing group (students with plan type 100 -IEP from grades 3 – 12, except grade 9). Click **Search to Student Lists**. From the Student List, click the **Predefined Lists** tab. Select **CAASPP Assessment List**. Go to the **Edit List** tab to group your search by School Attending.
- **Print-on-demand** is set by having the LEA CAASPP coordinator contact the California Technical Assistance Center (CalTAC). Configuring this accommodation in the upload file will not automatically activate it for the assigned student. All requests must be approved by CalTAC and the CDE. Contact caltac@ets.org
- If **Universal Tools have been turned off**, refer to the IEP to know which tools to turn off.
- TOMS has linked Embedded **Text-to-Speech** for math and science. If selected in subject, the student will have Text-to-Speech for both subjects in the testing interface.
- If an accommodation requires permissive mode, Siras will automatically include Permissive Mode in the export.
- The TOMS export file does not assign students to the California Alternate Assessment (CAA). This must be done by posting a different file and/or manually adjusting the "test mode" in TOMS. If you change the test mode after posting this Test Settings file, then you will reset the settings to the default of NONE.

- Students must be actively enrolled with the district in CALPADS (SENR record) and have a current Special Education program (SPED record) with a disability code in CALPADS to post accommodations.

- Only LEA or Site Coordinators can post these files to TOMS, so Special Ed. staff and CAASPP/CALPADS staff may need to work on posting the file together. The file will go through an initial validations process. If there are ANY errors (student not enrolled with district in CALPADS, no current disability code in CALPADS) then the entire file may be rejected. Coordinators will have to either remove the lines where errors have occurred and repost and/or work with CALPADS coordinators to correct the CALPADS information and try again another day.

For assistance or questions about the query, assessment list or the data export, contact support@sirassystems.com.