



Claims Preparation Q & A

- Q. Will the YIC tool update automatically - and if so should we recheck the list to see if students are added before 5/15?
- A. Yes. The reports in the YIC tool will update daily.
- Q. If we do not want to do End/Adds now, can we just wait to update the data after the rollover in the 2019-20 school year?
- A. Absolutely! Creating records for next year is not a requirement. We just want to make sure that if it's done, it is done properly.
- Q. Should we be able to end our 8th grade students now if we know the graduation date to use for the end date?
- A. Yes.
- Q. If a percent changes on the approval record should we do an End/Add?
- A. It's ultimately a district decision but if a percentage changes enough to affect the EE code, then we would recommend an End/Add.
- Q. If a student did not show up this year for school but rolled over, can we just delete that approval record?
- A. Yes, and that is what should be done.
- Q. Can you remind us when the district per cap data is released?
- A. It is usually released in May.
- Q. Regarding Personnel employed on 12/01, do I check the box for paras who get paid with an IDEA grant?
- A. Yes. If they are employed on 12/01 it doesn't matter how they get paid.
- Q. I printed out the personnel manual already. Is the only change the new due date?
- A. Yes.
- Q. Do you know if SIS webinars have addressed the fact that students enrolled in ESY or summer terms should be kept active in SIS until the term ends?
- A. Yes. We met with the SIS team in February to make sure they stress this as much as possible.
- Q. Should we do an End/Add for ANY related service change?
- A. Again, this is a district decision, but you should always track '25' for Special Transportation with End/Adds since it is reimbursable on the claim in I-Star for Fund E and X.

Q. Will there be a Personnel refresher training/webinar?

A. Yes. You can register now for a training on May 20, June 10 or June 24.

Q. What happens if we have a Private Facility student start after July 15th due date?

A. Since that would be summer term, you have until November 1 to add those approvals and claims.

Q. We had a foster student who had an initial evaluation today and qualifies for services. Do we do an orphanage act claim for her for this year even if start date is after March 1?

A. Yes! You have until July 15th for a student that begins after March 1. *(Remember that a foster student is not necessarily considered Youth In Care.)*

Q. We have a student that is on the SIS DCFS youth in care report at a group home, but my I-Star record has him under Fund Code A. He is over 18 and at the group home. Should he stay Fund Code A? DHS pays the costs, not our district.

A. Yes. The student should remain Fund Code A.

YIC Tool Clarification:

There are three reports to view in SIS:

1. Prints students that are already reported in I-Star as Fund Code D, E or F.
2. Prints students that are in a YIC Group Home.
3. Prints students that could possibly be YIC Special Education students. In other words, these students may not be special education students.

