

Topics



Special Education Personnel Approval Manual



Personnel Approvals



Status Codes



Error Reports



Website



Support

2022-2023 Special Education Personnel Approval Manual

- Updated in May
- Due Date - Personnel Approval DUE June 30, 2023!!!
- New ISBE Contact - Michelle Johnson

www.hbug.k12.il.us -> Manuals & Guides



I-Star Landing Page

Select Approvals and Claims -> Personnel -> Approvals

Home

Approvals and Claims

IEP

Admin

Goal Mine

Facility Search

IEP Quality

Welcome Coop User

Train15Jess Brown

Norris City Annex

Thank you for using the I-Star training system.

Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

Approvals and Claims

IEP

Student

Personnel

Approvals

Upload Files

Request

est. Use this quick link to view the details of the request.

staff members.

nel records with fatal errors: 8

come Surveys



Personnel Approval

Approvals

Uploaded Files

SEPI Lookup

Reported

Un-Reported

Personnel Approvals Filter

IEIN:

Entity:

School Year:

Errors Only: ☐

Last Name:

First Name:

Approval Status: Excl ☐

Spec Ed Type: Excl ☐

Work Assign: Excl ☐

Search

Clear Search

Recheck Edits

Export to Excel

Export to Excel for Import

Reported

Personnel with an existing
Approval record in I-Star

Un-Reported

Personnel in jurisdiction from
EIS upload but no current
Approval record

Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

Personnel Approvals

(Add)

(Page of)PageItems Per Page

Manage Personnel Claims and Approvals

For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.

Search for and select the person the approval is for.

Personnel Search

Multiple

OR

Single

District:Wabash & Ohio Valley Sp Ed Dist

IEIN:

Last Name:

First Name:

Gender:

Include Retired

SearchClear SearchCancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

- Once Personnel is added, an Approval record can be completed for the employee
- Determine if 'Employed as of 12/1/2022' should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

[Handwritten scribbles]

Personnel Approval



Year: 2022-2023

Employed as of: 12/1/2022: ☒

Entity: Harrisburg CUSD 3 (2)

Total FTE: 0.0

Special Ed Type: A-Special Education Teachers

Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
No Records Found						

Enter the new work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher

FTE: 1.0

Select FTE
0.1
0.2
0.3
0.4
0.5
0.6
0.7
0.8
0.9
1.0

Hide Salary Info

Salary Information / Offsets

NOTE: Salary fields are required to be completed if personnel are reported for approval only (not in program).

Local Salary & Benefits
Total Federal Salary & Benefits
Other Salary & Benefits

- Full Time Equivalency (FTE) required for ALL employees:
 - Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
 - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)

PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)

TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)

NHA6 - Non-Certified Health Aide (KG-12)



Personnel Approval

- I-Star system will automatically match the appropriate Special Education ID code:
 - A - Special Education Teacher
 - B - Related Service Provider
 - C - Paraprofessional
 - D - Administrative
- This code will be determined once the Work Assignment is Saved

Personnel Approval Information	
Year: 2022-2023	Employed as of: 12/1/2022: <input checked="" type="checkbox"/>
Entity: Harrisburg CUSD 3 (2)	Total FTE: 0.0
Special Ed Type: A-Special Education Teachers	Term: Regular

Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
 - Qualified - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.



I-Star Resource Website

www.hbug.k12.il.us

Harrisburg Project
Software Support for Special Education
2000-2019 Harrisburg K12 IL - www.hbug.k12.il.us

Questions? support@hbug.k12.il.us - (800) 835-5274

I-Star

Home ISLE PWS Resources Events ELAR Recent Updates to I-Star Contact Us

NEW 2021-2022 Claims Training is now available!

Hot Topics

- # Want Customized Training? Register Now!
- NEW! Claims Pre-Game
- Commonly Questioned I-Star Error Codes and Descriptions
- How to Access Indicator 14

Manuals & Guides

- # I-Star User Guide (updated 2/13/2022)
- # Harrisburg Project Newsbriefing Archive
- # Students with Disabilities Data Collection and Approval Instructions (September 2022)
- # Changes in Students with Disabilities Data Collection and Approval Instructions (September 2022 to September 2022)
- # Special Education Personnel Data Collection and Approval Instructions (January 2022)
- # Changes in Special Education Personnel Data Collection and Approval Instructions (July 2021 to January 2022)
- # Students with Disabilities Claim and Reimbursement Instructions (July 2022)
- # Changes in Students with Disabilities Claim and Reimbursement Instructions (April 2021 to June 2022)
- # Special Ed Data Life Cycle
- # Fund Code H Flow Chart

Upcoming Deadlines

- May 2, 2022**
 - SPF 14 Survey Opens
- May 16, 2022**
 - Pre-Visit 2, TIC Due
- June 15, 2022**
 - Fund DEF R Term Due
- June 30, 2022**
 - Personnel Approvals Due
- June 30, 2022**
 - Fund DEF R Term Approval Corrections Due
- July 15, 2022**
 - Fund X2 Approvals Due
- July 26, 2022**
 - All Funds Approvals Due (Excluding Fund B)
 - Fund DEF R Term Claims Due
 - Fund X2 Claims Due

2022 Due Dates Calendar

HBUG on YouTube

I-Star Student Approvals (7/1/2022)

