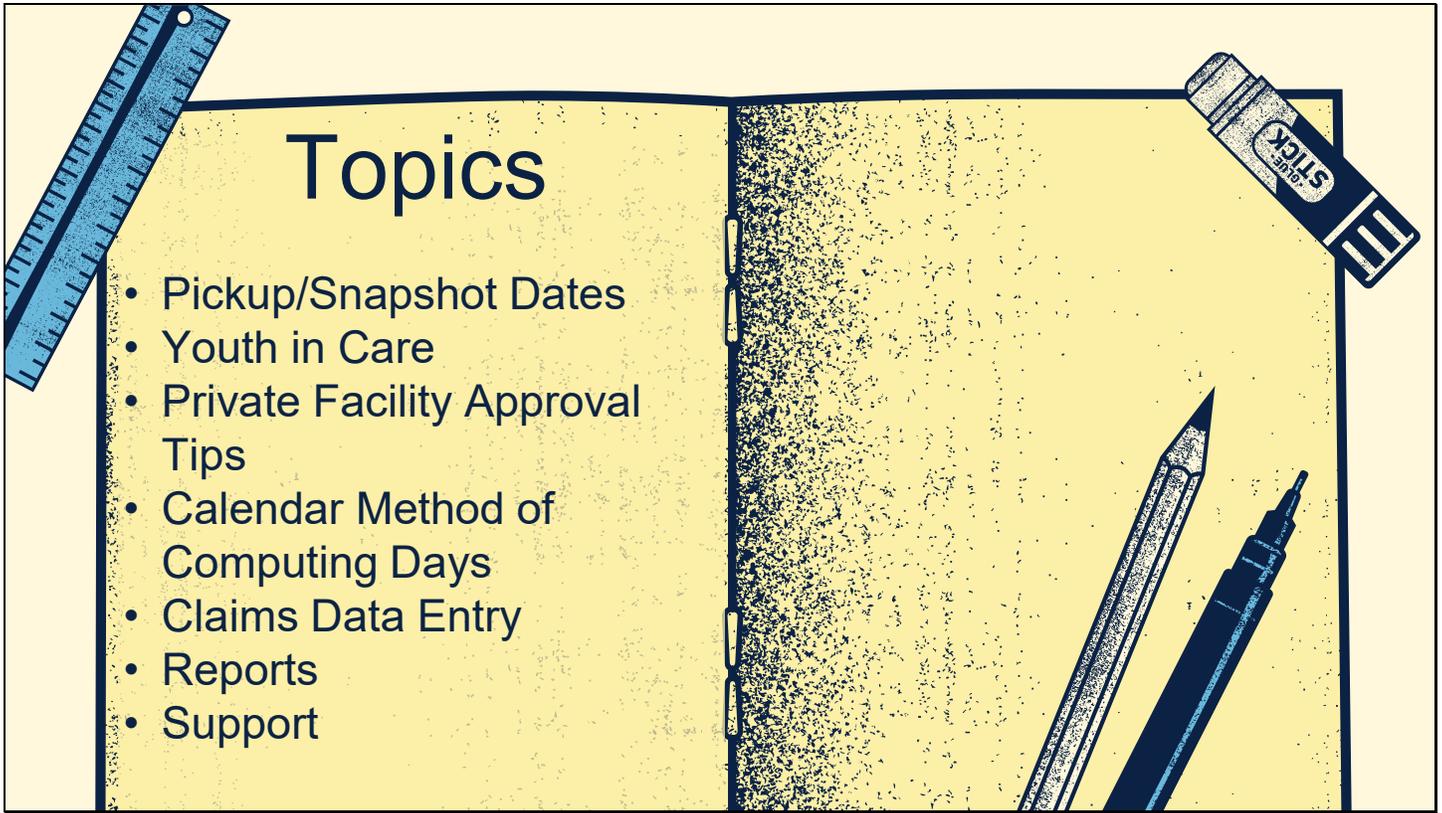


2022-23 Fund Code F Claims Training

Presented By
Harrisburg Project



How to Identify Youth in Care Students (Orphanage)

- Click Possible Youth in Care tab under Student Approvals



- Select Entity -> School Year -> Search

Entity:

School Year:

How to Identify Youth in Care Students (Orphanage)

IStar Fund Code
A
A
A
A
A
A
A
A
A
A
A

- Evaluate students listed (Regular Education students can be disregarded).
- Focus on I-Star Fund Code column:
 - If Fund Code is blank AND student receives Special Education, add a Fund E or F approval record.
 - If Fund Code = A or X, Fund Code may need to be changed to Fund E
 - If Fund Code = B, Fund Code may need to be changed to Fund F

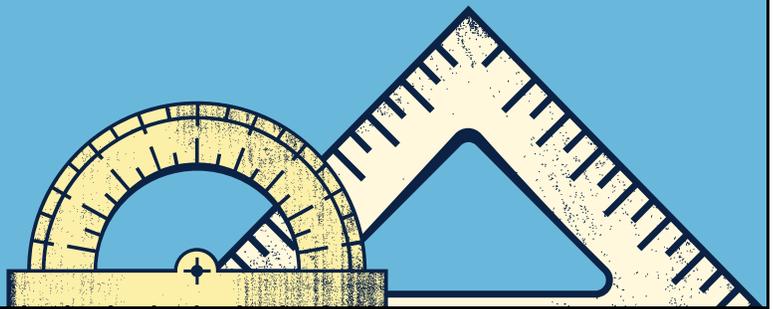
Student Reimbursement Pickup / Snapshot Dates

June 15, 2023

Regular Term Private Facility Orphanage - Fund Code F
Approval Corrections through June 30, 2023
Claims Correction through July 31, 2023

November 1, 2023

Summer Term Private Facility Orphanage



Students with Disabilities Claims and Reimbursement Instructions

www.hbug.k12.il.us

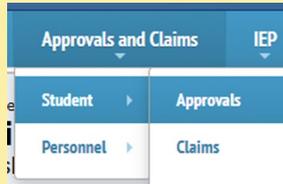
Manuals & Guides



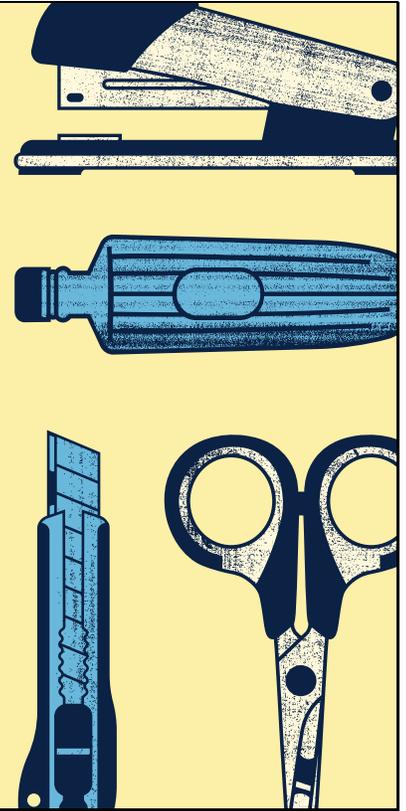
Manuals & Guides
I-Star User Guide (updated 9/6/2022)
Harrisburg Project Newsbriefing Archive
Students with Disabilities Data Collection and Approval Instructions (November 2022)
Changes in Students with Disabilities Data Collection and Approval Instructions (November 2021 vs November 2022)
Special Education Personnel Data Collection and Approval Instructions (January 2022)
Changes in Special Education Personnel Data Collection and Approval Instructions (July 2021 vs January 2022)
Students with Disabilities Claim and Reimbursement Instructions (March 2023)
Changes in Students with Disabilities Claim and Reimbursement Instructions (May 2022 vs March 2023)

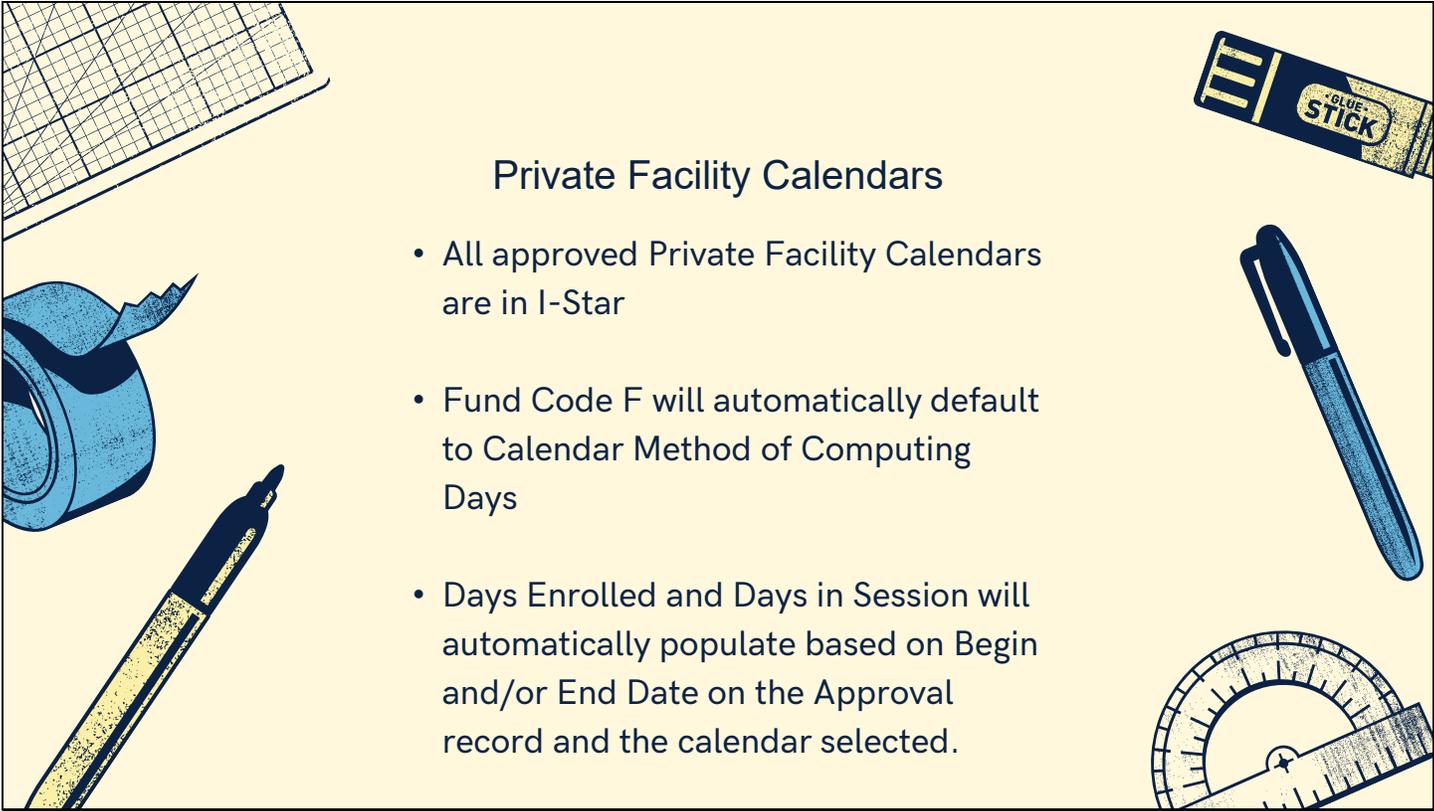
Student Approval Fund F

Approvals and Claims -> Student -> Approvals



Filter by Fund Code F -> Search -> Select desired student's name to open Approval record

A screenshot of a search filter form. It features several dropdown menus and buttons. The 'Fund' dropdown is selected and shows 'F-Section 14-7.03 (Private Facilities/Orphanage)'. Other dropdowns include 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom, there are five buttons: 'Search' (circled in red), 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'.



Private Facility Calendars

- All approved Private Facility Calendars are in I-Star
- Fund Code F will automatically default to Calendar Method of Computing Days
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on the Approval record and the calendar selected.

Student Claim Fund F

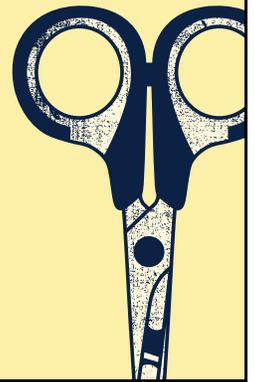
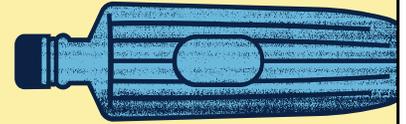
Approvals and Claims -> Student -> Claims

Approvals and Claims	IEP
Student	Approvals
Personnel	Claims
Last Name: <input type="text"/>	Program Definition

Filter by Fund Code F -> Search -> Select desired student's name to open Claim record

Fund: F-Section 14-7.03 (Private Facilities/Orphanage) ▼
Program: ▼
Reimbursement Status: ▼
Class Teacher: ▼
Class Name: ▼
Event: ▼

Search Clear Search Recheck Edits Export to Excel Export using Import Format



Private Facility Calendars

How to Print Private Facility Calendars:

[Private Facility Search](#)

OR

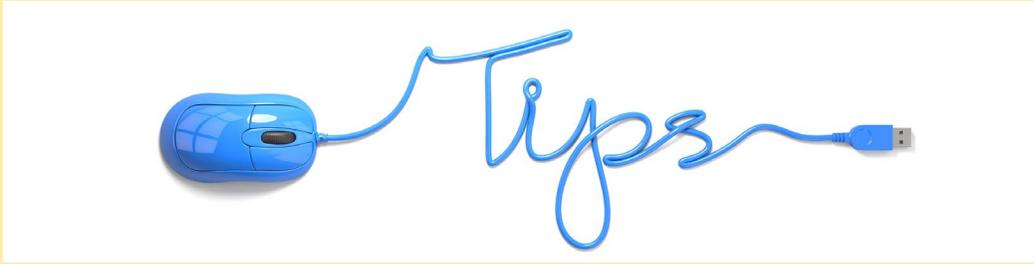
www.hbug.k12.il.us

Resources -> Private Facility Search Engine

Month			Year			
Mon	Tue	Wed	Thu	Fri	Sat	Sun

Locate facility and click facility name.
Find the Calendar Information and Click
Electronic Calendar.

The screenshot shows a web interface with a header 'Calendar Information' circled in blue. Below the header, it says 'Approved on : 3/31/2022'. There is a table with columns: 'School Calendar', 'Regular Begin Date', 'Regular End Date', 'Total Regular Days', 'Summer Begin Date', 'Summer End Date', and 'Electronic Calendar'. The 'Electronic Calendar' button is circled in blue. Below the table, there is a label 'Total Summer Days'.



- Make sure that all records have correct Term. If a student is going to attend Summer Term, a separate Approval record should be added.
- Check all Private Facility codes against invoices to make sure the proper selection is made in I-Star on the Approval record.
- Make sure that all transitions have been recorded in I-Star with end/adds. If students have been to multiple facilities during the school year, you should claim accordingly.

Reports...

Error Report

- To run Claims Error Report click: Reports -> Application Reports
- Select Report Type: Student
- Select Report Categories: Error
- Select: Student Claims Errors by Resident District and Serving School
- Under Report Filters, select: Fund F
- Click: Run or Export

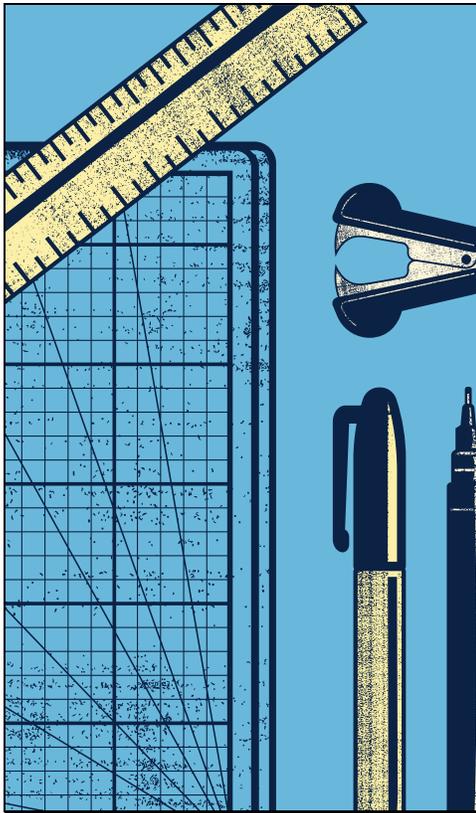
The screenshot displays the I-STAR Reports interface. At the top, there are dropdown menus for 'Report Type' (set to 'Student') and 'Report Categories' (set to 'Errors'). Below this is the 'Select Report Description' section, which contains a list of report options with radio buttons. The option 'Student Claims Errors by Resident District and Serving School' is selected and highlighted with an orange oval. To the right of this list is a 'Report Description' box with the text 'Select a report to see description here...'. Below the report selection is the 'Reports Filters' section, which contains two columns of dropdown menus for filtering the report data. The filters include: Student SIS Id, School Year (set to 2022-2023), Gender, Grade, Term, Ethnicity, Private Facility, Class Name, Related Service, Resident District, Serving District, Serving School, Disability, Fund, Indicator Errors, and Include on.

Reports...

Reimbursement Reports

- To run Claims report click: Reports -> Application Reports
- Select Report Type: Student
- Select Report Categories: Reimbursement/Claim
- Select: Student Reimbursement Funds DEF Regular Term
- Report Filters: Fund F (optional)
- Click: Run or Export Report

The screenshot displays the 'I-STAR Reports' interface. At the top, there are two dropdown menus: 'Report Type' set to 'Student' and 'Report Categories' set to 'Reimbursement / Claim'. Below these is a table with two columns: 'Select Report' and 'Description'. The 'Select Report' column contains radio buttons, and the 'Description' column lists various report types. The option 'Student Reimbursement Funds DEF Regular Term' is highlighted with an orange oval. To the right of the table is a 'Report Description' box with the text 'Select a report to see description here...'. At the bottom, there is a 'Reports Filters' section with several input fields: 'Student SIS Id', 'School Year' (set to 2022-2023), 'Gender', 'Grade', 'Related Service', 'Resident District', and 'Serving District'.



I-Star 

SUPPORT

Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us
www.hbug.k12.il.us
