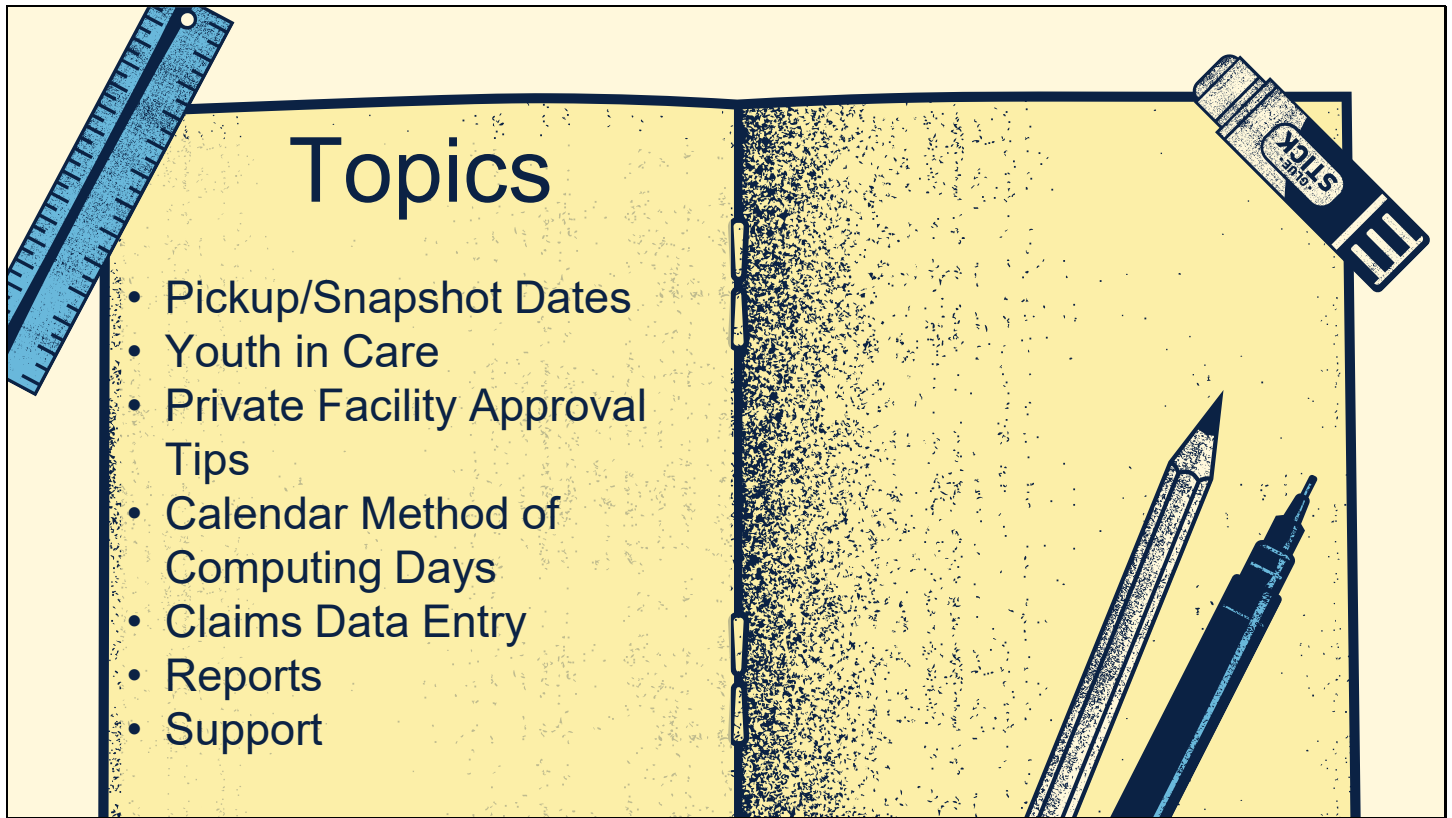




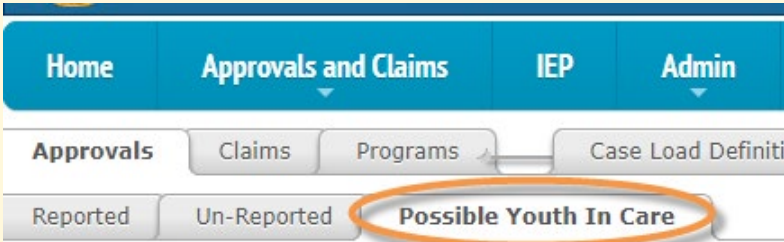
2022-23 Fund Code F Claims Training

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:

Harrisburg CUSD 3 (2)

School Year:

2022-2023

Search

How to Identify Youth in Care Students (Orphanage)

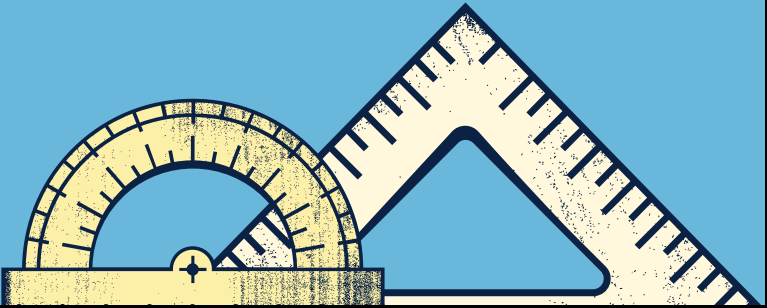
IStar Fund Code
A
A
A
A
A
A
A
A
A
A
A
A

- 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)

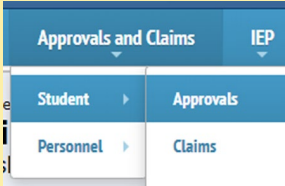
 Changes in Special Education Personnel Data Collection and Approval Instructions (July 2021 vs January 2022)

 **Students with Disabilities Claim and Reimbursement Instructions** (March 2023)

 Changes in Students with Disabilities Claim and Reimbursement Instructions (May 2022 vs March 2023)

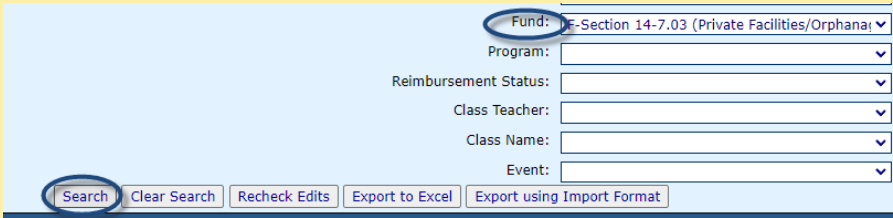
Student Approval Fund F

Approvals and Claims -> Student -> Approvals

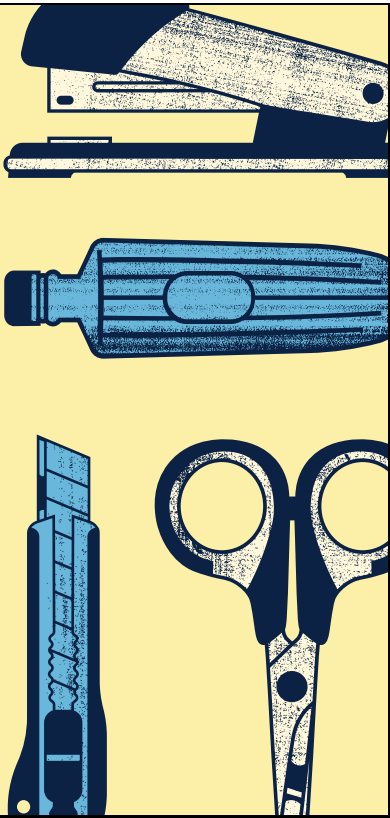


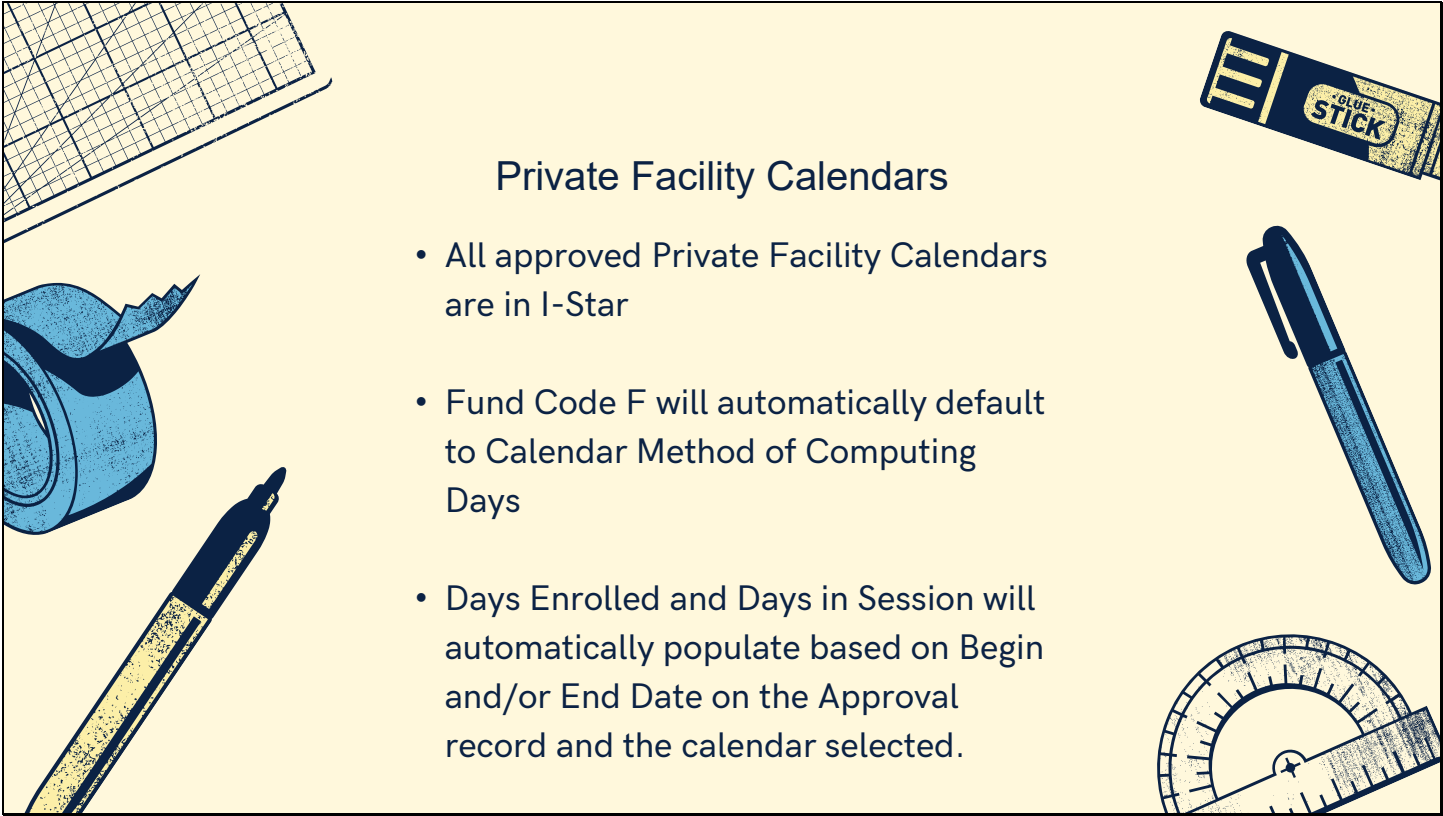
A screenshot of a software menu. The main menu is 'Approvals and Claims' with a dropdown arrow. Below it, there are two sub-menus: 'Student' and 'Personnel', each with a right-pointing arrow. To the right of these, there are two more options: 'Approvals' and 'Claims'.

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



A screenshot of a search interface. On the right side, there are several dropdown menus: 'Fund' (set to 'F-Section 14-7.03 (Private Facilities/Orphanage)'), 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom left, there is a 'Search' button circled in red, followed by 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format' buttons.





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.

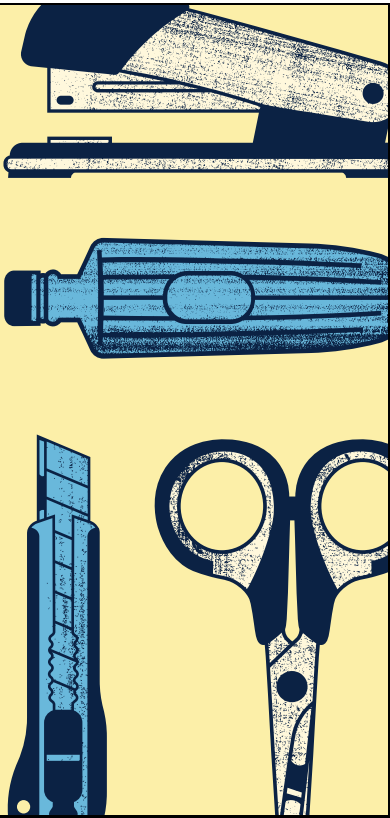
Student Claim Fund F

Approvals and Claims -> Student -> Claims

Approvals and Claims		IEP
Student	Approvals	
Personnel	Claims	
Last Name:	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:	
<div>Search Clear Search Recheck Edits Export to Excel Export using Import Format</div>	



Student Claim Fund F

Actions	Student Name	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date
	Walker, DemoKaylen Brady	R: 20-083-0030-26 S:	F	64985-T	R	R	9/6/2022

Locate the student claim for the Regular Term in the search results grid, then click on the student's name to open the record.
Remember....Summer Term claims are not due until November 1, 2023

Resident District Per Cap & Estimated Reimbursement will compute in I-Star automatically.

Note: The Transportation Cost field is only available on the claim if Related Service 25 is selected on the Approval record.

The 2022-2023 Student Claims Data is Open.

Term: Regular ☒ Include Claim*
*By leaving un-checked you are agreeing not to submit a claim for this record.

Tuition

Method of Computing Days
Manual ☐ Calendar ☒ Menta Academy Midway

Calendar (Cost): Program: ☐ Show Coop Programs

Participation Rates
% Regular Ed: FTE: ADE:

Participation Days
Enrolled In Session
Regular 176 176
Total 176 176

Costs
Cost Per Pupil: Trans Cost:

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.

Calendar Information

Approved on : 3/31/2022

School Calendar

Regular Begin Date

Regular End Date

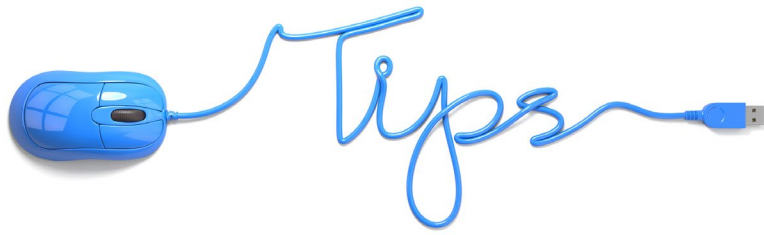
Total Regular Days

Summer Begin Date

Summer End Date

Total Summer Days

Electronic Calendar



- 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

I-STAR Reports	
Report Type: Student	Report Categories: Errors
Select Report Description	
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Non-Exited Students for Verification </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Student Approval Errors by Resident District and Serving School </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Student Approval Errors-Limited </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Student Claim Errors By Resident District And Serving School </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="radio"/> Student Indicator Errors </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="radio"/> Student Missing Exit Data </div>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <p style="margin-top: 0;">Report Description:</p> <p>Select a report to see description here...</p> </div>
Reports Filters	
Student SIS ID: School Year: 2022-2023 ▼ Gender: ▼ Grade: ▼ Term: ▼ Ethnicity: ▼ Private Facility: ▼ Class Name: ▼	Related Service: ▼ Resident District: ▼ Serving District: ▼ Serving School: ▼ Disability: ▼ Fund: ▼ Indicator Errors: ▼ Include on: ▼

[illegible]

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

I-STAR Reports

Report Type: Student
Report Categories: Reimbursement / Claim

Select Report

	Description
<input type="radio"/>	Computation Sheet - Excess Cost
<input type="radio"/>	Computation Sheet - Orphanage
<input type="radio"/>	Computation Sheet - Private Facility
<input type="radio"/>	Computation Sheet - Summer Orphanage
<input type="radio"/>	Programs By Resident District
<input type="radio"/>	Student Reimbursement Blank Data Form
<input type="radio"/>	Student Reimbursement Fund 4-a
<input checked="" type="radio"/>	Student Reimbursement Funds DEF Regular Term
<input type="radio"/>	Student Reimbursement Funds DEF Summer Term
<input type="radio"/>	Student Reimbursement Funds X and Y
<input type="radio"/>	Student Tuition Summary Page
<input type="radio"/>	Students with Days Enrolled By Resident District And Fund Code

Report Description:

Select a report to see description here...

Reports Filters

Student SIS Id:

School Year: 2022-2023

Gender:

Grade:

Related Service:

Resident District:

Serving District:

[illegible]




SUPPORT

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