

2022-2023

I-Star

CLAIMS PRE-GAME!

PRESENTED BY HARRISBURG PROJECT

TODAY'S AGENDA

- Students with Disabilities Claims & Reimbursement Instructions
- Youth in Care
- Orphanage Approvals EBF Due Date
- Correction Periods - Claims
- Average Daily Enrollment (ADE)
- Fund Code E Term
- Miscellaneous Tips
- Contact Information for Support



STUDENTS WITH DISABILITIES CLAIMS & REIMBURSEMENT MANUAL

- For Fund Code E trainings:
 - Print Special Education Tuition Cost Sheet Completion Instructions - pages 14 - 22
- For Fund Code B and F trainings:
 - Print Private Tuition Reimbursement - pages 4 - 5

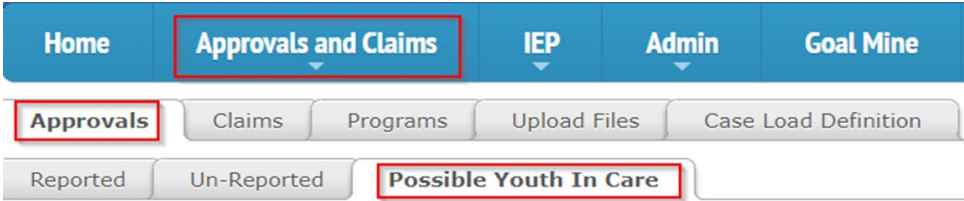
www.hbug.k12.il.us -> **Manuals & Guides**

POSSIBLE YOUTH IN CARE

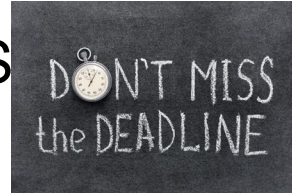
YOUTH IN CARE VERIFICATION TAB AVAILABLE IN I-STAR

- Lists students that are possible Youth in Care (orphans)
- Determine if any of the students listed are special education students that need an approval record in I - Star
- If students appear on the List as Fund Code A or X, they may need to be changed to Fund Code E
- If students appear on the list as Fund Code B, they may need to be changed to Fund Code F
- The electronic DCFS file used in I - Star for edit checks is still approximately 4 weeks behind

Note: If student is already in I-Star as Fund Code D, E or F, they will not appear on this list.



ORPHANAGE APPROVALS EBF DUE DATE



- Orphanage Approval records with a Begin Date on or before March 1, 2023 are due in I-Star May 15, 2023
- Records entered on or before May 15, 2023 in that date range will be claimable on June 15, 2023
Regular Term Orphanage Claims in I-Star
- Any records added after May 15, 2023 in that date range will be included on the district's EBF enrollment, but will not be claimable in I-Star

STUDENT CLAIMS DUE DATES

JUNE 15, 2023

- Regular Term Orphanage - Fund Codes DEF Approvals and Claims Due Approvals Corrections Allowed through June 30, 2023

JULY 15, 2023

- Excess Cost - Fund Code X Approvals Corrections Allowed through July 31, 2023

JULY 31, 2023

- All Student Approvals (except for Fund B)

AUGUST 15, 2023

- Private Facility - Fund Code B
REMEMBER! This is Regular and Summer Term. Don't forget to include Summer Days!

NOVEMBER 1, 2023

- Summer Term Orphanage - Fund Codes DEF



CORRECTION PERIODS - CLAIMS

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REGULAR TERM ORPHANAGE	EXCESS COST	BOTH TERMS PRIVATE FACILITY
<ul style="list-style-type: none">• Correction Period open June 16 - July 31, 2023	<ul style="list-style-type: none">• Correction Period open July 16 - July 31, 2023	<ul style="list-style-type: none">• Correction Period open August 16 - September 30, 2023

AVERAGE DAILY ENROLLMENT

WHAT IS ADE?

Days Enrolled / Days in Session

WHEN WOULD ADE BE LESS THAN 1.0?

- Student did not attend all day the entire school year
- Program started after the first pupil attendance day on the official public calendar (ie. PreK programs, Kindergarten programs)

SIS Enrollment Begin Dates are defined as the first day the student is expected to attend school. I-Star Approval Begin Dates must coincide with SIS dates.



"TRADITIONAL" CALENDAR METHOD

Method of Computing Days

Manual

Calendar

Harrisburg CUSD 3 - 20-083-

Calendar (Cost)

Program

Show Coop t

Participation Rates

% Regular Ed:

78

FTE:

1

ADE:

0.247

Participation Days

	Enrolled	In Session
Regular	43	174
Total	43	174

Costs

Cost Per 1.0 ADE:

15000

Cost Per Pupil:

3705

CALENDAR METHOD:
Data Entry - FTE and Cost per 1.0 ADE

WHAT IS COST PER 1.0 ADE?
Cost of the program for a student that is present all day for the entire year.

- USE THIS METHOD WHEN:
- Cost per 1.0 ADE is available or
 - ADE is 1.0 or
 - Claiming district per capita tuition charge

CALENDAR (COST) METHOD

CALENDAR (COST) METHOD:
Data Entry - FTE and Cost per 1.0 ADE

WHAT IS COST PER 1.0 ADE?
Cost for the entire year, regardless of days and FTE.

USE THIS METHOD WHEN:

- Cost per 1.0 ADE is NOT available or
- ADE is less than 1.0

Method of Computing Days

Manual ☐

Calendar ☐ **Harrisburg CUSD 3 - 20-083- v**

Calendar (Cost) ☒

Program ☐ ☐ Show Coop

Participation Rates

% Regular Ed: FTE:

ADE:

Participation Days

	Enrolled	In Session
Regular	<input type="text" value="43"/>	<input type="text" value="174"/>
Total	<input type="text" value="43"/>	<input type="text" value="174"/>

Costs

Cost Per 1.0 ADE:

Cost Per Pupil:

[illegible]

FUND CODE E TERM

- Last school year, ISBE released an update to I-Star that prevents Term of "Both" for Fund Code E record
- This change was implemented to eliminate issues presented with one approval record representing two claims
- Ensure that Summer Term records have been added for Summer 2023 if required



- Make sure that all records have a correct Term
- Triple check Private Facility numbers against bills to make sure the proper selection is made in I-Star
- Verify Begin Dates on Private Facility records - remember each day represents reimbursement!
- Identify claimable records with ADE less than 1.0



I-STAR OPERATION QUESTIONS:

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