



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

APRIL 5, 2018

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800-635-5274

2017-18 Sp. Ed. Personnel Approval Instructions Available

ISBE has released the 2017-2018 Special Education Personnel Approval Instructions. The updated Personnel Approval manual reflects the data collection changes based on the Evidence-Based Funding (EBF) for Student Success Act, which became law on August 31, 2017.

ISBE is currently working to update I-Star to reflect the data collection changes outlined in the Personnel Approval manual; a date for this release has not yet been set.

To review the 2017-2018 Special Education Personnel Approval Manual and Changes document, click the appropriate link below:

[2017-2018 Special Education Personnel Approval Instructions](#)

[2017-2018 Special Education Personnel Approval Changes Document](#)

To view the recent ISBE Memo regarding the update to the Special Education Personnel Approval Instructions, click the link below:

[NEW 2017-2018 Special Education Personnel Approval Instructions](#)

2017-2018 Classroom Personnel/Student Claim Training

Harrisburg Project is hosting in-person classroom trainings due to the significant changes in the Special Education Personnel Approval Instructions and the Student Reimbursement process. We highly recommend that you attend an in-person training if at all possible.

This training is suggested for the following staff members:

- Special Education Director
- I-Star Data Entry Staff
- Business Manager

To register for a classroom training, click the link below:

[Event Registration](#)

Special Education Personnel Approval/Student Reimbursement Process Training Webinars will be scheduled at a later date.

Dates to Remember

April 9 - 25, 2018 - Classroom Personnel Approval/Student Claims Training

May 28, 2018 - Office Closed in Observance of Memorial Day

July 16, 2018 - Fund E & F Student Reimbursement Pickup

August 15, 2018 - Personnel Approval Data Collection Deadline

August 15, 2018 - Fund B, X and J Student Reimbursement Pickup



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Email your questions to client support at:
support@hbug.k12.il.us

Important 2017-2018 Sp. Ed. Personnel Approval Data Collection Changes

Harrisburg Project would like to point out some significant data entry changes to the Special Education Personnel Approval record for the 2017-2018 school year. These changes are based on the [Special Education Personnel Approval Instructions](#) that were released today by ISBE.

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- **Type Code Eliminated:** I-Star will assign Special Ed ID based on work assignment selected.
- **Term Code: No Longer Required - Only Regular Term Staff reported for Personnel Approval and Data Collection Purposes.**
- **Employed 12-1 Checkbox:** New check box added - this indicates if the staff was employed on or before December 1 of the current school year. All staff working the regular term should be reported even if not employed on 12-1.

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- **Work Assignment Status Codes:** Available codes are Qualified, Time Specific, Not Qualified or Temporary Approval. The status is determined by cross-referencing the employee's IEIN number with the work assignment entered to make sure the employee has the required credentials for the work assignment.
- **Full Time Equivalency (FTE):** FTE represents the amount of time a staff person spends in Special Education service delivery. Users will select the numerical value which best represents the amount of time spent in the work assignment from a drop down box on the personnel approval record.

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- **Salary Information - SALARY INFORMATION IS ONLY ENTERED ON THE PERSONNEL APPROVAL RECORD IF THE PROGRAM METHOD OF COMPUTING DAYS IS UTILIZED TO CALCULATE THE INTER-DISTRICT STUDENT BILLS OR STUDENT CLAIMS FOR STATE REIMBURSEMENT.** Total salary and benefit amounts will carry to the Program Definition when the personnel record is assigned to a special education program.
- ISBE is proposing a change to the Part 130 Special Education Per Capita Tuition administrative rules which states that all full-time licensed personnel including paraprofessionals and program aides will have their compensation offset at the previous formula amounts of \$9,000 and \$3,500 as they are included on the Special Education Documentation Sheet, Form 50-66B, Schedule A and Line 33 of the Program Tuition Cost Sheet, Form 50-66A. Districts and cooperatives will offset utilizing Special Education Personnel program revenue that is received as part of their EBF base funding minimum. For more details, please review the following presentation at: https://www.isbe.net/Documents/Part_130_Proposed_Changes.pdf. The proposed changes are scheduled to go to the State Board on April 18 for solicitation of public comment on the proposed amendments.

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- Home Hospital Instructions (HHI) - Effective with the 2017-2018 school year, FTE for HHI is collected and calculated the same as Special Education Teachers and is no longer calculated based on the number of students served. A new work assignment code has been created for Home Hospital Instructors Out of State (HHIO).

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- Paraprofessional Staff - Additional work assignment codes have been created for paraprofessional staff since FTE for paraprofessionals must be reported for each age group served. The new codes are:

PA3 - Program Aide serving age group 3-5

PA6- Program Aide serving age group 6-21

TA3 - Teacher's Aide serving age group 3-5

TA6 - Teacher's Aide serving age group 6-21

NHA3- Non-Certified Health Aide age group 3-5

NHA6- Non-Certified Health Aide age group 6-21

If you have additional questions regarding these changes, please contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us.

Events Registration

Registration for all events, both online and at location may now be found at the following link: [Event Registration](#)

When registering for a training, please be sure to include your full email address.

Date	Location	Name	Time	Notes
4/09/18	Mt. Vernon	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
4/09/18	DeKalb	Personnel Approval / Student Claims Training	1:00 PM - 4:00 PM	Notes
4/10/18	Belleville	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
4/10/18	Gages Lake	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
4/10/18	Crystal Lake	Personnel Approval / Student Claims Training	1:30 PM - 4:00 PM	Notes
4/16/18	Bensenville	Personnel Approval / Student Claims Training	1:00 PM - 4:00 PM	Notes
4/17/18	Oak Forest	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
4/17/18	Charleston	Personnel Approval / Student Claims Training	1:00 PM - 4:00 PM	Notes
4/18/18	Bloomington	Personnel Approval / Student Claims Training	8:30 AM - 11:30 AM	Notes
4/18/18	Glendale Heights	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
4/25/18	Norris City	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes