



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 25, 2019

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

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### December 1 Child Count - Final Pickup March 1<sup>st</sup>

There are 4 working days until the **Final** December 1 Child Count data pickup on March 1<sup>st</sup>. All students receiving special education services should have an **Approved Student Approval** record in I-Star. Changes to the *Student Approval* data will not be accepted after the March 1<sup>st</sup> data pickup.

Remember, a student record can become an error at anytime! It is important to review the 'Current Child Count Status' box and the 'Child Count Snapshot by Resident District' each Friday. If a student record is listed as 'disapproved' on Friday, March 1<sup>st</sup> it **will not** be included in the **Final Child Count** (even if it was approved the entire month of February).

**The child count IS NOT verified each Friday. The certification process WILL BE open March 18-27, 2019.**

### 2018-19 Deadline for Sp Ed Orphanage Approval Records

Evidence-Based Funding (EBF) enrollment calculations must account for and deduct DCFS youth-in-care who participate in the state's Special Education Individual Orphanage (Section 14-7.03). Districts receive full state funding for these students through a separate claim process.

To assist with the EBF enrollment calculation, ISBE is requesting that DCFS youth-in-care students that are receiving special education services on or before March 1<sup>st</sup> have an approved *Student Approval* record in I-Star by Wednesday, May 15<sup>th</sup>.

The EBF Enrollment Verification tool found in the E Report Card will contain a list of eligible DCFS youth-in-care students for each district. This information should be reviewed to be sure that students on this list, receiving special education services are being coded correctly in I-Star. An incorrect fund code in I-Star will result in significant funding loss to the district. The EBF Enrollment Verification tool will be available in March.

The review the entire ISBE memo, click the link below:

[2018-19 Deadline for Sp Ed Orphanage Approval Records](#)

#### Dates to Remember

March 1, 2019 - FINAL Child Count Snapshot Collected

March 4-15, 2019 - ISBE Child Count Correction Period

March 18-27, 2019 - Child Count Certification Opens

April 19-22, 2019 - Office Closed for Easter Break

May 15, 2019 - Deadline for Orphanage Student Approval in I-Star



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Email your questions to client support at:  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Updated I-Star User Guide

Harrisburg Project is pleased to announce the I-Star User Guide is now available on our website. The enhanced User Guide is very user friendly and broken out into three sections:

- I-Star IEP User Guide
- I-Star Personnel User Guide
- I-Star Student User Guide

Be sure to take a minute and review the updated document! Each section has been 'bookmarked' by topic to make locating specific instructions much easier. For instance, if assistance is needed in adding a district or school to the drop down list on the *Student Approval* record, simply click on the I-Star User Guide, then click LEA List Maintenance. The page will open with step-by-step directions, including screen shots.

**I-Star Student User Guide**

- [I-Star User Guide Introduction](#)
- [I-Star Student Admin](#)
  - [Checklist to Prepare](#)
  - [IWAS Account](#)
    - [I-Star Application](#)
  - [I-Star User Roles / Requests](#)
    - [Approve/Deny a Security Request](#)
    - [Assign Security Roles](#)
  - [Landing Page](#)
  - [Upload Permissions](#)
  - [LEA List Maintenance](#)
  - [Special Needs Definition](#)
  - [Custom Events](#)
  - [Custom Notes](#)
  - [Start New Year](#)
- [I-Star Student Approval](#)
  - [Searching for Students](#)
  - [Adding Student Approval Record](#)
  - [Editing Student Approval Record](#)
  - [End/Add](#)
  - [Case Load Definition](#)
    - [Case Load](#)
  - [Student Approval Recheck Edits](#)
  - [Indicator 11](#)
  - [Indicator 13](#)
  - [Student Profile](#)
    - [Other Information](#)
    - [Notes](#)
    - [Events](#)
    - [Transportation](#)
    - [Phone Numbers](#)
    - [Addresses](#)
    - [Parents/Guardians](#)
- [I-Star File Formats](#)
- [I-Star Student Reimbursement](#)
  - [Adding Reimbursement Record](#)
  - [Student Claim Recheck Edits](#)
- [Student Reports](#)
- [Program Definition/Program Method](#)

### LEA List Maintenance

#### LEA List Maintenance

LEA List Maintenance is where you can set up your serving districts and serving schools for the drop-downs on the student approval record.

From the **Admin** tab, click **District Maintenance** and **LEA List Maintenance**.

Welcome District Admin  
**Kenzie James**  
Jasper County CUD 1

Please use these reports to help you resolve any issues with your serving districts:

- Site Admins
- Site Personnel Contact
- Site Pupil Contact

Details on recent updates are available [here](#).

Welcome to I-Star. Please feel free to share all questions, concerns and comments. Your input is

LEA List Maintenance (+ Add)

Serving Type

Serving District

Serving School

Actions	Name	Facility Type	Address	City	State/Zip	County	ICDD
✗	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL 62917	Saline	20083002026
✗	Edw/Qt/Hrt/Hdn/Pop/Sln/Wbh/Wn/Wb ROE	ROE	512 N Main St	Harrisburg	IL 62946	Saline	20000000000

The I-Star User Guide is available on our website, [www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> I-Star User Guide:

To guide your experience, click the link for the relevant portion of the I-Star system. You can always return here by clicking 'Home' in the toolbar.



Or at the following link: [I-Star User Guide](#)

## IAASE - Springfield

We enjoyed visiting with everyone that stopped by our table last week at the IAASE. We look forward to seeing everyone at the Directors Conference in July!

## Updates to I-Star

ISBE released updated to I-Star on Wednesday, February 20<sup>th</sup>. To view the items included in this update, click the link below:

[Updates to Student and Personnel Topics](#)

## Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#).

Click the name of the event you wish to attend to open the registration form. Any notes for the webinar will appear to the right of the event link.



### Events

- 1/14 I-Star Child Count Certification (Recording) (PPT) (Instructions)
- 1/23 I-Star Child Count Certification (Recording) (PPT) (Instructions)
- 1/28 Preparing for Child Count (Recording) (PPT)
- 1/31 I-Star Child Count Certification (Recording) (PPT) (Instructions)
- 2/6 I-Star Child Count Certification (Recording) (PPT) (Instructions)
- 2/14 Preparing for Child Count (Recording) (PPT)
- 2/25 Preparing for Child Count 1:00PM (PPT)
- 3/18 I-Star Child Count Certification 9:00AM (PPT) (Instructions)
- 3/25 I-Star Child Count Certification 9:00AM (PPT) (Instructions)

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