



2018-19 CLAIMS UPDATES AND PREPARATION

Presented By
Harrisburg Project

1

Topics...

- ✓ Orphanage Approval Due Date
- ✓ Student with Disabilities Claims and Reimbursement Instructions
 - ✓ Revised Student Claims Due Dates
- ✓ Private Facility Calendar Addition
- ✓ Special Education Personnel Approval Manual
 - ✓ Revised Personnel Approval Due Date
- ✓ Miscellaneous Tips
- ✓ Contact Information for Support

2

Orphanage Approval Due Date

- Orphanage Approval records with a Begin Date on or before March 1, 2019 are due in I-Star May 15, 2019
- Records entered on or before May 15, 2019 in that date range will be claimable on July 15, 2019 Regular Term Orphanage Claim in I-Star
- Any records added after May 15, 2019 in that date range will be included on the district's EBF enrollment if they were active October 1, 2018-March 1, 2019
- Youth in Care Verification Tool in SIS Coming Soon!

3

Students with Disabilities Claims and Reimbursement Manual

- Updated in March
- For Fund Code E and X webinars – print Special Education Tuition Cost Sheet Completion Instructions - pages 14-22
- For Fund Code B and F webinars – print Private Tuition Reimbursement – pages 4-5

[Click here to View and/or Print Manual](#)

OR

www.hbug.k12.il.us

Student & Personnel Topics -> Student Topics -> 2018-2019 Manuals

4

Students with Disabilities Claims and Reimbursement Manual

Revised Student Claims Due Dates

- July 15, 2019
 - Regular Term Orphanage – Fund Codes DEF
 - **NEW!! Excess Cost – Fund Codes XJ**
 - ALL Student Approvals (except for Fund B)
- August 15, 2019
 - Private Facility – Fund Code B
 - REMEMBER! THIS IS REGULAR AND SUMMER TERM!!! DON'T FORGET TO INCLUDE SUMMER DAYS
- November 1, 2019
 - Summer Term Orphanage – Fund Codes DEF

5

Private Facility Calendar Addition

- All approved Private Facility Calendars were added to I-Star for use on March 27, 2019
- Fund Codes B and F will automatically default to Calendar Method of Computing Days (Manual is no longer an option)
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on Approval record and the calendar

Method of Computing Days			
Manual	<input type="radio"/>		
Calendar	<input checked="" type="radio"/>	IDTC - T.C. Harris School	
Program	<input type="radio"/>		<input type="checkbox"/> Show Coop Programs
Participation Rates			
% Regular Ed:	<input type="text" value="13"/>	FTE:	<input type="text" value="1"/>
		ADE:	<input type="text" value="0.950"/>
Participation Days			
	Enrolled	In Session	
Regular	<input type="text" value="171"/>	<input type="text" value="180"/>	
Total	<input type="text" value="171"/>	<input type="text" value="180"/>	

6

Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

www.hbug.k12.il.us

Resources -> Private Facility Search Engine -> Locate facility and click facility name

Find the Calendar Information and click Electronic Calendar

Calendar Information	
School Calendar: Electronic Calendar	Reimbursement Approval
Regular Begin Date: 8/7/2018	Regular Begin Date: 8/7/2018
Regular End Date: 5/17/2019	Regular End Date: 5/17/2019
Total Regular Days: 180	Total Regular Days: 180
Summer Begin Date: 5/28/2019	Summer Begin Date: 5/28/2019
Summer End Date: 7/25/2019	Summer End Date: 7/25/2019
Total Summer Days: 32	Total Summer Days: 32

7

Special Education Personnel Approval Manual

- Updated in March
- New Personnel Approval ISBE contact - page 1
- Due Date Change – page 1
- New Director Change ISBE contact - page 12
- New School Nurse ISBE contact – page 16

[Click here to View and/or Print Manual](#)

OR

www.hbug.k12.il.us

Student & Personnel Topics -> Personnel Topics -> Personnel Manuals

8

Special Education Personnel Approval Manual

Revised Personnel Approval Due Date

NEW!!!

PERSONNEL DATA COLLECTION

REPORTING DEADLINE

2018-2019 SCHOOL YEAR

JUNE 28, 2019

9

Miscellaneous Tips...

- Make sure that all records have correct term
 - Specifically change Fund Code B records if student does not attend Summer to term of R
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
- If a student did not attend a special ed program this year for your district or coop, delete the record. DO NOT create a record spanning one day at the beginning of the school year.
- Make sure to do end/adds if creating records for the new school year. DO NOT directly edit records in the 2018-19 school year.

10



PERSONNEL APPROVAL QUESTIONS:

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