I-Star

CLAIMS TRAINING

2017-2018

Presented By:

Harrisburg Project

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Topics

Pickup/Snapshot Dates
Key Components of Claims
Methods of Computing Days
Calculating the Claim

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Student Reimbursement Pickup/Snapshot Transmission Dates

July 16th - E and F (Orphanage/Orphanage Priv Fac)

August 15th –
B (Private Facility)
X and J (Excess Cost)

November 1st - E & F (Summer)

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Key Components of Claims

- **ISBE 50-66A – Tuition Cost Sheet**
- **ISBE S50-66B – Pupil Documentation**
- **ISBE P50-66B – Personnel Documentation**
- **ISBE 50-66C – Claims Computation and Tuition Cost**
- **ISBE 50-66D – Depreciation Schedule**

https://www.isbe.net/Pages/Special-Education-Approval-and-Reimbursement.aspx

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3 Methods of Computing Days

Manual Method
Calendar Method
Program Method

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Manual vs. Calendar Method
What to Use and When

Are you receiving a bill from another public district?

YES = **CALENDAR OR MANUAL METHOD**

Are you receiving a bill from a special ed cooperative that has an <u>official</u> calendar?
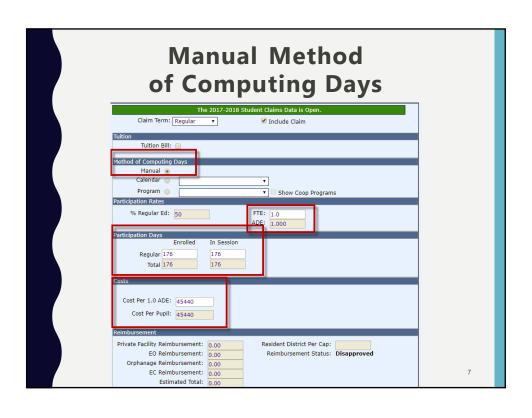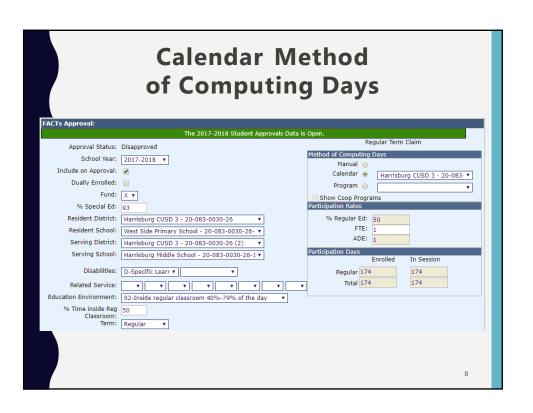
YES = **CALENDAR METHOD**

NO = **MANUAL METHOD**

Are you receiving a bill from a private facility?

YES = **MANUAL METHOD**

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Manual Method
of Computing Days

Calendar Method
of Computing Days

Calendar Method of Computing Days

Claim Data

The 2017-2018 Student Claims Data is Open.

Claim Term: Regular ▼   ☑ Include Claim

Tuition

Tuition Bill: ☐

Method of Computing Days

Manual ○
Calendar ◉   Harrisburg CUSD 3 - 20-083- ▼
Program ○   ▼   ☐ Show Coop Programs

Participation Rates

% Regular Ed: 50   FTE: 1
ADE: 0.994

Participation Days

	Enrolled	In Session
Regular	173	174
Total	173	174

Costs

Cost Per 1.0 ADE: 45440
Cost Per Pupil: 45440

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Calendar Method of Computing Days

Reimbursement

Private Facility Reimbursement: 0.00   Resident District Per Cap:
EO Reimbursement: 0.00   Reimbursement Status: **Disapproved**
Orphanage Reimbursement: 0.00
EC Reimbursement: 0.00
Estimated Total: 0.00

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Calendar Method
of Computing Days

Costs

Cost Per 1.0 ADE: [   ]
Cost Per Pupil: [0]

Ed Cost per Pupil = $49,926, ADE = .902
(49,926/.902 = $55,350)

Participation Rates

% Regular Ed: 54   FTE: 1
                    ADE: 0.902

Costs

Cost Per 1.0 ADE: 55350
Cost Per Pupil: 49926

Enter $55,350 in the Ed Cost Per 1.0 ADE Field

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3 Methods of Computing Days

Manual Method
Calendar Method
Program Method

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Program Method of Computing Days
When to Use

- Do you have any Fund Code E student approvals? ☑ Yes ☐ No

- Do you have any Fund Code X student approvals? ☑ Yes ☐ No

- Do you have any bills to create for students that your district or coop serves from another district? ☑ Yes ☐ No

If the answer to **ANY** of the questions is 'Yes', creating programs in I-Star can be used as a tool to calculate student costs.

Please Note! The program method is an optional tool. Using program method of computing days is not required.

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Program Method of Computing Days

- **50-66A/B/C(s) generated in I-Star**
- **Majority of claims calculations are done in I-Star**
- **Fields auto fill on student record based on calculations**
- **Cost Sheets at your fingertips**

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Calculating the Claim
Create Cost Centers

What is a Cost Center?

Programs = Cost Center

Students in a Cost Center must have common educational needs

Which students are included in a cost center?

(see Reimbursement Procedures for Students with Disabilities manual for guidance)

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Program Method in I-Star

Per Cap → released by ISBE

Create Cost Centers
Personnel Records
Student Records

ISBE Forms → partially auto-filled by I-Star

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Calculating the Claim
Create Cost Centers

Calculating the Claim
Create Cost Centers

Calculating the Claim
Create Cost Centers

Per Cap To Use:
- ◯ Preparing District
- ◯ Other
- ◯ Resident District

Determine which per cap to use.

(see *Reimbursement Procedures for Students with Disabilities* manual for guidance)

Calculating the Claim
Create Cost Centers
Personnel Salary

Calculating the Claim
Create Cost Centers
Personnel Salary

Hide Salary Info

Salary Information / Offsets

Local Salary & Benefits (less offsets):	65,000	IDEA Discretionary/Flow Through Salary & Benefits:	3,000
		IDEA Preschool Salary and Benefits:	0
NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).		Orphanage Salary and Benefits:	0
		Other Salary and Benefits:	1,000
		Evidence Based Funding - Personnel:	9,000

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Calculating the Claim
Create Cost Centers

Program Definition (🔧 Modify) (Copy) (➕ Add) (Delete)

School Year:	2017	Contact:	Harley Davidson
Name:	Lindsey's Program	Phone:	5555555555
Term:	Regular	Calendar:	20-083-0030-26 - Harrisburg CUSD 3
District:	Harrisburg CUSD 3	Attend Days:	174
Dates:	8/22/2016 - 6/1/2017		

Total Cost per 1.0 ADE: 19004   Recalc Program

Program Personnel Approval / Claim Data (🔧 Add Multiples)

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Calculating the Claim
Create Cost Centers

Personnel Search

	Multiple		OR	Single
District:	Wabash & Ohio Valley Sp Ed Dist (6 ▼)		IEIN:	
Last Name:				
First Name:				
Gender:	▼			
Include Retired ☐				

Search   Clear Search   Cancel

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

Personnel Search Results

Use Selected

Select	Multi Select All / None	IEIN	Name	Gender	Ethnicity	District	Spec Ed Id	Work
✓	☐	000081	DemoPaloma F Allen	Female	White, Non-Hispanic		A	
✓	☐	000028	DemoAngie D Baker	Female	White, Non-Hispanic	Wabash & Ohio Valley Sp Ed Dist	C	PA3
✓	☐	000034	DemoMarisa Bell	Female	Native Hawaiian or Other Pacific Islander	Wabash & Ohio Valley Sp Ed Dist	B	SL,SL

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Calculating the Claim
Create Cost Centers

Program Definition (⚒ Modify) (Copy) (⊕ Add) (Delete)

School Year:	**2018**	Contact:	**Harley Davidson**
Name:	**HBUG Program**	Phone:	**6186186186**
Term:	**Regular**	Calendar:	**20-083-0030-26 - Harrisburg CUSD 3**
District:	**Harrisburg CUSD 3**	Attend Days:	**174**
Dates:	**8/18/2017 - 5/31/2018**	Allow District to Assign Students:	**NO**

Total Cost per 1.0 ADE: [0]   Recalc Program

Program Personnel Approval / Claim Data (⚒ Add Multiples)

Delete	Personnel	Spec Id.	Term	Function	Alloc. Ratio	Salary+Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Fed Funds	Fed Funds Alloc.	Other Salary	Other Salary Alloc.
✗	DemoPaloma Allen	A	Regular	1200	1.000	$9,000	$9,000	$0	$0	$0	$0	$0	$0
✗	DemoAngie Baker	C	Regular	1200	1.000	$15,500	$15,500	$3,500	$3,500	$0	$0	$0	$0
✗	DemoMarisa Bell	B	Regular	1200	1.000	$65,000	$65,000	$9,000	$9,000	$3,000	$3,000	$1,000	$1,000

Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports

Program Cost Sheet (Print)

Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
✎	Regular	$108,259	$11,617	$15,044

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Calculating the Claim
Create Cost Centers

Calculating the Claim
Student Records

Calculating the Claim
Student Records

Calculating the Claim
Student Records

Calculating the Claim
Student Records

Calculating the Claim
Student Records

Calculating the Claim
ISBE Forms

Program Definition (✗ Modify) (Copy) (➕ Add) (Delete)

School Year:	**2018**	Contact:	**Harley Davidson**
Name:	**HBUG Program**	Phone:	**6186186186**
Term:	**Regular**	Calendar:	**20-083-0030-26 - Harrisburg CUSD 3**
District:	**Harrisburg CUSD 3**	Attend Days:	**174**
Dates:	**8/18/2017 - 5/31/2018**	Allow District to Assign Students:	**NO**

Total Cost per 1.0 ADE: 0   [Recalc Program]

Program Personnel Approval / Claim Data (✗ Add Multiples)

Delete	Personnel	Spec Id.	Term	Function	Alloc. Ratio	Salary+Benefits	Salary Allocation	Evidence Based Funding	Evidence Based Funding Allocation	Total Fed Funds	Fed Funds Alloc.	Other Salary	Other Salary Alloc.
✗	DemoPaloma Allen	A	Regular	1200	1.000	$9,000	$9,000	$0	$0	$0	$0	$0	$0
✗	DemoAngie Baker	C	Regular	1200	1.000	$15,500	$15,500	$3,500	$3,500	$0	$0	$0	$0
✗	DemoMarisa Bell	B	Regular	1200	1.000	$65,000	$65,000	$9,000	$9,000	$3,000	$3,000	$1,000	$1,000

Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports

Program Cost Sheet (Print)

Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
✎		$93,500	$11,617	$0

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Calculating the Claim
ISBE Forms

Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports

Personnel Data (Print)

Personnel	IEIN	Spec Id.	Function	Salary	OtherSalary	Alloc. Ratio	Salary Allocation	Allocation	Total Fed Funds	Fed Funds Alloc.
Allen, DemoPaloma	9000081	A	1200	$9,000	$0	1.000	$9,000	$0	$0	$0
Bell, DemoMarisa	9000034	B	1200	$69,000	$1,000	1.000	$69,000	$9,000	$3,000	$3,000
Baker, DemoAngie	9000028	C	1200	$15,500	$0	1.000	$15,500	$3,500	$0	$0

P5066B will be updated to reflect changes to
Program seen in the grid above

P5066B Special Education Documentation Sheet   4/4/2018

SCHEDULE A - PERSONNEL DOCUMENTATION

Program: **HBUG Program**   Regular Term 2017 - 2018

Code	IEIN	Name	Work Assignment	Allocation Ratio	Include Salary	Total Salary	Salary Allocation	State Reimb. PreviousYear	Reimb Allocation	Total Fed Funds	Fed Funds Allocation
A	9000081	Allen, DemoPaloma		1.00	Y	9,000.00	9,000.00	0.00	0.00	0.00	0.00
B	9000034	Bell, DemoMarisa	SL,SL	1.00	Y	69,000.00	69,000.00	9,000.00	9,000.00	3,000.00	3,000.00
C	9000028	Baker, DemoAngie	PA3	1.00	Y	15,500.00	15,500.00	3,500.00	3,500.00	0.00	0.00
			Subtotals for Function 1200				93,500.00		12,500.00		3,000.00
				Grand Totals:			93,500.00		12,500.00		3,000.00

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Calculating the Claim
ISBE Forms

Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports

Student Data (Print) (Re-calc Days)

Pupil	SIS Id	Resident District	Fund Code	Days Enrolled	Days Session	ADE	% Special Ed	Special Ed ADE	Aide Cost	Equip Cost	Contract Cost
DemoSabine Isa Adams	999999010	20-083-0030-26	E	63	174	0.3620	13	0.0471	$5,621	$0	$0
DemoSabine Isa	000000010	20-083-0030-26	E	22	174	0.1220	13	0.0172	$2,052	$0	$0

S5066B Special Education Pupil Documentation

SCHEDULE B - PUPIL DOCUMENTATION   4/3/2018

Program: **HBUG Program**   **Regular Term 2017-2018**
Prepairing District: **Harrisburg CUSD 3**

Pupil Name	Resident District	Fund Code	Days Enrolled	Days Session	ADE	% Sp Ed	Sp Ed ADE	Individual Costs Aide	Equipment	Contract Services
Adams, DemoSabine	20-083-0030-26	E	174	174	1.0000	13	0.1300	$15,000.00	$0.00	$0.00
Bennett, DemoThalia	20-083-0030-26	A	174	174	1.0000	94	0.9400	$0.00	$0.00	$0.00
Butler, DemoLyndon	20-083-0030-26	X	173	174	0.9940	93	0.9244	$0.00	$0.00	$0.00
Flores, DemoCash	20-083-0030-26	A	174	174	1.0000	100	1.0000	$0.00	$0.00	$0.00
Gutierrez, DemoAggie	20-083-0030-26	X	174	174	1.0000	65	0.6500	$0.00	$0.00	$0.00
King, DemoNishka	20-083-0030-26	A	173	0	0.0000	100	0.0000	$0.00	$0.00	$0.00
King, DemoNishka	20-083-0030-26	A	174	174	1.0000	86	0.8600	$0.00	$0.00	$0.00
Martin, DemoLangdon	20-083-0030-26	A	0	0	0.0000	100	0.0000	$0.00	$0.00	$0.00
Reyes, DemoMateo	20-083-0030-26	X	174	174	1.0000	95	0.9500	$0.00	$0.00	$0.00
Walker, DemoKaylen	20-083-0030-26	A	174	174	1.0000	97	0.9700	$0.00	$0.00	$0.00
Totals Students	9			**Totals this Program**			6.42	$15,000.00	$0.00	$0.00

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Calculating the Claim
ISBE Forms

Cost Sheet (5066A) | Personnel Report (P5066B) | Student Report (S5066B) | Individual Student Reports

Program Cost Sheet (Print)

Edit	Term	Total Expenditures	Total Receipts	Net Cost per 1.0 ADE
✎	Regular			

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Calculating the Claim
ISBE Forms

Cost Sheet

School Year	2018
Program	HBUG Program
Term	Regular

Special Education Data

1. Total ADE this program - from Student form	6.424	Reload
2. Days in session this program	174	
3. Total number Sp.Ed. Students enrolled in this district	418	Reload

Regular Education Data

4. Total number Students enrolled in this district	2045	Reload
5. Days in Session - from district calendar	174	Reload
6. District per capita tuition charge	9270	Reload

Calculating the Claim
ISBE Forms

Expenditures	Undo Changes	Reload Amnts

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
7	1200 - Instruction	93,500		☑	93,500
8	2112 - Attendance			☐	0
9	2113 - Social work Services			☐	0
10	2120 - Guidance Services		240,961	☐	757
11	2130 - Health Services		75,729	☐	238
12	2140 - Psychological Services	116,601		☐	1,792
13	2150 - Speech Pathology and Audiology Services	211,224		☐	3,246
14	2210 - Imprv. of Instruction		214,906	☐	675
15	2220 - Educational Media Serv.		422,022	☐	1,326
16	2310 - Board of Education Serv.		152,914	☐	480
17	2320 - Executive Administration		208,541	☐	655
18	2330 - Special Area Admin.			☐	0
19	2410 - Office of Principal		1,089,459	☐	3,422
20	2510 - Direction of Business		98,987	☐	311
21	2520 - Fiscal Services		430,315	☐	1,352
22	2570 - Internal Services			☐	0
23	2600 - Support Serv. - Central			☐	0

Other Function and Depreciation

Line #	Functions	Special Education	Regular Education	Cost Acct	Total
24	2110		160,747	☐	505

	Other Total
24. ☐ Enter other function	505
25. Equipment Depreciation (Special Education)	0

Calculating the Claim
ISBE Forms

Calculating the Claim
ISBE Forms

Calculating the Claim
ISBE Forms

Cost Sheet (5066A)	Personnel Report (P5066B)	Student Report (S5066B)	Individual Student Reports

(Print Student Worksheet 5066C)
(Print Tuition Bills)

Program Method in I-Star

What Do You Get for All of Your Hard Work?

Individual Cost Sheets (50-66C)
for audit purposes
for hard copy files
for billing purposes

ISBE Reference Manuals

http://www.hbug.k12.il.us/IStar

Student Reimbursement Manual:

http://www.hbug.k12.il.us/ISBEManuals/16-17PupilReimbursementInstructions(May2017).pdf

Personnel Approval Manual:

http://www.hbug.k12.il.us/ISBEManuals/17-18I-StarPersonnelApprovalInst(April2018).pdf

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SUPPORT

ISBE Funding and Disbursement

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