

I-Star 2017-2018 Personnel Approval Reporting Changes

Presented by Harrisburg Project

New!

- › No Personnel Claim/Reimbursement record
- › New general reporting guidance
- › New Code Descriptions and Definitions
- › New Status Codes
- › Salary Information for Student Cost Centers
- › Paraprofessional Work Assignment Changes
- › Personnel Data Collection and Approval Instructions

Reminder



Personnel Approval data pickup August 15, 2018

No Personnel Reimbursement/Claim

- › Evidence-Based Funding (EBF) for Student Success Act became law on August 31, 2017. As a result, specific state reimbursement for special education will now be made through EBF.
- › The Base Funding Minimum for each entity can be found at the following link:

https://www.isbe.net/_layouts/Download.aspx?SourceUrl=/Documents/FY_17_Distributions_Preliminary_Base-Funding.xlsx

- › You find also find other EBF Resources at:

<https://www.isbe.net/Pages/ebfdistribution.aspx>

Reporting Guidance

- › ISBE will report specials education data to the Department of Education as of Dec 1
 - Districts/Cooperatives will indicate a staff person being employed as of December 1 with a check box on the approval record.

Personnel Approval Information	
Year: <input type="text" value="2017-2018"/>	Employed as of: 12/1/2017: <input checked="" type="checkbox"/>
Entity: <input type="text" value="Wabash & Ohio Valley Sp Ed Dist (6)"/>	Total FTE: 0.3
Special Ed Type: A-Special Education Teachers	Term: Regular

Reporting Guidance

- › This box will default to be checked unless the record is created after December 1 in a school year
 - All special education staff who work during the current regular school term should be entered into I-Star even if they were hired after December 1.

Personnel Approval Information

Year: 2017-2018

Entity: Wabash & Ohio Valley Sp Ed Dist (6)

Special Ed Type: A-Special Education Teachers

Employed as of: 12/1/2017:

Total FTE: 0.3

Term: Regular

New Code Descriptions and Definitions

- › Special Ed Type will no longer be selected. The I-Star system will automatically match the appropriate Special Education ID code:
 - A – Special Education Teacher
 - B – Related Services
 - C – Paraprofessional
 - D – Administrative
- › This code will be determined once a Work Assignment is select

Personnel Appr

Year: 2017-2018

Entity: Wabash & Ohio Valley Sp Ed Dist (6)

Special Ed Type: A-Special Education Teachers

New Code Descriptions and Definitions

- › Term Codes – Selecting a term code is no longer necessary. Only “regular school term” staff are to be reported.

Employed as of: 12/1/2017:

Total FTE: 1.0

Term: Regular

New Code Descriptions and Definitions

- › Full Time Equivalency (FTE) – Required for ALL Personnel
 - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment

Edit	Delete	Move Up	Move Down	Code	Assignment
				ECT	Early Childhood Teacher

Edit the work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher

FTE: 1.0

Select FTE

0.1

0.2

0.3

0.4

0.5

0.6

0.7

0.8

0.9

1.0

Show Salary Info

Save & Check B

Description

(72) Disapproved work assignment will be reported as "Not Qualified"

New Status Codes

- › Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- › Available Status Codes:
 - Qualified – replaced Approved
 - Time Specific – Qualified, replaced Approved
 - Not Qualified – replaces Disapproved
 - › I-Star generates a warning message indicating the record status is not qualified. **This does NOT cause an error and the record will be submitted as "Not Qualified".**
 - Temporary Approval – Qualified, replaced Approved

Salary Information for student cost centers

- › Salary data will only be entered for personnel that will be included in Student Reimbursement Cost Centers
- › These data elements will be discussed in the student claims training

Salary Information / Offsets	
Local Salary & Benefits (less offsets):	9,000
IDEA Discretionary/Flow Through Salary & Benefits:	0
IDEA Preschool Salary and Benefits:	0
Orphanage Salary and Benefits:	0
Other Salary and Benefits:	0
Evidence Based Funding - Personnel:	0

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Paraprofessional Work Assignment Changes

- › FTE for Paraprofessional staff must be reported for each age group served:
 - Ages 3-5 and Ages 6-21
 - Estimate the FTE as accurately as possible when time is spent serving both age ranges.
- › Paraprofessional Work Assignment Codes
 - 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

Personnel Data Collection and Approval Instructions

- › Updated April 2018

<http://www.hbug.k12.il.us/personnel.aspx>

2017 - 2018 Manuals

- Special Education Personnel Approval Instructions (Updated April 2018)
- Changes in Special Education Personnel Approval Instructions (Updated April 2018)



ISBE Funding and Disbursement

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