
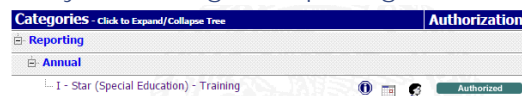




IWAS Access

- Each I-Star user has to have an IWAS account
<https://sec1.isbe.net/iwas/asp/login.asp?js=true> 
- Visit the IWAS User Guide or IWAS Training Video for IWAS Help
 - IWAS Help Desk (217) 558-3600
- Once an account is established, each user has to request access to the I-Star Application
- It is recommended that users request read-only access to SIS during this time as well
- Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the [System Listing](#) → Reporting → Annual

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
IWAS User Guide
IWAS Training Video



I-Star Security



1. From the Landing Page, click Request Access

Request Access
 Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

2. Click Modify beside User's assigned System Roles

User's Assigned System Roles (X Modify)

3. Click Request Access next to the desired roles

Student Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Student Approvals Read Only

Student Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Claims Full Access
<input type="radio"/>	<input type="radio"/>	Student Claims Read Only

4. Once desired roles have been selected, click Save

I-Star Security



1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.

Approve/Deny a Security Request
 At least one person has submitted a security request. Use this quick link to view the details of the request.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)
3. Click Approve or Deny for the request then click Save

**Security administration can be designated by the Superintendent or Coop Administrator to another user(s)

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator

Manage Security - Security Requests (8)						
User Name Filter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Load						
Users	Full Name	Email	Approval Group	Logout In	Roles	In Action
	Wabash & Ohio Valley Sp Ed Dist		District Admin		District Security Administrator Import Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access	True
	North City Annex		Document Author		District Security Administrator Import Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access	True




Data collection timelines

Nov 1 - Fund E & F - Summer Term (Approval & Reimbursement)

Feb 26 - December 1 Child Count

5



Upon distribution of this training material, all information was in accordance with the Students with Disabilities Data Collection Approval Instructions distributed by the Illinois State Board of Education.
(This manual should always be consulted to ensure up to date information.)

[http://www.hbug.k12.il.us/ISBEManuals/18-19_FACTS_Instructions_\(Oct%202018\).pdf](http://www.hbug.k12.il.us/ISBEManuals/18-19_FACTS_Instructions_(Oct%202018).pdf)

6

I-Star Landing Page

Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality Reports User Guide

Welcome District User
Train09Olivia Gray
Harrisburg CUSD 3

Thank you for using the I-Star training system.
Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

SISID	Name	IEP Status / Start	Home School	IEP Case Manager
999999021	DemoRiley Saffron Bennett	Draft		
999999067	DemoTucker Gregor Nelson	Draft	Harrisburg CUSD 3	
999999002	DemoOcean Teresa Rodriguez	Draft	Harrisburg CUSD 3	
999999081	DemoKenzie Hagda Watson	Official 3/16/2018	Harrisburg CUSD 3	
999999003	DemoWilliam Ray Young	Draft	Harrisburg CUSD 3	

(Page 1 of 1) Page 1 Items Per Page 20

Request Access
Are you not seeing a lot of students? Use this link to request a change to your I-Star security settings.

Search for an IEP Student
Use this quick link to go to the Student Search.

Approvals and Claims
Use this quick link to go to Claims.

2019 School year Student records with fatal errors: 13
Use this quick link to go to Student.

2019 School year Personnel records with fatal errors: 6
Use this quick link to go to Personnel.

Current Child Count Status
Use this link to get updated Child Count numbers.

SPP 14: Post School Outcome Surveys

Total Personnel EBF Offset within range
Use this quick link to view current EBF Totals.

7



Student Information System (SIS) Tips

- Students cannot be entered into I-Star without a SIS number
- All student demographics carry from SIS
- Obtain SIS numbers for all students including:
 - Birth to 3
 - Parochial
 - Students Evaluated but NOT receiving services
- Students receiving ESY should remain enrolled in SIS (or be exited and re-enrolled if home or serving school changes) until ESY is ended
- SIS administrators should upload to SIS as often as possible to keep the data up to date

8



Student Information System (SIS) Tips

- SIS error checks in I-Star
 - RCDTS for Home = Resident District in I-Star
 - The first 11 digits of the SIS Home RCDTS **MUST MATCH** the RCDT of the Resident District being reported in I-Star
 - RCDTS for Service Provider in SIS = Serving District in I-Star
 - The first 11 digits of the SIS Serving Provider RCDTS **MUST MATCH** the RCDT of the Serving District in I-Star **AND/OR**
 - RCDTS for Serving in SIS = Serving School in I-Star
 - The SIS Serving RCDTS **MUST MATCH** the RCDT of the Serving School in I-Star
- Enrollment Date for Serving must be either before or the same as Approval Begin Date
- Enrollment Exit Date is the after or the same as the Approval End Date

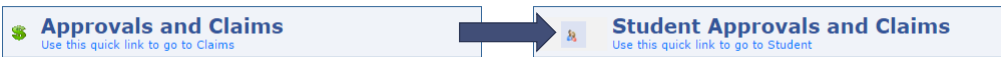
Approved Example:

- Approval Begin = 09/01/2019 and SIS Enrollment Date = 08/19/2019
- Approval End Date = Blank and SIS Exit Date = Blank

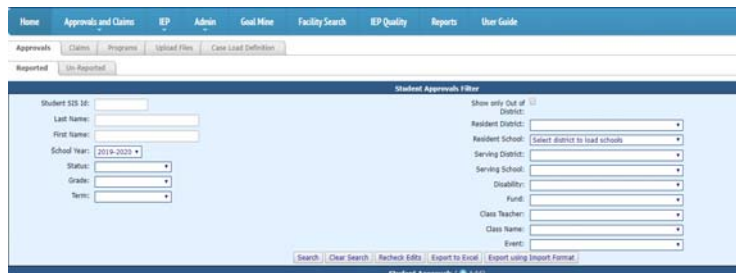
Disapproved Example:

- Approval Begin = 08/19/2019 and SIS Enrollment Date = 09/01/2019
- Approval End Date = Blank and SIS Exit Date = Blank

Student Approvals

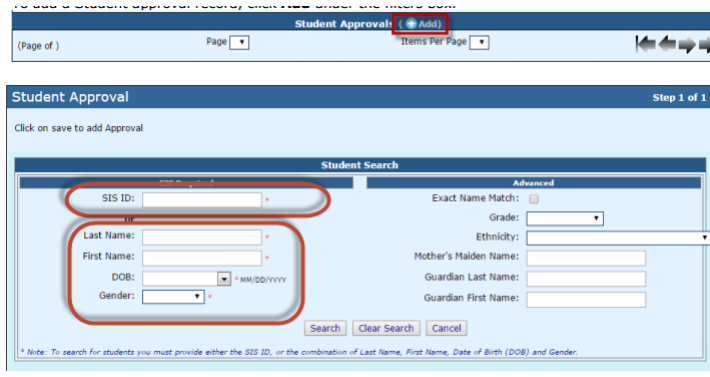


- Search for students included in your Approval file using one or more filter(s)
- **Reported** – students with an approval record
- **Un-Reported** – students in jurisdiction SIS upload with IEP Indicator marked 'Yes' but no approval record



Student Approvals

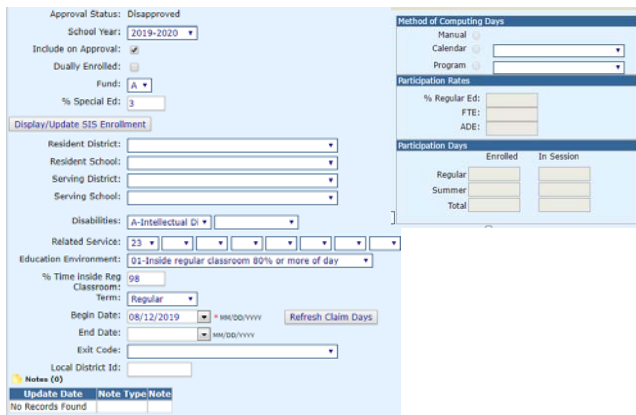
- To add a new student click Add and use either Last Name, First Name, DOB and Gender OR SIS ID to locate the desired student



11

Student Approval

- Once student is added, an approval record can be completed for the student



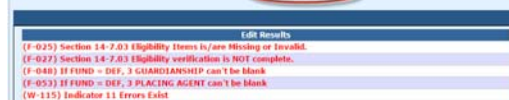
Display/Update SIS Enrollment



Hide SIS Enrollment Res RCDTS:12-040-0010-26-2011 Ste Marie Elem School
 Serv RCDTS:12-040-0010-26-2011 Ste Marie Elem School
 Serv Prov:12-040-0010-26-0000 Jasper County CUD 1
 Beg Date:8/15/2018 End Date:

- To see if the record has any errors, click Save & Check Errors

Save & Check Errors



Warnings/Errors vs. Approved/Disapproved

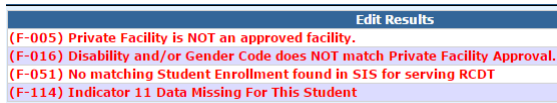
Warnings = Approved

- Warning messages start with (W-



Errors = Disapproved

- Error messages start with (F-



Errors/Disapproved must be corrected by Pickup Date!!!

13

Fund Codes

- IDEA Fund Codes
 - Fund A – IDEA Child Count** – students enrolled, with an IEP and receive services in public programs
 - Fund K – Nonpublic Dually Enrolled** - students homeschooled or attend nonpublic school for general education and have an IEP and receive special education services from the public district
 - Fund L – Nonpublic, Not Enrolled** – students attend nonpublic (parochial) school for general education and have an ISP and receive special education services from the public district
 - Fund P – Home-Schooled, Not Enrolled** – students are homeschooled for general education and are not enrolled and have an ISP and receive special education services from the public district

14

Fund Codes (cont.)

- State Reimbursement Fund Codes
 - **Fund B – Private Day – Residential Facilities – Out-of-State Public Schools** – students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board
 - **Fund D – Orphanage Act** – students attend public education programs and are placed in a residence for the purpose of care/custody, welfare, medical/mental health treatment rehab or protection by an Illinois public agency with authority and responsibility for the students
 - **Fund E – Orphanage Act** – Individual Programs – students attend public school educational programs and are placed in a residence by an Illinois public agency
 - **Fund F – Private Facilities/Orphanage Act** – students are placed by an IL public agency or court in this State who attend special education private facilities approved by ISBE
 - **Fund H – Phillip J. Rock Center and School**

15

Fund Codes (cont.)

- State Reimbursement Fund Codes
 - **Fund J – Private Residential Facility/Public School District Education Program/Fund for Children Requiring Special Education Services** – students placed by a school district into a private residential program who attend a public school educational program
 - **Fund X – Funding for Children with Excess Costs** – students in public programs whose education costs exceed four times district per capita tuition

16

Fund Codes (cont.)

- Fund Codes for Students NOT Receiving Services:
 - **Fund N – Non-Public School Students NOT Receiving Services** – non-public students, including home-schooled, who have been evaluated and had their eligibility determined and are NOT receiving special education services. (Indicator 11 and PPNP compliance)
 - **Fund U – Public School Students NOT Receiving Services** – public school students who have been initially evaluated, had their eligibility determined and are NOT receiving special education services (Indicator 11 compliance)

17

% Special Ed vs. % Time Inside Reg. Classroom

% Special Ed

- Reflects the amount of time for which a student receives special ed services under his/her IEP at the time of entry into the special ed program as compared to the total amount of time in the student's regular instruction day
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instructional day is NOT "bell to bell" (should omit passing periods, lunch and recess unless IEP requires support during those times)
- % Special Ed is not equal to % Time Inside Reg. Classroom and will have no effect on Educational Environment (formerly LRE)

% Time Inside Reg. Classroom

- Reflects the amount of time for which a student receives special ed services under his/her IEP inside the General Education Classroom
- $(\text{Bell to Bell minutes received} / \text{Total Bell to Bell minutes possible}) * 100$
- Bell to Bell includes all classes, passing periods, lunch and recess
- % Time Inside Reg. Classroom determines Educational Environment Code (formerly LRE)

18

Resident & Serving Districts/Schools



Resident District:	Harrisburg CUSD 3 - 20-083-0030-26 ▼
Resident School:	Harrisburg Middle School - 20-083-0030-26-1 ▼
Serving District:	Harrisburg CUSD 3 - 20-083-0030-26 (2) ▼
Serving School:	Harrisburg Middle School - 20-083-0030-26 (4) ▼

- Resident District = District where student resides
- Resident School = School student would attend if they were not receiving special education services
- Serving District = Local Education Agency that operates the program the student attends
- Serving School = Location where the child is physically seated receiving services

19

Student Approval

* To perform an end/add on a student approval record, click the chain icon in the Actions column for the student:

Actions	Ind	Student Name & Grade	SIS Id	Resident RCDT	DOB	Fund	Priv Fac	Disab	Rel Srvc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
	1113	Evans, DemoElena Cali (N)	999999027	20-083-0030-26	10/1/2008	A		N	10	08	100	0	B	8/20/2019			<input checked="" type="checkbox"/>	D	1
	1113	Flores, DemoCash Grant (N)	999999001	20-083-0030-26	8/15/2008	A		I		02	100	50	R	8/20/2019			<input checked="" type="checkbox"/>	D	1

* Edit the end date for the current record if what has auto filled is not correct. Choose the Exit Code and click End/Add

End/Add Student Approval









This process will make a copy of the current record. The new record will have a begin date one day after the end date of the original record.

End Date for original Approval: MM/DD/YYYY

Exit Code: ▼

20

State Performance Plan (SPP) Indicators

Actions	Ind	Student Name & Grade	SIS Id
   	11 13	Evans, DemoElena Cali (N/)	999999027
   	11 13	Flores, DemoCash Grant (N/)	999999001

- Indicator 11 (60 school day evaluation) response is required for ALL students
- Indicator 13 (Post-Secondary Transition) response is required for students age 14 ½ or older (except Fund Code L, P, N, U)

21

SPP 11

- To add a new SPP 11 record, click Add

Student Indicator 11 (Add)				
Student	Start Year	Parental Consent Date	Eligibility Determination Date	Evaluating District
No Records Found				

- Enter data from the IEP and click Save

Initial Evaluation Start Year:

Initial Evaluation Parental Consent Date:

Initial Eligibility Determination Date:

Evaluating District:

Number of School Days:

Reason Timeline Not Met:

Reason Not Applicable:

22

SPP 13

- Complete for all students age 14 ½ and older (except Fund Codes L, P, N, U)
- Complete form based on transition plan in the student's IEP
- **Yes** = Approved in Student Approval
- **No** = Approved in Student Approval, but out of compliance with ISBE
- **Incomplete** = Disapproved in the Student Approval

Questions		Yes	No
1. There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)			
a.	Is there a measurable postsecondary goal for employment which will occur after high school/aging out?	<input type="radio"/>	<input type="radio"/>
b.	Is there a measurable postsecondary goal for education and/or training which will occur after high school/aging out?	<input type="radio"/>	<input type="radio"/>
c.	Is there a measurable postsecondary goal for independent living which will occur after high school/aging out? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
2. The postsecondary goals are updated annually. 34 CFR 300.320(b)			
d.	Has the current IEP been updated for employment ?	<input type="radio"/>	<input type="radio"/>
e.	Has the current IEP been updated for education and/or training ?	<input type="radio"/>	<input type="radio"/>
f.	Has the current IEP been updated for independent living ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
3. There is evidence that the measurable postsecondary goals were based on age appropriate transition assessments and provided information on "The student's needs taking into account strengths, preferences and interests". 34 CFR 300.320(b)			
g.	Was an age appropriate assessment given prior to the IEP meeting that addressed employment ?	<input type="radio"/>	<input type="radio"/>
h.	Was an age appropriate assessment given prior to the IEP meeting that addressed education and/or training ?	<input type="radio"/>	<input type="radio"/>
i.	Was an age appropriate assessment given prior to the IEP meeting that addressed independent living ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
4. There are transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals. 34 CFR 300.320(b)			
j.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary employment goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="radio"/>	<input type="radio"/>
k.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary education and/or training goal that will occur during and/or after high school to facilitate movement from school to post-school?	<input type="radio"/>	<input type="radio"/>
l.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary independent living goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
5. The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(b)			
m.	Does the course of study address the student's current and remaining years in school and lists names of classes, rather than a statement of instructional content that depicts a progression towards meeting the post-secondary goals?	<input type="radio"/>	<input type="radio"/>
6. There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)			
n.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of employment ?	<input type="radio"/>	<input type="radio"/>
o.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of education and/or training ?	<input type="radio"/>	<input type="radio"/>
p.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of independent living ? 105ILCS 5/14-8.03(a-5)	<input type="radio"/>	<input type="radio"/>
7. There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)			
q.	Was the student invited to the IEP meeting by being listed on the Notification of Conference form AND/OR did the student sign in as an IEP team member at the meeting?	<input type="radio"/>	<input type="radio"/>
8. If appropriate, there is evidence that a representative of any participating agency that is likely to be responsible for providing or paying for transition services was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. 34 CFR 300.321(b)(3)			
r.	Is it too early to determine if the student will need outside agency involvement?	<input type="radio"/>	<input type="radio"/>
s.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence that the agency was listed on the Notification of Conference form?	<input type="radio"/>	<input type="radio"/>
t.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written PROR consent obtained from the parent or student who has reached the age of majority? (Consent is valid for 1 year from date of signature on the form.)	<input type="radio"/>	<input type="radio"/>
Does the IEP meet the requirement of Indicator 13?			
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
		<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none"> • Yes: If items 1a through 8r are ALL answered Yes, then the IEP meets Indicator 13 requirements. • Yes: If items 1a through 7q and 8r are ALL answered Yes AND 8s is answered No, then the IEP meets Indicator 13 requirements. • No: If one or more items were answered No, with the exception of 8r, then the IEP does not meet Indicator 13 requirements. 			

23

Student Approvals Recheck Edits



- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report

24

Student Approval Error Report



To run a report with all errors click:
Reports

Select Report Type:
Student

Select Report Categories:
Errors

Select:
Student Approval Error Listing

Click:
Run and/or Export Report

The screenshot shows the 'I-STAR Reports' interface. At the top, there is a navigation bar with 'Admin', 'Goal Mine', 'Facility Search', 'IEP Quality', 'Reports', and 'User Guide'. The 'Reports' tab is selected. Below the navigation bar, there are dropdown menus for 'Report Type' (set to 'Student') and 'Report Categories' (set to 'Errors'). A 'Select Report Description' list shows 'Student Approval Error Listing' selected. To the right, a 'Report Description' box contains the text: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.' Below this is a 'Reports Filters' section with various dropdown menus for 'School Year' (2019-2020), 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Service', 'Resident District', 'Serving School', 'Disability', 'Fund', 'Indicator Errors', 'Include on Approval', and 'Error Type'. At the bottom, there are sections for 'For Approval Records' and 'For Caseload Enrollment Records', each with checkboxes for 'Active as of today', 'Active on Child Count', 'Active as of', and 'Only Future Dated'. At the very bottom, there are buttons for 'Run Report', 'Export Report', and 'Clear Filters'.

Student Profile



- Transportation
- Events
- Notes
- Other Information

Actions		Ind
		11 13
		11 13
		11 13
		11 13

Transportation

Transportation Schedule

- Click 'Add' for each trip

Special Needs

- Click 'Add' and select from list

Billing History

- Click 'Add' to enter billing data



School Year: 2019-2020

Transportation Schedule (Add)							
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #	
/	X	School	Pick-up	07:00 AM	Hornet	6186186180	

Special Needs (Add)	
Edit	Delete
/	X
Wheel Chair Lift	

Billing History (Add)					
Edit	Delete	District To Bill	Start Date	End Date	Charge Rate
/	X	Jasper County CUD 1	08/12/2019		\$75.00

27

Transportation Data Entry

1. Busing Schedule

Enter the new transportation schedule information and click the Save button.

District Entity:

Transportation Type: Drop-off Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

2. Special Needs

Select the new special need and click the Save button.

Special Need:

3. Billing Information

Enter the new transportation billing information and click the Save button.

Billing District Entity:

Start Date:

End Date:

Charge Rate:

Notes:

28

Special Needs Definition

*Click Admin->District Maintenance->Special Needs->Add

Special Transportation Needs (Add)		
Edit	Delete	Entity
		Bus Aide
		Seat Belt Harness
		Child Safety Restraint System
		Needs Assistance On/Off Bus
		Closest, Safest Stop

*Type in desired special need and click Save

Special Need:

Transportation Reports



Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: Report Categories:

Select Report	Description
<input type="radio"/>	Student Transportation By Private Facility
<input checked="" type="radio"/>	Student Transportation Report
<input type="radio"/>	Student Transportation Special Needs
<input type="radio"/>	Transportation Billing History

Report Description:
 Alphabetic list of students detailing transportation schedule for pickup and dropoff. Includes special needs, parent/contact information and billing information. Grouped by Serving School. Does not include Private Facility placements. No class list filters.

Transportation Billing History

Resident District	Student District or BIF	Age	Start	Stop	Charge Rate	Billing/Notes	School Year
30463-0030-30	Adams, Doro/Dakota Ica	14	09/12/15	01/14/2016	\$75.00		
30783-0030-30	Adams, Doro/Dakota Ica	14	09/12/15	01/14/2016	\$75.00		
30783-0030-30	Adams, Doro/Dakota Ica	14	09/12/15	01/14/2016	\$75.00		
30783-0030-30	Adams, Doro/Dakota Ica	14	09/12/15	01/14/2016	\$75.00		

Student Transportation Report

Student Transportation Report							School Year
Serving School	Student	Parent Information	Related Services	Driver	Phone Number	Schedule Notes	Grade
Age	Disability	Time	Location				
11	Martin, Demetrius/Denise Dwyight						
	Specific Learning Disability (S)		IS				
	Pick-up	7:15 am	Home	Hornet	1231231231		
	Drop-off	8:00 am	School	Hornet	8005551212		
	Pick-up	2:45 pm	School	Bollo	8884422222		
	Drop-off	3:15 pm	Grandma's	Bollo	8775553333		
Special Need		Wheel Chair Lift					
Charge Rate	Start Date	End Date					
75.00	09/12/15	01/14/17					

Events

Upcoming Events

Events (0)


Type	Most Recent Date	Next Event Date
No Records Found		

Provide required Event Information

Event Type: **Psychologist Assigned**

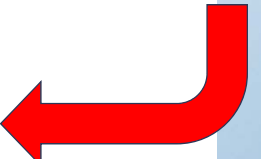
Description 1: Mr. Smith

Description 2: Review 5/20



Events (Add)	Type	Description

Click Add to create an event for a student



31

Single Occurrence vs. Recurring Event

Single Occurrence Event Recurring Event

Single Event

Event Date: 08/12/2019 MM/DD/YYYY All Day Event

Single Occurrence Event Recurring Event

Recurring Pattern

Daily
 Weekly
 Monthly
 Yearly

Every 1 day(s)
 Every weekday

Start: 08/12/2019 MM/DD/YYYY All Day Event

End: No end date

End after: 10 occurrences
 End by: MM/DD/YYYY

Recurring Events can be set occur:

- * Daily
- * Weekly
- * Monthly
- * Yearly

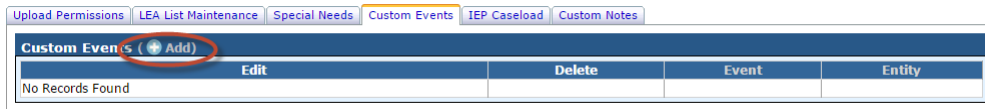
* After occurrence is set, click Save

32

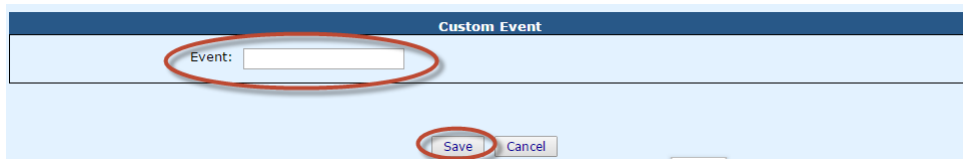
Custom Events



Admin → District Maintenance → Custom Events → Add



Enter the Event Type and click Save



33

Events Reports

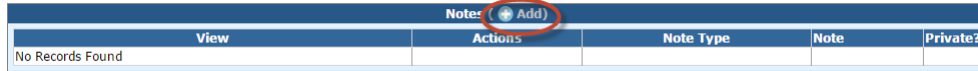
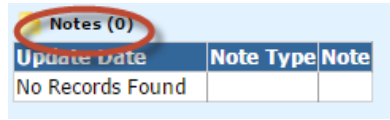


Select Report	Description
<input checked="" type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

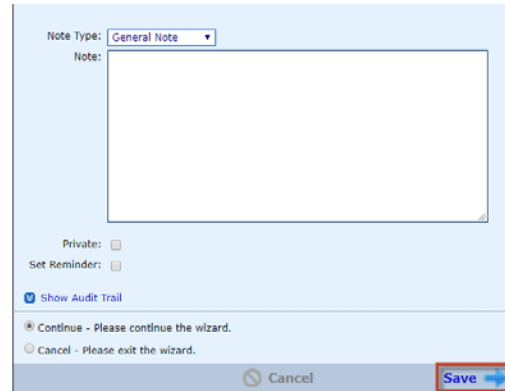
Report Description:
List of students grouped by event type. Includes all events past and future. No class list filters.

34

Notes



- * Click Add
- * Select Note Type from Drop Down
- * Enter Note content
- * Private will prevent any other user from seeing this note
- * Set Reminder will add to Reminder screen on Landing Page



35

Medicaid Number & Reports

* Medicaid Number is located on the Student Profile

Other Information (X) Modify		
Medicaid #	Anticipated Grad Date	Eligibility Determination Date
123456789		

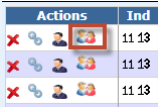
Medicaid Students							
SIS ID	Student	DOB	Gender	Resident District	Related Service Code	Disability	Medicaid Number
Harrisburg CUSD 3							
999999010	Adams, DemoSabine Isa	10/22/2001	Female	20-083-0030-26		C	123456789
999999010	Adams, DemoSabine Isa	10/22/2001	Female	20-083-0030-26		C	123456789
999999094	Adams, DemoManuel Vance	01/30/2002	Male	20-083-0030-26	07	A	
999999042	Carter, DemoJonathan Rico	10/29/1997	Male	20-083-0030-26	07	E	264987562
999999031	Collins, DemoGiles Cato	11/09/2001	Male	20-083-0030-26	02	F	
999999052	Collins, DemoGarrett	10/15/1999	Male	20-083-0030-26	03	D	123456875

- Medicaid Students
 [Run Report](#)
- Medicaid Students Delimited
 [Export Report](#)


999999094;Adams,DemoManuel,Vance;01/30/2002;Male;20-083-0030-26;07;A;;
 999999042;Carter,DemoJonathan,Rico;10/29/1997;Male;20-083-0030-26;07;E;264987562
 999999052;Collins,DemoGarrett,Hendrix;10/15/1999;Male;20-096-0060-04;16;I;123456875
 999999017;Diaz,DemoZebulon,Jimmy;05/13/2001;Male;20-083-0030-26;01;;
 999999099;Edwards,DemoAnselma,Joan;12/19/2001;Female;20-083-0030-26;02;D;123456789
 999999037;Fisher,DemoDianne,Zula;07/06/1996;Female;20-083-0030-26;02;;
 999999045;Powell,DemoShakira,Zendaya;08/19/2008;Female;20-083-0030-26;02;;
 999999013;Smith,DemoMack,Wade;01/28/2002;Male;20-083-0030-26;09;A;;

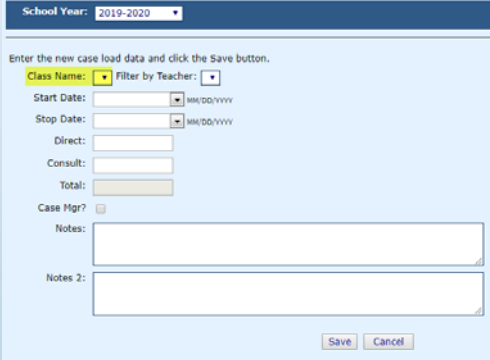
36

Case Load



* Click 'Add' to associate a new class with a student or click the pencil to edit existing class information



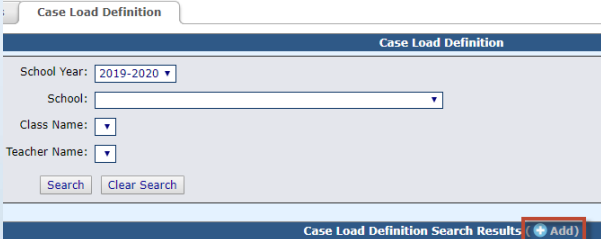


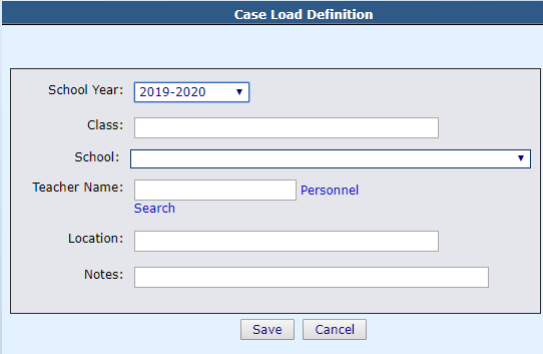
- Class name drop down is generated from Case Load Definition tab
- Enter desired data and click Save when finished

37

Case Load Definition

* Approvals & Claims → Student → Case Load Definition → Add





*Enter the information for the class definition and click Save

38

Class List Reports

The screenshot shows the I-STAR Reports interface. At the top, there is a navigation bar with the following items: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports (highlighted with a red box), and User Guide. Below this is a section titled 'I-STAR Reports' with two dropdown menus: 'Report Type: Student' and 'Report Categories: Class Lists'. The main content area is divided into two columns. The left column is a table with the following data:

Select Report	Description
<input type="radio"/>	Case Load Student Listing
<input type="radio"/>	Class List
<input type="radio"/>	Class List by Case Manager
<input type="radio"/>	Class List with Approvals and Events
<input type="radio"/>	Class List Without Address
<input type="radio"/>	Enrollment With Total Minutes Per Week
<input type="radio"/>	Enrollment With Total Minutes Per Week by Serving School
<input type="radio"/>	Total Number Enrolled by Location

The right column is titled 'Report Description:' and contains a text box with the placeholder text 'Select a report to see description here...'.

39


Upon distribution of this training material, all information was in accordance with the Special Education Personnel Approval procedures distributed by the Illinois State Board of Education

(This manual should always be consulted to ensure up to date information.)

[http://www.hbug.k12.il.us/ISBEManuals/18-19_I-Star_Personnel_Approval_Inst_\(Revised%20March%202019\)-Final.pdf](http://www.hbug.k12.il.us/ISBEManuals/18-19_I-Star_Personnel_Approval_Inst_(Revised%20March%202019)-Final.pdf)

40

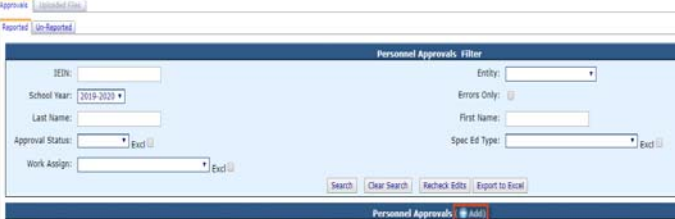
Personnel Approval

 **Approvals and Claims**
Use this quick link to go to Claims



 **Personnel Approvals**
Use this quick link to go to Personnel

- Search for personnel included in your Approval file using one or more filter(s)
- **Reported** – personnel with an approval record
- **Un-Reported** – personnel in jurisdiction EIS upload but no approval record



41

Personnel Topics

- General reporting guidance
- Code Descriptions and Definitions
- Status Codes
- Paraprofessional Work Assignments
- Personnel Data Collection and Approval Instructions



Personnel Approval Due

June 30, 2020

42

Personnel Approval

- To add a new personnel click Add and use either District, Last Name, First Name, Gender combination OR IEIN to locate the desired person

The screenshot shows the 'Personnel Approvals' page with an 'Add' button highlighted. Below it is the 'Manage Personnel Claims and Approvals' section, which includes a 'Personnel Search' form. The search form has two modes: 'Multiple' and 'Single'. The 'Multiple' mode includes fields for District (Wabash & Ohio Valley Sp Ed Dist), Last Name, First Name, Gender, and an 'Include Retired' checkbox. The 'Single' mode has an 'IEIN' field. Search, Clear Search, and Cancel buttons are at the bottom of the search form.

43

Personnel Approval

- Once person is added, an approval record can be completed for the employee

The screenshot shows the 'Personnel Approval Information' form. It includes fields for Year (2019-2020), Entity, Special Ed Type (Undetermined), and Term (Regular). Below this is the 'Work Assignment(s)' section with an 'Add' button. The 'Work Assignment(s)' form has a 'Work Assignment' dropdown (ECT - Early Childhood Teacher) and an 'FTE' dropdown (Select FTE). 'Save' and 'Cancel' buttons are present. At the bottom, there are 'Show Salary Info', 'Save & Check Errors', and 'Notes (0)' sections.

- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down.
- Full Time Equivalency (FTE) now part of approval form; required for ALL employees
- Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment", (divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days, will equal the "total FTE percentage."
- Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.

44

Personnel Approval

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

Enter the new work assignment and click the Save button.

Work Assignment: **NHA3 - Non-Certified Health Aide (3-5)**

FTE: **LBS - Learning Behavior Specialist**

LI - Lithuanian
 MA - Mandarin
 ML - Malayalam
 MR - Mental Retardation
 NE - Nepali

NHA3 - Non-Certified Health Aide (3-5)
NHA6 - Non-Certified Health Aide (6-21)
 NHV - Hearing/Vision Screener
 NOT - Occupational Therapy Assistant
 NPT - Physical Therapy Assistant
 NSL - Speech/Language Assistant
PA3 - Program Aide (3-5)
PA6 - Program Aide (6-21)
 PAD - Assistant Director

Show Salary Info

Notes (0)

Personnel Approval

- 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 Approval Information

Year: 2019-2020 Employed as of: 12/1/2019:

Entity:

Total FTE: 1.0

Special Ed Type: **A-Special Education Teachers** Term: Regular

Work Assignment(s) (Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Personnel Approval

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: 2019-2020 Employed as of: 12/1/2019:

Entity:

Special Ed Type: A-Special Education Teachers

Total FTE: 1.0

Term: Regular

Work Assignment(s) (Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				SLD	Specific Learning Disability	Qualified	1.0

Selecting a term code is no longer necessary. Only "regular school term" staff are to be reported.

47

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

48

Personnel Approvals Recheck Edits

- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report

The screenshot shows a web interface for 'Personnel Approvals Filter'. It includes fields for IEPIN, School Year (2019-2020), Last Name, Approval Status, Work Assign, Entity, Errors Only, First Name, and Spec Ed Type. At the bottom, there are buttons for Search, Clear Search, Recheck Edits (highlighted), and Export to Excel.

49

Personnel Approval Error Report

To run a report with all errors

click:
Reports

The navigation menu includes: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports (highlighted), and User Guide.

Select Report Type:
Personnel

The interface shows '1-STAR Reports' with 'Report Type: Personnel' and 'Report Categories: Personnel Approval' selected. A user ID field is also present.

Select Report Categories:
Personnel Approval

Select Report	Description
<input type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input checked="" type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

Report Description:
Alphabetic list of personnel approval records with errors and warnings.

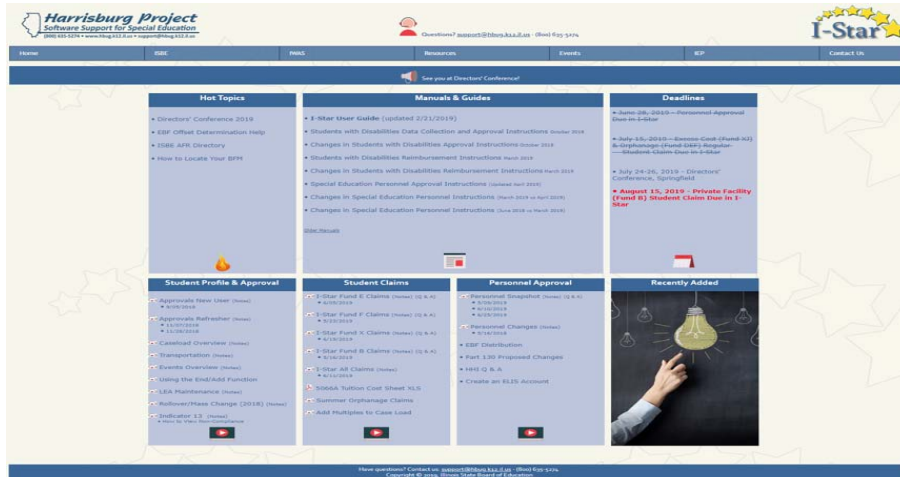
Select:
Personnel Error Listing

Click:
Run and/or Export Report

50

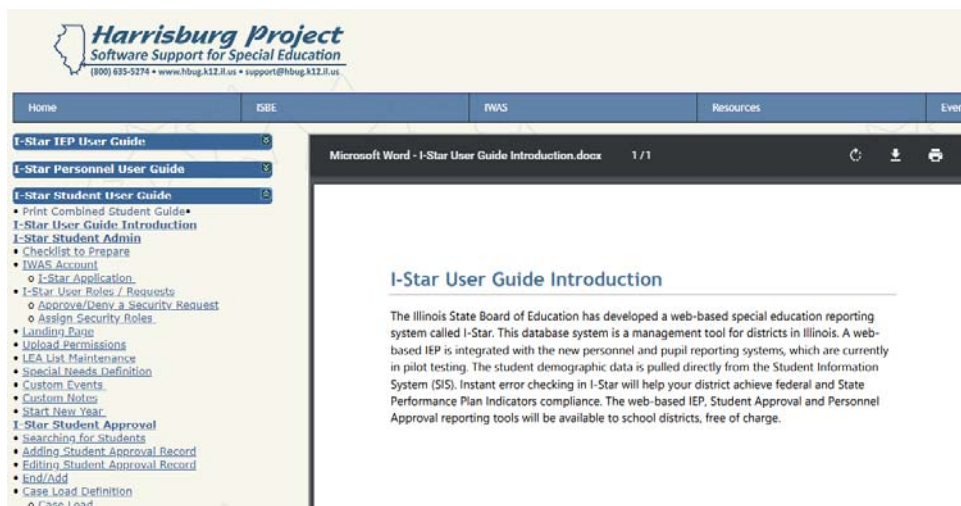
I-Star Resource Website

www.hbug.k12.il.us



I-Star User Guide

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





Contact
Harrisburg Project
(800) 635-5274

support@hbug.k12.il.us

with I-Star Questions
and Feedback

Contact
IWAS Helpdesk
with IWAS Account Questions
(217) 558-3600

IWAS User Guide:

<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>

