



I-Star


CASE LOAD OVERVIEW

Presented by Harrisburg Project

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Overview

- Purpose of a Case Load
- Case Load Definitions
- Creating a Case Load
- Case Load Reports



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Purpose of a Case Load

- Print class list reports and give to service providers
 - *Ensure accuracy of the data*
 - *Keep contact information up to date*
- Track Student Minutes
 - *Great for cumulative reports*



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What is a class?

- A class consists of anyone providing Related Service Minutes
 - *LD Teacher, OT, PT, Speech, etc.*

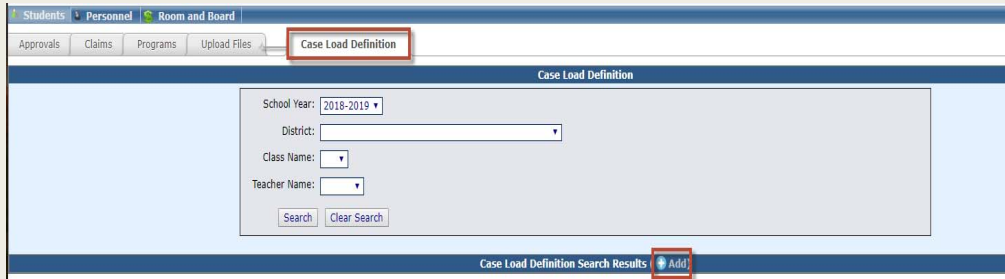


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Case Load Definition

Case load definition is the initial set up process to use the Case Load feature in I-Star.

- In the student section, click Case Load Definition.
- Next, click the Add icon.



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Case load Definition

- Enter the information for this class definition and click Save.

Personnel Search Results

Select	IEIN	Name	Gender	Ethnicity	District	Spec Ed Id	Work
<input checked="" type="checkbox"/>	9000081	DemoPaloma F Allen	Female	White, Non-Hispanic	Harrisburg CUSD 3		
<input checked="" type="checkbox"/>	9000065	DemoTamsin Allen	Female	Hispanic or Latino	Harrisburg CUSD 3		
<input type="checkbox"/>	9000087	DemoBranden A Bailey	Male	White	Harrisburg CUSD 3		

Personnel Search

Multiple OR Single

District: Harrisburg CUSD 3 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.

Case Load Definition

School Year: 2018-2019

Class: ED

District: Jasper Co Jr High - 12-040-0010-26

Teacher Name: Mary Poppins Personnel Search

Location: East Side

Notes:

Save Cancel

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Case Load Definition

- I-Star will bring you back to your Case Load Definition Results
 - To edit a case load definition, click the pencil icon under the edit column or the name of the class to make the appropriate changes.

Case Load Definition Search Results (Add)						
Edit	Delete	Class	Teacher	District	Notes	
		ED	Mary Poppins	Harrisburg CUSD 3		

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Creating a Case Load

Step 1:

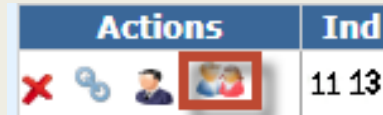
Search for the student you would like to add to your case load.

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Creating a Case Load

Step 2:

Once you have searched the desired student, select the case load button located under the actions column.



Actions	Ind	Student Name	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
   	11 13	Martin, DemolAngdon Dwight	999999035	20-083-0030-26	12/1/2008	A		D	05	08	100	0	R	8/19/2018			<input checked="" type="checkbox"/>	D	0


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Creating a Case Load

Step 3:

- Click Add to associate a new class with the student.

School Year: 2018-2019

Case Load 									
Edit	Delete	Class / Teacher Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2
No Records Found									

Creating a Case Load

Step 4:

-Enter the new case load data and click the Save button.

Remember:

Options in the 'Class Name' and 'Teacher Name' drop-down populates from the Case Load Definition

Enter the new case load data and click the Save button.

Class Name: Filter by Teacher:

Start Date: MM/DD/YYYY

Stop Date: MM/DD/YYYY

Direct:

Consult:

Total:

Case Mgr?

Notes:

Notes 2:

Case Load Reports

To run a case load report select:

Reports → Report Type: (Student) → Report Categories: (Class List) → Select Desired Report

Facility Search Admin Goal Mine IEP Quality Reports User Guide

I-STAR Reports

Report Type: Report Categories:

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

Case Load Reports

Within the reports tab you can:

- Sort by desired filters
- Run or Export the selected report.

The screenshot shows a 'Reports Filters' window with the following fields:

- Student SIS Id: [Text Input]
- School Year: 2018-2019 [Dropdown]
- Gender: [Dropdown]
- Grade: [Dropdown]
- Term: [Dropdown]
- Ethnicity: [Dropdown]
- Private Facility: [Dropdown]
- Class Name: [Dropdown]
- Teacher Name: [Dropdown]
- Location Name: [Dropdown]
- Age: [Text Input]
- Active as of today:
- Active on Child Count Date:
- Active as of: [Text Input]
- Include Future Dated?:
- Related Service: [Dropdown]
- Resident District: [Dropdown]
- Serving District: [Dropdown]
- Serving School: [Dropdown]
- Disability: [Dropdown]
- Fund: [Dropdown]
- Indicator Errors: [Dropdown]
- Include on Approval: [Dropdown]
- Error Type: [Dropdown]
- Active Enrollment:
- Future Enrollment:

Buttons at the bottom: Run Report, Export Report, Clear Filters

I-Star Resource Website

WWW.HBUG.K12.IL.US

The screenshot shows the homepage of the Harrisburg Project I-Star Resource Website. It features a navigation bar with links for Home, ISE, IWAS, Resources, and Contact Us. The main content area includes a 'Welcome!' message, a brief description of the Harrisburg Project's role in supporting special education districts, and links to presentations. There are also two featured images: 'IEP Topics' showing a classroom and 'Student & Personnel Topics' showing a piggy bank on books. The footer contains contact information and copyright details.



I-Star



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With I-Star Questions and
Feedback

