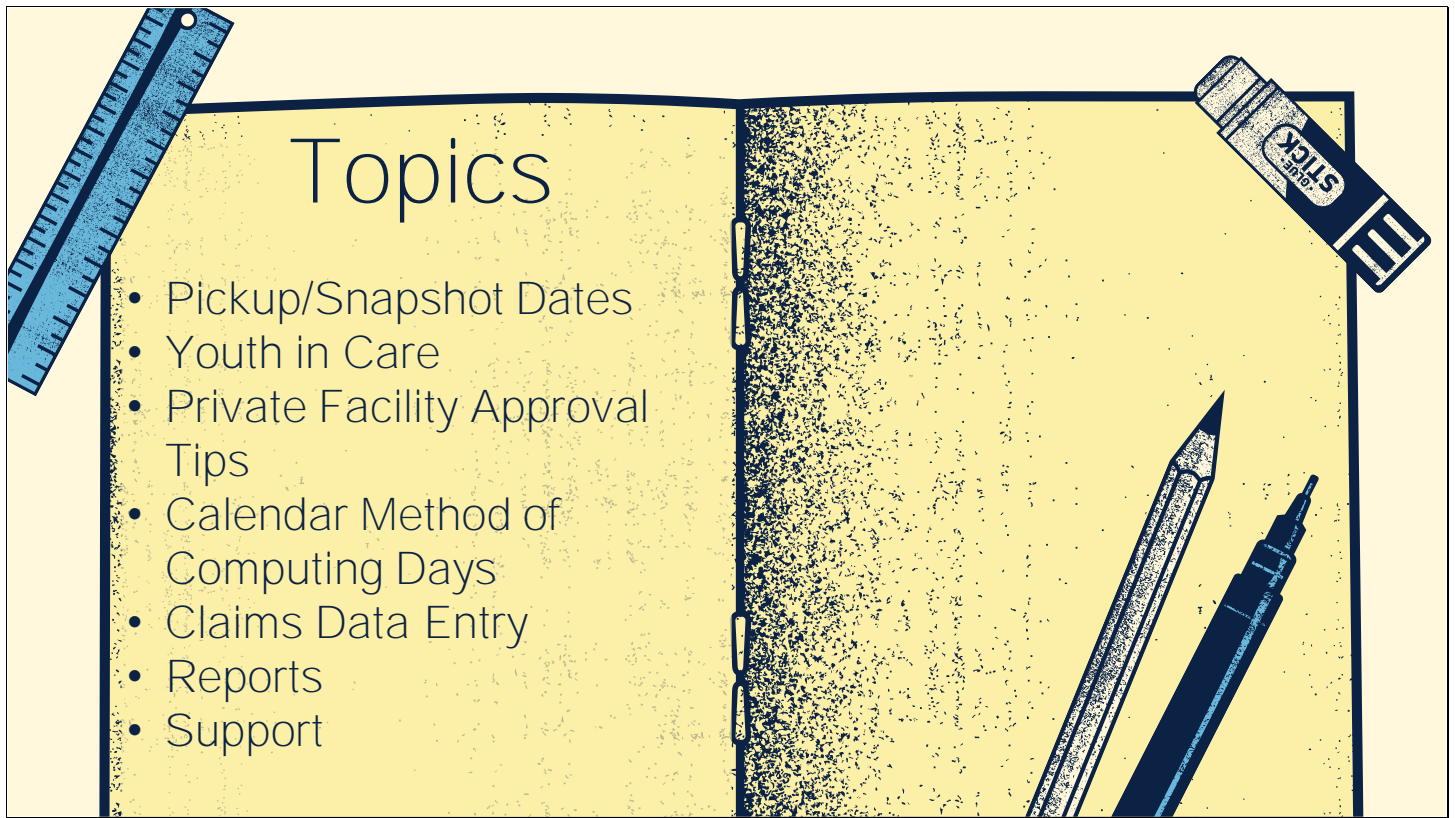




2023-24 Fund Code F Claims Training

Presented By
Harrisburg Project



How to Identify Youth in Care Students (Orphanage)

- Click Possible Youth in Care tab under Student Approvals

Home Approvals and Claims IEP Admin

Approvals Claims Programs Case Load Definition

Reported Un-Reported Possible Youth In Care

- Select Entity -> School Year -> Search

Entity:

School Year:

How to Identify Youth in Care Students (Orphanage)

IStar Fund Code
A
A
A
A
A
A
A
A
A
A
A
A

- Evaluate students listed (Regular Education students can be disregarded).
- Focus on I-Star Fund Code column:
 - If Fund Code is blank AND student receives Special Education, add a Fund E or F approval record.
 - If Fund Code = A or X, Fund Code may need to be changed to Fund E
 - If Fund Code = B, Fund Code may need to be changed to Fund F

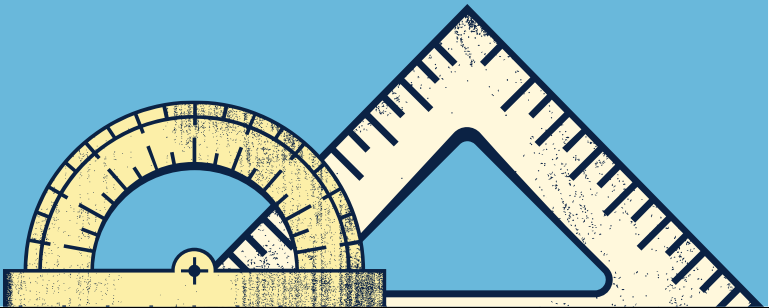
Student Reimbursement Pickup / Snapshot Dates

June 14, 2024

Regular Term Private Facility Orphanage - Fund Code F
Approval Corrections through July 1, 2024
Claims Correction through July 31, 2024

November 1, 2024

Summer Term Private Facility Orphanage



Students with Disabilities Claims and Reimbursement Instructions

www.hbug.k12.il.us

Manuals & Guides



Manuals & Guides

I-Star User Guide (updated 12/01/2023)

Harrisburg Project Newsbriefing Archive

Students with Disabilities Data Collection and Approval Instructions (October 2023)

Changes in Students with Disabilities Data Collection and Approval Instructions (November 2022 vs October 2023)

Special Education Personnel Data Collection and Approval Instructions (March 2024)

Changes in Special Education Personnel Data Collection and Approval Instructions (January 2023 vs March 2024)

Students with Disabilities Claim and Reimbursement Instructions (March 2024)

Changes in Students with Disabilities Claim and Reimbursement Instructions (March 2023 vs March 2024)

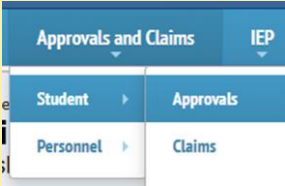
Child Count Flow Chart

Fund Code N Flow Chart

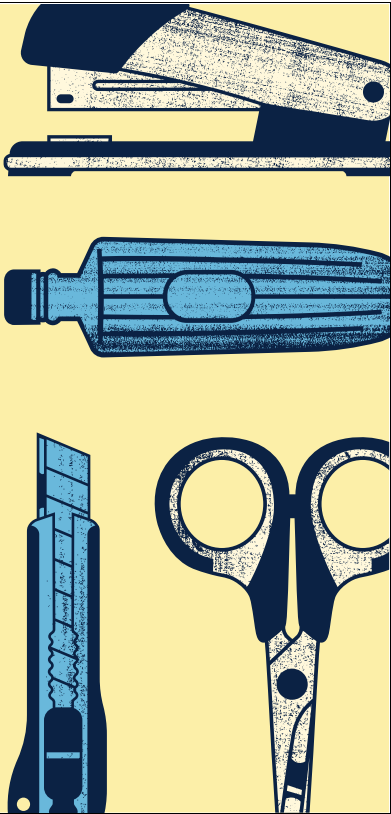
Older Manuals

Student Approval Fund F

Approvals and Claims -> Student -> Approvals



Filter by Fund Code F -> Search -> Select desired student's name to open Approval record

A screenshot of a search and filter interface. On the right side, there are several dropdown menus: 'Fund:' (selected as 'F-Section 14-7.03 (Private Facilities/Orphanage)'), 'Program:', 'Reimbursement Status:', 'Class Teacher:', 'Class Name:', and 'Event:'. At the bottom left, there is a 'Search' button circled in red, followed by 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format' buttons.

School Year: 2023-2024

School Year: 2023-2024

Dually Enrolled:

Fund: F

% Special Ed: 100

[Display/Update SIS Enrollment](#)☐ Emergency or Student Specific Placement

Resident District: Harrisburg CUSD 3 - 20-083-0030-26

Resident School: Harrisburg High School - 20-083-0030-26-00 ▼

Private Facility: 64158-Marklund Day School-Elgin Campus ▼

Facility Claim Type: Tuition

Add On Type:

Rates:	Type	Begin	End	Days	Rate
--------	------	-------	-----	------	------

Tuition	8/16/2023	7/18/2024	210	\$1.00
---------	-----------	-----------	-----	--------

Disabilities: A-Intellectual Di v K-Emotional Dis v

Related Service:

Education Environment:	09-Private Residential Facility, In-State	▼
------------------------	---	---

Unable to locate
Residential Placement ☐

Residence Type: D-Foster family home or licensed by the Depa

Placing Agency: A-Department of Children and Family Services ▼

Guardian Type: **C - Department of Children and Family Serv** ▼


Term: Regular

Begin Date: * MM/DD/YYYY

Regular Term Claim

Method of Computing Days

Manual ☐

Calendar  Marklund Day School-Elgin C 

Calendar (Cost) ☐

Program

☐ Show Coop Programs
Participation Rates

Participation Rates

% Regular Ed:

FTE: 1

ADE: 1

Participation Days

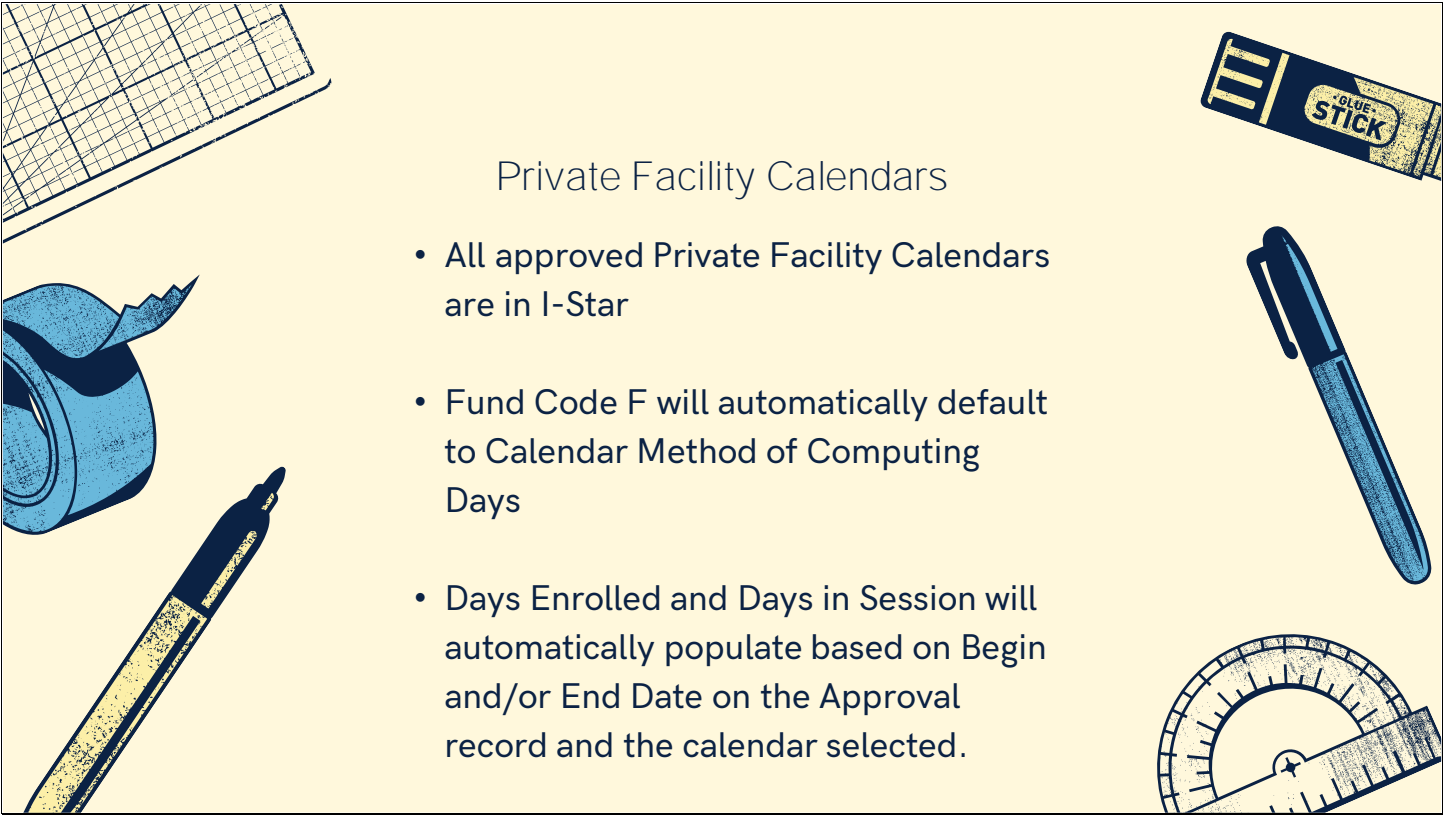
Enrolled In Session

Regular 180

180

Total	180
-------	-----

180



Private Facility Calendars

- All approved Private Facility Calendars are in I-Star
- Fund Code F will automatically default to Calendar Method of Computing Days
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on the Approval record and the calendar selected.

Student Claim Fund F

Approvals and Claims -> Student -> Claims



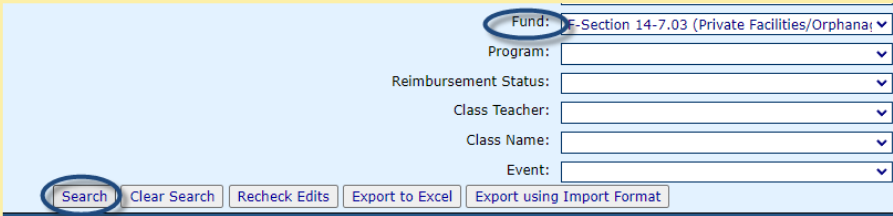
Approvals and Claims IEP

Student Approvals

Personnel Claims

Last Name: Program Definition

Filter by Fund Code F -> Search -> Select desired student's name to open Claim record



Fund: F-Section 14-7.03 (Private Facilities/Orphanage)

Program:

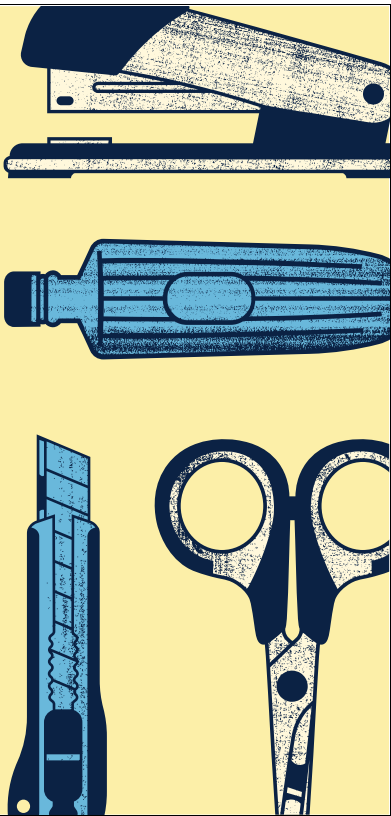
Reimbursement Status:

Class Teacher:

Class Name:

Event:

Search Clear Search Recheck Edits Export to Excel Export using Import Format



Student Claim Fund F

Actions	Student Name	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date
✖	Walker, Demokaylen Brady	R: 20-083-0030-26 S:	F	64158-T	R	R	8/16/2023

Locate the student claim for the Regular Term in the search results grid, then click on the student's name to open the record.

Remember....Summer Term claims are not due until
November 1, 2024

Resident District Per Cap & Estimated Reimbursement will compute in I-Star automatically.

Note: The Transportation Cost field is only available on the claim if Related Service 25 is selected on the Approval record.

The 2023-2024 Student Claims Data is Open.

Term: ☒ Include Claim*

*By leaving un-checked you are agreeing not to submit a claim for this record.

Tuition

Method of Computing Days

Manual ☐ Calendar ☒

Calendar (Cost) ☐ Program ☐ Show Coop Programs

Participation Rates

% Regular Ed: FTE:
ADE:

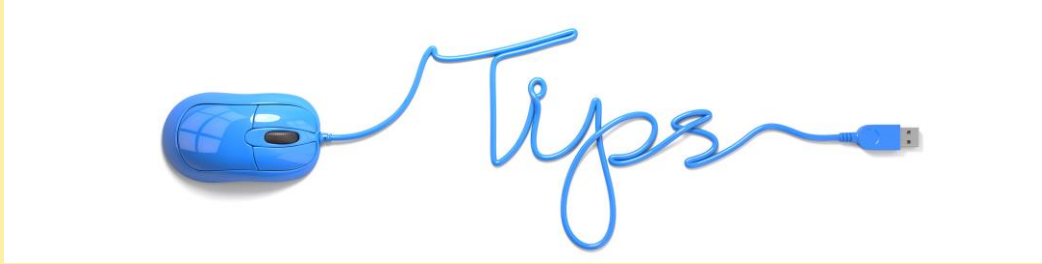
Participation Days

	Enrolled	In Session
Regular	<input type="text" value="180"/>	<input type="text" value="180"/>
Total	<input type="text" value="180"/>	<input type="text" value="180"/>

Costs

Cost Per Pupil:	<input type="text" value="38000"/>
Trans Cost:	<input type="text" value="2250"/>

 [Electronic Calendar](#)



- Make sure that all records have correct Term. If a student is going to attend Summer Term, a separate Approval record should be added.
- Check all Private Facility codes against invoices to make sure the proper selection is made in I-Star on the Approval record.
- Make sure that all transitions have been recorded in I-Star with end/adds. If students have been to multiple facilities during the school year, you should claim accordingly.

Reports...

Error Report

I-STAR Reports

Report Type: Student

Report Categories: Errors

Select Report Description

- ☐ Non-Exited Students for Verification
- ☐ Student Approval Errors by Resident District and Serving School
- ☐ Student Approval Errors Listing
- ☒ Student Claim Errors By Resident District And Serving School
- ☐ Student Indicator errors
- ☐ Student Missing Exit Data

Report Description:

List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school.

Reports Filters

Student SIS Id:
 School Year: 2023-2024
 Gender:
 Grade:
 Term:

Related Service:
 Resident District:
 Serving School:
 Serving School:

Reports...

Reimbursement Reports

I-STAR Reports	
Report Type: Student	Report Categories: Reimbursement / Claim

Select Report Description

<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Computation Sheet - Excess Cost Computation Sheet - Orphanage Computation Sheet - Private Facility Computation Sheet - Summer Orphanage Programs By Resident District Student Reimbursement Blank Data Form Student Reimbursement Fund B Student Reimbursement Funds DEF Regular Term Student Reimbursement Funds DEF Summer Term Student Reimbursement Funds X and J Student Tuition Summary Page Students with Days Enrolled by Resident District And Fund Code
--	--

Report Description:

Reimbursement estimates with Claim details for regular term orphanage (Fund D,E,F) claims. Grouped by district.

Reports Filters

Student SIS ID: 	Related Service:
School Year: 2023-2024	Resident District:

[illegible]



I-Star

SUPPORT

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support@hbug.k12.il.us
www.hbug.k12.il.us
