

I-Star

Preparing for Personnel Approval Snapshot 2023-24

Presented by Harrisburg Project

The graphic features a dark blue chalkboard with a brown border. It includes various hand-drawn elements: a sun, clouds, a starburst, a bird, a flower, a signature, and some scribbles.

Topics



- Special Education Personnel Approval Manual
- Personnel Approvals
- Status Codes
- Error Reports
- Website
- Support



2023-2024 Special Education Personnel Approval Manual

- Updated in March
- NEW! Due Date - Personnel Approvals DUE July 31, 2024!!!
- New Work Assignments
- Deactivated Work Assignments

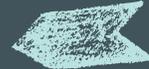
www.hbug.k12.il.us -> Manuals & Guides

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2023-2024 Special Education Personnel Approval Manual

- New Work Assignments:
 - BIS - LBS2 Behavior Intervention Specialist
 - BSES - LBS2 Learning Special Education Specialist
 - CAS - LBS2 Curriculum Adaption Specialist
 - DBS - LBS2 Deaf/Blind Specialist
 - MDS - LBS2 Multiple Disabilities Specialist
 - TES - LBS2 Technology Specialist
 - TRS - LBS2 Transition Specialist
 - QBS - Qualified Bilingual Specialist
 - SGN - Sign Language Interpreter



2023-2024 Special Education Personnel Approval Manual

- Deactivated Work Assignments:

- AUT - Autism Teacher
- MR- Mental Retardation
- PH - Physically Handicapped
- SLD - Specific Learning Disability
- REI - Support Teacher
- PDG - Diagnostic Teacher
- PTC- Transition Work Assignment
- PVA- Vocational Transition Specialist
- BBV - Bilingual Visual Impairment
- BES Bilingual ESL Special Education
- PFS - Infant Toddler Fam Specialist
- BDH - Bilingual Deafness & Hearing Impairment
- BBD - Bilingual Emotional Disability
- BEM - Bilingual Intellectual Disability
- BLB - Bilingual Learning Behavior Specialist
- BLD - Bilingual Specific Learning Disability
- BPH - Bilingual Orthopedic Impairment
- BSL - Bilingual Speech & Language Impairment
- SED - Emotional Disturbance Behavior Disorder



I-Star Landing Page



Select Approvals and Claims -> Personnel -> Approvals



Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality

Welcome Coop User
Train15Jess Brown
Norris City Annex

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.

Approvals and Claims IEP

Request
Use the quick link to view the details of the request.

Personnel records with fatal errors: 8

Upload Files



Personnel Approval

Reported
Personnel with an existing
Approval record in I-Star

Un-Reported
Personnel in jurisdiction from
EIS upload but no current
Approval record



Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

Personnel Approval

The screenshot shows a web form titled "Personnel Approval Information". At the top, there are three hand-drawn cloud icons. The form fields include: "Year" set to "2023-2024", "Employed as of: 12/1/2023" with a checked checkbox, "Entity" set to "Harrisburg CUSD 3 (2)", "Total FTE: 0.0", and "Special Ed Type: A-Special Education Teachers". Below this is a table header for "Work Assignment(s)" with an "Add" button highlighted by a yellow box. The table has columns for "Edit", "Delete", "Move Up", "Move Down", "Code", "Assignment", "Work Assignment Status", and "Regular FTE". Below the table, there is a "Save" button highlighted by a yellow box. The form also includes a "Work Assignment" dropdown menu and an "FTE" dropdown menu.

- Once Personnel is added, an Approval record can be completed for the employee
- Determine if 'Employed as of 12/1/2023' should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

Handwritten scribble

Personnel Approval



Work Assignment: LBS - Learning Behavior Specialist 1 - Unlimited

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

View Salary Info

Save & Check Error

Notes (0)

Date	Notes
Records Found	

- Full Time Equivalency (FTE) 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.



Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide PreK
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)

PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)

TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)

NHA6 - Non-Certified Health Aide (KG-12)



Personnel Approval

- I-Star system will automatically match the appropriate Special Education ID code:
 - A - Special Education Teacher
 - B - Related Service Provider
 - C - Paraprofessional
 - D - Administrative
- This code will be determined once the Work Assignment is Saved

Personnel Approval Information	
Year: <input type="text" value="2023-2024"/>	Employed as of: 12/1/2023: <input checked="" type="checkbox"/>
Entity: <input type="text" value="Harrisburg CUSD 3 (2)"/>	Total FTE: 0.0
Special Ed Type: A-Special Education Teachers	Term: Regular



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 - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.





I-Star Support

I-Star Operation Questions
Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us

The graphic features a dark blue chalkboard with a brown border. At the top center, the text "I-Star Support" is displayed, with "I-Star" in blue and "Support" in white. Above "I-Star" is a semi-circle of yellow stars. To the left is a yellow pencil with a red eraser and a pink eraser. To the right is a white paperclip. Below the text are two white decorative flourishes. The bottom of the chalkboard has a white chalk-like texture.
