
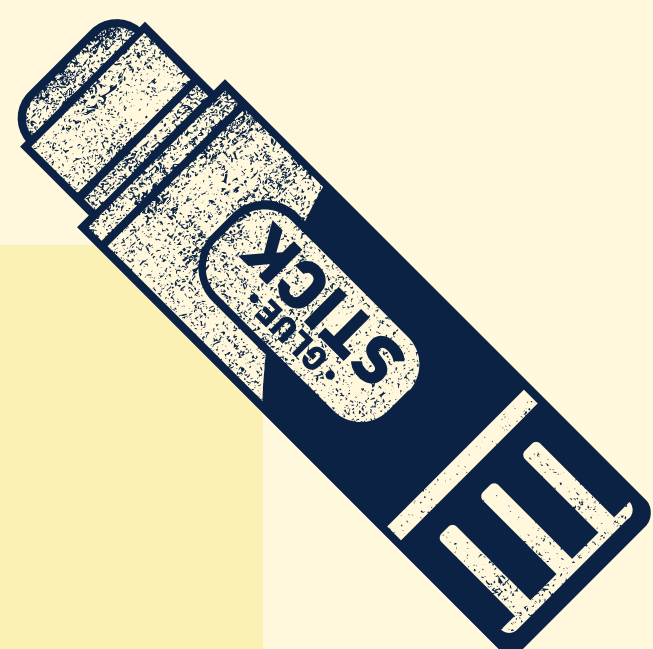


# 2024-25 Fund Code F Claims Training in I-Star Plus

Presented By  
Harrisburg Project

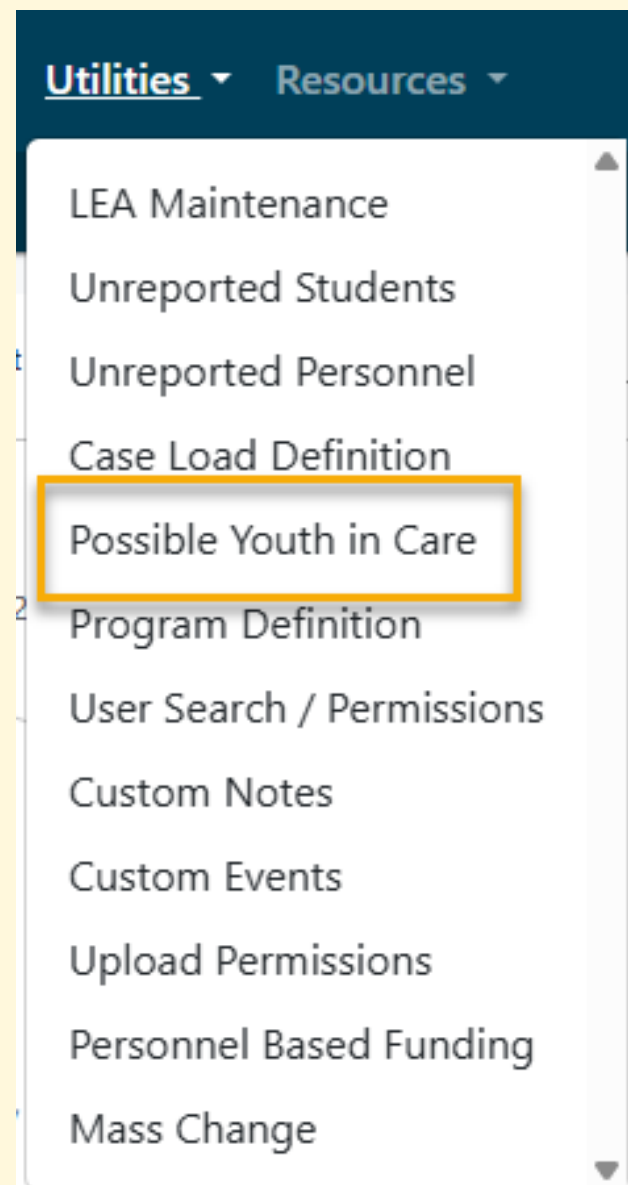


# Topics

- Pickup/Snapshot Dates
  - Youth in Care
  - Private Facility Approval Tips
  - Calendar Method of Computing Days
  - Claims Data Entry
  - Reports
  - Support
- 
- 

# How to Identify Youth in Care Students (Orphanage)

- Click Possible Youth in Care tab under Student Approvals



- Select Entity -> School Year -> Search

A screenshot of the 'Possible Youth in Care' search interface. At the top, there are two dropdown menus: 'School Year' (set to '2023-2024') and 'Entity'. Below these is a 'Search...' input field. To the right of the search field, there are three icons: a magnifying glass (search), a download icon, and a refresh icon. The search results area shows a table with columns: 'School Year', 'District', 'School', 'RCDTS', 'SIS ID', 'First Name', 'Last Name', 'Enrollment Date', 'Exit Date', 'Grade', and 'IStar Fund Code'. The table is currently empty, with the text 'Showing 0 to 0 of 0 entries' and 'No data available in table' displayed. At the bottom left, there is a 'Show 50 entries' dropdown. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

# How to Identify Youth in Care Students (Orphanage)

IStar Fund Code
X
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, S, 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

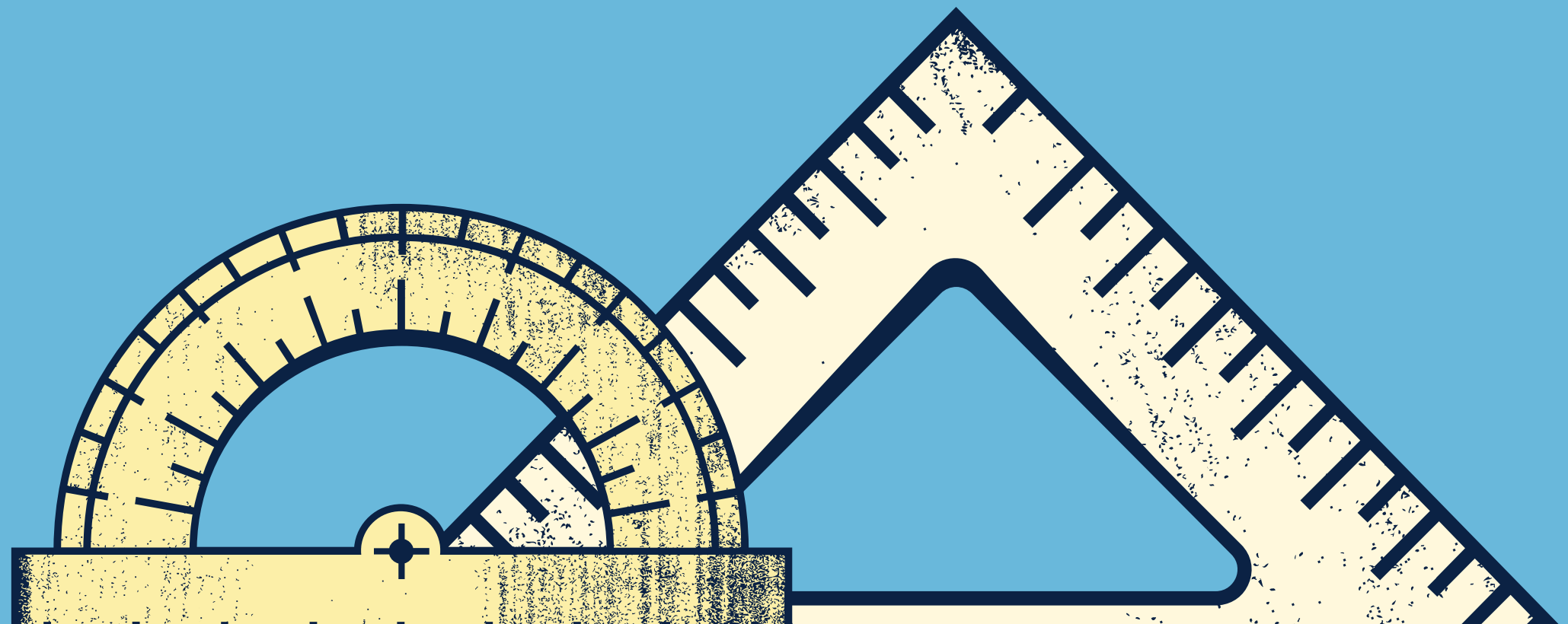
# Student Reimbursement Pickup / Snapshot Dates

June 16, 2025

Regular Term Private Facility Orphanage - Fund Code F  
Approval Corrections through July 15, 2025  
Claims Correction through July 31, 2025

October 31, 2025

Summer Term Private Facility Orphanage





# Student Approval/Claims Fund F

Student -> Student Analytics

Student ▾ Residential ▾

District

Student Analytics

Student Central

Claims Analytics

Case Load Students

Click the magnifying glass → Filter by Fund Code F  
-> Click the shopping cart

Showing 0 to 0 of 0 entries

Fund Code

Begin Date

End Date

Exit Code

Status

Errors

Primary Disab

Secondary Disab

Ed Env

SY

Percent FTE

Local District Id

Include ?

F												
---	--	--	--	--	--	--	--	--	--	--	--	--

No data available in table

# Student Approval Fund F

<div>Fund Code F - Section 14-7.03 (Private Facilities/Orphanage Act) ▼</div>	<div>Percent Special Ed 100</div>		
<input type="checkbox"/> Emergency or Student Specific Placement			
<div>Resident District Harrisburg CUSD 3 ▼</div>	<div>Resident School West Side Primary School ▼</div>		
<div>Private Facility 74894 - Forte Academy -Jefferson ▼</div>	<div>Facility Claim Type T - Tuition ▼</div>		
<b>(Details)</b>			
<div>Primary Disability O - Autism (O) ▼</div>	<div>Secondary Disability ▼</div>		
<div>Related Service 1 07 - Counseling Services-inclu ▼</div>	<div>Related Service 2 11 - Assistive Device ▼</div>	<div>Related Service 3 13 - Occupational Therapy ▼</div>	<div>Related Service 4 23 - Speech/Language Service ▼</div>
<div>Related Service 5 25 - Transportation (Special) ▼</div>	<div>Related Service 6 - ▼</div>	<div>Related Service 7 - ▼</div>	<div>Related Service 8 - ▼</div>

# Student Approval Fund F



Education Environment

04 - Spec Ed 100% in separate public day school



% Time Inside Reg Classroom

0

☐ Unable To Locate Residential Placement

Term

R - Regular



Begin Date

11/12/2024



End Date

mm/dd/yyyy



Exit Code



☐ Update in Case Load

Room Board Payer

I - None



Residence Type

D - Foster family home or licensed by the Department of Children and Family Services



Placing Agency

A - Department of Children and Family Services



Guardian Type

C - Department of Children and Family Services





# Student Claim Fund F

Reimbursement Status Code

N

Term

R

Tuition Bill Flag

☐

☐ Include on Claim - By leaving un-checked you are agreeing not to submit a claim for this record.

Manual

Calendar

Program

Calendar (Cost)



Calendar

Forte Academy -Jefferson



## Participation Rates

Percent Regular Ed

0

FTE

1

ADE

0.663

# Student Claim Fund F

## Participation Days

 Update Days

Regular Days Enrolled  
120

Total Days Enrolled  
120

Regular Days Session  
181

Total Days Session  
181

## Costs

Cost Per Pupil  
0.00

Transportation Cost  
0.00

## Reimbursement

Orphanage Reimb  
0.00

Resident District Per Capita  
0.00

Reimbursement Status Code  
N



## 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.

# Private Facility Calendars

How to Print Private Facility Calendars:

[Private Facility Search](#)

OR

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

Resources -> Private Facility Search Engine

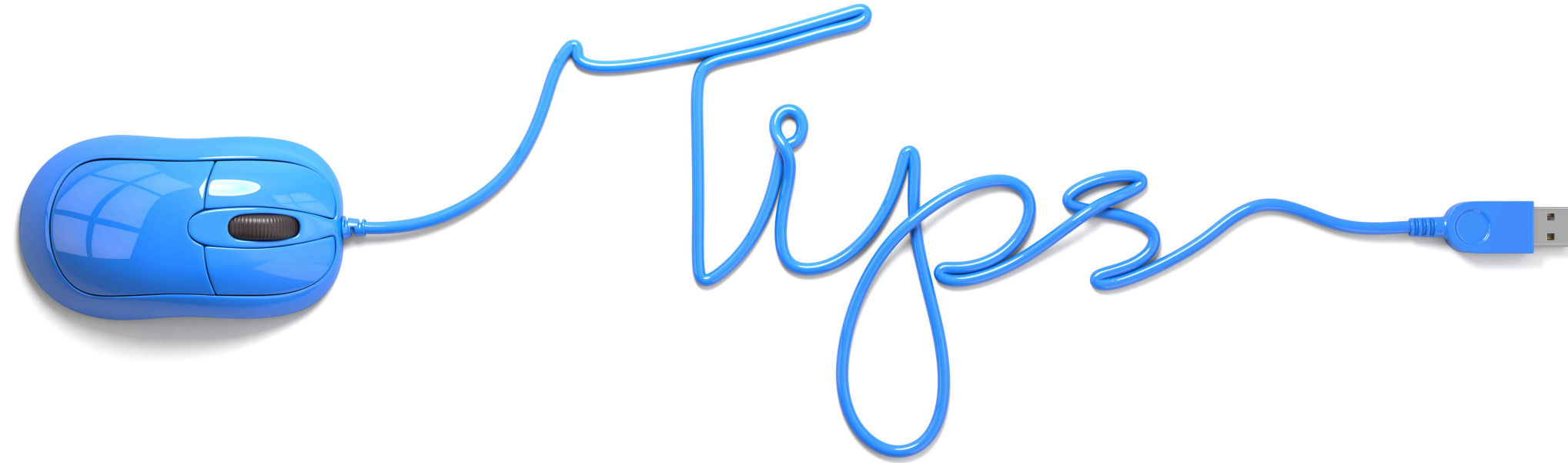
Locate facility and click facility name.

Find the Calendar Information and Click

Electronic Calendar.

Month				Year		
Mon	Tue	Wed	Thu	Fri	Sat	Sun

Calendar Information					
Approved on : 12/12/2023					
Days Approved					
Regular Begin Date	Regular End Date	Total Regular Days	Summer Begin Date	Summer End Date	Total Summer Days
					<a href="#">Electronic Calendar</a>



- 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 enrolled at multiple facilities during the school year, you should claim accordingly.




# Reports...

Report Type  
Student

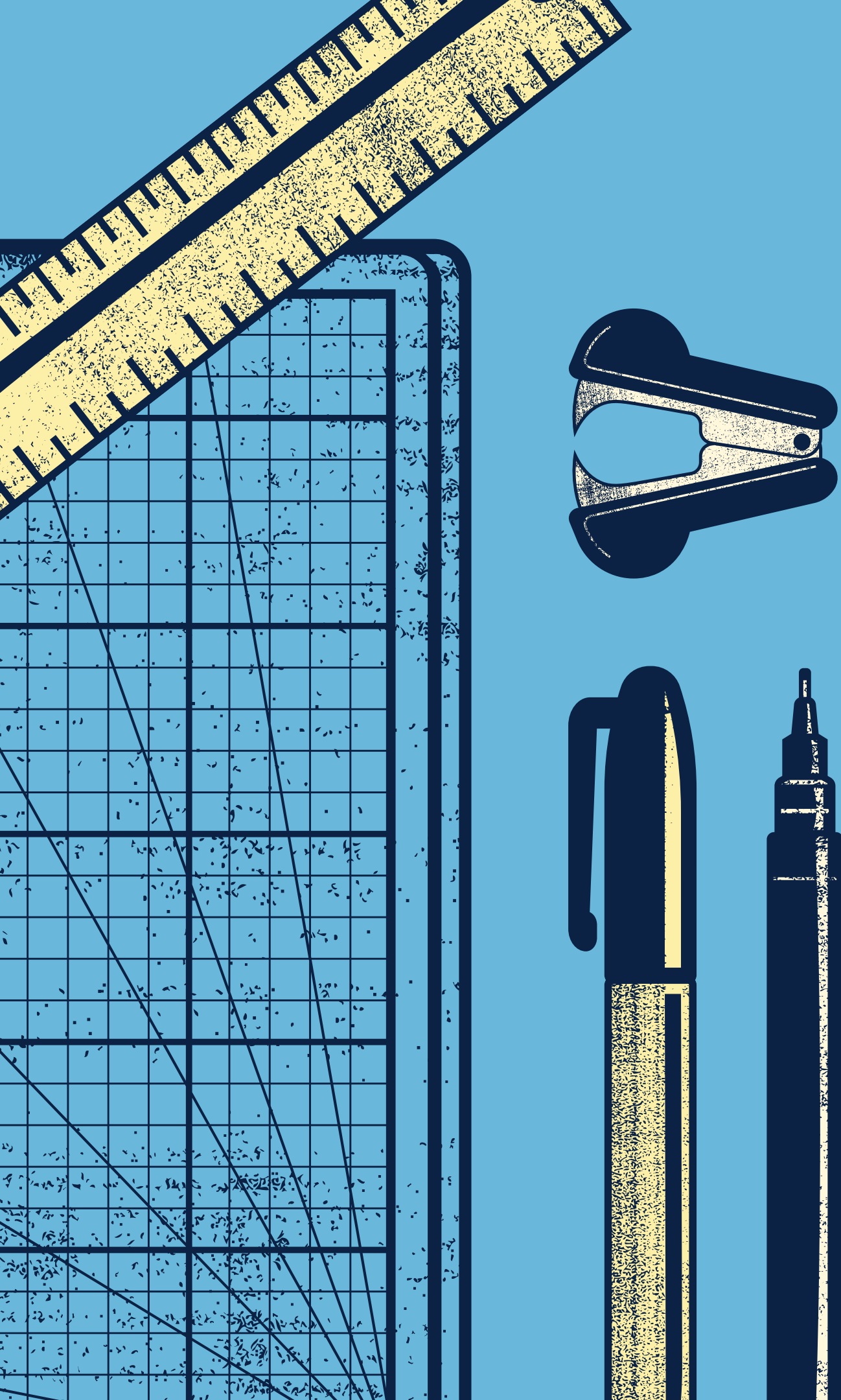
Report Category  
Student Reimbursement / Claims

Search...

Showing 1 to 3 of 3 entries

Actions	Report Name	Description
	Student Reimbursement by Fund	Reimbursement estimates with claim details for both regular & summer term orphanage (Fund D,E,F) claims, private facility(Fund B) claims, Excess Cost(Fund X) claims. Grouped by district.





# SUPPORT

Harrisburg Project

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