



I-STAR PLUS NEW USER 24-25

PRESENTED BY
HARRISBURG PROJECT

TOPiCS

IWAS Access
I-Star Plus User Roles
Due Dates
I-Star Plus Dashboard
Data Maintenance
Unreported and Youth in Care
Student Central
Student Analytics
Add Student Approvals
Errors vs. Warnings

SIS Error Checks
Delete -- End/Add -- Edit
SPP Indicators 11 and 13
Recheck Edits
Access Personnel Approvals
Add Personnel Approvals
Add Work Assignment(s)
Employed as of December 1
Personnel Credentials
SUPPORT

IWAS ACCESS

- Each I-Star Plus user must have an IWAS account:
 - <https://apps.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 must request access to the I-Star Plus application
- Once the account and access is approved, I-Star Plus can be accessed under System Listing -> Reporting -> Annual





USER ROLES

Utilities Resources

- LEA Maintenance
- Unreported Students
- Unreported Personnel
- Case Load Definition
- Potential Youth in Care
- Program Definition
- User Search / Permissions**
- Custom Notes
- Custom Events
- Upload Permissions
- Personnel Based Funding
- Mass Change

1. Utilities -> User Search / Permissions

User Permissions EntityId(D-S) 0-0 RCCTS 9999999999-9999 User snoelleQA2 Environment QA-SPRWEBQA1 19:3

Iwas UserID ISTARPLUSBUG	District	Last Name	First Name
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Search... Showing 0 to 0 of 0 entries

Search [Share] [Print] [Add]

2. Search with criteria IWAS User ID, District, Last Name AND/OR First Name then click the magnifying glass.



USER ROLES

3. Click plus folder to Add Roles.

Actions	IWASUserId	Full Name	IWAS Approval Group	District	Email
	ISTARPLUSHB1	ISTARPlus Hbug	Document Author	Harrisburg CUSD 3	nfoard@isbe.net

2. Select Role and Attribute then click Save. Repeat until all roles are set.

Add Role

Role:

Role Attribute:

Add Role

Roles

Nothing selected

- District Security Administrator
- Import Personnel data
- Import Student data
- Personnel Approval
- Program Maintenance
- Room and Board Approvals District
- Room and Board Claims
- Student Approvals
- Student Claims

DUE DATES

- Data in I-Star Classic will convert to I-Star Plus on June 23, 2025, tentatively.
 - The system will be inaccessible on this day.
- I-Star Plus will “go live” June 24, 2025.
- All Correction Periods will be due in I-Star Plus.

Pre-March 2 Fund DEF Approvals May 1, 2025 I-Star Classic	Fund DEF Claims June 16, 2025 I-Star Classic	<u>CORRECTIONS</u> Fund DEF Approvals June 30, 2025 I-Star Plus	<u>CORRECTIONS</u> Fund DEF Claims July 31, 2025 I-Star Plus
June 30, 2025 Interpreter Data I-Star Plus	Excess Cost Indicator 11 & 13 July 15, 2025 I-Star Plus	<u>CORRECTIONS</u> Excess Cost Claims July 31, 2025 I-Star Plus	Personnel Approvals July 31, 2025 I-Star Plus
Fund B & S Claims August 15, 2025 I-Star Plus	<u>CORRECTIONS</u> Fund B & S Approvals September 15, 2025 I-Star Plus	<u>CORRECTIONS</u> Fund B & S Claims September 30, 2025 I-Star Plus	Exit Data Mass Change October 15, 2025 I-Star Plus

I-STAR PLUS DASHBOARD



I-STAR PLUS DATA MAINTENANCE TASKS

School Year: 2024-2025 | District: [Dropdown]

SIS Id: [Input] | First Name: [Input] | Last Name: [Input]

Total Students: 542

[Search] [Refresh] [Add] [Filter]

Student Approval Data

Fund - A Term - R

Placement: [Input] | Eligibility: [Input] [Edit]

Student Approval Data

Fund - A Term - R

Placement: [Input] | Eligibility: [Input] [Edit]

Student Approval Data

Fund - A Term - R

Placement: [Input] | Eligibility: [Input] [Edit]

Term	Begin Date	End Date	Exit Code
R - Regular	08/14/2024	09/20/2024	09 - Returned to Regular

ADD Adding new student records to I-Star Plus (students are not currently in the system)

EDIT Enter end dates and/or correct mistakes

END/ADD Reflect changes in current I-Star Plus student approval records

DELETE Remove student record completely

EXIT Utilize when student has a permanent exit code

UN-REPORTED AND YOUTH IN CARE

The screenshot displays a software interface with a left-hand navigation menu under the heading "Utilities Resources". The menu items are: LEA Maintenance, File Upload, Unreported Students, Unreported Personnel, Case Load Definition, Potential Youth in Care, Program Definition, User Search / Permissions, Custom Notes, Custom Events, Upload Permissions, Personnel Based Funding, and Mass Change. Two red boxes highlight "Unreported Students" and "Potential Youth in Care", with purple arrows pointing to their respective data sections.

The top section, titled "Unreported Students", features a "School Year" dropdown set to "2024-2025" and a "District" dropdown set to "Harrisburg CUSD 3". Below these is a search bar and a table with the following columns: SIS Id, Name, Birthdate, Gender, Home District, and Home School. The table currently shows "Showing 0 to 0 of 0 entries".

The bottom section, titled "Potential Youth in Care", has a "School Year" dropdown set to "2024-2025" and an "Entity" dropdown set to "Harrisburg CUSD 3". It includes a search bar and a text block: "This is a list of students that have been identified on a Department of Children and Family Services (DCFS) file provided to ISBE. These students may be either general education or special education. If the student is special education and they are on this list, then they are currently not listed in the I-Star special education data collection system as an orphanage student (i.e. Fund Code of E or F) or, they are in I-Star, but miscoded as not being an orphanage student (e.g. Fund A, X or B). PLEASE NOTE: At this time ISTAR validation is only updated on a monthly basis, so new Fund E or F students may not be approved until the end of the month. If you are not sure, DO NOT switch a student from Fund E or F to Fund A, X or B until you confirm with ISBE." Below the text is another search bar and a table with "Showing 0 to 0 of 0 entries".

STUDENT CENTRAL

Student ▾ Residential ▾

- District
- Student Analytics
- Student Central**
- Claims Analytics
- Case Load Students

Student Central EntityId(D-S) ▶ 6146-6146

School Year: 2024-2025 ▾ District: ▾

SIS Id: First Name: Last Name:

Total Student: [Search] [Clear] [Add] [Check]

Student Level Data

Student Approval Data

Claims

Check Errors

Notes / Events

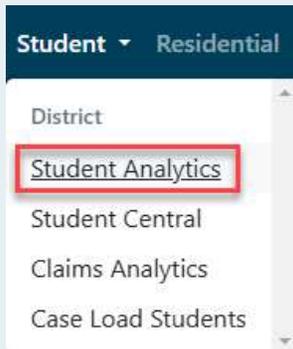
Search

Clear Search

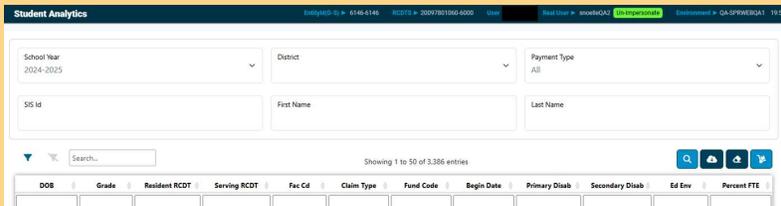
Add Approval

Check Errors

STUDENT ANALYTICS - ADVANCED SEARCH



- Custom Columns
- Simple & Advanced Filters (with ability to save)
- Results download options:
 - CSV
 - Excel
 - PDF
- View advanced search results in Student Central



ADD STUDENT APPROVAL

Student Central

School Year: 2024-2025
District: [dropdown]
SIS Id: [input]
First Name: [input]
Last Name: [input]

Total Students: [search] [refresh] [add] [check]

Search SIS

To search for students you must provide either the SIS ID, or some combination of Last Name, First Name, Middle Name, Date of Birth (DOB) and Gender.

SIS Id: 199354478
First Name: [input]
Middle Name: [input]
Last Name: [input]
Birth Date: mm/dd/yyyy [input]
Gender: [dropdown]

[Search] [Close]

Select	View	SIS Id	In Istar	Full Name	Birth Date	Gender	Race
<input checked="" type="checkbox"/>	<input type="radio"/>	199354478	<input checked="" type="checkbox"/>	[redacted]		Female	White

[Search] [Close]

ADD STUDENT APPROVAL

Include On Approval - By leaving un-checked you are agreeing this student will not be counted for your district and you will not be submitting a claim.
 Dually Enrolled Flag

Fund Code
A - IDEA Child Count

Percent Special Ed
94

Resident District
Harrisburg CUSD 3

Resident School
Harrisburg Middle School

Serving District
Harrisburg CUSD 3

Serving School
Harrisburg Middle School

Primary Disability
K - Emotional Disability (K)

Secondary Disability
I - Speech and/or Language Impairment (I)

Related Service 1
25 - Transportation (Sp)

Related Service 2
07 - Counseling Service

Related Service 3
13 - Occupational Ther

Related Service 4
-

ADD STUDENT APPROVAL

The form is titled "ADD STUDENT APPROVAL" and is set against a light blue background with decorative elements: a purple arrow pointing right, a yellow arrow pointing right, and colorful confetti (stars and circles) in the top right corner.

Related Service 5

Related Service 6

Related Service 7

Related Service 8

Education Environment
01 - Inside regular classroom 80% or more of day

% Time Inside Reg Classroom
97

Unable To Locate Residential Placement

Term
R - Regular

Begin Date
03/06/2025

End Date
mm/dd/yyyy

Exit Code

Update in Case Load

Local District Id
OPTIONAL

ADD STUDENT APPROVAL

Student Approval Errors ^

Updated by: Save Close

Save =
Check
Errors/
Warnings



ADD STUDENT APPROVAL

Student Approval Error

APPROVED ✓

Error Code	Error
W - 114	Indicator 11 Data Missing For This Student
F - 145	Student not found in sis for resident RCDT

NOT APPROVED

Updated by: Sarah Noelle O. [unreadable] 11:47 PM

Save Close

SIS ERROR CHECKS IN I-STAR PLUS

Student Level Data

DemoBernardo Hudson Adams - 990620307 Grade - 2nd DOB - 11/15/2016 (8 Yrs 4 Mos) Gender - Male
Ethnicity - Black or African American Languages - English English (H) IDEA - No Indicator 13 - N/A

Medicaid #: Anticipated Graduation Date: Eligibility Determination Date:

Date(s)	Home	Serving	Provider
Enroll: 08/14/2024	West Side Primary School - 20-083-0030- 26-2010	West Side Primary School - 20-083-0030- 26-2010	Harrisburg CUSD 3
Exit:			-

SIS ERROR CHECKS IN I-STAR PLUS

Home District in SIS =
Resident District in I-Star Plus

Service Provider in SIS =
Serving District in I-Star Plus

Home School in SIS =
Resident School in I-Star Plus

** SIS and I-Star Plus Serving Schools must match for Parochial and Private students*

SIS DATE ERROR CHECKS

SIS enrollment start dates must be before or equal to I-Star Plus approval begin dates.

SIS enrollment exit date must be after or equal to I-Star Plus approval end dates.

Approved Example:

I-Star Plus approval begin date = 9/2/2025 and SIS enrollment start date = 8/14/2025
I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

Disapproved Example:

I-Star Plus approval begin date = 8/14/2025 and SIS enrollment start date = 9/2/2025
I-Star Plus approval end date = Blank AND SIS enrollment exit date = Blank

DELETE -- END/ADD -- EDIT

To delete an approval record click the trash can.



Student Approval Data

Fund - A Term - R

Placement Eligibility

Icons: +, @, [trash can], [checkmark]

To perform an end/add on an existing record, click the chain link.



Student Approval Data

Fund - A Term - R

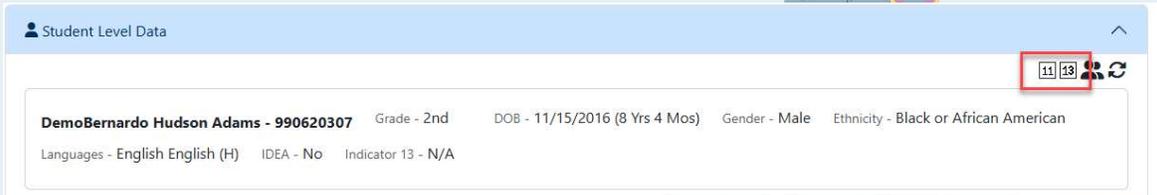
Placement Eligibility

Icons: +, @, [chain link], [checkmark]

To edit record click the pencil.



SPP INDICATORS



The screenshot shows a 'Student Level Data' interface. At the top, there is a header with a user icon and the text 'Student Level Data'. Below this, a student's information is displayed: 'DemoBernardo Hudson Adams - 990620307', 'Grade - 2nd', 'DOB - 11/15/2016 (8 Yrs 4 Mos)', 'Gender - Male', and 'Ethnicity - Black or African American'. Below the student information, it shows 'Languages - English English (H)', 'IDEA - No', and 'Indicator 13 - N/A'. In the top right corner of the interface, there is a red box highlighting the numbers '11' and '13' next to a refresh icon.

Indicator 11 (60 school day evaluation timeline) --
Response is required for all students.

Indicator 13 (Post-Secondary Transition) response is
required for students age 14 1/2 or older (except Fund
Code LPNU)

SPP 11

Indicator 11

Edit Mode

Start Year 2023	▼
Parental Consent Date 09/21/2022	📅
Eligibility Determination Date 11/04/2022	📅
Evaluating District Harrisburg CUSD 3	▼
School Days To Complete 26	📅
Reason Not Applicable <input type="checkbox"/>	📍
Reason Timeline Not Met <input type="checkbox"/>	📍

Indicator 11 Errors

Updated by: Sarah Noelle 03/07/2025 01:58:00 PM

Add **Save** **Cancel**

ADD = New

SAVE = EDIT EXISTING

CANCEL = CLOSE RECORD

SPP 13

Answer Key: Yes - The requirement is completed No - The requirement is missing

- Yes: If items 1a through 8r are ALL answered Yes, then the IEP meets Indicator 13 requirements.
- Yes: If items 1a through 7q, 8s and 8t are ALL answered Yes AND 8r 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.

Mark Yes for 1a thru 7q

*If answers 1a thru 7q should be marked "Yes",
check the box.*

IND 13

q.	Was the student invited to the IEP meeting by being listed on the Notification of Conference form?	<input checked="" type="radio"/> Yes <input type="radio"/> No
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, OR no agency representation needed at this time, OR did the parent/age of majority student provide a written refusal to invite an outside agency? If yes, no further action required. If no, complete s and t.	<input checked="" type="radio"/> Yes <input type="radio"/> No
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 checked="" type="radio"/> Yes <input type="radio"/> No
t.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written PRIOR consent obtained from the parent or student who has reached the age of majority?	<input checked="" type="radio"/> Yes <input type="radio"/> No
9.	Does the IEP meets the requirement of Indicator 13	<input checked="" type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Incomplete"/>

Finish by answering 8r, 8s, and 8t.

The answer to 9 will auto-generate once all questions have been answered (1-8).

Yes = No Errors

No = Warning

Incomplete = Error

RECHECK EDITS

The screenshot displays the IStar Plus Student Central interface. The main header is "Student Central". Below it are filters for "School Year" (2024-2025) and "District". Further down are fields for "SIS Id", "First Name", and "Last Name".

An inset window titled "Reports" is shown in the foreground. It has a navigation bar with "IStar Plus" and various menu items. The "Reports" section is active, showing a dropdown for "Report Type" set to "Student" and a dropdown for "Report Category" set to "Errors". A search bar is present with the text "Showing 1 to 4 of 4 entries".

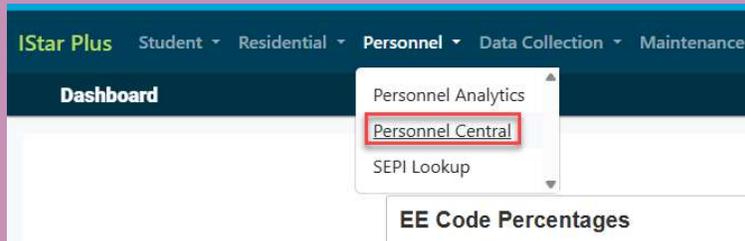
A table with the following columns is visible:

Actions	Report Name
	Student Error Report
	Student Indicator Errors

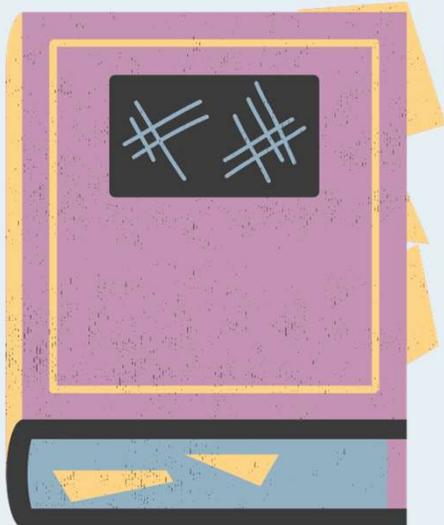
Additional elements include a "Check Errors" button on the right side of the main interface, a "Reports" dropdown menu with options like "Spec Ed Metrics", "Significant Disproportionality Report", "Spec Ed Indicators", and "SPP", and a search icon in the bottom right of the Reports window.

ACCESS PERSONNEL APPROVALS

Select Personnel -> Personnel Central



PERSONNEL APPROVALS



Personnel Central

School Year 2024-2025	District		Check Errors
IEIN	First Name	Last Name	
Total:			  

Search **Add Approval**

ADD PERSONNEL APPROVALS

School Year: 2024-2025
District:

IEIN: First Name: Last Name:

Total: 0

No Results

ADD PERSONNEL APPROVALS

Search ✕

To search for personnel you must provide either the IEIN, or some combination of District (or Coop), Last Name, First Name and Gender. IEIN search may temporarily not work.

Search Multiple

District / Coop

First Name Last Name Gender

Search Single

IEIN

ADD WORK ASSIGNMENT

Code	Assignment	Work Assignment Status	Regular FTE	Actions
				

- Once Personnel is added, an Approval record can be completed for the employee.
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

Add Work Assignment

Work Assignment: LBS - Learning Behavior Specialist

FTE: 1.00

Rank: 0

Status:

Updated by:  Save  Close

EMPLOYED DECEMBER 1

Determine if Employed as of 12/1 should be checked.

Personnel Approval Data

DemoBobbie Allen - 1335443

District: Harrisburg CUSD 3- Total FTE: 1.00
Type: A - Special Education Teachers
Employed as of 12/1/2024: True

IEIN 1335443	Full Name DemoBobbie Allen	School Year 2024 - 2025
District / Coop Harrisburg CUSD 3 (20-083-0030-26)	Employed on 12/01 No <input type="radio"/> Yes <input checked="" type="radio"/>	

PERSONNEL CREDENTIALS

Certificate Data

Certificates / Endorsements

Certificate Number	Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
	PARA	I	07/11/2022	06/30/2028	PARA	I	07/11/2022

Approvals

Code	Description	Status	Issue Date	End Date	Dist. Specific	RCDT	Supervisor
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A graphic with a black background featuring school supplies: an open book on the left, a pencil and a pen on the right, and scattered colorful letters. The word "SUPPORT" is written in large white letters. Below it are the website, email, and phone number. A blue arrow-shaped box contains the hours of operation.

SUPPORT

WWW.HBUG.K12.IL.US
SUPPORT@HBUG.K12.IL.US
(800) 635-5274

**HOURS: MONDAY - FRIDAY
8AM - 4PM**