

The background is dark grey with various colorful illustrations. On the left, there is a yellow book with a purple cover and white pages. On the right, there are two pencils: one yellow with a purple eraser and one purple with a yellow eraser. Scattered throughout are colorful swirls in shades of purple, blue, and yellow.

# 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 RCDTS ▶ 9999999999-9999 User ▶ snoelleQA2 Environment ▶ QA-SPRWEBQA1 19:3

Iwas UserID  
ISTARPLUSBUG

District Last Name First Name

Search... Showing 0 to 0 of 0 entries

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
<b>+</b> <b>+</b>	ISTARF...USHB...	ISTARPlus Hbug	Document Author	Harrisburg CUSD 3	nfoard@isbe.net

Show 50 entries

Previous 1 Next

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

**Add Role**

Role:

Role Attribute:

**Save** **Cancel**

**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

CORRECTIONS  
Fund DEF Approvals  
June 30, 2025  
I-Star Plus

CORRECTIONS  
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

CORRECTIONS  
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

CORRECTIONS  
Fund B & S Approvals  
September 15, 2025  
I-Star Plus

CORRECTIONS  
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] [Checkmark]

Student Approval Data  
Fund - A Term - R  
Placement: [input] Eligibility: [input]  
[Add] [Edit] [Delete] [Checkmark]

Student Approval Data  
Fund - A Term - R  
Placement: [input] Eligibility: [input]  
[Add] [Edit] [Delete] [Checkmark]

Student Approval Data  
Fund - A Term - R  
Placement: [input] Eligibility: [input]  
[Add] [Edit] [Delete] [Checkmark]

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

Utilities Resources

- 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
- Mass Change



School Year: 2024-2025 District: Harrisburg CUSD 3

Search... Showing 0 to 0 of 0 entries

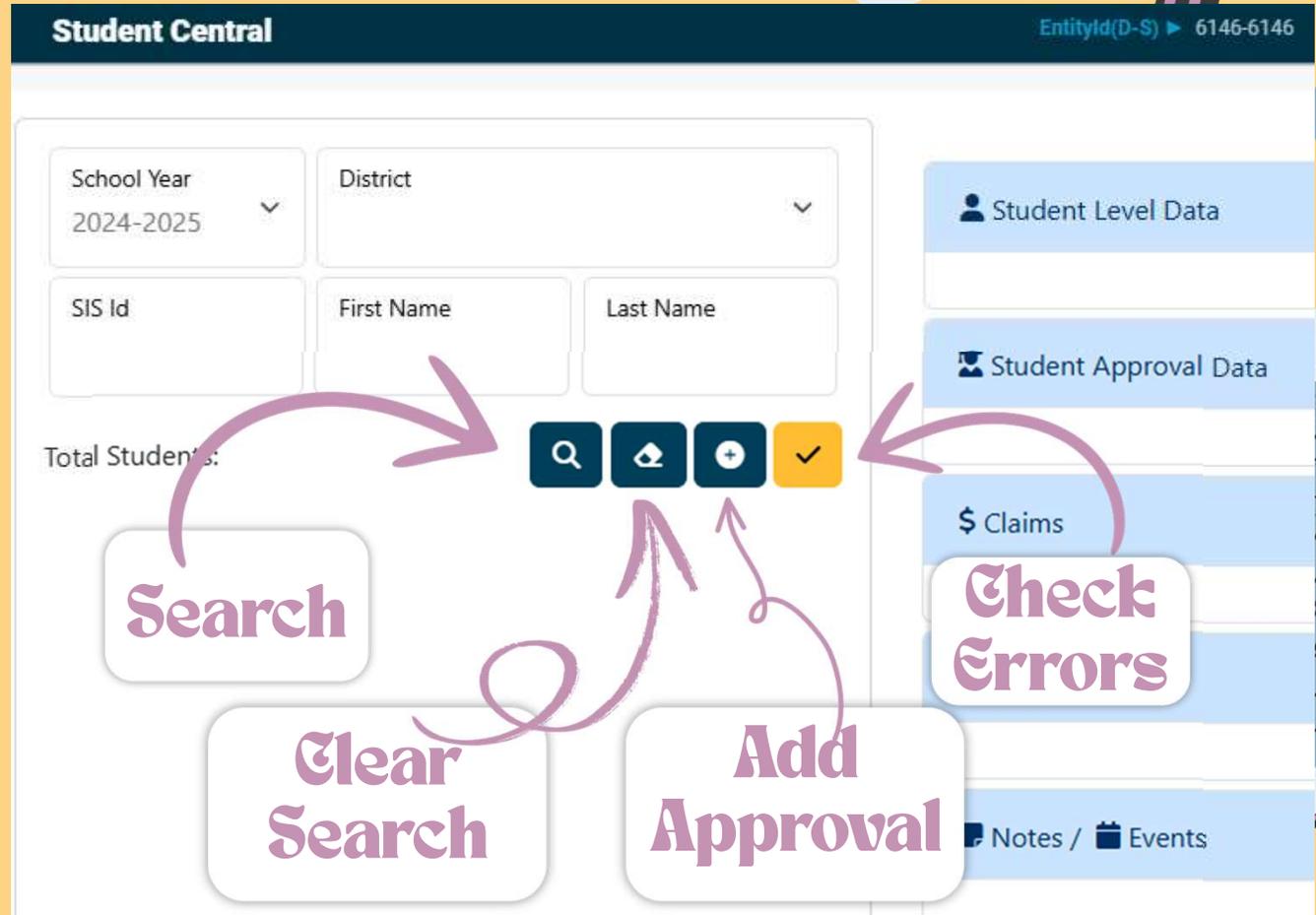
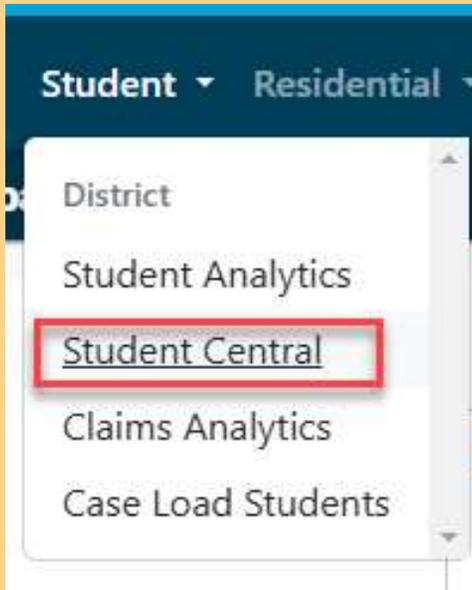
SIS Id	Name	Birthdate	Gender	Home District	Home School
--------	------	-----------	--------	---------------	-------------

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.

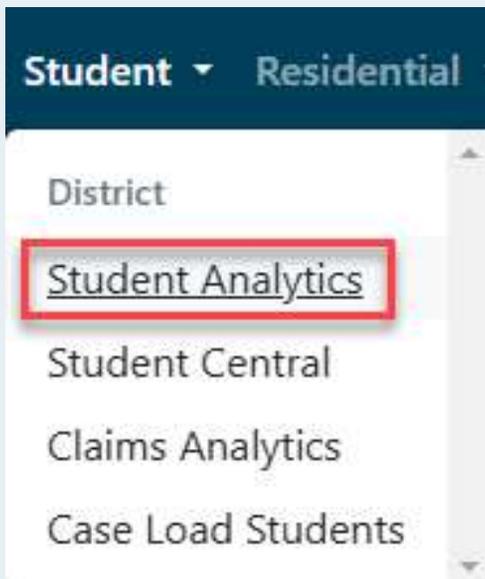
School Year: 2024-2025 Entity: Harrisburg CUSD 3

Search... Showing 0 to 0 of 0 entries

# STUDENT CENTRAL



# 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

A screenshot of the 'Student Analytics' advanced search interface. The header shows 'Student Analytics' and user information. The search form includes filters for 'School Year' (2024-2025), 'District', and 'Payment Type' (All). Below these are input fields for 'SIS Id', 'First Name', and 'Last Name'. A search bar is present with the text 'Search...'. The results section shows 'Showing 1 to 50 of 3,386 entries' and a table with columns: DOB, Grade, Resident RCDT, Serving RCDT, Fac Cd, Claim Type, Fund Code, Begin Date, Primary Disab, Secondary Disab, Ed Env, and Percent FTE.

# ADD STUDENT APPROVAL

**Student Central**

School Year: 2024-2025  
District: [Dropdown]

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

Total Students: [Icon] [Icon] [Icon] [Icon]

**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    Gender: [Dropdown]

[Search] [Close]

Select	View	SIS Id	In Istar	Full Name	Birth Date	Gender	Race
[+]	<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

Related Service 5  
-

Related Service 6  
-

Related Service 7  
-

Related Service 8  
-

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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

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

Updated by: Sarah Noelle O. 11/17/17 PM

Save Close

**APPROVED**

**NOT APPROVED**

# SIS ERROR CHECKS IN I-STAR PLUS

**Student Level Data**

11 13

**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.*



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



*To edit record click the pencil.*

# SPP INDICATORS



Student Level Data

11 13

**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

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	Reason Timeline Not Met

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.	<b>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)</b>	
r.	Is it too early to determine if the student will need outside agency involvement, <b>OR</b> no agency representation needed at this time, <b>OR</b> 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 <b>PRIOR</b> 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



### Student Central

School Year: 2024-2025  
District: [Dropdown]  
SIS Id: [Input]  
First Name: [Input]  
Last Name: [Input]

[Search] [Home] [Add] [Check Errors]

### IStar Plus

Student | Residential | Personnel | Data Collection | Maintenance | **Reports** | Utilities | Resources

EntityId(D-S) | 0-0 | RCDTS | 9999999999-9999 | User | **Reports**

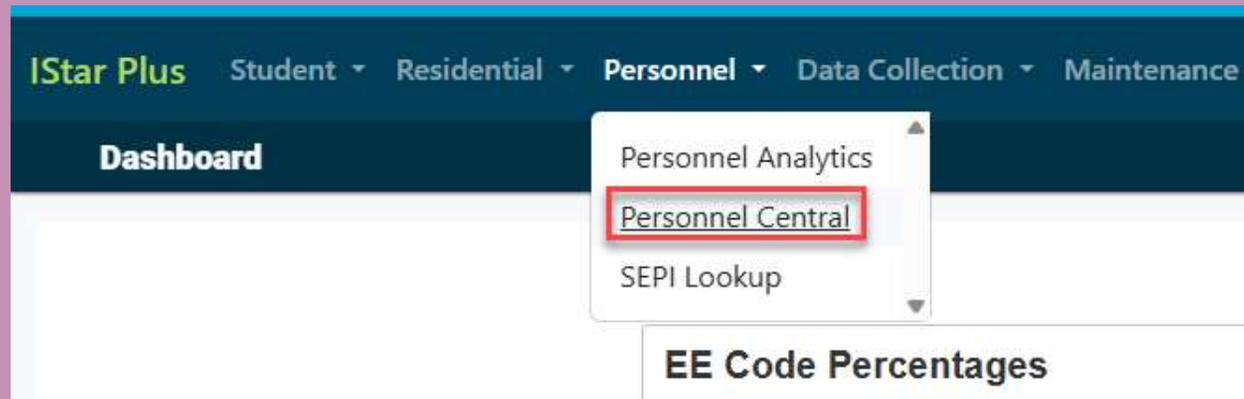
Report Type: Student | Report Category: Errors

Search... | Showing 1 to 4 of 4 entries

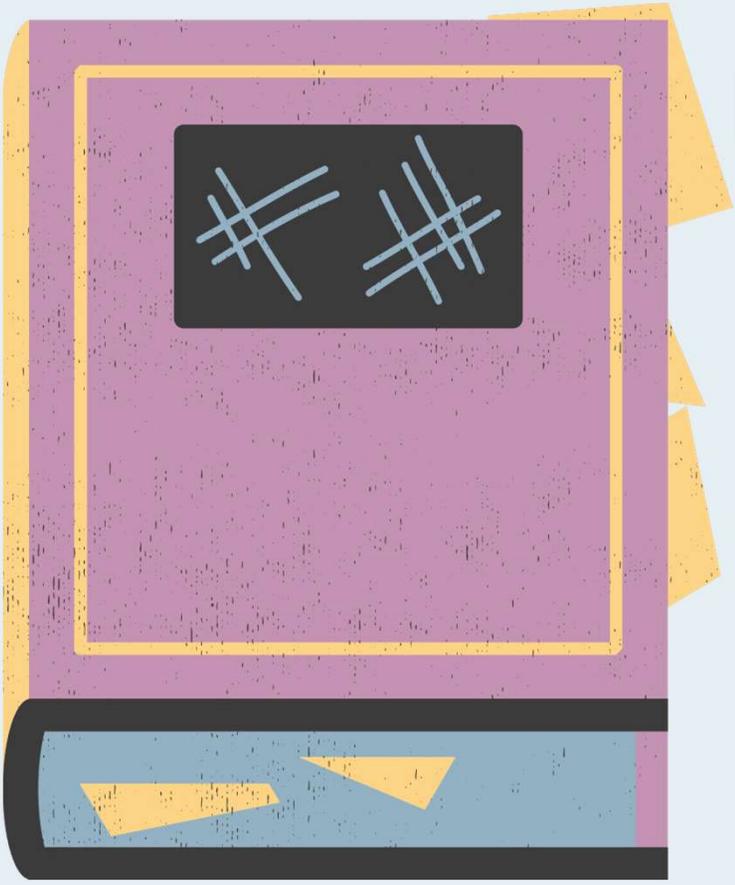
Actions	Report Name
[Refresh]	Student Error Report
[Refresh]	Student Indicator Errors Alphabetic list of students with errors related to Indicator 11 or Indicator 13. Grouped by Resident c

# ACCESS PERSONNEL APPROVALS

*Select Personnel -> Personnel Central*



# PERSONNEL APPROVALS



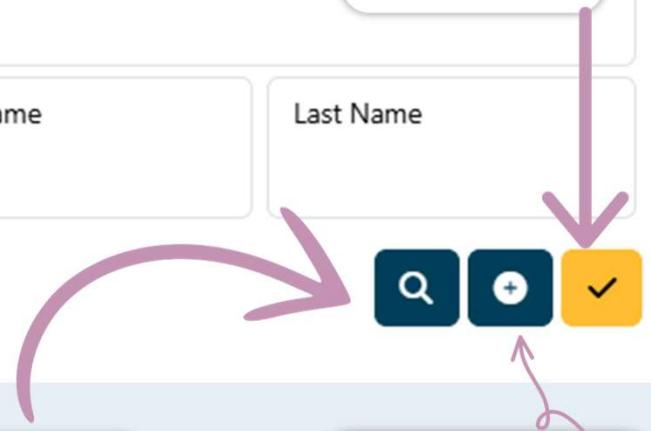
**Personnel Central**

School Year 2024-2025	District		
IEIN	First Name	Last Name	
Total:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check Errors

Search

Add Approval



# ADD PERSONNEL APPROVALS

School Year: 2024-2025

District:

IEIN:

First Name:

Last Name:

Total: 0

Search (+) Add New

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: Sarah  
Last Name: Noelle  
Gender: ▼

**Search Single**

IEIN

Search Close

# ADD WORK ASSIGNMENT

Work Assignment Data				
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:

# EMPLOYED DECEMBER 1

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

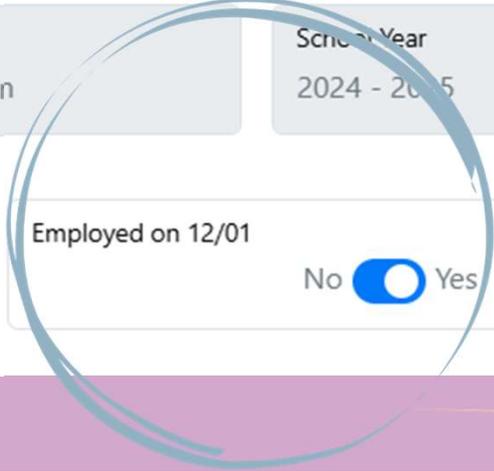
Personnel Approval Data

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	Screen Year 2024 - 2025
District / Coop Harrisburg CUSD 3 (20-083-0030-26)	Employed on 12/01 No <input checked="" type="checkbox"/> Yes	



# 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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# SUPPORT

[WWW.HBUG.K12.IL.US](http://WWW.HBUG.K12.IL.US)  
[SUPPORT@HBUG.K12.IL.US](mailto:SUPPORT@HBUG.K12.IL.US)  
(800) 635-5274



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