



**2020-21 Fund Code B
Claims Training**

Presented By
Harrisburg Project

Topics

- Pickup / Snapshot Dates
 - 2020-21 Student Reimbursement Manual
- Private Facility Approval Tips
- Calendar Method of Computing Days
- Claim Data Entry
- Reports



Student Reimbursement Pickup / Snapshot

June 15th - Fund Code E (Orphanage)
Fund Code F (Orphanage Private Facility)

July 15th - ~~Fund Code X (Excess Cost)~~
~~Fund Code J (Private Residential)~~
All other Fund Codes DUE (excluding Fund B)

August 16th - Fund Code B (Private / Residential Facility)
REMEMBER! THIS IS REGULAR AND SUMMER TERM!!! DON'T FORGET TO INCLUDE SUMMER DAYS

November 1st - Fund Code E (Summer Term Orphanage)
Fund Code F (Summer Term Orphanage Private Facility)

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Transmission Dates are for the 2020-2021 school year only.

The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Reimbursement for Fund Codes D, E and F Regular Term is due June 15th, 2021.

~~Reimbursement for Fund codes X and J is due July 15th, 2021.~~

Reimbursement for Fund Code B is due August 16th, 2021.

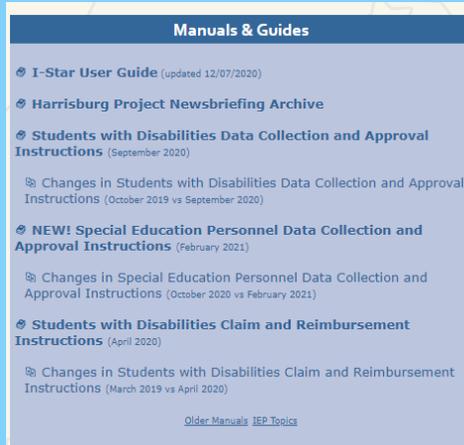
Reimbursement for Fund Codes E and F Summer Term is due November 1st, 2020.

Fund B – Private Day – Residential Facilities – Out-of-State Public Schools – students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board.

Students with Disabilities Claims and Reimbursement Manual

- For Fund Code B webinar – print Private Tuition Reimbursement – pages 4-5

www.hbug.k12.il.us



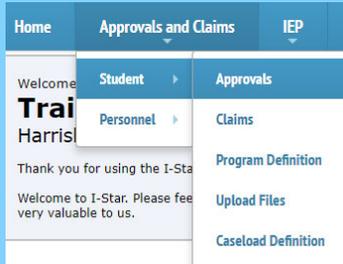
Manuals & Guides

- 🔗 **I-Star User Guide** (updated 12/07/2020)
- 🔗 **Harrisburg Project Newsbriefing Archive**
- 🔗 **Students with Disabilities Data Collection and Approval Instructions** (September 2020)
 - 🔗 Changes in Students with Disabilities Data Collection and Approval Instructions (October 2019 vs September 2020)
- 🔗 **NEW! Special Education Personnel Data Collection and Approval Instructions** (February 2021)
 - 🔗 Changes in Special Education Personnel Data Collection and Approval Instructions (October 2020 vs February 2021)
- 🔗 **Students with Disabilities Claim and Reimbursement Instructions** (April 2020)
 - 🔗 Changes in Students with Disabilities Claim and Reimbursement Instructions (March 2019 vs April 2020)

[Older Manuals](#) [IEP Topics](#)

Student Approval Fund B

1. Approvals and Claims -> Student -> Approvals



2. Filter by Fund B -> Search -> Select Desired Student's name to open up the Approval record.

Rate Information				
Tuition Rates:	Begin	End	Days	Per Diem
	9/1/2020	8/17/2021	77	\$450.38
	1/1/2021	8/17/2021	133	\$450.38
Room & Board Rates:				
	Begin	End	Days	Per Diem
No Records Found				

Calendar Information			
School Calendar:	Electronic Calendar	Reimbursement Approval	
Regular Begin Date:	9/1/2020	Regular Begin Date:	9/1/2020
Regular End Date:	6/9/2021	Regular End Date:	6/9/2021
Total Regular Days:	180	Total Regular Days:	180
Summer Begin Date:	6/21/2021	Summer Begin Date:	6/21/2021
Summer End Date:	8/17/2021	Summer End Date:	8/17/2021
Total Summer Days:	30	Total Summer Days:	30

Dually Enrolled:

Residential (R) = EE code 09 (for in state facility) or EE code 10 (for out of state facilities).

Tuition (T) = EE code of 08

Fund	Priv Fac	Disab	Rel Svc	Ed Env	% SpEd	% Reg	Term	Begin Date
B	10316-R	A	23	09	79	0	B	9/1/2020
B	14517-T	A	23	08	79	0	B	9/1/2020

Dually Enrolled Students: Any student who is residentially placed by the school district at a special education private facility for whom the school district is paying for the residential placement will need to have two records entered in I-Star -- one for the residential services (R) and one for the tuition services (T).

Private Facility Calendar Addition



- All approved Private Facility Calendars are in I-Star
- Fund Codes B (and F) will automatically default to Calendar Method of Computing Days (Manual is not an option)
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on Approval record and the calendar.

Calendar Method of Computing Days

Available to use for:

- Fund Code B (Private Facility)

Rate Information				
Tuition Rates:	Begin	End	Days	Per Diem
	9/1/2020	12/31/2020	77	\$422.82
	1/1/2021	8/17/2021	133	\$450.38
Room & Board Rates:	Begin	End	Days	Per Diem
No Records Found				

	Enrolled	In Session
<input type="checkbox"/> Include Summer		
Regular	100	100
Summer	0	0
Total	100	100

Claim Data

The 2020-2021 Student Claims Data is Open.

Claim Term: Both Include Claim

Tuition

Method of Computing Days

Manual

Calendar ODTC-Genesee Lake 1-on-1

Program: ▼ Show Coop Programs

Participation Rates

% Regular Ed: FTE:
ADE:

Participation Days

Include Summer

	Enrolled	In Session
Regular	<input type="text" value="180"/>	<input type="text" value="180"/>
Summer	<input type="text" value="30"/>	<input type="text" value="30"/>
Total	<input type="text" value="210"/>	<input type="text" value="210"/>

Costs

Cost Per Pupil:

Calendar method of computing days is Required for Fund Code B in I-Star.

Data entry required = FTE, Include Summer (for Term of B) and Cost Per Pupil.

FTE= Should always be 1.0 if being billed for the whole day. However, if you have a student that is ½ day at a public school and ½ day at a private facility and the facility is being billed ½ a day, you would want to enter .5 for the FTE. If you have a student that is being billed for ½ a day with a .5 FTE, this will automatically change the days enrolled to ½ the amount it would be if you were using 1.0 FTE.

For example:

1.0 FTE = 100 days enrolled. However, if you change the FTE to 0.50, click "Save and Check Errors", your days will change to 50 days. It shouldn't do anything with the Ed cost per pupil.

Only students approved in I-Star with private facility entity ID codes for facilities with tuition days and per diem rates approved by the Illinois Purchased Care Review Board (IPCRB) can be claimed. Students who are approved in I-Star with private facility entity ID codes for room and board only cannot be claimed for reimbursement in this process. Please verify that the private facility entity ID code is correct for both the student's placement and tuition program for reimbursement.

Days 'Enrolled' and 'In Session' will automatically fill based on the Private Facility Calendars begin and end dates.

ADE= The student's Average Daily Enrollment (ADE) will be computed automatically as the claim is processed at ISBE. It is computed by dividing the total days enrolled for regular and/or summer by the total days in session for regular and, if applicable, summer. The ADE is truncated to three decimal places.

$$(ADE = \text{Days enrolled} / \text{Days in session.})$$

Cost per Pupil = Always enter the bill amount for Cost Per Pupil

Fund B Reimbursement

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



Claim Data	
The 2020-2021 Student Claims Data is Open.	
Claim Term: Both	<input checked="" type="checkbox"/> Include Claim
Tuition	
Method of Computing Days	
Manual <input type="radio"/>	
Calendar <input checked="" type="radio"/>	ODTC-Genesee Lake 1-on-1
Program <input type="radio"/>	Show Coop Programs <input type="checkbox"/>
Participation Rates	
% Regular Ed: 0	FTE: 1
	ADE: 1
Participation Days	
<input type="checkbox"/> Override to reduce days	
<input checked="" type="checkbox"/> Include Summer	
Regular 180	In Session 180
Summer 30	30
Total 210	210
Costs	
Cost Per Pupil:	92459
Reimbursement	
Private Facility Reimbursement: 0.00	Resident District Per Cap: 0.00
Orphanage Reimbursement: 0.00	Reimbursement Status: Disapproved
EC Reimbursement: 0.00	
Estimated Total: 0.00	

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Per Capita Tuition = The latest available per capita tuition charge has been entered for each district based on information supplied from the School District Annual Financial Report. Do not change this number. If this number is missing, it will be available at the time claims are processed and reimbursement is calculated. The data is available on the School Finance website at <https://www.isbe.net/Pages/Operating-Expense-PerPupil.aspx>. Choose the FY Excel link, scroll down to find the Region-County-District-Type (RCDT) Number, District Name, and Per Capita Tuition Charge amount.

Estimated Reimbursement= I-Star will compute the estimated reimbursement automatically.

Example - District Per Capita Charge Greater Than \$4,500

The Private Tuition reimbursement formula in Section 14-7.02 is defined by two tiers of funding determined by each district's per capita tuition amount in relation to the statutory tier amount of \$4,500. Currently, there are no districts with a per capita charge under the statutory tier amount so the formula for reimbursement should be computed as follows:

- Multiply the district per capita tuition charge by the student's ADE.
- Multiply the result of step 1 above by two.
- Subtract the result of step 2 from the Ed Cost/Student. If the result is a positive amount, this represents the eligible amount the district is entitled to receive in reimbursement.

Calculation:

Per Capita Tuition = \$5,000; ADE = .500;
Education Cost This Student = \$11,500

- $\$5,000 \times .500 = \$2,500$
- $\$2,500 \times 2 = \$5,000$
- $\$11,500 - \$5,000 = \$6,500$ total reimbursement

Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

www.hbug.k12.il.us

Resources -> Private Facility Search Engine -> Locate facility and click facility name

Find the Calendar Information and click Electronic Calendar

Calendar Information	
School Calendar: <u>Electronic Calendar</u>	Reimbursement Approval
Regular Begin Date: 9/1/2020	Regular Begin Date: 9/1/2020
Regular End Date: 6/9/2021	Regular End Date: 6/9/2021
Total Regular Days: 180	Total Regular Days: 180
Summer Begin Date: 6/21/2021	Summer Begin Date: 6/21/2021
Summer End Date: 8/17/2021	Summer End Date: 8/17/2021
Total Summer Days: 30	Total Summer Days: 30

Private Facility Electronic Calendar

Status: Approved by ISRE | Calendar Type: Proposed | School Year: 2021 | Program: OOTC-Genesee Lake 1-on-1 Int

Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
X	Regular Term - Full Student Attendance Day	180
S	Summer Term - Full Student Attendance Day	30
HOL	Recognized School Holiday	5
NIA	Not in Attendance	46
Total:		210

X (Green) = Regular Term – Full Student Attendance Day

S (Blue) = Summer Term – Full Student Attendance Day

Ttl = Total number of Full Student Attendance Day for Regular Term and Summer Term

HOL (Red) = Recognized School Holiday

NIA (Gray) = Not in Attendance

Miscellaneous Tips...

- Make sure that all records have correct term
 - Specifically change Fund Code B records if student does not attend Summer to term of R (Regular)
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
 - Check Facility per diem against bills to make sure rate is correct and facility number is correct.
- If a student did not attend a special education program this year for your district or coop, delete the record. **DO NOT** create a record spanning one day at the beginning of the school year.

Discipline: 07-Rotum (07)
 Related Service: 03 13 23
 Education Environment: 08-Private Day Scho
 Term: Both
 Begin Date: Summer
 End Date: Regular
 Exit Code: Both

Tuition Rates:	Begin	End	Days/Per Diem
	9/1/2020	12/31/2020	77 \$422.82
	1/1/2021	8/17/2021	133 \$450.38

Actions	Ind	Student Name
	11 13	King, DemoNishka Dani (12th)
	11 13	Walker, DemoKaylen Brady (8th)

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Some private facilities have multiple programs and rates with separate entity ID numbers assigned for each program. Additionally, facilities approved in prior years may not be approved for the current year. It is extremely important that the correct entity ID Code be used as this code determines the amount of reimbursement available for the student's placement.

If a student changes private facilities during the school year and will be claimed for a portion of the current school year in both the first and second facilities, add an end date and Exit Code 20. Re-enter the student with the second private facility entity ID code, completing I-Star information as needed. Be sure that the begin date in the second facility is after the end date listed on the I-Star entry for the first private facility code.

Make sure that the rate you are being charged on your bill matches the approved Per diem rate on the private facility search. If it doesn't match then they need to make sure that you are putting the correct facility number on their approval record. Sometimes the facilities have different numbers for different rates and the clients pick the wrong one on the record.

Recheck Edits (Approvals)

1. Select Approvals and Claims -> Student-> **Approvals**
2. Click Recheck Edits



The screenshot shows the 'Student Approvals Filter' form. The 'Recheck Edits' button is circled in red. The form includes fields for Student SIS ID, Last Name, First Name, School Year (2020-2021), Status, Gender, Term, Related Services, EE Code, Local District ID, and EOP. It also has a 'Show only Out of District' checkbox and various dropdown menus for Resident District, Resident School, Serving School, Disability, Program, Reimbursement Status, Class Teacher, Class Name, and Event. The 'Recheck Edits' button is located at the bottom of the form.

- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

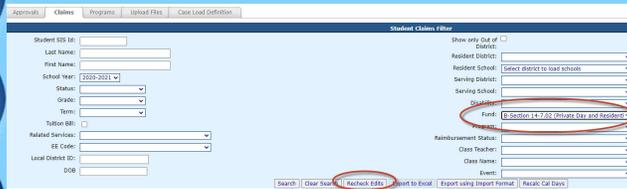
Approvals Error Reports

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Approval Error listing**
- Under Report Filters select Fund: **B**
- Click: **Run or Export Report**

The screenshot displays the I-STAR Reports interface. At the top, the 'Report Type' is set to 'Student' and 'Report Categories' is set to 'Errors'. Under 'Select Report Description', the option 'Student Approval Errors By Resident District and Serving School' is selected and circled in red. The 'Report Description' box on the right provides a brief overview of the report's content. The 'Reports Filters' section contains various dropdown menus and checkboxes, with the 'Fund' dropdown set to 'B: Section 14-7.02 (Private Day and Resident)' and circled in red. At the bottom, the 'Run Report' and 'Export Report' buttons are circled in red. Below the filters, there are two sections: 'For Approval Records' and 'For Caseload Enrollment Records', each with instructions to choose only one option if no specific options are selected.

Recheck Edits (Claims)

1. Select Approvals and Claims -> Student-> **Claims**
2. Click Recheck Edits



- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

Claims

Error Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Claim Errors By Resident District And Serving School.**
- Under Report Filters select Fund: **B**
- Click: **Run or Export Report**

The screenshot shows the 'I-STAR Reports' interface. At the top, 'Report Type' is set to 'Student' and 'Report Categories' is set to 'Errors'. Under 'Select Report Description', 'Student Claim Errors By Resident District And Serving School' is selected. The 'Report Description' box contains the text: 'List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school.' The 'Reports Filters' section includes various dropdown menus: 'Student SIS ID', 'School Year' (2020-2021), 'Gender', 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Service', 'Resident District', 'Serving District', 'Serving School', 'Disability', 'Fund' (circled in red, showing 'B-Section 14-7.02 (Private Day and Resident)'), 'Indicator Errors', 'Include on Approval', and 'Error Type'. At the bottom, there are two sections: 'For Approval Records' and 'For Caseload Enrollment Records', each with a 'Choose only one. If no options are selected, then all records will be returned(including future dated)' instruction and several checkboxes. At the very bottom, there are buttons for 'Run Report', 'Export Report', and 'Clear Filters', with 'Run Report' and 'Export Report' circled in red.

Claims Reimbursement Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Reimbursement/Claim**
- Select: **Student Reimbursement Fund B**
- Click: **Run or Export Report**

NOTE: Print or Save to computer on August 17th for record of Snapshot

I-STAR Reports

Report Type: Student Report Categories: Reimbursement / Claim

Select Report Description	Report Description
<input type="radio"/> Excess Cost Computation Sheet	Reimbursement estimates with claim (Fund B) claims. Grouped by district
<input type="radio"/> Orphanage Computation Sheet	
<input type="radio"/> Private Tuition Computation Sheet	
<input type="radio"/> Programs By Resident District	
<input type="radio"/> Student Reimbursement Blank Data Form	
<input checked="" type="radio"/> Student Reimbursement Fund B	
<input type="radio"/> Student Reimbursement Funds DEF Regular Term	
<input type="radio"/> Student Reimbursement Funds DEF Summer Term	
<input type="radio"/> Student Reimbursement Funds X and J	
<input type="radio"/> Student Tuition Summary Page	
<input type="radio"/> Students with Days Enrolled By Resident District And Fund Code	
<input type="radio"/> Summer Orphanage Computation Sheet	

Run Report Export Report

Student Reimbursement Fund B

Resident District: Harrisburg CUSD 3 School Year 2020-2021

Fund	Student Name	DOB	Gender	Language	Begin Date	% Sp Ed	RBP	Regular	Summer	ED Cost Per 1.0 ADE	Estimated
	Priv Fac	SIS ID	Disability	Exit Code	End Date	% Time In	EE	Enrolled	Enrolled	ED Cost this Student	Reimb
	Res Sch	Term	Grade	Ethnicity	Related Services			In Session	In Session	Trans Cost this Student	
B	Walker, Demokoylen Brady	12/28/1999	Male	English	09/01/2020	79	1	180	30	0.00	
	14517-007C-Genesee Lake 1-on-1 Int	99999007	A			0	08	180	0	0.00	0.00
	Harrisburg High School	B	8th	White		23			1.00	0.00	



ISBE Funding and Disbursements
(217) 782-5256

jwhitlow@isbe.net

<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

Harrisburg Project

(800) 635-5274

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www.hbug.k12.il.us