



2020-21 Fund Code F 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

<u>June 15th</u> -	Fund Code E (Orphanage) <u>Fund Code F (Orphanage Private Facility)</u>
July 15 th -	Fund Code X (Excess Cost) Fund Code J (Private Residential) All other Fund Codes DUE (excluding Fund B)
August 16 th -	Fund Code B (Private / Residential Facility)
<u>November 1st</u> -	Fund Code E (Summer Term Orphanage) <u>Fund Code F (Summer Term Orphanage Private Facility)</u>

Pickup dates are for the 20120– 2021 school year only.

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

Reimbursement for Fund Code F Regular Term is due June 15th, 2021.

Reimbursement for Fund Codes F Summer Term is due November 1st, 2021.

Fund F - Section 14-7.03 (Private Facilities/Orphanage Act) -- Provides full tuition reimbursement for eligible students who are placed by an Illinois public agency or court in this state who attend special education private facilities approved by ISBE with per diem rates approved by the Illinois Purchased Care Review Board.

Eligibility for reimbursement is driven by a determination of residency under Sections 14-1.11 or 14-1.11a depending on the status of the rights of the parents/guardian with regard to the student. If the parents have not been subject to a termination of parental rights order, the residency of the student is determined by Section 14-1.11 and the district of residence is the district in which the parents reside. That district is responsible for educational service costs and can apply for reimbursement under the appropriate Sections of the School Code, but the student is NOT eligible. If the student's parents have been subject to a termination of parental rights order or DCFS has legal guardianship of a student who has been identified as eligible for special education services under Article 14 of the School Code and is considered a DCFS Youth in Care, residency is determined under Section 14-1.11a and the district of residence is the district in which the student resides. That district is responsible for educational service costs and can apply for reimbursement under Section 14-7.03.

Please note that in order to be eligible for reimbursement under Section 14-7.03, the student must reside in and be placed into the nonpublic educational program by a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Ill. Adm. Code 226.770(e). The nonpublic educational program must meet the approval requirements of Section 14- 7.02 of the School Code and 23 Ill. Adm. Code 401. Use of this Fund Code requires the completion of Type of Residence, Placing Agency, and Guardianship Codes. Estimated funding is paid quarterly during the school year in which service is provided.

Students with Disabilities Claims and Reimbursement Manual

- For Fund Code F webinar – print Private Tuition Reimbursement – pages 9-10

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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 JEP Tools

Student Approval Fund F

1. Approvals and Claims -> Student -> Approvals

The screenshot shows a navigation menu with 'Approvals and Claims' selected. Under this menu, 'Student' and 'Approvals' are visible, along with 'Personnel' and 'Claims'.

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

The screenshot shows two sections: 'Rate Information' and 'Calendar Information'. The 'Rate Information' section has a table with columns 'Begin', 'End', and 'Days/Rate'. The 'Calendar Information' section has two sub-sections: 'School Calendar: Electronic Calendar' and 'Reimbursement Approval', each with a table of dates and days.

Begin	End	Days/Rate
8/11/2020	7/27/2021	208 \$216.05

Begin	End	Days/Rate
No Records Found		

School Calendar: Electronic Calendar		Reimbursement Approval	
Regular Begin Date:	8/11/2020	Regular Begin Date:	8/11/2020
Regular End Date:	6/3/2021	Regular End Date:	6/3/2021
Total Regular Days:	186	Total Regular Days:	186
Summer Begin Date:	6/24/2021	Summer Begin Date:	6/24/2021
Summer End Date:	7/27/2021	Summer End Date:	7/27/2021
Total Summer Days:	22	Total Summer Days:	22

The screenshot shows the 'Regular Term Claim' form. It includes fields for 'Approval Status', 'School Year', 'Include on Approval', 'Dually Enrolled', 'Fund', '% Special Ed', 'Resident District', 'Resident School', 'Private Facility', 'Facility Claim Type', 'Add On Type', 'Rates', 'Disabilities', 'Related Service', 'Education Environment', '% Time Inside Reg. Classroom', 'Residence Type', 'Pacing Agency', 'Guardian Type', 'Term', and 'Begin Date'. There are also buttons for 'Display/Update SIS Enrollment' and 'Refresh Claim Data'.

Type of Residence (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify the type of residence in which the student lives. Please note that, in order to be eligible for reimbursement under Section 14-7.03, the student's residence must be located in a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Ill. Adm. Code 226.770(e).

Placing Agent (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify the agency or person that placed the student in the Type of Residence indicated.

Guardianship (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify who has guardianship of the student.

Term (pg. 32)

Enter R for regular school term only, S for summer school term only, or B for both regular and summer terms.

Private Facility Calendar Addition



- All approved Private Facility Calendars are in I-Star
- Fund Codes F (and B) 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.

Claim Record Fund F

1. Approvals and Claims -> Student -> Claims

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

NOTE: If you have an approval term of 'Both', you will have two separate claim records. Click the 'Add' button to add the summer claim. This will be due November 1.

Actions	Student Name	ST-01	Fund	Rate Code	Approval Term	Class Term	Event Date	End Date	Program Name	Student ADL	Est. Balance	Balance Status	Tuition Bill	Errors
Add	Cooper, Denmark Macmillan	R: 20-082-0030-26	F	800-T	S	8/1/2020				1,000	\$0		0	
X	Cooper, Denmark Macmillan	R: 20-082-0030-26	F	800-T	S	8/1/2020							0	

Calendar Method of Computing Days

Available to use for:

- Fund Code F (Orphanage Private Facility)

Rate Information				
Tuition Rates:	Begin	End	Days	Per Diem
	8/6/2019	7/27/2020	208	\$211.50
Room & Board Rates:	Begin	End	Days	Per Diem
No Records Found				

Approval Status: Disapproved
School Year: 2019-2020
Include on Approval: ☒
Dually Enrolled: ☐
Fund: F
% Special Ed: 100
Display/Update SIS Enrollment
Resident District: Harrisburg CUSD 3 - 20-083-0030-26
Resident School: Harrisburg High School - 20-083-0030-26-00
Private Facility: 860-ICA-Fairview
Facility Claim Type: Tuition
Add On Type:
Rates:

Type	Begin	End	Days	Rate
T	8/6/2019	7/27/2020	208	\$211.50

Disabilities: D-Specific Learn
Related Service: 12
Education Environment: 08-Private Day School or Out-of-State Public Day Prog
Residence Type:
Placing Agency:
Guardian Type:
Term: Both
Begin Date: 08/06/2019 *MM/DD/YYYY Refresh Claim Days
End Date: MM/DD/YYYY
Exit Code:

Regular Term Claim
Method of Computing Days
Manual
Calendar ☒ ICA-Fairview
Program
Show Coop Programs
Participation Rates
% Regular Ed: 0
FTE: 1
ADE: 1.000
Participation Days

	Enrolled	In Session
Regular	186	186
Total	186	186

Fund F Reimbursement

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

NOTE: The Transportation Cost box only shows up if you have a related service of 25 on the student approval record.

Claim Data
The 2019-2020 Student Claims Data is Open.

Claim Term: Regular ☐ Include Claim

Tuition

Method of Computing Days
Manual ☐ Calendar ☒ ICA-Fairview ☐ Program ☐ Show Coop Programs

Participation Rates
% Regular Ed: 0 FTE: 1 ADE: 1.000

Participation Days

	Enrolled	In Session
Regular	186	186
Total	186	186

Costs

Cost Per Pupil: 39339

Trans Cost: 500

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

Data entry required = FTE, Include Separate Claim Record for Summer (if applicable), Cost Per Pupil, and Transportation Cost (if you have a related service of 25 on the approval record).

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.

Days 'Enrolled' and 'In Session' will automatically fill based on the District Calendars begin and end dates. This is the key difference between Manual and Calendar Method of Computing Days.

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 your bill amount for Cost per Pupil

Trans Cost = Enter the amount expended and documented for transportation for this student. Truncate to a whole dollar amount.

Note: Transportation expenditures can only be included in the claim computation for Orphanage Reimbursement when the student is approved in I-Star with transportation (Code 25) listed as a related service.

Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

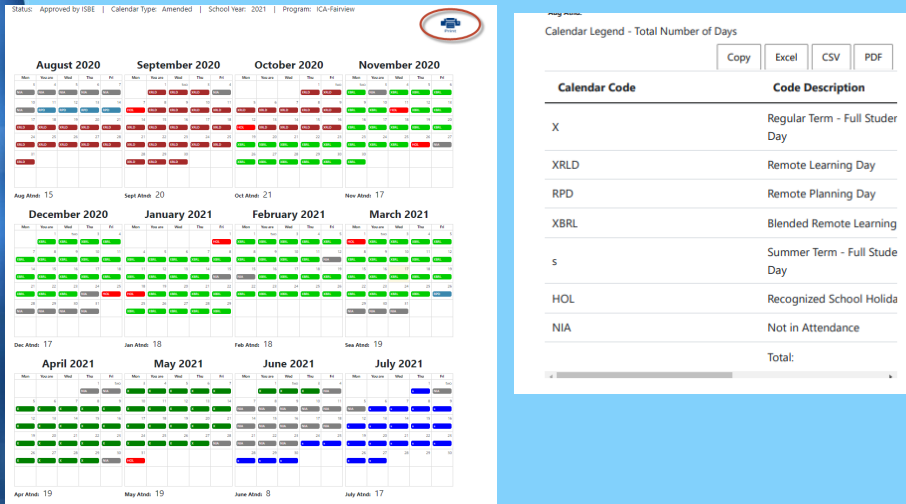
www.hbug.k12.il.us

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

Find the Calendar Information and click Electronic Calendar

Calendar Information	
School Calendar: Electronic Calendar	Reimbursement Approval
Regular Begin Date: 8/11/2020	Regular Begin Date: 8/11/2020
Regular End Date: 6/3/2021	Regular End Date: 6/3/2021
Total Regular Days: 186	Total Regular Days: 186
Summer Begin Date: 6/24/2021	Summer Begin Date: 6/24/2021
Summer End Date: 7/27/2021	Summer End Date: 7/27/2021
Total Summer Days: 22	Total Summer Days: 22

Private Facility Electronic Calendar



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
- 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.

Rate Information			
Tuition Rates:	Begin	End	Days/Per Diem
	8/6/2019	7/27/2020	208 \$211.50
Room & Board Rates:	Begin	End	Days/Per Diem
No Records Found			

- 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.

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

(Page 1 of 1) 12

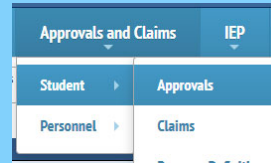
Some private facilities have multiple programs and rates with separate entity ID numbers assigned for each program. Additionally, facilities approved in prior years may not be approved for the current year. It is extremely important that the correct entity ID Code be used as this code determines the 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 make sure that you are putting the correct facility number on the approval record. Sometimes the facilities have different numbers for different rates.

Recheck Edits (Approvals)

1. Select Approvals and Claims -> Student-> **Approvals**
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.

Approvals Error Reports

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

al Mine Facility Search IEP Quality **Reports** User Guide Recent Updates

I-STAR Reports

Report Type: **Student** Report Categories: **Errors**

Select Report Description

- ☐ Non-Enrolled Students for Verification
- ☐ Student Approval Errors Listing
- ☐ Student Indicator Errors
- ☐ Student Missing Exit Data

Report Description:

Alphabetic list of students with approval errors and warnings. Grouped by Resident district.

Reports Filters

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:

Indicator Errors:

Include on Approval Error Type:

For Approval Records

Choose only one. If no options are selected, then all records will be returned(including future dated)

Active as of today: ☐

Active on Child Count Date: ☐

Active as of:

Only Future Dated: ☐

For Caseload Enrollment Records

Choose only one. If no options are selected, then all records will be returned(including future dated)

Active Enrollment: ☐

Future Enrollment: ☐

Run Report **Export Report** **Clear Filters**

Recheck Edits (Claims)

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

A screenshot of a web application's 'Student Approvals Filter' form. The form contains various search filters for student approvals, including fields for Student ID, Last Name, First Name, School Year, Status, Grade, Term, Related Services, EE Code, Local District ID, and DOB. On the right side, there are dropdown menus for Resident District, Resident School, Serving District, Serving School, Disability, Program, Reimbursement Status, Class Teacher, Class Name, and Event. At the bottom of the form, there are buttons for 'Search', 'Clear Search', 'Recheck Edits' (circled in red), 'Report to Email', and 'Export using Import Format'.

- 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 Claim record or on the error report.

Claims

Error Report

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

The screenshot shows the 'I-STAR Reports' application interface. At the top, the 'Reports' tab is selected in the navigation bar. Below the navigation bar, the 'Report Type' is set to 'Student' and 'Report Categories' is set to 'Errors'. In the 'Select Report Description' section, 'Student Claim Errors By Resident District And Serving School' is selected. The 'Report Description' box on the right provides a brief overview of the report. The 'Reports Filters' section contains various dropdown menus for filtering the data, including 'Student SIS ID', 'School Year', 'Gender', 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Services', 'Resident Districts', 'Serving Districts', 'Serving School', 'Disability', 'Indicator Errors', 'Include on Approval', and 'Error Type'. The 'Fund' dropdown is set to 'F'. At the bottom, the 'Run Report' and 'Export Report' buttons are highlighted with red circles.

Claims Reimbursement Report

- To run Claims report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Reimbursement/Claim**
- Select: **Student Reimbursement Funds DEF Regular Term**
- Report Filters: **Fund F (optional)**
- Click: **Run or Export Report**

The screenshot displays the I-STAR Reports interface. At the top, there is a navigation bar with links: Admin, Goal Mine, Facility Search, IEP Quality, Reports, and User Guide. Below this, the 'I-STAR Reports' section is active, showing 'Report Type: Student' and 'Report Categories: Reimbursement / Claim'. A list of report descriptions is provided, with 'Student Reimbursement Funds DEF Regular Term' selected. To the right, there is a 'Report Description' box. Below the report list, the 'Reports Filters' section is visible, containing various dropdown menus for filtering the report. The 'Fund' filter is set to 'F-Section 14-7.03 (Private Facilities/Orphanage)'. At the bottom, there are two buttons: 'Run Report' and 'Export Report', both of which are circled in red.

I-STAR Reports

Report Type: **Student** Report Categories: **Reimbursement / Claim**

Select Report Description

- ☐ Excess Cost Computation Sheet
- ☐ Orphanage Computation Sheet
- ☐ Private Tuition Computation Sheet
- ☐ Programs By Resident District
- ☐ Student Reimbursement Blank Data Form
- ☐ Student Reimbursement Fund B
- ☒ **Student Reimbursement Funds DEF Regular Term**
- ☐ Student Reimbursement Funds DEF Summer Term
- ☐ Student Reimbursement Funds X and J
- ☐ Student Tuition Summary Page
- ☐ Students with Days Enrolled By Resident District And Fund Code
- ☐ Summer Orphanage Computation Sheet

Report Description:

Reports Filters

Student SIS Id:

School Year: **2019-2020**

Gender:

Grade:

Term:

Ethnicity:

Private Facility:

Class Name:

Teacher Name:

Location Name:

Age:

Related Service:

Resident District:

Serving District:

Serving School:

Disability:

Fund: F-Section 14-7.03 (Private Facilities/Orphanage)

Indicator Errors:

Include on Approval:

Error Type:

Run Report **Export Report**



ISBE Funding and Disbursements

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

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