



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

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)

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

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Pickup 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 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

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 F

1. Approvals and Claims -> Student -> Approvals

Tuition Rates		
Begin	End	Days Per Diem
8/11/2020	7/27/2021	208 \$216.05

Room & Board Rates: Days/Per Diem:

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		

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

Regular Term Claim	
Method of Computing Days	
Manual	<input type="radio"/>
Calendar	<input checked="" type="radio"/> ICA-Fairview
Program	<input type="radio"/>
Show Cusp Programs	
Participation Days	
% Regular Ed:	100
FTE:	1
ADE:	1
Participation Days	
Enrolled	In Session
Regular 186	186
Total 186	186

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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



The screenshot shows a navigation menu with 'Approvals and Claims' at the top, followed by 'IEP'. Below these are two main categories: 'Student' and 'Personnel'. Under 'Student', the 'Claims' tab is highlighted with a blue background. Other options like 'Program Definition' are also visible.

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.

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



The screenshot shows a search interface titled 'Student Claims Filter'. It includes various dropdown menus and text fields for filtering student information. The 'Fund' dropdown is set to 'F'. Below the filter section is a table titled 'Student Claims' with a single row of data. A red arrow points to the 'Actions' column for the first row, which contains the text 'Add'.

Actions	Student Name	Start Date	End Date	Program Name	Student ACH	Ext. Reb.	Reb/Ch Shelves	Fall/Win BBR	Errors
Add	Liaoper, Demetria Riedman	8/20/0831/00/20-26	F 800-T S	8/17/2020		1,000	0	0	0
	Casper, Demetria Riedman	8/20/0831/00/20-26	F 800-T S	8/11/2020					0

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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:				
Room & Board Rates:	Begin	End	Days	Per Diem
No Records Found				

Regular Term Claim

Method of Computing Days

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 Learr

Related Services: 12

Education Environment: 08-Private Day School or Out-of-State Public Day Proj

Residence Type:

Placing Agency:

Guardian Type:

Term: Both

Begin Date: 08/06/2019 * MM/DD/YYYY

End Date: MM/DD/YYYY

Exit Code:

Method of Computing Days

Manual

Calendar

Program

ICA-Fairview

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

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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 $\frac{1}{2}$ day at a public school and $\frac{1}{2}$ day at a private facility and the facility is being billed $\frac{1}{2}$ a day, you would want to enter .5 for the FTE. If you have a student that is being billed for $\frac{1}{2}$ a day with a .5 FTE, this will automatically change the days enrolled to $\frac{1}{2}$ 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 = Days enrolled / 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

Status: Approved by ISBE | Calendar Type: Amended | School Year: 2021 | Program: ICA-Fairview

Calendar Legend - Total Number of Days

Copy	Excel	CSV	PDF
Calendar Code	Code Description		
X	Regular Term - Full Student Day		
XRLD	Remote Learning Day		
RPD	Remote Planning Day		
XBRL	Blended Remote Learning		
S	Summer Term - Full Student Day		
HOL	Recognized School Holiday		
NIA	Not in Attendance		
Total:			

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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

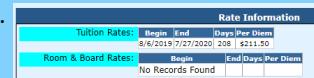
NIA (Gray) = Not in Attendance

Miscellaneous Tips...

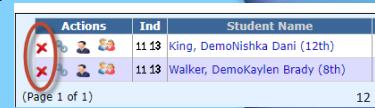
- Make sure that all records have correct term
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
 - Check Facility per diem against bills to make sure rate is correct and facility number is correct.
- If a student did not attend a special education 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: 0-August (0) Related Service: 03 13 23
Education Environment: 08-Private Day School
Term: Both
Begin Date: *
End Date: *
Exit Code: Both



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



Actions	Ind	Student Name
   	1119	King, Demolishka Dani (12th)
   	1113	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.

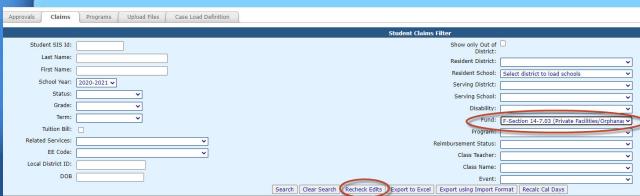
If a student changes private facilities during the school year and will be claimed for a portion of the current school year in both the first and second facilities, add an end date and Exit Code 20. Re-enter the student with the second private facility entity ID code, completing I-Star information as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



The screenshot shows the 'Approvals and Claims' interface. At the top, there are tabs for Approvals, Claims, Programs, Upload Files, and Case Load Definition. Below the tabs is a 'Student Claims Filter' section with various search criteria. At the bottom of this section is a button labeled 'Recheck Edits', which is circled in red.



- 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

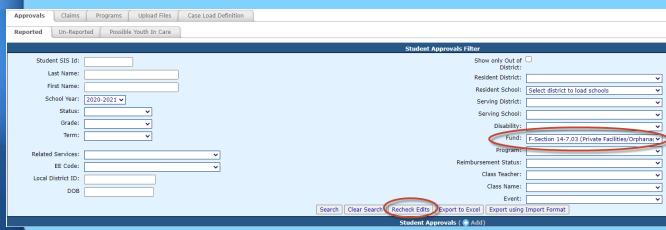
Error Reports

- 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**

The screenshot shows the I-STAR Reports interface. At the top, the 'Reports' tab is highlighted with a red circle. The 'Report Type' is set to 'Student' and the 'Report Categories' is set to 'Errors'. In the 'Select Report Description' section, the 'Student Approval Errors Listing' option is selected and highlighted with a red circle. The 'Report Description' box states: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.' Below this, the 'Reports Filters' section contains various dropdown menus for filtering student data. At the bottom, there are two boxes: 'For Approval Records' and 'For Caseload Enrollment Records', each with checkboxes for 'Active as of today', 'Active on Child Count', and 'Future Enrollment'. The 'Run Report' button at the bottom is also circled in red.

Recheck Edits (Claims)

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



Approvals Claims Programs Upload Files Case Load Definition

Reported Un-Reported Possible Youth in Care

Student SIS Id: _____
Last Name: _____
First Name: _____
School Year: 2020-2021
Status: _____
Grade: _____
Term: _____
Related Services: _____
EE Code: _____
Local District ID: _____
DOB: _____

Show only Out of _____ District
Resident School: _____
Resident School: Detect district to load schools
Serving District: _____
Serving School: _____
Disability: _____
Fund: Section 14.7.03 (Private Facilities/Orphans)
Program: _____
Reimbursement Type: _____
Class Teacher: _____
Class Name: _____
Event: _____

Search | Clear Search | **Recheck Edits** | Export to Excel | Export using Import Format

Student Approvals (0 Add)



- 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**

Goal Mine
Facility Search
IEP Quality
Reports
User Guide
Recent Updates

I-STAR Reports

Report Type:
Report Categories:

Select Report/Description:

- Student Approval Errors for Verification
- Student Approval Errors by Resident District and Serving School
- Student Approval Errors by State
- Student Claim Errors By Resident District And Serving School
- Student Indicator Errors
- Student Indicator Errors by State

Report Description:

List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school.

Reports Filters

Student SIS Id:

School Year:

Gender:

Grade:

Term:

Race/ethnicity:

Related Service:

Resident District:

Serving District:

Serving School:

Disability:

Find:

Indicator Errors:

Include on Approval:

Error Type:

Age:

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 Current 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

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**

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: Related Service:
 School Year: 2019-2020 Resident District:
 Gender: Serving District:
 Grade: Serving School:
 Term: Disability:
 Ethnicity: Private Facility:
 Private Facility: Fund: **F-Section 14-7.03 (Private Facilities/Orphanage)**
 Class Name: Indicator Errors:
 Teacher Name: Include on Approval:
 Location Name: Error Type:
 Age:

Run Report **Export Report**



ISBE Funding and Disbursements

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

Harrisburg Project

(800) 635-5274

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