2021-22 Fund Code F Claims Training

Presented By

Harrisburg Project

Topics

- Pickup/Snapshot Dates
- Private Facility Approval Tips
- Calendar Method of Computing Days
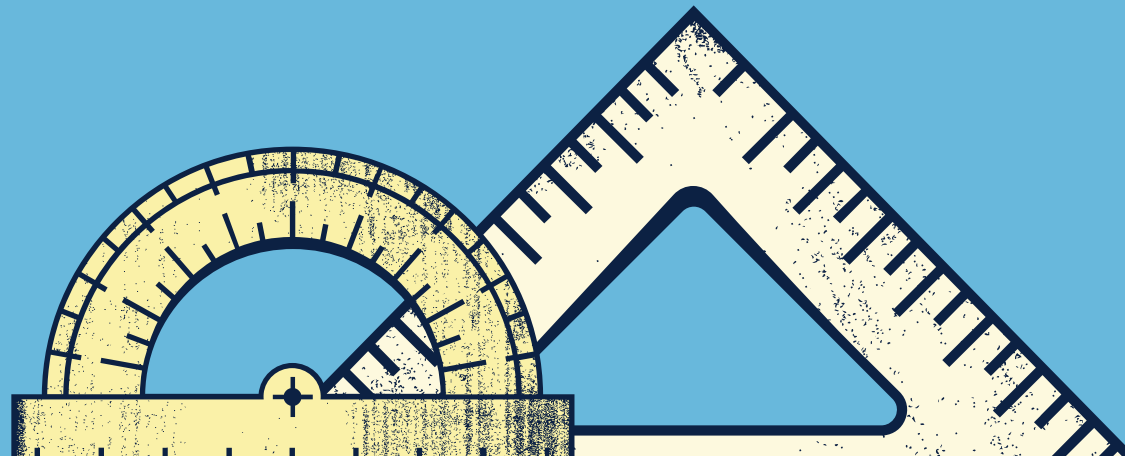- Claims Data Entry
- Reports
- Support

Student Reimbursement Pickup / Snapshot Dates

June 15, 2022

Regular Term Private Facility Orphanage - Fund Code F
Corrections allowed through July 29, 2022

November, 1, 2022

Summer Term Private Facility Orphanage - Fund Code F
Corrections allowed through November 15, 2022

Students with Disabilities Claims and Reimbursement Manual

www.hbug.k12.il.us

Manuals & Guides

Manuals & Guides

- **I-Star User Guide** (updated 2/15/2022)
- **Harrisburg Project Newsbriefing Archive**
- **Students with Disabilities Data Collection and Approval Instructions** (September 2021)
    - Changes in Students with Disabilities Data Collection and Approval Instructions (September 2020 vs September 2021)
- **Special Education Personnel Data Collection and Approval Instructions** (January 2022)
    - Changes in Special Education Personnel Data Collection and Approval Instructions (July 2021 vs January 2022)
- **Students with Disabilities Claim and Reimbursement Instructions** (June 2021)
    - Changes in Students with Disabilities Claim and Reimbursement Instructions (April 2020 vs June 2021)
- **Special Ed Data Life Cycle**
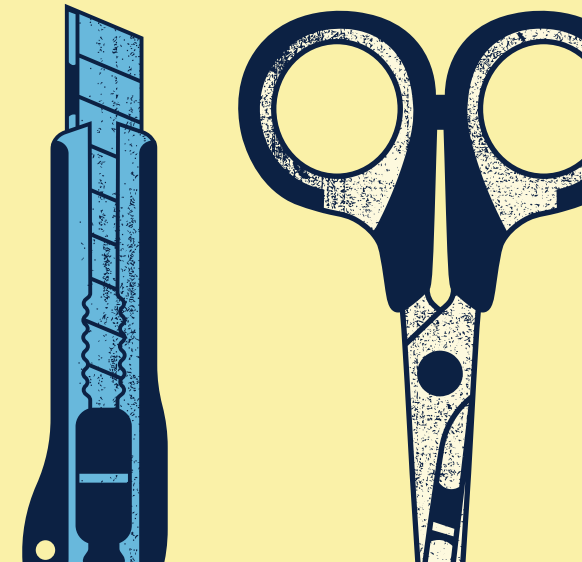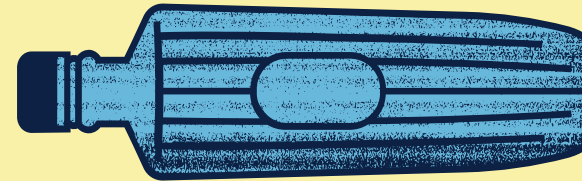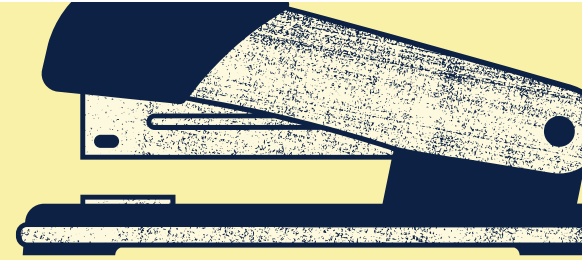- **Fund Code N Flow Chart**

Older Manuals

Student Approval Fund F

Approvals and Claims -> Student -> Approvals
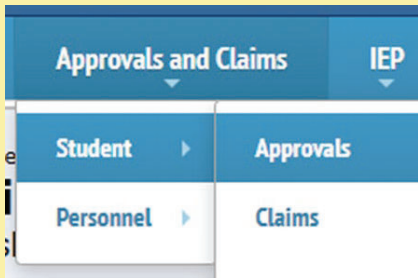
Filter by Fund Code F -> Search -> Select desired student's name to open approval record
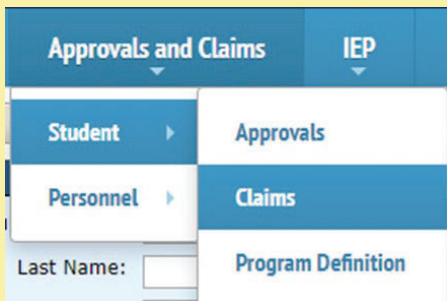
Student Approval Fund F

Private Facility Calendars

- All approved Private Facility Calendars are in I-Star

- Fund Code F will automatically default to Calendar Method of Computing Days

- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on the Approval record and the calendar selected.
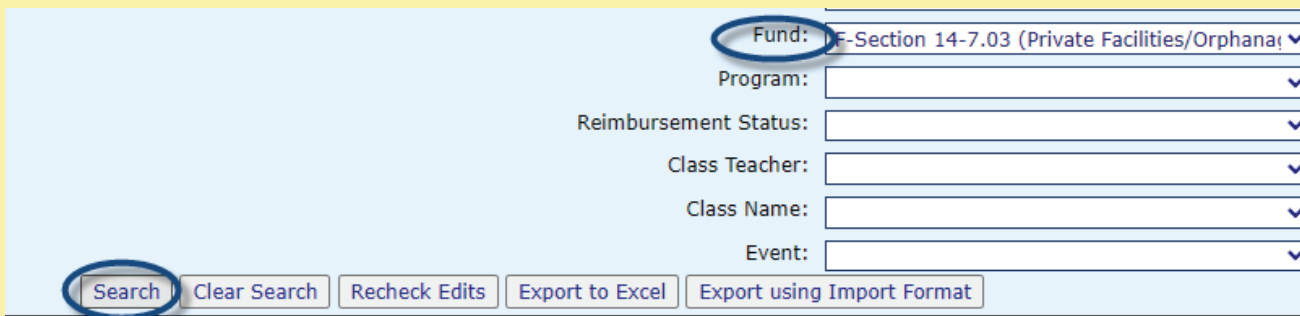
Student Claim Fund F
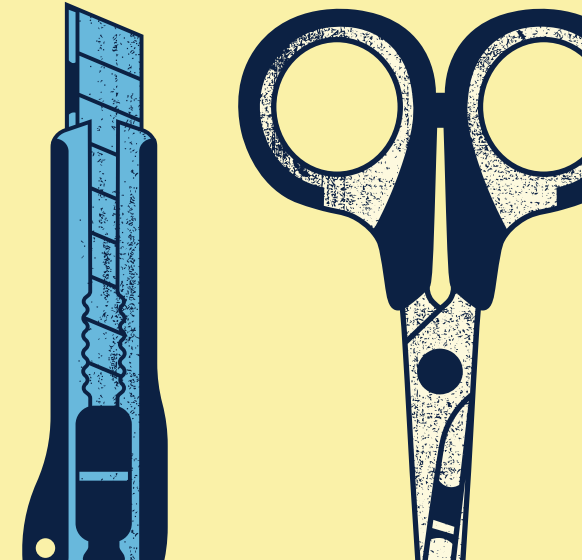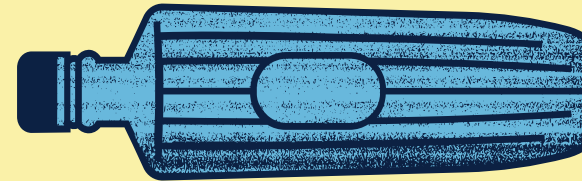
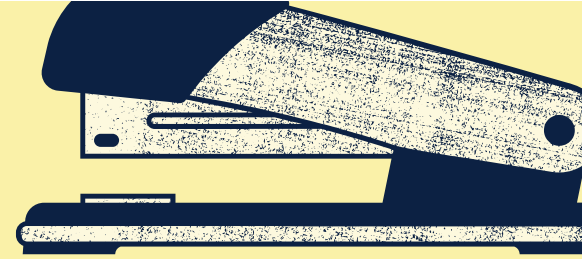<u>Approvals and Claims   -> Student   -> Claims</u>

Approvals and Claims	IEP
Student ▸	Approvals
Personnel ▸	**Claims**
Last Name:	Program Definition

<u>Filter by Fund Code F -> Search -> Select desired student's name to open approval record</u>

Fund:	F-Section 14-7.03 (Private Facilities/Orphanage ⌄
Program:	⌄
Reimbursement Status:	⌄
Class Teacher:	⌄
Class Name:	⌄
Event:	⌄

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

Student Claim Fund F

Actions	Student Name	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date
✖	Walker, DemoKaylen Brady	R: 20-083-0030-26 S:	F	64985-T	R	R	9/7/2021

Locate the student claim for the Regular Term in the search results grid, then click on the student's name to open the record.

Remember….Summer Term claims are not due until November 1, 2022

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

Note: The Transportation Cost field is only available on the claim if Related Service 25 is selected on the Approval record.

Claim Data   (Last Updated By: Train15Jess Brown - 05/04/2022)

The 2021-2022 Student Claims Data is Open.

Claim Term: Regular   ☑ Include Claim*
*By leaving un-checked you are agreeing not to submit a claim for this record.

Tuition

Method of Computing Days
- Manual
- Calendar ⦿ Menta Academy Midway
- Calendar (Cost)
- Program   ☐ Show Coop Programs

Participation Rates

% Regular Ed: 0   FTE: 1
                        ADE: 1.000

Participation Days

	Enrolled	In Session
Regular	176	176
Total	176	176

Costs

Cost Per Pupil: 37250
Trans Cost: 675

Private Facility Calendars

How to Print Private Facility Calendars:

Private Facility Search
OR
www.hbug.k12.il.us
Resources -> Private Facility Search Engine

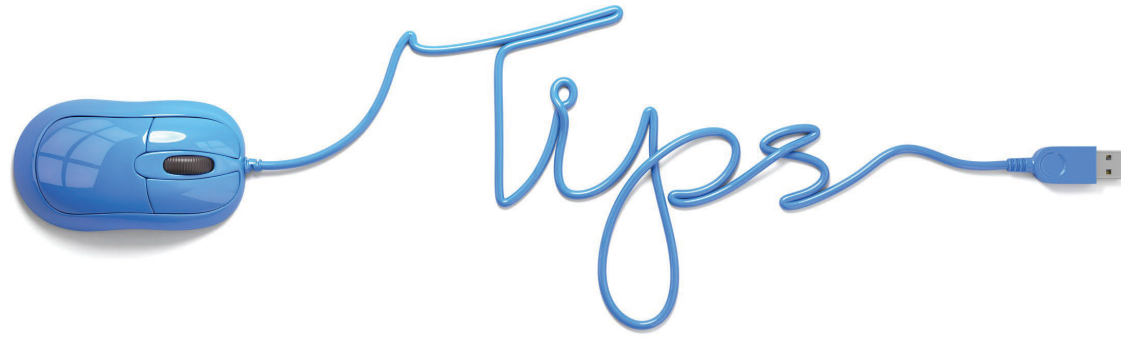Locate facility and click facility name.
Find the Calendar Information and Click
Electronic Calendar.

Calendar Information

Approved on : 3/31/2022

School Calendar — Electronic Calendar

Regular Begin Date	Regular End Date	Total Regular Days	Summer Begin Date	Summer End Date	Total Summer Days

- Make sure that all records have correct Term. If a student is going to attend Summer Term, a separate Approval record should be added.

- Check all Private Facility codes against invoices to make sure the proper selection is made in I   - Star on the Approval record.

- Make sure that all transitions have been recorded in I   - Star with end/adds. If students have been to multiple facilities during the school year, you should claim accordingly.

Reports...

Error Report

- To run Claims Error Report click: Reports - > Application Reports
- Select Report Type: Student
- Select Report Categories: Error
- Select: Student Claims Errors by Resident District and Serving School
- Under Report Filters, select: Fund F
- Click: Run or Export

Reports…

<u>Reimbursement Reports</u>

- To run Claims report click: Reports - > Application 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

SUPPORT

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