

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

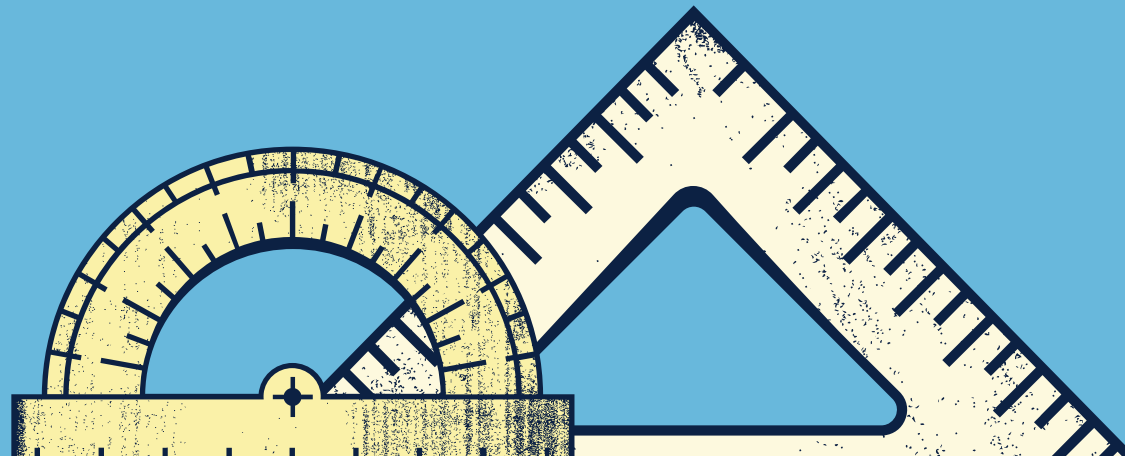
Student Reimbursement Pickup / Snapshot Dates

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

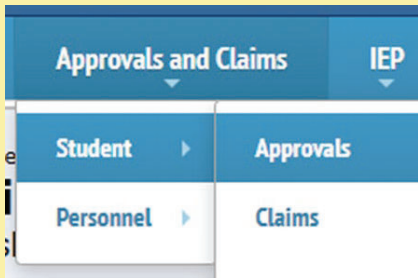
- [I-Star User Guide](#) (updated 2/15/2022)
- [Harrisburg Project Newsbriefing Archive](#)
- [Students with Disabilities Data Collection and Approval Instructions](#) (September 2021)
 - [Changes in Students with Disabilities Data Collection and Approval Instructions](#) (September 2020 vs September 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](#)

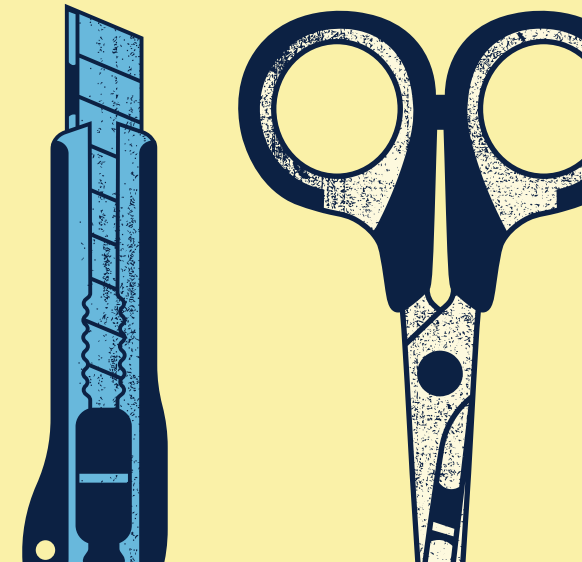
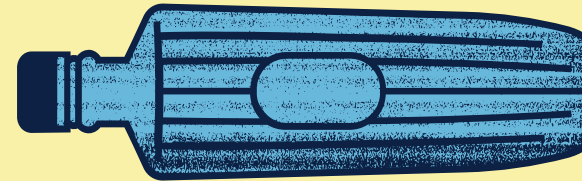
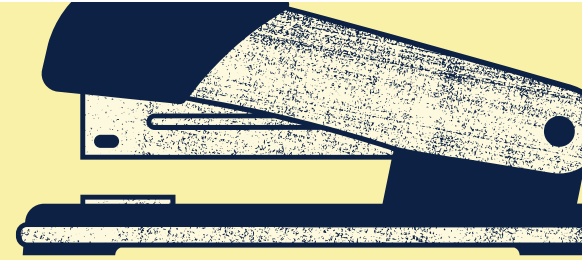


Student Approval Fund F

Approvals and Claims -> Student -> Approvals



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

A screenshot of a search filter form. The form contains several dropdown menus: 'Fund' (with 'F-Section 14-7.03 (Private Facilities/Orphanage)' selected and circled in red), 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom of the form, there are five buttons: 'Search' (circled in red), 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'.

Student Approval Fund F

Approval Status: Disapproved

School Year: 2021-2022

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:

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: 64985-Menta Academy Midway

Facility Claim Type: Tuition

Add On Type:

Type	Begin	End	Days	Rate
T	9/7/2021	8/10/2022	213	\$1.00

Disabilities: A-Intellectual Di | K-Emotional Dis

Related Service: 23

Education Environment: 09-Private Residential Facility, In-State

Unable to locate Residential Placement:

Residence Type: D-Foster family home or licensed by the Depa

Placing Agency: A-Department of Children and Family Service

Guardian Type: C - Department of Children and Family Servic

Term: Both

Begin Date: 09/07/2021 * MM/DD/YYYY Refresh Claim Days

Regular Term Claim

Method of Computing Days

Manual

Calendar Menta Academy Midway

Calendar (Cost)

Program

Show Coop Programs

Participation Rates

% Regular Ed: 0

FTE: 1

ADE: 1

Participation Days

	Enrolled	In Session
Regular	176	176
Total	176	176

Links to Additional Student Information

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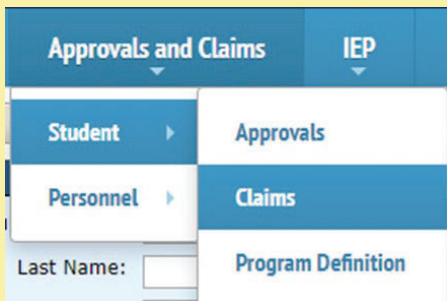


Private Facility Calendars

- 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.

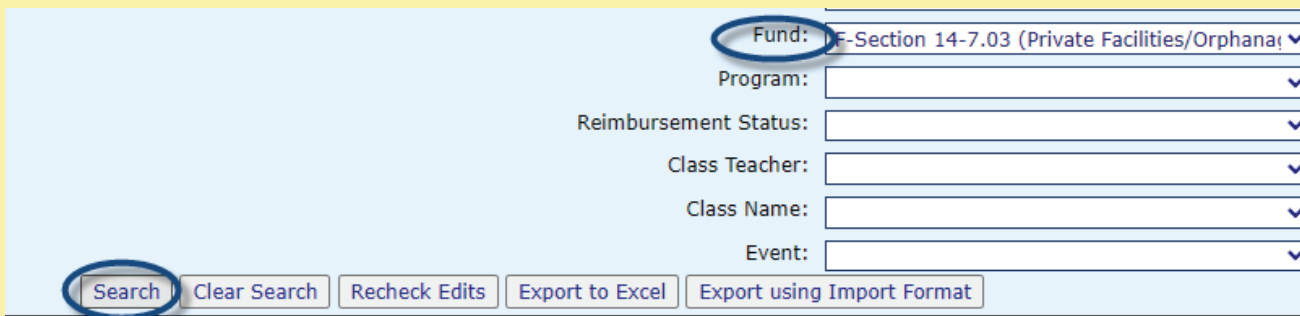
Student Claim Fund F

Approvals and Claims -> Student -> Claims

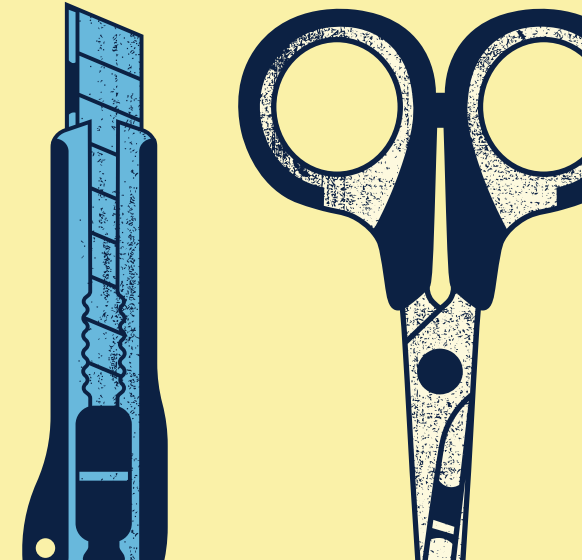
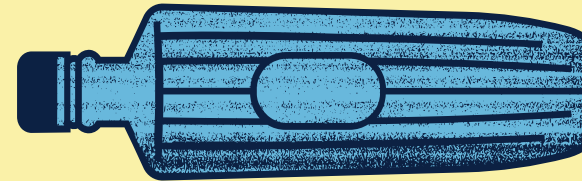
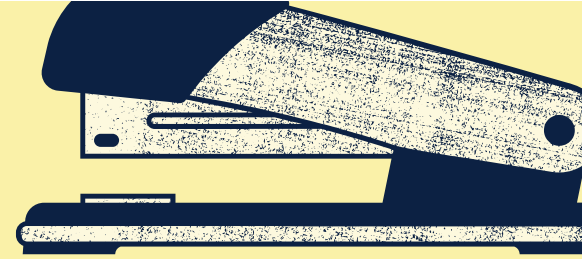


A screenshot of a software menu. The main menu is 'Approvals and Claims' with a sub-menu 'IEP'. Under 'Approvals and Claims', there are three options: 'Student', 'Personnel', and 'Program Definition'. Under 'IEP', there are two options: 'Approvals' and 'Claims'. A 'Last Name:' field is visible below the 'Personnel' option.

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



A screenshot of a search filter form. The 'Fund' dropdown is selected to 'F-Section 14-7.03 (Private Facilities/Orphanage)'. Other dropdowns include 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'. At the bottom, there are buttons for 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'. The 'Search' button is circled in red.



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.

(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

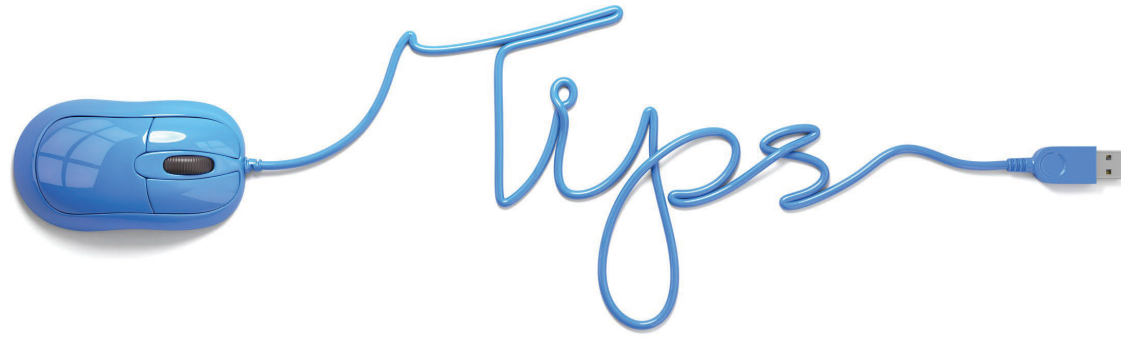
Locate facility and click facility name.

Find the Calendar Information and Click Electronic Calendar.

Month		Year				
Mon	Tue	Wed	Thu	Fri	Sat	Sun

The screenshot shows a web interface with a light blue header. The text 'Calendar Information' is circled in blue. Below the header, the text 'Approved on : 3/31/2022' is displayed. At the bottom, there is a table with columns for 'School Calendar', 'Regular Begin Date', 'Regular End Date', 'Total Regular Days', 'Summer Begin Date', 'Summer End Date', and 'Total Summer Days'. The 'Electronic Calendar' link, accompanied by a calendar icon, is circled in blue.

School Calendar	Regular Begin Date	Regular End Date	Total Regular Days	Summer Begin Date	Summer End Date	Total Summer Days
Electronic Calendar						



- 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

The screenshot displays the I-STAR Reports application interface. At the top, the title is "I-STAR Reports". Below the title, there are dropdown menus for "Report Type" (set to "Student") and "Report Categories" (set to "Errors"), along with a "userID:" field. The main content area is divided into two columns. The left column, titled "Select Report", contains a list of reports with radio buttons. The report "Student Claim Errors By Resident District And Serving School" is selected and circled in blue. The right column, titled "Report Description:", contains a text box with the description: "List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school." Below the report selection is a "Reports Filters" section with a red header that says "Please select a Resident District." This section contains various filter fields: "Student SIS Id:", "School Year:" (set to "2021-2022"), "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:", and "Error Type:". At the bottom of the filter section, there are two boxes for record selection. The first box, "For Approval Records", contains options for "Active as of today:", "Active on Child Count Date:", "Active as of:", and "Only Future Dated:". The second box, "For Caseload Enrollment Records", contains options for "Active Enrollment:" and "Future Enrollment:". At the very bottom of the interface, there are buttons for "Run Report", "Export Report", and "Clear Filters".

Reports...

Reimbursement Reports

- 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

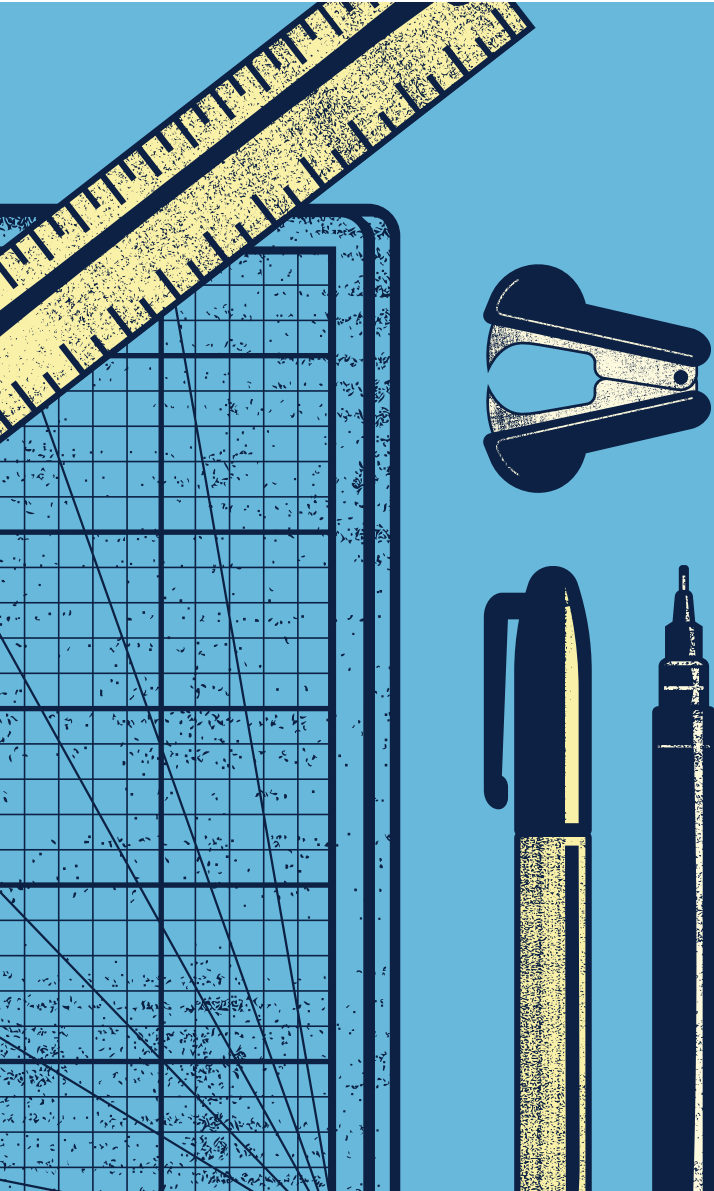
The screenshot displays the I-STAR Reports application interface. At the top, the title is "I-STAR Reports". Below the title, there are two dropdown menus: "Report Type:" set to "Student" and "Report Categories:" set to "Reimbursement / Claim". To the right of these is a "userID:" field.

The main content area is divided into two columns. The left column is titled "Select Report" and contains a list of reports with radio buttons for selection. The right column is titled "Report Description:" and contains a text box with the instruction "Select a report to see description here...".

Below the report selection area is a section titled "Reports Filters" with a red header that says "Please select a Resident District.". This section contains several dropdown menus and text input fields for filtering reports. The filters include: Student SIS Id, School Year (set to 2021-2022), 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, and Error Type.

At the bottom of the filters section, there are two boxes for record selection. The left box is titled "For Approval Records" and contains the instruction "Choose only one. If no options are selected, then all records will be returned(including future dated)". It includes checkboxes for "Active as of today:", "Active on Child Count Date:", "Active as of:" (with a text input field), and "Only Future Dated:". The right box is titled "For Caseload Enrollment Records" and contains the instruction "Choose only one. If no options are selected, then all records will be returned(including future dated)". It includes checkboxes for "Active Enrollment:" and "Future Enrollment:".

At the bottom right of the application, there are two buttons: "Run Report" and "Clear Filters".



I-Star 

SUPPORT

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