



I-Star

Free IEP Program

Presented by Harrisburg Project
& ISBE Staff

IEP Features

- FREE
- Web-based (accessible from any computer with Internet connection)
- Fully integrated with:
 - Student Information System (SIS)
 - Educator Information System (EIS)
 - Educator Licensure Information System (ELIS)
- Security system specific to district and individual user needs.
- IEP Activity Log for auditing purposes and easy access to Archived IEPs

IEP Features

- Uses State IEP forms, Notice and Consent forms, Eligibility forms, Progress Reports, and Other forms
- Automated reminders, and electronic transfer of records between placements
- Allows for Draft and Official Forms
- IEP reports
- Automatic Error Checking on each form(s)
- Integrated "Help" videos and IEP user guide within I-Star to help guide you through each step
- Weekly "Fantastic Friday Newsletter"

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NEW I-Star IEP Features

- IEP Summary (IEP at a glance document)
- Reports
- Case manager designation
- Video help links within I-Star
- Pre-populate forms for a meeting (vs. 1 form at a time)
- Annual Review/Reevaluation buttons
- FBA form - deleted the section where you list those who developed the FBA
- Caseload feature: Added "Remove all"



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NEW I-Star IEP Features

- Parent Relationship – can modify (mother, father, other)
- Added grade level to the profile of the student – populated from SIS
- SAVE and STAY added to most of the eligibility pages
- Conference Recommendations Form: In an eligibility meeting, the disability area self-populated
- FBA/BIP – some information will self-populate on the BIP from the FBA
- Progress Reports – can view previous progress reports
- Updated Procedural Safeguards document
- Added KIDS assessment into the assessment page
- Streamlined Notification of Conference creation
- Updated user manual and training



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Access and Security

IWAS Help desk (217)-558-3600

<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>

Access

- IWAS System
- Completed Prior to Trainings

Security

- IWAS System
- District Controls Access to IEP
- Full Transaction History on System



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I-Star Landing Page & Access

I-Star
Train01Lauren Long, Coop User

Welcome Coop User
Train01Lauren Long
Norris City Annex

Request Access
Are you not seeing a list of students? Use the link to request a change to your I-Star security settings.

IEP Case Management Tool (Clear)

Current Access	Role Name
<input type="radio"/>	IEP Basic Access ?
<input type="radio"/>	IEP Administrator Access ?
<input type="radio"/>	IEP Read-Only Access ?

IEP Case Management Access Levels

I. IEP Administrator Access

- Create IEPs
- Search for students
- Modify an IEP Access List
- Manage Form Contacts, Letterheads, Coversheets, and Common Users
- Access and modify IEPs when listed on the IEP Access List

II. IEP Basic Access:

- Access and modify IEPs when listed on the IEP Access List

III. IEP Read-Only Access:

- Read-only access to IEPs when listed on the IEP Access List

Setup a Conference

Profile | Current/Create IEP | Archived IEPs | Activity Log

Student: DemoMckenzie Magda Watson SIS ID: 999999081 DOB: 4/7/2002 (16 yrs 0 mo)

IEP Overview | IEP Timeline | Print History | Activity Log | Attachments

Add Form | Print IEP | **Setup a Conference** | Delete/Hide IEP Package

IEP: (Select Others)

Year: **2018**

IEP Status: **Draft**

Resident District: **Harrisburg CUSD 3**

Purpose of Conference (Clear)

Select	Purpose
<input type="checkbox"/>	Review of Existing Data - Review your child's educational status and determine what additional data, if any, are needed to complete your child's evaluation.
<input type="checkbox"/>	Initial Evaluation/Eligibility - Review your child's recent evaluation to determine initial eligibility for special education and related services.
<input type="checkbox"/>	Reevaluation - Review your child's recent evaluation to determine (reconsider or change) continued eligibility for special education and related services.
<input type="checkbox"/>	Initial IEP - Review your child's need for special education and related services and placement and develop an initial IEP.
<input type="checkbox"/>	IEP Review and Revision - Review and/or revise your child's IEP to determine special education and related services and placement.
<input type="checkbox"/>	Secondary Transition - Consider postsecondary goals and transition services (beginning at age 14 1/2).
<input type="checkbox"/>	FBA/BIP - Consider the need for a functional behavioral assessment for your child and a need to create or revise a behavioral intervention plan.
<input type="checkbox"/>	MDR - Consider relatedness of your child's disability to a disciplinary code violation(s).
<input type="checkbox"/>	Graduation - Review your child's anticipated date of graduation.
<input type="checkbox"/>	Other - (e.g. Termination of Placement, Aging Out) :

IEP Forms

NEW: Now you are able to pre-populate forms for a meeting (vs. 1 form at a time)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Data Chart	Form 34-54F
<input type="checkbox"/>	Present Levels of Academic Achievement and Functional Performance	Form 34-54G
<input type="checkbox"/>	Secondary Transition	Form 34-54H-I
<input type="checkbox"/>	Functional Behavioral Assessment	Form 34-54J
<input type="checkbox"/>	Behavioral Intervention Plan	Form 34-54K-L
<input type="checkbox"/>	Goals and Objectives	Form 34-54M
<input type="checkbox"/>	Educational Accommodations and Support	Form 34-54N
<input type="checkbox"/>	Assessment	Form 34-54O
<input type="checkbox"/>	Educational Services and Placement	Form 34-54P
<input type="checkbox"/>	Educational Services and Placement (Page 2)	Form 34-54Q
<input type="checkbox"/>	Manifestation Determination	Form 34-54R
<input type="checkbox"/>	Additional Notes/Information	Form 34-54S

Notice and Consent Forms

[Click Here to Add meeting notes](#)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Notification of Conference Recommendations	Form 34-57E
<input type="checkbox"/>	Consent For Outside Agency Invitation	Form 34-57L.g

Eligibility Forms

[Click Here to Add meeting notes](#)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Documentation of Evaluation Results	Form 34-54A
<input type="checkbox"/>	Eligibility Determination (Other than SLD)	Form 34-54B
<input type="checkbox"/>	Documentation of Intervention/Evaluation Results (SLD)	Form 34-54C
<input type="checkbox"/>	Eligibility Determination (SLD)	Form 34-54D-E

Other Forms

[Click Here to Add meeting notes](#)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Autism Considerations	Form 34-54V
<input type="checkbox"/>	Summary of Performance	Form 34-60

IEP Conference

IEP Overview | **IEP Timeline** | Print History | Activity Log | Attachments

Add Form | Print IEP | Setup a Conference | Delete/Hide IEP Package

IEP Conference

Edit Meeting

Meeting Attendees

Print Meeting Forms

Print Meeting Attendees

Add Form to Meeting

Make Meeting Official

Conference: **Conference to discuss DemoLyndon Hubert Butler's IEP.**

Purpose: **Review and/or revise your child's IEP to determine special education and related services and placement.**

Date: **5/16/2018 8:00:00 AM**

Location:

Attendee Count: **5**

Form Count: **11**

Cancelled: **No**

Details: Review and/or revise the child's IEP to determine special education and related services and placement. (e.g. Termination of Placement, Aging Out)

Click Here to Hide All the Forms Associated with the Meeting

Edit Form

Make Form Official

Print Form

Form Activity Log

Delete Form

Form: **Form 34-54G: Present Levels of Academic Achievement and Functional Performance**

Date: **05/16/2018**

Status: **Draft**

Update Info: **Long, Train01Lauren - 5/17/2018 8:54:09 AM**

Edit Form

Make Form Official

Print Form

Form Activity Log

Delete Form

Form: **Form 34-54I: Functional Behavioral Assessment**

Date: **05/16/2018**

Status: **Draft**

Update Info: **Long, Train01Lauren - 5/16/2018 2:37:54 PM**

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Live Error Checking

Forms with Draft Status

View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
	<input type="checkbox"/>		The required field IEP Case Manager Flag is missing. You must supply data for this field.	05/16/2018	Form 37-44	Conference Summary
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-57D	Notification of Conference
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54V	Autism Considerations
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54S	Additional Notes/Information
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54P	Educational Services and Placement
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		

NOTE: All errors must be corrected to make an individual form and/or meeting official.

A red icon will indicate errors have been found.

A check mark will represent the form has passed edit checking.

IEP Overview | **IEP Timeline** | Print History | Activity Log | Attachments

Add Form | Print IEP | Setup a Conference | Delete/Hide IEP Package

IEP: (Select Others)

Year: **2018**

IEP Status: **Draft**

Resident District: **Harrisburg CUSD 3**

IEP Start Date:

Annual Review Date:

Evaluation Dates:

Anticipated Graduation Date: **6/5/2027**

Disabilities: **Disabilities (Modify)**

Type	Disability
Primary Disability	
Secondary Disability	

Access List: **Access List (Modify)**

Name	Entity	Read-Only	Notifications	Make Forms Official	Will Attend Meetings	IEP Case Manager
Bailey, Train11Chelsey	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Long, Train01Lauren	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


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IEP Reports

I-STAR Reports

Report Type: Report Categories:

Select Report	Description
<input type="radio"/>	AnnualReview & ReEvaluation Dates
<input type="radio"/>	AnnualReview & ReEvaluation Dates by Serving School & AnnualReview Date
<input type="radio"/>	AnnualReview & ReEvaluation Dates by Serving School & ReEvaluation Date
<input type="radio"/>	Case Manager Report
<input type="radio"/>	Class List - Related Services List
<input type="radio"/>	Class List - SpecEd Services List
<input type="radio"/>	Disability Category Report
<input type="radio"/>	Enrollment Report
<input type="radio"/>	Out Of District
<input type="radio"/>	Parent Mailing Report
<input type="radio"/>	Related Services Report
<input type="radio"/>	Student Testing Accommodations Report
<input type="radio"/>	Transportation Report
<input type="radio"/>	Upcoming Dates Report



Illinois State Board of Education

Home Approvals & Claims Facility Search Admin Goal Mine IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: Report Categories:

Select Report	Description
<input type="radio"/>	Annual Review And ReEvaluation Dates
<input type="radio"/>	Case Manager Report
<input type="radio"/>	Parent Mailing Report
<input type="radio"/>	Related Services Report
<input type="radio"/>	Upcoming Dates Report

Reports Filters

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Print IEP

IEP Print Options

Form Status

Official

Include cover page

Include Procedural Safeguards (print now)

Review

Include forms with the following status:

Both Official and Draft

Official Only

Draft Only

Form Type

IEP Forms Only

Consent Forms Only

Both IEP and Consent Forms

Print Entire IEP Help

Form Status

When printing an entire IEP the user has the option to choose *Official* or *Review*.

Official: When *Official* is chosen only document's that have a form status of *official* will be merged into the PDF document that is created. Documents with a status of *draft* are always omitted. Furthermore, when *Official* is chosen the *REVIEW* watermark is omitted from the documents. This is the only time the system will generate the documents without the *REVIEW* watermark. And finally, *Official* indicates that a snapshot of the document containing all official documents merged as one will be created and stored in the IEP Package Print History for future review. This documents represents an official IEP that was presented to and used by the IEP team and all other parties involved with the student's IEP. Once the snapshot is created it will never change and may never be removed from the system.

Review: When *Review* is chosen the user is indicating that they wish to view the IEP in its entirety, but not as an official version. When *Review* is chosen all documents that are included will contain a *REVIEW* watermark. The only method to create a document without the *REVIEW* watermark is to Print the Entire IEP and choose *Official*. Finally, when *Review* is chosen the system will not create a snapshot of the document.

Review Options: When *Review* is chosen the user has the option to choose what forms to include in the document based on their status. The user may choose to include all documents by selecting *Both Official and Draft*. The user may also only include *Official Form* or *Draft* forms by choosing the applicable option. Please note that when *Official* is chosen as the print option only documents with a form status of *official* are included.

Form Type

When printing an entire IEP the user has the option to choose *IEP Forms*, *Consent Forms* or *Both IEP and Consent Forms*.

IEP Forms: Only IEP type forms (37-44) will be included. All Consent type forms (34-57) will be excluded.

Consent Forms: Only Consent type forms (34-57) will be included. All IEP type forms (37-44) will be excluded.

Both IEP And Consent Forms: Both IEP type forms (37-44) and Consent type forms (34-57) will be included.

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Activity Log

Filter Activity Log

Begin Date: 04/18/2018 End Date: 05/02/2018 User: []

Student Activity Logs

Activity Items:

- Data Transactions
- Printed IEPs
- Screen Navigations
- Adverse Effects
- Amendment Forms
- Conference Attendance
- Conference Summary
- Eligibility Determination
- Eligibility Determination Forms
- Form Summary
- Form Assistant
- IEP Packages
- Parent/Guardian recovation of consent.
- Profile
- Progress Report
- Progress Report
- Remove Guardian
- Select Form

Screen Navigations for Forms: Assistant

User Name	Page View Date	Reason
Train15Jess Brown (Coop User)	5/2/2018 1:47:52 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 1:47:51 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 1:44:38 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:38 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:17 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:17 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:39:53 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:39:53 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 11:10:16 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 11:10:16 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:14:17 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:14:17 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:10:19 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:10:19 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:55 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:55 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:40 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:07:47 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:07:47 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:32 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:32 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:24 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:24 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:14:54 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:14:54 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:13:05 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:13:05 PM	Draft/Create the IEP

Print History

Student: DemoMckenzie Magda Watson SIS ID: 999999081 DOB: 4/7/2002 (15 yrs 0 mo)

Print History

View	Name of User	Print Date	Type
View	Train09Olivia Gray	4/25/2017 8:23:07 AM	IEP Form

Help Videos

Add a Form Step 1

Please select the form you wish to add. [Help](#)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form

Started	IEP Forms	Name
	Data Chart	Form 34-54F
★	Present Levels of Academic Achievement and Functional Performance	Form 34-54G
	Secondary Transition	Form 34-54H-I

Data Chart Step 2 of 2

Insert a data chart that displays the student's academic performance (i.e. reading, writing and/or math relative to his/her peer group) and/or functional performance (i.e. behavior). Any changes will be effective immediately. Only images types of Bitmap (.bmp), GIF (.gif), Ping (.png), Tiff (.tiff), and JPEG (.jpg) can be uploaded. File size cannot exceed 250 KB and file dimensions cannot exceed 7 inches in height and 6.5 inches in width. [Help](#)

[Click Here to Add meeting notes](#)

Report of Performance (Insert Data Chart) (+ Add)

View	Edit	Delete	Description
No Records Found			

Show Audit Trail

IEP User Guide

<http://www.hbug.k12.il.us/lstarUserguide/index.htm>

The screenshot shows the I-Star website interface. At the top, there is a navigation bar with the Illinois State Board of Education logo and the text 'I-Star'. Below this is a menu with items like 'Home', 'Approvals & Claims', 'Facility Search', 'Admin', 'Goal Mine', 'IEP Quality', 'Reports', and 'User Guide' (which is highlighted with a red box). The main content area is titled 'I-Star User Guide' and 'Creating a Case Load'. On the left is a sidebar menu with various options like 'Introduction', '1-Star Admin', '1-Star IEP', and '1-Star IEP Administrator Guide'. The main content area includes a 'My IEP Students' table, a 'Search for an IEP Student' section with a search form, and instructions on how to use the system. A red box highlights the search form fields: SIS ID, Last Name, First Name, DOB, and Gender. Below the search form, there are instructions: 'Step 1: To add students to your case load from the Landing Page, click Search for an IEP Student...' and 'Step 2: You can search for a student by entering either his/her SIS ID, or the combination of the Last Name, First Name, Date of Birth, and Gender.' A 'Step 3' instruction is partially visible at the bottom: 'Once you have entered this information, click Search.'

Harrisburg Project Website

<http://www.hbug.k12.il.us/default.aspx>

The screenshot shows the Harrisburg Project website homepage. It features the Harrisburg Project logo and the I-Star logo. The main content area has a 'Welcome!' message and a section titled 'To guide your experience, click the link for the relevant portion of the I-Star system. You can always return here by clicking "Home" in the footer.' Below this are three links: 'IEP Forms', 'IEP Impact on I-Star', and 'Student & Personnel Support'. The footer contains the text: 'Harrisburg Project is supported by the Illinois State Board of Education. Harrisburg Project provides training on the approval and claim process, as well as the IEP component of the system. All Harrisburg Project services are provided free of charge to special education districts and cooperatives in Illinois.'

The screenshot shows a grid of website navigation categories. The categories are:

- Training**: New User Training Handout, 2017 Director's Conference, GoToWebinar Requirements.
- Support**: View User Guide (updated 6/5/2018), Print User Guide, Recently Added. Includes contact information: 'Need help? Call us or email us! (800) 635-5274 or support@hbug.k12.il.us'.
- Videos**: NEW FEATURE! Add Multiple Forms to Annual Review, How-To: IEP Snippets, Recorded Webinars.
- Events**: The Individualized Education Program (IEP) Forms and the Required Notice and Consent Forms developed by the Illinois State Board of Education (ISBE) have been revised. A "Memorandum – Summary of Form Changes," an "Explanation of Changes to the Procedural Safeguards Form," and the updated forms are located [here](#).
- Resources**: IEP Instructions, IEP Forms, Notice & Consent Forms and Instructions.

Question/Trainings

Harrisburg Project

(800)-635-5274

support@hbug.k12.il.us



Fantastic Friday Newsletters

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