


I-Star


Preparing for Personnel Approval Snapshot

Presented by Harrisburg Project

Topics




- Special Education Personnel Approval Manual
- Personnel Approvals
- Status Codes
- Error Reports
- Website
- Support




2021-2022 Special Education Personnel Approval Manual

- Updated in February
- Due Date - Personnel Approval DUE June 30, 2022!!!
- New ISBE Contact - Marlee Goldsworthy



www.hbug.k12.il.us -> Manuals & Guides



I-Star Landing Page



Select Approvals and Claims -> Personnel -> Approvals



Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality

Welcome Coop User
Train15Jess Brown
Norris City Annex

Thank you for using the I-Star training system.

Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

Approvals and Claims IEP

Student Personnel Approvals Upload Files

Request

Use the quick link to view the details of the request.

staff members.

nel records with fatal errors: 8

come Surveys



Personnel Approval

The screenshot shows a web application interface for 'Personnel Approvals'. At the top is a navigation bar with links: Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, IEP Quality, Reports, User Guide, and Recent Updates. Below this is a sub-header with 'Approvals' and tabs for 'Uploaded Files' and 'SEPI Lookup'. The main content area is titled 'Personnel Approvals Filter' and contains several search criteria: IEPN (text input), School Year (dropdown menu set to 2021-2022), Last Name (text input), Approval Status (dropdown menu with an 'Excl' checkbox), Work Assign (dropdown menu with an 'Excl' checkbox), Entity (dropdown menu), RCDT (text input), Errors Only (checkbox), First Name (text input), and Spec Ed Type (dropdown menu with an 'Excl' checkbox'). Below the filters are buttons for 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export to Excel for Import'. At the bottom of the filter area, it says 'Personnel Approvals (0 Add)' and includes a '(Page of)' field, a 'Page' dropdown, and an 'Items Per Page' dropdown. Navigation arrows are visible on the right side.

Reported

Personnel with an existing approval record in I-Star

Un-Reported

Personnel in jurisdiction from EIS upload but no current approval record



Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

The screenshot shows a web interface for 'Personnel Approvals'. At the top, there is a navigation bar with a blue header containing the text 'Personnel Approvals' and a red-bordered button labeled 'Add'. Below this is a sub-header 'Manage Personnel Claims and Approvals'. The main content area contains instructions: 'For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.' Below the instructions is a search prompt: 'Search for and select the person the approval is for.' This leads to a 'Personnel Search' form. The form has two tabs: 'Multiple' (selected) and 'Single'. Under the 'Multiple' tab, there are fields for 'District' (a dropdown menu with 'Wabash & Ohio Valley Sp Ed Dist' selected), 'Last Name' (text input), 'First Name' (text input), and 'Gender' (dropdown menu). There is also an 'Include Retired' checkbox. Under the 'Single' tab, there is an 'IEIN' text input field. At the bottom of the form are three buttons: 'Search', 'Clear Search', and 'Cancel'. A small note at the very bottom reads: 'Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.'

Personnel Approval

The screenshot shows a web form titled "Personnel Approval Information". It includes fields for "Year" (2021-2022), "Entity" (Harrisburg CUSD 3 (2)), "Employed as of" (12/1/2021), "Total FTE" (0.0), and "Term" (Regular). Below this is a "Work Assignment(s)" section with an "Add" button circled in red. A table below the section shows "No Records Found". At the bottom, there is a form to "Enter the new work assignment" with a dropdown for "Work Assignment" (ECT - Early Childhood Teacher) and a dropdown for "FTE" (1.0). The "Save" and "Cancel" buttons are also circled in red.

- Once Personnel is added, an approval record can be completed for the employee
- Determine if Employed as of 12/1/2021 should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

Handwritten scribble



Personnel Approval

Year: 2021-2022 Employed as of: 12/1/2021:

Entity: Harrisburg CUSD 3 (2) Total FTE: 0.0

Special Ed Type: Undetermined Term: Regular

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
No Records Found						

Enter the new work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher

FTE: **Select FTE** (dropdown menu showing 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0)

Show Salary Info Save & Check Errors

Notes (0) Update Date Note

Encounter iWAS login issues, please contact ISBE helpdesk at (312) 558-3600. For FED Form Completion - Please contact S

- Full Time Equivalency (FTE) required for ALL employees:
 - Calculating percentage to assist in reporting FTE - "Total hours worked per year in the work assignment divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days will equal the "total FTE percentage".
 - Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.



Personnel Approval

FTE for Paraprofessional staff must be reported for each grade group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3 = Program Aide serving PreK
- PA6 = Program Aide serving KG-12
- TA3 = Teacher's Aide serving PreK
- TA6 = Teacher's Aide serving KG-12
- NHA3 = Non-certified Health Aide Prek
- NHA6 = Non-certified Health Aide KG-12

PA3 - Program Aide (PreK)

PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)

TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)

NHA6 - Non-Certified Health Aide (KG-12)



Personnel Approval

- I-Star system will automatically match the appropriate Special Education ID code:
 - A - Special Education Teacher
 - B - Related Service Provider
 - C - Paraprofessional
 - D - Administrative
- This code will be determined once the Work Assignment is Saved

Personnel Approval Information	
Year: <input type="text" value="2021-2022"/>	Employed as of: 12/1/2021: <input checked="" type="checkbox"/>
Entity: <input type="text" value="Harrisburg CUSD 3 (2)"/>	Total FTE: 1.0
Special Ed Type: C-Paraprofessional Staff	Term: Regular



Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
 - Qualified - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.



I-Star Resource Website

www.hbug.k12.il.us

The screenshot displays the website's interface with a top navigation bar containing links for Home, ESE, IWS, Resources, Events, ILAIP, Recent Updates to I-Star, and Contact Us. A central banner highlights 'NEW 2021-2022 Claims Training is now available!'. The main content area is divided into four columns: 'Hot Topics' with links for training and error codes; 'Manuals & Guides' with links for user guides, newsbriefing archives, and data collection instructions; 'Upcoming Deadlines' listing due dates for various forms and approvals; and 'HBUG on YouTube' featuring a video player for 'I-Star Student Approvals'.



I-Star Support

I-Star Operation Questions
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Personnel Approval Questions
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