



Personnel Changes

- No longer personnel claim/reimbursement record
- New reporting guidelines
- New special education type codes
- New status codes
- Changes in salary reporting for student claim calculations

Personnel Changes

No longer personnel claim/reimbursement record

- Evidence Based Funding for Student Success Act now determines specific state reimbursement for special education staff
- Base Funding Minimum (BFM) is how personnel offset amounts to calculate student claim are now determined
- BFM can be found on ISBE's website under Finance, Budgets & Funding in the Evidence Based Funding section
 - Excel spreadsheet "Full FY 18 EBF Calculation"
 - Tab - "Distributions_FY17"
 - Column F – "Sp Ed Personnel – 100% Gross"

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Personnel Changes

New Reporting Guidelines

- ISBE will now report special education staff employed as of December 1st each year for a federal requirement.
 - Box will default to being checked if record is rolled from a previous year or entered before or on December 1 of a school year

Personnel Approval Information

Year: 2017-2018

Entity: Wabash & Ohio Valley Sp Ed Dist (6)

Special Ed Type: A-Special Education Teachers

Employed as of: 12/1/2017:

Total FTE: 0.3

Term: Regular

- All current year, regular term only staff ***must still be entered*** in I-Star
 - Districts are responsible for ensuring the box is unchecked for staff not employed on December 1

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Personnel Changes

New Reporting Guidelines

- Full Time Equivalency (FTE) now part of approval form; required for ALL employees
- Choose from drop-down the value that best estimates the amount of time spent in that work assignment

Work Assignment(s)

Edit	Delete	Move Up	Move Down	Code	Assignment
/	X	▲	▼	ECT	Early Childhood Teacher

Edit the work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher

FTE: 1.0

Select FTE

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 E

(72) Disapproved work assignment will be reported as "Not Qualified"

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Personnel Changes

New special education type codes

- Special Education Type will no longer be selected by client
- Type will be auto-filled by I-Star based on the work assignment code that is selected
 - A – Special Education Teacher
 - B – Related Services
 - C – Paraprofessional
 - D – Administrative

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Personnel Changes

New status codes

- Used by ISBE to indicate approval status of work assignments
- Verified with ELIS
- New codes
 - Qualified
 - Time Specific
 - Not Qualified (generates warning message, not error message)
 - Temporary Approval
- ALL personnel records will be collected, regardless of status code

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Personnel Changes

Changes in salary reporting for student claim calculations

- Salary Information/Offsets will **only be entered** for staff who are being attached to cost centers

The screenshot shows a web form titled "Salary Information / Offsets". At the top left, there is a button labeled "Hide Salary Info". Below the title, there are several input fields for salary and benefit amounts. A red oval highlights a note that reads: "NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program)." The form includes the following fields:

Salary Information / Offsets	
Local Salary & Benefits (less offsets):	9,000
IDEA Discretionary/Flow Through Salary & Benefits:	0
IDEA Preschool Salary and Benefits:	0
Orphanage Salary and Benefits:	0
Other Salary and Benefits:	0
Evidence Based Funding - Personnel:	0

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Personnel Changes

- Special Education Personnel Approval Instructions should be referred to for specific descriptions and definitions
- Manual can be found on Harrisburg Project's website

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

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School Year 2019 Enhancements

- ISBE will perform Rollover
- Districts/Coops perform Mass Change

Mass Change

For Year:

Change Student Approval Begin Dates

Use School Calendar

By Resident District

By Serving District

Begin Date: MM/DD/YYYY

Change Caseload Begin Dates

By Class Location

By Class

Begin Date: MM/DD/YYYY

Check/Uncheck All

Detach All Programs from FACTS

Clear Personnel Salaries

Clear Days/Costs

Change Student Approval End Dates

By Resident District

By Serving District

From End Date: MM/DD/YYYY To End Date: MM/DD/YYYY

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School Year 2019 Enhancements

- SIS Enrollment Dates Display on Student Approval Record

Resident District:

Resident School:

Serving District:

Serving School:

Res RCDTS:12-013-0100-26-1001 Clay City Jr High School
 Serv RCDTS:12-013-0100-26-1001 Clay City Jr High School
 Serv Prov:12-013-0100-26-0000 Clay City CUSD 10
 Beg Date:8/16/2017 End Date:12/11/2017

Resident District:

Resident School:

Serving District:

Serving School:

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School Year 2019 Enhancements

- Fund B Example: SIS Enrollment Dates Display on Student Approval Record

Res RCDTS:12-017-0010-26-2002 Hutsonville Elem and Jr High Sch
 Serv RCDTS:12-017-0010-26-2002 Hutsonville Elem and Jr High Sch
 Serv Prov:
 Beg Date:8/18/2017 End Date:5/31/2018

Resident District:

Resident School:

Private Facility:

[\(Details\)](#)

Facility Claim Type:

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School Year 2019 Enhancements

- Ability to add multiple students to programs

[Cost Sheet \(5066A\)](#)
[Personnel Report \(P5066B\)](#)
[Student Report \(S5066B\)](#)
[Individual Student Reports](#)

Student Data (Print) (Re-calc Days) [Add Multiples](#)

No Records Found

Use Selected	Select	Multi Select All / None	Pupil	SIS Id	RCDT	Fund	Priv Fac	Approval Term	Claim Term	Begin Date	End Date	Program Name	Student ADE	Reimb Status	Tuition Bill
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		8/18/2017			0.000	N	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		1/2/2018	5/9/2018		0.000	N	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	X	R	R		8/18/2017		SESE ED CL10	0.000	D	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		8/18/2017		SESE ED CL10	0.000	D	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		8/18/2017			0.000	D	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		8/18/2017			0.000	D	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>				R: 12-013-0100-26 S: 12-013-0100-26	A	R	R		8/18/2017			0.000	D	<input type="checkbox"/>

School Year 2019 Enhancements

- District Certification for Child Count

Provides updates on current Child Count Numbers Step 1

The December 1 Child Count includes all APPROVED I-Star student FACTS Approval records for all Fund codes except N & U, that are checked to "Include in Approval" and active on 12/1.

December 1 Child Count Snapshot Updated: 3/26/2018 11:54:35 AM

Resident RCDT	District Name	2015 - 2016 Counts	2016 - 2017 Counts	2017 - 2018 Counts	Difference
12-013-0100-26	Clay City CUSD 10	51	41	49	8
12-013-0350-26	Flora CUSD 35	174	178	198	20
12-017-0010-26	Hutsonville CUSD 1	51	45	57	12
12-040-0010-26	Jasper County CUD 1	207	203	191	-12
12-051-0200-26	Lawrence County CUD 20	176	189	178	-11
12-013-0250-26	North Clay CUSD 25	102	110	104	-6
12-017-0040-26	Oblong CUSD 4	96	100	100	0
12-017-0030-26	Palestine CUSD 3	47	50	50	0
12-051-0100-26	Red Hill CUSD 10	97	121	113	-8
12-080-0010-26	Richland County CUSD 1	372	368	359	-9
12-017-0020-26	Robinson CUSD 2	280	310	323	13

You can perform additions and make corrections to Student Approval records BEFORE March 9, 2018 to have these students included in the final snapshot.

ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

[Close and Go To Student Approvals](#)

Show Audit Trail

Close

Cancel - Please exit the wizard.

School Year 2019 Enhancements

- District Certification for Child Count

Provides updates on current Child Count Numbers Step 2

The December 1 Child Count includes all APPROVED I-Star student FACTS Approval records for all Fund codes except N & U, that are checked to "Include in Approval" and active on 12/1.

December 1 Child Count Snapshot Updated for the Resident District: **Clay City CUSD 10**

Child Count Numbers by Education Environment Code:

EE Code	2015 - 2016 Counts	2016 - 2017 Counts	2017 - 2018 Counts	Difference
01	28	12	17	5
02	13	16	17	1
03	3	7	5	-2
04	0	1	0	-1
23	0	0	1	1
27	0	2	4	2
30	5	3	4	1
31	2	0	1	1

Child Count Numbers by Disability:

Disability Code	2015 - 2016 Counts	2016 - 2017 Counts	2017 - 2018 Counts	Difference
A	2	2	1	-1
D	21	14	19	5
I	12	9	14	5
K	2	3	1	-2
L	5	4	5	1
N	8	8	8	0
O	1	1	1	0

School Year 2019 Enhancements

- District Certification for Child Count

Child Count Numbers by Ethnicity:

Ethnicity Code	2015 - 2016 Counts	2016 - 2017 Counts	2017 - 2018 Counts	Difference
16	50	40	49	9
17	1	1	0	-1

Child Count Numbers by Age:

Age	2015 - 2016 Counts	2016 - 2017 Counts	2017 - 2018 Counts	Difference
3	1	1	4	3
4	2	3	3	0
5	4	1	3	2
6	4	6	2	-4
7	4	3	7	4
8	6	4	4	0
9	4	4	5	1
10	7	2	4	2
11	4	2	1	-1
12	5	5	3	-2
13	2	5	5	0
14	1	2	3	1
15	2	1	2	1
16	2	2	1	-1
17	2	0	2	2
18	1	0	0	0

You can perform additions and make corrections to Student Approval records BEFORE March 9, 2018 to have these students included in the final snapshot.

ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

Show Audit Trail

Close

Cancel - Please exit the wizard.

School Year 2019 Enhancements

December 1, 2018 Child Count Timeline

Timeline / Due dates:

- Dec 2-Mar 1- Entry of student approvals for Dec 1 Child count
- Mar 2-Mar 15 - Verification and clean-up of Dec 1 approval records by Funding & Disbursements staff
- Mar 18-Mar 27 - District administrator certification of Dec 1 count. No approval changes accepted.
- Mar 28-Apr 4 - ISBE preparation of final file to USDE
- *Mar 28 - IDEA grant funds will be frozen until district certification is completed

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School Year 2019 Enhancements

- Integration of electronic Private Facility calendars into I-Star
 - Calendar Method will be available for Fund Codes B & F
 - Calendars will also be available on Private Facility Search Engine
 - 2018-2019 Special Education Private Facility calendar application online August 13th

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Harrisburg Project Website Resources

Harrisburg Project
Software Support for Special Education
(800) 635-5274 • www.hbug.k12.il.us • support@hbug.k12.il.us

I-Star

Home | ISBE | IWAS | Resources | Events | Contact Us

Welcome!

Harrisburg Project has supported special education districts and cooperatives within the state of Illinois for over 30 years. We strive to provide prompt, friendly and efficient service via telephone and email for the I-Star system. I-Star (IEP Special Education Tracking and Reporting) is the special education management tool that districts and cooperatives use to report data to the Illinois State Board of Education for reimbursement. Harrisburg Project provides training on the approval and claim portion, 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.

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 toolbar.

- I-Star Claims Presentation (4/24/18)
- Personnel Approval Reporting Changes Presentation (4/6/18)
- 2017-2018 Personnel Approval Manual
 - EBF Offset Examples
- Full FY 18 EBF Calculation (How to Find Your BFM)
- ISBE EBF Page

IEP Topics | EBF Impact on I-Star | Student & Personnel Topics

Have questions? Contact us: support@hbug.k12.il.us - (800) 635-5274

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Harrisburg Project Website Resources

Student and Personnel Topics > Student

Training

- Register for Training
- Claims Packet - 2017-2018
- Claims Q & A
- New User Training
- Approvals Refresher - Q&A
- 2017 Director's Conference
- GoToWebinar Requirements

User Guide

- View User Guide (updated 6/9/2018)
- Print User Guide

Videos

- I-Star Claims Webinars
 - 5/16/2018
- Closing School Year
 - 6/21/2018
 - 7/21/2018
- Using the End/Add Function
- Approvals Refresher
 - New User
- Caseload Overview
 - Handout
- Transportation Overview
 - Handout
- Events Overview
 - Handout
- Indicator 14 Demo

2017 - 2018 Manuals

- Students with Disabilities Data Collection and Approval Instructions (April 2018)
- Changes in Students with Disabilities Data Collection and Approval Instructions (Updated April 2018)
- Students with Disabilities Claim and Reimbursement Instructions (June 2018)
- Changes in Students with Disabilities Claim and Reimbursement Instructions (Updated June 2018)

Resources

- 5066A Tuition Cost Sheet XLS
- Start New Year Instructions
- Common I-Star Errors
- Correcting Errors in December 1 Child Count
- Early Childhood Preschool Inclusion/LRE
- I-Star Requirements
- Export Search Results

Student and Personnel Topics > Personnel

Training

- Register for Training
- Personnel Approval Changes Training Handout
- 2017-2018 Claims Packet
- Claims Q & A
- GoToWebinar Requirements

User Guide

- View User Guide (updated 6/9/2018)
- Print User Guide

Videos

- Personnel Approval Changes Recorded Webinar
 - 5/1/2018
 - 5/3/2018
 - 5/10/2018
 - 5/16/2018
- Closing School Year
 - 6/12/2018
 - 6/21/2018
- Handout
- Start New Year
- New User

2017 - 2018 Manuals

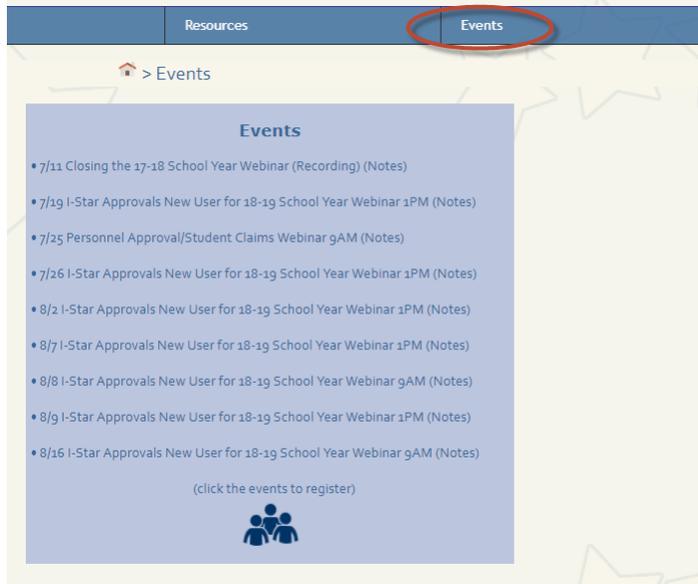
- Special Education Personnel Approval Instructions (Updated April 2018)
- Changes in Special Education Personnel Approval Instructions (Updated April 2018)

Resources

- EBF Distribution
- Part 130 Proposed Changes
- HHI Q & A
- Start New Year Instructions
- Create an ELIS Account
- I-Star Requirements
- Export Search Results

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Harrisburg Project Website Resources



The screenshot shows a website navigation bar with 'Resources' and 'Events' tabs. The 'Events' tab is circled in red. Below the navigation bar, there is a breadcrumb trail: 'Home > Events'. The main content area is titled 'Events' and contains a list of nine webinar events. At the bottom of the list, there is a note: '(click the events to register)' and an icon of three people.

- 7/11 Closing the 17-18 School Year Webinar (Recording) (Notes)
- 7/19 I-Star Approvals New User for 18-19 School Year Webinar 1PM (Notes)
- 7/25 Personnel Approval/Student Claims Webinar 9AM (Notes)
- 7/26 I-Star Approvals New User for 18-19 School Year Webinar 1PM (Notes)
- 8/2 I-Star Approvals New User for 18-19 School Year Webinar 1PM (Notes)
- 8/7 I-Star Approvals New User for 18-19 School Year Webinar 1PM (Notes)
- 8/8 I-Star Approvals New User for 18-19 School Year Webinar 9AM (Notes)
- 8/9 I-Star Approvals New User for 18-19 School Year Webinar 1PM (Notes)
- 8/16 I-Star Approvals New User for 18-19 School Year Webinar 9AM (Notes)

(click the events to register)

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I-Star Question/Trainings
Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us

ISBE Funding & Disbursements
Student Approval – Jamie Johnson
Student Claim/EBF – Jodi Whitlow
Personnel Approval – Larry Wilson
(217) 782-5256

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