

Events in I-Star

PRESENTED BY HARRISBURG
PROJECT



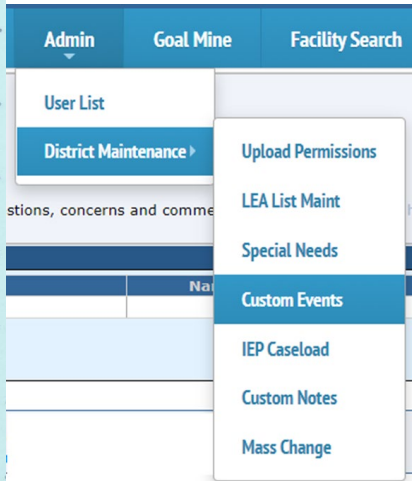


TOPICS

- Custom Events Definition
 - Event Types
- Single Occurrence Event
 - Recurring Event
 - Reports
 - Support



Custom Event Definition



•Admin -> District Maintenance -> Custom Events

- Admin menu available to I-Star users with District Security Administrator access role
- Commonly used System Events are populated by default
- System Events and added Custom Events will populate the drop down options available for student assignment

Adding Custom Events

Click
Add:

Upload Permissions LEA List Maintenance Special Needs Custom Events IEP Caseload Custom Notes Mass Change

Custom Events (+ Add)

Enter the new custom Event Type and click the Save button.

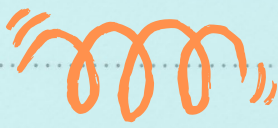
Custom Event

Event: My Custom Event Text

Save Cancel

Adding Events to a Student

Approvals and Claims -> Student -> Approvals



Approvals and Claims

IEP

Admi

Student

Personnel

Student Residential

Found

No Re¹⁾

Approvals

Claims

Program Definition

Upload Files

Caseload Definition

Exit Data

1

Actions	Ind	Student Name & Grade	SIS Id
	11 13		
	11 13		
	11 13		
	11 13		

2

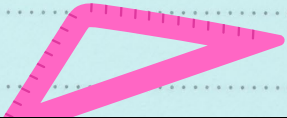
Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

3

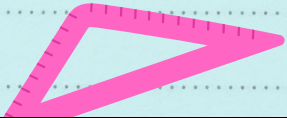
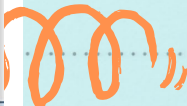
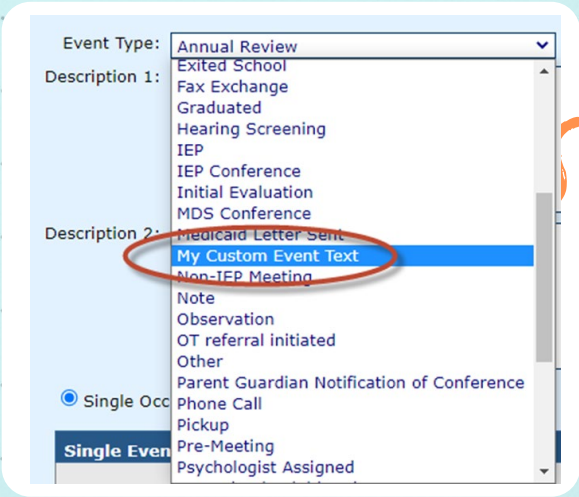
Events (+ Add)


Type	Description	Most Recent Date	Next Event Date
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Adding Events to a Student

- Select Event Type from the drop down
- The drop down is populated with System and Custom Events defined in the Event Definition







-
-
-

Adding Event Notes

Description 1:

Description 2:



Event Occurance - Single

Reports

User Guide

Application Reports

I-STAR Reports

Report Type: Student - Custom

Report Categories: Events

Select Report	Description
<input checked="" type="radio"/>	Custom Event

Report Description:
 Custom events report: Select up to 12 event types, report defaults to show only records active TODAY and is grouped by resident district and sorted by event date.

Reports Filters

School Year: 2022-2023

Grade:

Private Facility:

Select up to 12 events:

☐ MDS Conference
 ☐ Medicaid Letter Sent
 ☒ My Custom Event Text
 ☐ Non-IEP Meeting
 ☐ Note
 ☐ Observation
 ☐ OT referral initiated
 ☐ Other
 ☐ Parent Guardian Notification of Conference

Related Service:

Resident District:

Serving District:

Serving School:

Disability:

Fund:

Active as of today: ☒

Run Report


Export Report

Clear Filters

Events Reports....

Custom Events Report							Generated on 8/19/2021 1:03 pm	
District		Disabilities	Related Services Note1	DOB	Grade	Fund Code Note2	School Year 2021-2022	
SIS ID	Student							
123456789	Doe, Jane Ann	D,L	02, 24	05/05/2004		A		
Audiogram Received		10/30/2014						
Audiotory Processing Eval Rec		10/30/2014						
My Custom Event Text		10/28/2014						





Event Occurrence - Recurring

☐ Single Occurrence Event

☒ Recurring Event

Recurring Pattern

☒ Daily

☐ Weekly

☐ Monthly

☐ Yearly

☒ Every day(s)

☐ Every weekday

Start: MM/DD/YYYY



☒ All Day Event

End: ☒ No end date

☐ End after: occurrences

☐ End by: MM/DD/YYYY

Events (+ Add)

Actions	Type	Description	Most Recent Date	Next Event Date
 	My Custom Event Text	Test		09/01/2022 12:00 AM

☐ Single Occurrence Event ☒ Recurring Event



Recurring Pattern

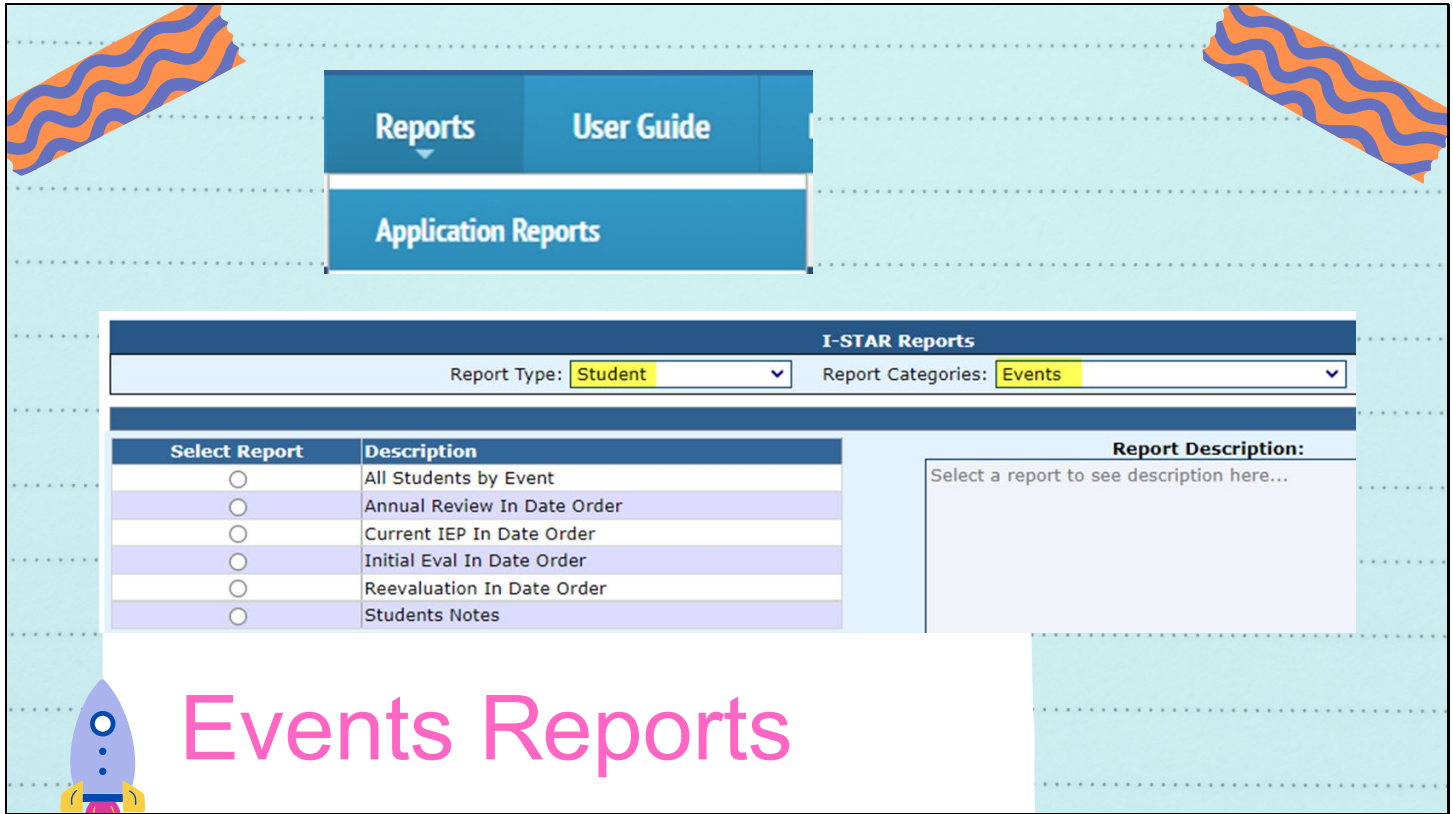
☒ Daily
☐ Weekly
☐ Monthly
☐ Yearly

☒ Every day(s)
☐ Every weekday

Start: MM/DD/YYYY ☒ All Day Event

End: ☒ No end date
☐ End after: occurrences
☐ End by: MM/DD/YYYY

Events (+ Add)				
Actions	Type	Description	Most Recent Date	Next Event Date
 	My Custom Event Text	Test		09/01/2022 12:00 AM



All Students by Event

- ## Annual Review in Date Order

- List of students ordered by Annual Review date – limited to Annual Review, Current IEP, Initial Eval and Reevaluation dates. No class list filters.

Events Reports



Current IEP in Date order

- List of students ordered by Current IEP date – limited to Annual Review, Current IEP, Initial Eval and Reevaluation Dates. No class list filters.

Initial Eval in Date Order

- List of students ordered by Initial Eval date – limited to Annual Review, Current IEP, Initial Eval and Reevaluation dates. No class list filters.

Reevaluation in Date Order

- List of students ordered by Reevaluation date – limited to Annual Review, Current IEP, Initial Eval and Reevaluation dates. No class list filters.

Students Notes

- List of student notes ordered by student by date entered. Grouped by Resident District. No class list filters.

FOR SUPPORT
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