



# I-Star


## 2019-20 Fund Code B Claims Training

Presented By  
Harrisburg Project

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## Topics

- Pickup / Snapshot Dates
  - 2018-19 Student Reimbursement Manual
- Private Facility Approval Tips
- Calendar Method of Computing Days
- Claim Data Entry
- Reports



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## Student Reimbursement Pickup / Snapshot

- June 15<sup>th</sup> Fund Code E (Orphanage)  
Fund Code F (Orphanage Private Facility)
- July 15<sup>th</sup> Fund Code X (Excess Cost)  
Fund Code J (Private Residential)  
All other Fund Codes DUE (excluding Fund B)
- August 17<sup>th</sup> Fund Code B (Private / Residential Facility)  
**REMEMBER! THIS IS REGULAR AND SUMMER TERM!!! DON'T FORGET TO INCLUDE SUMMER DAYS**
- November 2<sup>nd</sup> Fund Code E (Summer Term Orphanage)  
Fund Code F (Summer Term Orphanage Private Facility)

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## Students with Disabilities Claims and Reimbursement Manual

- Updated in March
- For Fund Code B webinar – print Private Tuition Reimbursement – pages 4-5

[Click Here to view and/or Print Manual](#)

OR

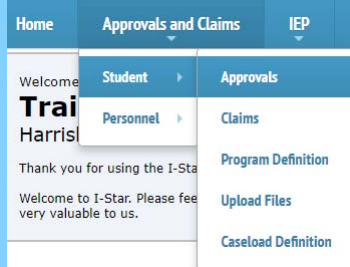
[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

Manuals & Guides

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# Student Approval Fund B

1. Approvals and Claims -> Student -> Approvals



2. Filter by Fund B -> Search -> Select Desired Student's name to open up the Approval record.

Rate Information		
Tuition Rates:	Begin	End
	8/20/2018	7/31/2019
	220	\$262.84
Room & Board Rates:	Begin	End/Days/Per Diem
	No Records Found	

Calendar Information	
School Calendar: Electronic Calendar	Reimbursement Approval
Regular Begin Date: 8/20/2018	Regular Begin Date: 8/20/2018
Regular End Date: 5/24/2019	Regular End Date: 5/24/2019
Total Regular Days: 181	Total Regular Days: 181
Summer Begin Date: 6/5/2019	Summer Begin Date: 6/5/2019
Summer End Date: 7/31/2019	Summer End Date: 7/31/2019
Total Summer Days: 39	Total Summer Days: 39

## Dually Enrolled:

Residential (R) = EE code 09 (for in state facility) or EE code 10 (for out of state facilities).

Tuition (T) = EE code of 08

Fund	Priv Fac	Disab	Ref Svcs	Ed Env	% SpEd	% Reg	Term	Begin Date
B	13616-T	O	03 13 23 25 22 28 20	08	100	0	B	8/20/2018
B	13622-R	O	03 13 20 25 28 22 23	09	100	0	B	8/20/2018

# Private Facility Calendar Addition



- All approved Private Facility Calendars were added to I-Star for use last school year
- Fund Codes B (and F) will automatically default to Calendar Method of Computing Days (Manual is no longer an option)
- Days Enrolled and Days in Session will automatically populate based on Begin and/or End Date on Approval record and the calendar.

# Calendar Method of Computing Days

Available to use for:

- Fund Code B (Private Facility)

Rate Information			
Tuition Rates:	Begin	End	Days Per Diem
	8/20/2018	7/31/2019	220 \$382.84
Room & Board Rates:	Begin	End	Days Per Diem
No Records Found			

Participation Days		
<input type="checkbox"/> Include Summer	Enrolled	In Session
Regular	181	181
Summer	0	0
Total	181	181

FACTS Approval: Edit Approval

The 2018-2019 Student Claims Data is Open.

Claim Term: Both  Include Claim

Tuition

Method of Computing Days

Manual  Calendar  Hope Learning Academy - Int  Program  Show Coop Programs

Participation Rates

% Regular Ed: 0 FTE: 1 ADE: 1.000

Participation Days

Include Summer

	Enrolled	In Session
Regular	181	181
Summer	39	39
Total	220	220

Costs

Cost Per Pupil: 84225

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# Fund B Reimbursement

- Resident District Per Cap & Estimated Reimbursement will compute in I-Star automatically.



Claim Data

The 2018-2019 Student Claims Data is Open.

Claim Term: Both  Include Claim

Tuition

Method of Computing Days

Manual  Calendar  Hope Learning Academy - Int  Program  Show Coop Programs

Participation Rates

% Regular Ed: 0 FTE: 1 ADE: 1.000

Participation Days

Include Summer

	Enrolled	In Session
Regular	181	181
Summer	39	39
Total	220	220

Costs

Cost Per Pupil: 84225

Reimbursement

Private Facility Reimbursement:	0.00	Resident District Per Cap:	
Orphanage Reimbursement:	0.00	Reimbursement Status:	Disapproved
EC Reimbursement:	0.00		
Estimated Total:	0.00		

Errors

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# Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

Resources -> Private Facility Search Engine -> Locate facility and click facility name

Find the Calendar Information and click Electronic Calendar

Calendar Information	
School Calendar: <u>Electronic Calendar</u>	Reimbursement Approval
Regular Begin Date: 8/20/2018	Regular Begin Date: 8/20/2018
Regular End Date: 5/24/2019	Regular End Date: 5/24/2019
Total Regular Days: 181	Total Regular Days: 181
Summer Begin Date: 6/5/2019	Summer Begin Date: 6/5/2019
Summer End Date: 7/31/2019	Summer End Date: 7/31/2019
Total Summer Days: 39	Total Summer Days: 39

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# Private Facility Electronic Calendar

Status: Approved by ISBE | Calendar Type: Proposed | School Year: 2019 | Program: Hope Learning Academy - Inclusive

Apr Week: 17 | May Week: 18 | June Week: 18 | July Week: 21

**PRINT** →

**SAVE/PRINT** ↓

Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
R	Regular Term - Full Student Attendance Day	181
S	Summer Term - Full Student Attendance Day	39
Ttl	Total:	220
HCL	Recognized School Holiday	10
NIA	Not in Attendance	18

Regular School Year Begins: 08/20/2018      Regular School Year Closes: 05/24/2019  
 Summer School Session Begins: 06/05/2019      Summer School Session Closes: 07/31/2019  
 Total Regular Days: 181 days      Total Summer Hours: 39 \* 3.5 = 136.5 hours

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## Miscellaneous Tips...

- Make sure that all records have correct term
  - Specifically change Fund Code B records if student does not attend Summer to term of R (Regular)
- Triple check private facility numbers against bills to make sure the proper selection is made in I-Star
  - Check Facility per diem against bills to make sure rate is correct and facility number is correct.
- If a student did not attend a special education program this year for your district or coop, delete the record. DO NOT create a record spanning one day at the beginning of the school year.

Related Service: 03 13 23  
 Education Environment: 08-Private Day Scho  
 Term: Both  
 Begin Date: Summer  
 End Date: Regular  
 Exit Code: Both

Rate Information			
Tuition Rates:	Begin	End	Days Per Diem
	8/20/2018	7/31/2019	220 \$382.84

Actions	Ind	Student Name
	11 13	King, DemoNishka Dani (12th)
	11 13	Walker, DemoKaylen Brady (8th)

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## Recheck Edits (Approvals)

1. Select Approvals and Claims -> Student-> Approvals
2. Click Recheck Edits

Approvals and Claims IEP  
 Student Approvals  
 Personnel Claims

Student Approvals Filter  
 Student SIS Id:   
 Last Name:   
 First Name:   
 School Year: 2018-2019  
 Status:   
 Grades:   
 Term:   
 Tuition Status:   
 Show only Out of District:  
 Resident District:   
 Resident School: Select district to load schools  
 Serving District:   
 Serving School:   
 Disability:   
 FUND: B-Section 14-7.02 (Private Day and Resident)  
 Class Teacher:   
 Class Name:   
 Event:   
 Search Clear Search Recheck Edits Export to Excel Export using Import Format

- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

# Approvals Error Reports

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Approval Error listing**
- Under Report Filters select Fund: **B**
- Click: **Run or Export Report**

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# Recheck Edits (Claims)

- Select Approvals and Claims -> Student-> **Claims**
- Click Recheck Edits

- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

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# Claims Error Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Error**
- Select: **Student Claim Errors By Resident District And Serving School.**
- Under Report Filters select **Fund: B**
- Click: **Run or Export Report**

The screenshot shows the 'I-STAR Reports' interface. The 'Report Type' is set to 'Student' and 'Report Categories' is 'Errors'. Under 'Select Report Description', 'Student Claim Errors By Resident District And Serving School' is selected. The 'Report Description' field contains: 'List of students with claim errors and warnings. Grouped by Resident district and ordered by serving school.' In the 'Reports Filters' section, 'Fund' is set to 'B-Section 14-7.02 (Private Day and Resident)'. At the bottom, 'Run Report' and 'Export Report' buttons are circled in red.

# Claims Reimbursement Report

- To run a Approvals and/or Claims error report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Reimbursement/Claim**
- Select: **Student Reimbursement Fund B**
- Click: **Run or Export Report**

The screenshot shows the 'I-STAR Reports' interface. The 'Report Type' is 'Student' and 'Report Categories' is 'Reimbursement / Claim'. Under 'Select Report Description', 'Student Reimbursement Fund B' is selected. At the bottom, 'Run Report' and 'Export Report' buttons are circled in red.

**Student Reimbursement Fund B**

Resident District: Harrisburg CUSD 3 School Year 2018-2019

Fund	Student Name	DOB	Gender	Language	Begin Date	% Sp Ed	RBP	Regular	Summer	ED Cost Per 1.0 ADE	Estimated
	Priv Fac	SIS ID	Disability	Exit Code	End Date	% Time In	EE	Enrolled	Enrolled	ED Cost this Student	Reimb
	Res Schl	Term	Grade	Ethnicity	Related Services			In Session	In Session	Trans Cost this Student	
B	King, Demolniska Dani	02/20/1996	Female	English	08/20/2018	100	I	181	39	0.00	
	13616-Hope Learning Academy - Intensive	999999022	O			0	08	181	39	84,225.00	0.00
	Harrisburg High School	B	12th	White	03, 13, 20, 22, 23, 25, 28			1.00		0.00	
B	Walker, DemoKaylen Brady	12/28/1999	Male	English	08/20/2018	79	I	171	0	0.00	
	10314-IDTC - T.C. Harris School	999999007	A			0	08	180	0	19,932.00	0.00
	Harrisburg High School	B	8th	White	23			1.00		0.00	
District Estimated Reimbursement										0.00	
Total Estimated Reimbursement										0.00	

**NOTE: Print or Save to computer on August 18<sup>th</sup> for record of Snapshot**





**I-Star**  
Support

ISBE Funding and Disbursements  
(217) 782-5256  
[jwhitlow@isbe.net](mailto:jwhitlow@isbe.net)  
<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

Harrisburg Project  
(800) 635-5274  
[support@hbug.k12.us](mailto:support@hbug.k12.us)  
[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

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