



I-Star

2019-20 Fund Code F Claims Training

Presented By
Harrisburg Project

1

Topics

- Pickup / Snapshot Dates
 - 2019-20 Student Reimbursement Manual
- Private Facility Approval Tips
- Calendar Method of Computing Days
- Claim Data Entry
- Reports



2

Student Reimbursement Pickup / Snapshot

- June 15th - Fund Code E (Orphanage)
Fund Code F (Orphanage Private Facility)
- July 15th - Fund Code X (Excess Cost)
Fund Code J (Private Residential)
All other Fund Codes DUE (excluding Fund B)
- August 17th - Fund Code B (Private / Residential Facility)
- November 2nd - Fund Code E (Summer Term Orphanage)
Fund Code F (Summer Term Orphanage Private Facility)

3

Students with Disabilities Claims and Reimbursement Manual

- Updated in March
- For Fund Code F webinar – print Private Tuition Reimbursement – pages 9-10

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

OR

www.hbug.k12.il.us

Student & Personnel Topics -> Student Topics -> 2019-2020 Manuals

4

Student Approval Fund F

1. Approvals and Claims -> Student -> Approvals



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

Rate Information		
Tuition Rates:	Begin	End
	6/4/2019	7/27/2020
	208	\$211.50
Room & Board Rates:		
	Begin	End
		Days/Per Class
		No Records Found

Calendar Information	
School Calendar:	Electronic Calendar
Regular Begin Date:	8/6/2019
Regular End Date:	6/5/2020
Total Regular Days:	186
Summer Begin Date:	6/24/2020
Summer End Date:	7/27/2020
Total Summer Days:	22

Reimbursement Approval	
Regular Begin Date:	8/6/2019
Regular End Date:	6/5/2020
Total Regular Days:	186
Summer Begin Date:	6/24/2020
Summer End Date:	7/27/2020
Total Summer Days:	22

Approval Status: Disapproved

School Year: 2019-2020

Include on Approval: All Dually Enrolled

Fund: F

% Special Ed: 100

Display/Update SIS Enrollment

Resident District: Warrsburg CUSD 3 - 20-083-0030-36

Resident School: Warrsburg High School - 20-083-0030-26-00

Private Facility: SSO-SCA-Fairview

Details

Add On Type: Tuition

Rates:

Rate	Begin	End	Days/Rate
T	8/6/2019	7/27/2020	208 \$211.50

Disabilities: D-Specific Learn

Related Service: 12 13

Education Environment: 08-Private Day School or Out-of-State Public Day Prog

Residence Type:

Placing Agency:

Guardian Type:

Term: Both

Begin Date: 08/06/2019

End Date: 07/27/2020

Exit Code:



Private Facility Calendar Addition

- All approved Private Facility Calendars were added to I-Star for use last school year
- Fund Codes F (and B) 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.

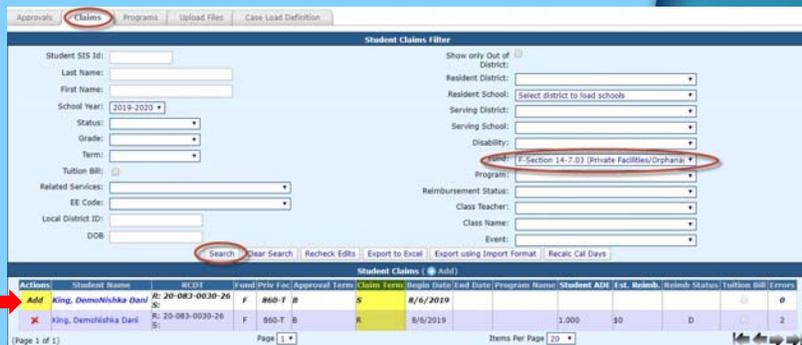
Claim Record Fund F

1. Approvals and Claims -> Student -> Claims



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

NOTE: If you have an approval term of 'Both', you will have two separate claim records. Click the 'Add' button to add the summer claim.



Calendar Method of Computing Days

Available to use for:

- Fund Code F (Orphanage Private Facility)

Rate Information				
Tuition Rates:	Begin	End	Days	Per Diem
	8/6/2019	7/27/2020	208	\$211.50
Room & Board Rates:	Begin	End	Days	Per Diem
No Records Found				

Approval Status: Disapproved
 School Year: 2019-2020
 Include on Approval:
 Dually Enrolled:
 Fund: F
 % Special Ed: 100
 Display/Update SIS Enrollment
 Resident District: Harrisburg CUSD 3 - 20-083-0030-26
 Resident School: Harrisburg High School - 20-083-0030-26-00
 Private Facility: 860-ICA-Fairview
 Facility Claim Type: Tuition
 Add On Type:
 Rates:

Type	Begin	End	Days	Rate
T	8/6/2019	7/27/2020	208	\$211.50

 Disabilities: D-Specific Learn
 Related Service: 12
 Education Environment: 08-Private Day School or Out-of-State Public Day Pro
 Residence Type:
 Placing Agency:
 Guardian Type:
 Term: Both
 Begin Date: 08/06/2019
 End Date:
 Exit Code:
 Regular Term Claim
 Method of Computing Days: Calendar
 Program: ICA-Fairview
 Participation Rates:

% Regular Ed:	FTE:	ADE:
0	1	1.000

 Participation Days:

	Enrolled	In Session
Regular	186	186
Total	186	186

Fund F Reimbursement

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

NOTE: The Transportation Cost box only shows up if you have a related service of 25 on the student approval record.

Claim Data
The 2019-2020 Student Claims Data is Open.

Claim Term: Regular Include Claim

Tuition

Method of Computing Days
Manual
Calendar: ICA-Fairview
Program: Show Coop Programs

Participation Rates
% Regular Ed: 0 FTE: 1
ADE: 1.000

Participation Days

	Enrolled	In Session
Regular	186	186
Total	186	186

Costs

Cost Per Pupil: 39339
Trans Cost: 500

9

Private Facility Calendar Addition

How to print private facility calendars:

[Private Facility Search Engine](#)

OR

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	Electronic Calendar
Regular Begin Date: 8/6/2019	Regular Begin Date: 8/6/2019
Regular End Date: 6/5/2020	Regular End Date: 6/5/2020
Total Regular Days: 186	Total Regular Days: 186
Summer Begin Date: 6/24/2020	Summer Begin Date: 6/24/2020
Summer End Date: 7/27/2020	Summer End Date: 7/27/2020
Total Summer Days: 22	Total Summer Days: 22

10

Private Facility Electronic Calendar

Calendar Legend - Total Number of Days

Calendar Code	Code Description	Number of Days
X	Regular Term - Full Student Attendance Day	186
S	Summer Term - Full Student Attendance Day	22
HOL	Recognized School Holiday	9
NIA	Not in Attendance	42
Total:		208

Regular School Year Begins:	06/08/2019	Regular School Year Closes:	05/06/2020
Summer School Session Begins:	06/24/2020	Summer School Session Closes:	07/27/2020
Total Regular Days:	186 days	Total Summer Hours:	22 * 5.5 = 121 hours

Miscellaneous Tips...

- Make sure that all records have correct term
- 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.

Rate Information			
Tuition Rates:	Begin	End	Days/Per Diem
	8/6/2019	7/27/2020	208 \$211.50
Room & Board Rates:	Begin	End	Days/Per Diem
No Records Found			

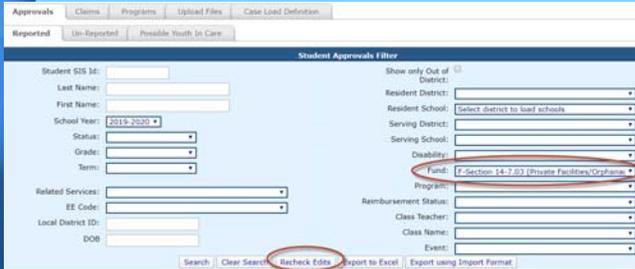
- If a student did not attend a special education program this year for your district or coop, delete the record. **DO NOT** create a record spanning one day at the beginning of the school year.

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

(Page 1 of 1) 12

Recheck Edits (Approvals)

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

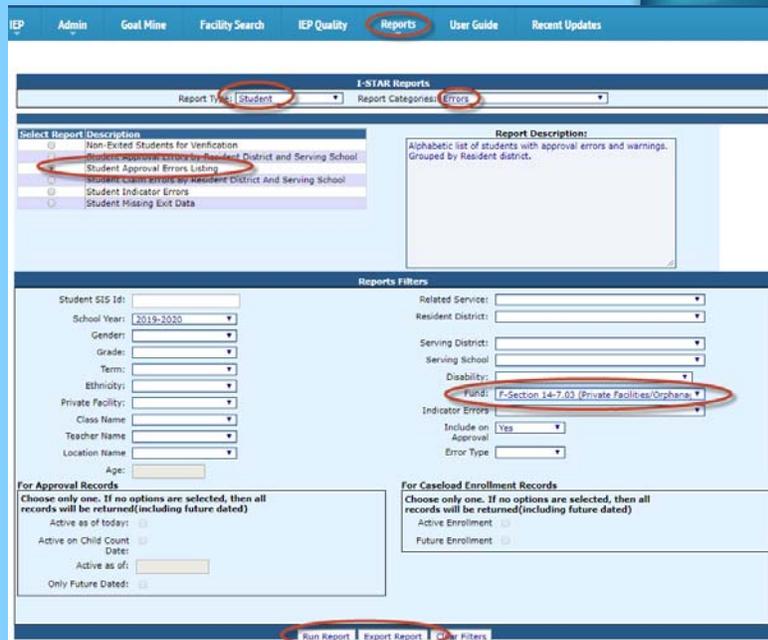


- You will receive two emails on the status of the error check. The first will tell you that the process has started and the second will tell you that it's complete.
- The errors can be viewed on each Approval record or on the error report.

13

Approvals Error Reports

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



14

Recheck Edits (Claims)

1. Select Approvals and Claims -> Student-> **Claims**
2. 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 Claim record or on the error report.

15

Claims

Error Report

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

16

Claims Reimbursement Report

- To run Claims report click: **Reports**
- Select Report Type: **Student**
- Select Report Categories: **Reimbursement/Claim**
- Select: **Student Reimbursement Funds DEF Regular Term**
- Report Filters: **Fund F (optional)**
- Click: **Run or Export Report**

The screenshot shows the I-STAR Reports interface. At the top, there are navigation tabs: Admin, Goal Mine, Facility Search, IEP Quality, Reports, and User Guide. Below this is the 'I-STAR Reports' section with 'Report Type' set to 'Student' and 'Report Categories' set to 'Reimbursement / Claim'. A list of report descriptions is shown, with 'Student Reimbursement Funds DEF Regular Term' selected. To the right is a 'Report Description' box. Below the list is the 'Reports Filters' section, which includes fields for Student SIS ID, School Year (2019-2020), Gender, Grade, Term, Ethnicity, Private Facility, Class Name, Teacher Name, Location Name, Age, Related Service, Resident District, Serving District, Serving School, Disability, Fund (F-Section 14-7.03 (Private Facilities/Orphanage)), Indicator Errors, Include on Approval, and Error Type. The 'Run Report' and 'Export Report' buttons are circled in red.

17

I-Star Support

ISBE Funding and Disbursements
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jwhitlow@isbe.net
<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

Harrisburg Project
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18