I-Star

CASE LOAD OVERVIEW

PRESENTED BY: HARRISBURG PROJECT

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OVERVIEW

- Purpose of a Case Load
- Case Load Definitions
- Creating a Case Load
- Case Load Reports
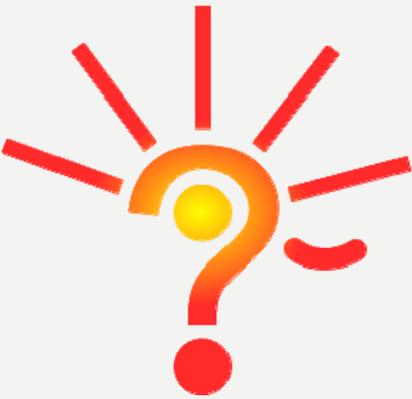
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PURPOSE OF A CASE LOAD

- Print class list reports and give to service providers
  - Ensure accuracy of the data
  - Keep contact information up to date

- Track Student Minutes
  - Great for cumulative reports

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WHAT IS A CLASS?

- A class consists of anyone providing Related Service Minutes
  - LD Teacher, OT, PT, Speech, etc.

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CASE LOAD DEFINITION

Case load definition is the initial set up process to use the Case Load feature in I-Star.

– In the student section, click Case Load Definition.
– Next, click the Add icon.

CASE LOAD DEFINITION

• Enter the information for this class definition and click Save.

CASE LOAD DEFINITION

I-Star will bring you back to your Case Load Definition Results

- To edit a case load definition, click the pencil icon under the edit column or the name of the class to make the appropriate changes.

Edit	Delete	Caseload	Class	Teacher	District	Notes
✏	✗		ED	Mary Poppins	Jasper Co Jr High	

Case Load Definition Search Results (Add)

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CREATING A CASE LOAD

<u>Step 1:</u>

Click the icon to add students to your caseload

Edit	Delete	Caseload	Class	Teacher
✏	✗		ED	Mary Poppins

<u>Step 2:</u>

Enter a Default Start Date:

Default Start Date:
▼ * MM/DD/YYYY

◄ **August, 2019** ►

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: August 6, 2019

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CREATING A CASE LOAD

Step 3:

To add multiple students to your caseload, click "Add Mult".

To add one single student to your caseload, click the Add icon.

Case Load (➕ Add) (🔧 Add Mult)

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CREATING A CASE LOAD

Step 4:

Search for your desired students and select the checkbox to add multiple students to your caseload. Once you have selected the students you would like to add to your caseload, click "Use Selected."

CREATING A CASE LOAD

Step 5:

-This will bring you back to the list of students you have added to your caseload.

- To edit the caseload information, click the pencil icon.

Edit the case load information and click the Save button.

SIS Id:	999999002 Check SIS Id Rodriguez, DemoOcean Teresa
Start Date:	08/06/2019 ▾ MM/DD/YYYY
Stop Date:	▾ MM/DD/YYYY
Direct:	0
Consult:	0
Total:	0
Case Mgr?	☐
Notes:	
Notes 2:	

Save Cancel

Default Start Date:
08/06/2019 ▾ * MM/DD/YYYY

Case Load (⊕ Add) (✂ Add Mult)

Edit	Delete	SIS Id	Student Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2
✎	✗	999999002	Rodriguez, DemoOcean Teresa	August 6, 2019		0	0	False		
✎	✗	999999003	Young, DemoWillam Roy	August 6, 2019		0	0	False		
✎	✗	999999007	Walker, DemoKaylen Brady	August 6, 2019		0	0	False		
✎	✗	999999018	Reyes, DemoMateo Angus	August 6, 2019		0	0	False		

CASE LOAD REPORTS

To run a case load report select:

Reports → Report Type: (Student)→ Report Categories: (Class List)→ Select Desired Report

Admin ▾	Goal Mine	Facility Search	IEP Quality	Reports	User Guide

I-STAR Reports

Report Type: Student ▾   Report Categories: Class Lists ▾

Select Report	Description
⦿	Case Load Student Listing
⦿	Class List
⦿	Class List by Case Manager
⦿	Class List with Approvals and Events
⦿	Class List Without Address
⦿	Enrollment With Total Minutes Per Week
⦿	Enrollment With Total Minutes Per Week by Serving School
⦿	Total Number Enrolled by Location

Report Description:

Select a report to see description here...

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CASE LOAD REPORTS

Within the reports tab you can:

- Sort by desired filters
- Run or Export the selected report.

I-STAR RESOURCE WEBSITE

WWW.HBUG.K12.IL.US

I-Star

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With I-Star Questions and Feedback

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