I-Star

Personnel Approvals

NEW USER TRAINING

Presented by Harrisburg Project

IWAS Access

	ISBE Home
	Home
	Sign Up Now
	Get Password
	Contact Us
	Help
	IWAS User Guide
	IWAS Training Video

Each I-Star user has to have an IWAS account https://sec1.isbe.net/iwas/asp/login.asp?js=true

Visit the IWAS User Guide or IWAS Training Video for IWAS Help
◦ IWAS Help Desk (217) 558-3600

Once an account is established, each user has to request access to the I-Star Application

It is recommended that users request read-only access to SIS during this time as well

Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the System Listing → Reporting → Annual

Categories - Click to Expand/Collapse Tree	**Authorization**
⊟ **Reporting**	
⊟ **Annual**	
I - Star (Special Education) - Training	**Authorized**

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I-Star Security

1. From the Landing Page, click Request Access

Request Access
Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

2. Click Modify beside User's assigned System Roles

User's Assigned System Roles (Modify)

3. Click Request Access next to the desired roles

Personnel Approvals (Clear)		
Request Access	**Current Access**	**Role Name**
●	●	Personnel Approvals Full Access
○	○	Personnel Approvals Read Only

4. Once desired roles have been selected, click Save

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I-Star Security

1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.

Approve/Deny a Security Request
At least one person has submitted a security request. Use this quick link to view the details of the request.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)

3. Click Approve or Deny for the request then click Save

> **SECURITY ADMINISTRATION CAN BE DESIGNATED BY THE SUPERINTENDENT OR COOP ADMINISTRATOR TO ANOTHER USERS(S)

District Security Administrator (Clear)		
Request Access	**Current Access**	**Role Name**
○	○	District Security Administrator

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I-Star Landing Page

Personnel Topics

- General reporting guidance
- Code Descriptions and Definitions
- Status Codes
- Paraprofessional Work Assignments
- Personnel Data Collection and Approval Instructions

ISBE Manuals

UPON DISTRIBUTION OF THIS TRAINING MATERIAL, ALL INFORMATION WAS IN ACCORDANCE WITH THE SPECIAL EDUCATION PERSONNEL APPROVAL PROCEDURES DISTRIBUTED BY THE ILLINOIS STATE BOARD OF EDUCATION

(THIS MANUAL SHOULD ALWAYS BE CONSULTED TO ENSURE UP TO DATE INFORMATION.)

HTTP://WWW.HBUG.K12.IL.US/ISBEMANUALS/18-19_I-STAR_PERSONNEL_APPROVAL_INST_(REVISED%20MARCH%202019)-FINAL.PDF

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Data collection timelines

JUNE 30, 2020

PERSONNEL APPROVAL

DUE
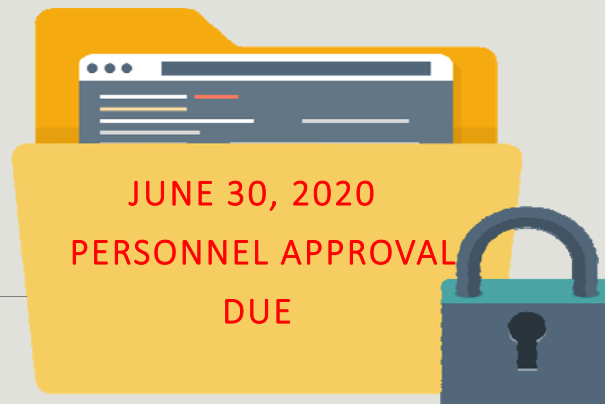
Personnel Approval

Approvals and Claims | IEP
Student
Personnel ▶ | Approvals

💲 **Approvals and Claims**
Use this quick link to go to Claims

➡️

👥 **Personnel Approvals**
Use this quick link to go to Personnel

Search for personnel included in your Approval file using one or more filter(s)
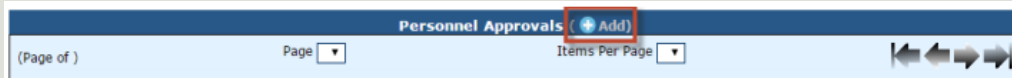
Reported – personnel with an approval record

Un-Reported – personnel in jurisdiction EIS upload but no approval record

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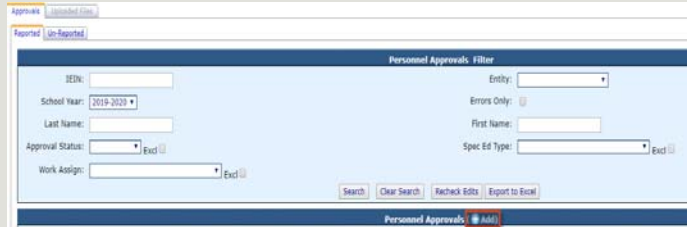
Personnel Approval

• To add a new personnel click Add and use either District, Last Name, First Name, Gender combination OR IEIN to locate the desired person

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Personnel Approval

Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down.

Once person is added, an approval record can be completed for the employee

Full Time Equivalency (FTE) now part of approval form; required for ALL employees

<u>(Show current credentials)</u>

Personnel Approval Information

Year: 2019-2020 ▾

Employed as of: 12/1/2019: ☐

Entity: ▾

Total FTE: 0

Special Ed Type: Undetermined

Term: Regular

Work Assignment(s) (⊕ Add)

Enter the new work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher ▾

FTE: Select FTE ▾

Save   Cancel

Show Salary Info

Save & Check Errors

Notes (0)

<u>Calculating percentage to assist in reporting FTE -</u> "Total hours worked per year in the work assignment", (divided by) "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days, will equal the "total FTE percentage."

Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.

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Personnel Approval

FTE for Paraprofessional staff must be reported for each age group served:

– Ages 3-5 and Ages 6-21

– Estimate the FTE as accurately as possible when time is spent serving both age ranges.

Paraprofessional Work Assignment Codes:

– PA3=Program Aide serving age group 3-5

– PA6=Program Aide serving age group 6-21

– TA3=Teacher's Aide serving age group 3-5

– TA6=Teacher's Aide serving age group 6-21

– NHA3=Non-certified Health Aide age group 3-5

– NHA6=Non-certified Health Aide age group 6-21

Enter the new work assignment and click the Save button.

Work Assignment: NHA3 - Non-Certified Health Aide (3-5) ▾

FTE: LA - Lao
LBS - Learning Behavior Specialist
LI - Lithuanian
MA - Mandarin
ML - Malayalam
MR - Mental Retardation
NE - Nepali
NHA3 - Non-Certified Health Aide (3-5)
NHA6 - Non-Certified Health Aide (6-21)
NHV - Hearing/Vision Screener
NOT - Occupational Therapy Assistant
NPT - Physical Therapy Assistant
NSL - Speech/Language Assistant
PA3 - Program Aide (3-5)
PA6 - Program Aide (6-21)
PAD - Assistant Director

Show Salary Info

Notes (0)

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Personnel Approval

- Special Ed Type will no longer be selected. The I-Star system will automatically match the appropriate Special Education ID code:
  - A – Special Education Teacher
  - B – Related Services
  - C – Paraprofessional
  - D – Administrative

- This code will be determined once a Work Assignment is select

Personnel Approval Information						
Year: 2019-2020 ▼			Employed as of: 12/1/2019: ☑			
Entity: ▼			Total FTE: 1.0			
Special Ed Type: A-Special Education Teachers			Term: Regular			

Work Assignment(s) (⊕ Add)						
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
✏	✖	▲	▼	SLD	Specific Learning Disability	Qualified	1.0

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Personnel Approval

This box will default to be checked unless the record is created after December 1 in a school year.
- All special education staff who work during the current regular school term should be entered into I-Star even if they were hired after December 1.

Personnel Approval Information						
Year: 2019-2020 ▼			Employed as of: 12/1/2019: ☑			
Entity: ▼			Total FTE: 1.0			
Special Ed Type: A-Special Education Teachers			Term: Regular			

Work Assignment(s) (⊕ Add)						
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
✏	✖	▲	▼	SLD	Specific Learning Disability	Qualified	1.0

Selecting a term code is no longer necessary. Only "regular school term" staff are to be reported.

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Status Codes

Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.

Available Status Codes:

– Qualified – replaced Approved

– Time Specific – Qualified, replaced Approved

– Not Qualified – replaces Disapproved

- I-Star generates a warning message indicating the record status is not qualified. This does NOT cause an error and the record will be submitted as "Not Qualified".

– Temporary Approval – Qualified, replaced Approved

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Personnel Approvals Recheck Edits

- Click Recheck Edits

- You will receive two emails on the status of the error check. The first will tell you that the processing 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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Personnel Approval Error Report

To run a report with all errors click:
Reports

Select Report Type:
Personnel

Select Report Categories:
Personnel Approval

Select:
Personnel Error Listing

Click:
Run and/or Export Report

I-Star Resource Website
www.hbug.k12.il.us

I-Star User Guide

http://www.hbug.k12.il.us/istarhelp.aspx

ISBE Personnel Contact	Harrisburg Project	IWAS Helpdesk
Scott Norton, ISBE	**(800) 635-5274**	with IWAS Account Questions
(217) 557-8226	support@hbug.k12.il.us	**(217) 558-3600**
snorton@isbe.net	with I-Star Questions and Feedback	IWAS User Guide: ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf