



# I-Star

## Personnel Approvals

### NEW USER TRAINING

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Presented by Harrisburg Project

## IWAS Access

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

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
<a href="#">IWAS User Guide</a>
<a href="#">IWAS Training Video</a>



Categories - Click to Expand/Collapse Tree

Authorization

Reporting


Annual

I - Star (Special Education) - Training


Authorized

# 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
<input type="radio"/>	<input checked="" type="radio"/>	Personnel Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Personnel Approvals Read Only

4. Once desired roles have been selected, click Save

# 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
<input checked="" type="radio"/>	<input type="radio"/>	District Security Administrator

Manage Security - Security Requests (0)						
User Name Filter: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Load						
First Name	Full Name	Entity	Email	Approved Group	Logged In	Roles
		Wabash & Ohio Valley Sp Ed Dist		District Admin	<input checked="" type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access
		North City Annex		Document Author	<input checked="" type="checkbox"/>	Role Name Personnel Approvals Full Access Personnel Claims Full Access Student Approvals Full Access Student Claims Full Access IEP Administrator Access District Security Administrator Import Personnel Claims Full Access

## I-Star Landing Page

Welcome District User  
**Train09Olivia Gray**  
Harrisburg CUSD 3

Thank you for using the I-Star training system.  
Welcome to I-Star. Please feel free to share all questions, concerns and comments that you have with us [here](#). Your input is very valuable to us.

SISID	Name	IEP Status / Start	Home School	IEP Case Manager
99999021	DemoRiley Saffron Bennett	Draft		
99999067	DemoTucker Grigor Nelson	Draft	Harrisburg CUSD 3	
99999002	DemoOcean Teresa Rodriguez	Draft	Harrisburg CUSD 3	
99999081	DemoMckenzie Magda Watson	Official 5/16/2018	Harrisburg CUSD 3	
99999503	DemoWilliam Ray Young	Draft	Harrisburg CUSD 3	

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

[Search for an IEP Student](#)  
Use this quick link to go to the Student Search.

[Approvals and Claims](#)  
Use this quick link to go to Claims.

[2019 School year Personnel records with fatal errors: 6](#)  
Use this quick link to go to Personnel.

[2019 School year Student records with fatal errors: 13](#)  
Use this quick link to go to Student.

[Current Child Count Status](#)  
Use this link to get updated Child Count numbers.

[SPP 14: Post School Outcome Surveys](#)

[Total Personnel EBF Offset within range](#)  
Use this quick link to view current EBF Totals.

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## Personnel Topics

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

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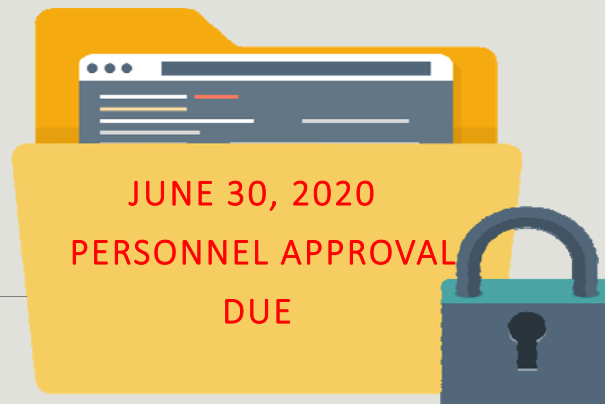
## ISBE Manuals

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](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



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# Personnel Approval



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

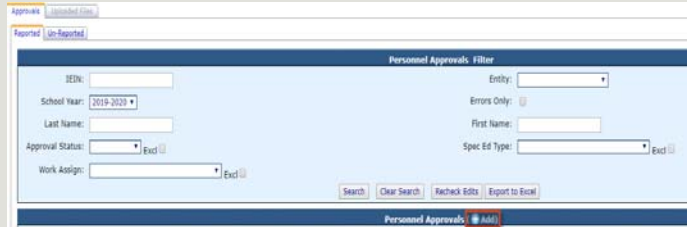


**Personnel Approvals**  
Use this quick link to go to Personnel

Search for personnel included in your Approval file using one or more filter(s)

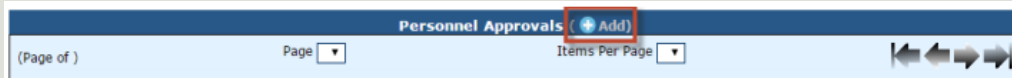
**Reported** – personnel with an approval record

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



# 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



# Personnel Approval

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

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

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

Calculating percentage to assist in reporting FTE - "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.

# 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

## 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:	<input checked="" type="checkbox"/>
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:	<input checked="" type="checkbox"/>
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**

The screenshot shows the I-STAR Reports application interface. At the top, there is a navigation menu with 'Reports' highlighted. Below the menu, the 'I-STAR Reports' section contains a 'Report Type' dropdown set to 'Personnel' and a 'Report Categories' dropdown set to 'Personnel Approval'. A 'userID' input field is also present. Below this, a table lists available reports, with 'Personnel Errors Listing' selected and highlighted in yellow. To the right of the table, a 'Report Description' box contains the text: 'Alphabetic list of personnel approval records with errors and warnings.'

Select Report	Description
<input type="radio"/>	All Personnel
<input type="radio"/>	Personnel Blank Data Entry
<input type="radio"/>	Personnel Blank Data Entry With Salary
<input checked="" type="radio"/>	Personnel Errors Listing
<input type="radio"/>	Personnel Not Reported Employed as of 12/01
<input type="radio"/>	Personnel Reported Employed as of 12/01

## I-Star Resource Website

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

The screenshot shows the website for the Harrisburg Project Software Support for Special Education. The header includes the project name, contact information, and the I-STAR logo. The main content area is divided into several sections: 'Hot Topics' with links to various conferences and instructions; 'Manuals & Guides' with links to user guides and student instructions; 'Deadlines' with a prominent red warning for 'August 15, 2019 - Private Facility (Fund 8) Student Claim Due in I-STAR'; 'Student Profile & Approval' with links to user guides and approval processes; 'Student Claims' with links to claim guides and forms; 'Personnel Approval' with links to approval guides and distribution information; and 'Recently Added' with a featured article about EBF Distribution. The footer contains copyright information for the State Board of Education.

# I-Star User Guide

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

**Harrisburg Project**  
Software Support for Special Education  
(800) 635-5274 • [www.hbug.k12.il.us](http://www.hbug.k12.il.us) • [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

Home ISBE IWAS Resources Events

**I-Star IEP User Guide**

**I-Star Personnel User Guide**

**I-Star Student User Guide**

- Print Combined Student Guide
- **I-Star User Guide Introduction**
- **I-Star Student Admin**
  - Checklist to Prepare
  - IWAS Account
    - I-Star Application
  - I-Star User Roles / Requests
    - Approve/Deny a Security Request
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  - Special Needs Definition
  - Custom Events
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  - Start New Year
- **I-Star Student Approval**
  - Searching for Students
  - Adding Student Approval Record
  - Editing Student Approval Record
  - End/Add
  - Case Load Definition
    - Case Load

Microsoft Word - I-Star User Guide Introduction.docx 1 / 1

## I-Star User Guide Introduction

The Illinois State Board of Education has developed a web-based special education reporting system called I-Star. This database system is a management tool for districts in Illinois. A web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently in pilot testing. The student demographic data is pulled directly from the Student Information System (SIS). Instant error checking in I-Star will help your district achieve federal and State Performance Plan Indicators compliance. The web-based IEP, Student Approval and Personnel Approval reporting tools will be available to school districts, free of charge.

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ISBE Personnel Contact

Scott Norton, ISBE

**(217) 557-8226**

[snorton@isbe.net](mailto:snorton@isbe.net)

Harrisburg Project

**(800) 635-5274**

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

with I-Star Questions  
and Feedback

IWAS Helpdesk

with IWAS Account Questions

**(217) 558-3600**

IWAS User Guide:

<ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf>