



**2018-19 Fund Code F
Claims Training**

Presented By
Harrisburg Project

Topics

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



Student Reimbursement Pickup / Snapshot

July 15th - Fund Code E (Orphanage)
Fund Code F (Orphanage Private Facility)
Fund Code X (Excess Cost)
Fund Code J (Private Residential)
All other Fund Codes DUE (excluding Fund B)

August 15th - Fund Code B (Private / Residential Facility)

November 1st - Fund Code E (Summer Term Orphanage)
Fund Code F (Summer Term Orphanage Private Facility)

Pickup dates are for the 2018 – 2019 school year only.

The ISBE manuals and planning calendar date schedule should always be consulted for confirmation.

Reimbursement for Fund Code F Regular Term is due July 15th, 2019.

Reimbursement for Fund Codes F Summer Term is due November 1st, 2019.

Fund F - Section 14-7.03 (Private Facilities/Orphanage Act) -- Provides full tuition reimbursement for eligible students who are placed by an Illinois public agency or court in this state who attend special education private facilities approved by ISBE with per diem rates approved by the Illinois Purchased Care Review Board.

Eligibility for reimbursement is driven by a determination of residency under Sections 14-1.11 or 14-1.11a depending on the status of the rights of the parents/guardian with regard to the student. If the parents have not been subject to a termination of parental rights order, the residency of the student is determined by Section 14-1.11 and the district of residence is the district in which the parents reside. That district is responsible for educational service costs and can apply for reimbursement under the appropriate Sections of the School Code, but the student is NOT eligible. If the student's parents have been subject to a termination of parental rights order or DCFS has legal guardianship of a student who has been identified as eligible for special education services under Article 14 of the School Code and is considered a DCFS Youth in Care, residency is determined under Section 14-1.11a and the district of residence is the district in which the student resides. That district is responsible for educational service costs and can apply for reimbursement under Section 14-7.03.

Please note that in order to be eligible for reimbursement under Section 14-7.03, the student must reside in and be placed into the nonpublic educational program by a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Ill. Adm. Code 226.770(e). The nonpublic educational program must meet the approval requirements of Section 14- 7.02 of the School Code and 23 Ill. Adm. Code 401. Use of this Fund Code requires the completion of Type of Residence, Placing Agency, and Guardianship Codes. Estimated funding is paid quarterly during the school year in which service is provided.

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](#)

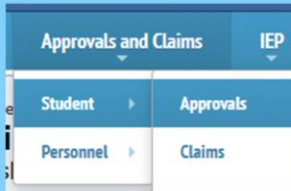
OR

www.hbug.k12.il.us

Student & Personnel Topics -> Student Topics -> 2018-2019 Manuals

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	Days Per Term
	8/7/2018	7/25/2019	200
Room & Board Rates:	Begin	End	Days Per Term
			No Records Found

Calendar Information			
School Calendar: Electronic Calendar		Reimbursement Approval	
Regular Begin Date:	8/7/2018	Regular Begin Date:	8/7/2018
Regular End Date:	6/6/2019	Regular End Date:	6/6/2019
Total Regular Days:	186	Total Regular Days:	186
Summer Begin Date:	6/24/2019	Summer Begin Date:	6/24/2019
Summer End Date:	7/25/2019	Summer End Date:	7/25/2019
Total Summer Days:	22	Total Summer Days:	22

Approval Status: Disapproved

School Year: 2018-2019

Include on Approval: All

Dually Enrolled: 0

Fund: F

% Special Ed: 100

Display/Update SIS Enrollment: [X]

Resident District: Hanniburg CUSD 3 - 20-083-0030-26

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

Private Facility: 860-ICA-Fairview

Facility Claim Type: Details

Add On Type: [None]

Term	Begin	End	Days	Rate
T	8/7/2018	7/25/2019	208	\$205.53

Disabilities: 0-Specific Learn

Related Services: 12

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

Residence Type: [None]

Placing Agency: [None]

Guardian Type: [None]

Term: Both

Begin Date: Summer

End Date: Regular

Exclude: Both

Refresh Claim Days

Local District ID: [None]

Type of Residence (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify the type of residence in which the student lives. Please note that, in order to be eligible for reimbursement under Section 14-7.03, the student's residence must be located in a district other than the district of residence of a parent or court-appointed individual guardian per the requirements of 23 Ill. Adm. Code 226.770(e).

Placing Agent (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify the agency or person that placed the student in the Type of Residence indicated.

Guardianship (pg. 31)

This field must be completed for all students with Fund Code D, E, or F to identify who has guardianship of the student.

Term (pg. 32)

Enter R for regular school term only, S for summer school term only, or B for both regular and summer terms.

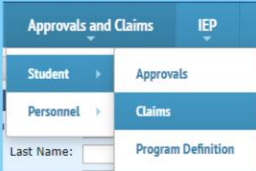
Private Facility Calendar Addition



- All approved Private Facility Calendars were added to I-Star for use on March 27, 2019
- 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

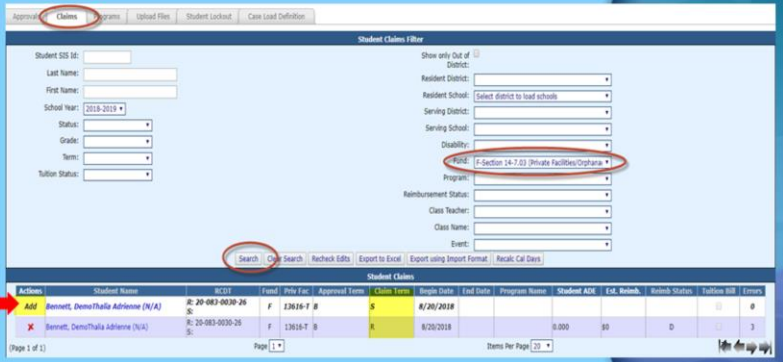
1. Approvals and Claims -> Student -> Claims



A navigation menu with a blue header 'Approvals and Claims' and 'IEP'. Below it are two main sections: 'Student' and 'Personnel'. Under 'Student', there are 'Approvals' and 'Claims' (highlighted with a red circle). Under 'Personnel', there is 'Program Definition'.

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.



The screenshot shows the 'Student Claims Filter' interface. The 'Fund' dropdown is set to 'F-Fund: F-Section 14-7.03 (Private Facilities/Organs)' and is circled in red. Below the filters is a 'Search' button, also circled in red. Below the search bar is a table of 'Student Claims'.

Actions	Student Name	SCID	Fund	Prtn Fac	Approval Term	Claim Term	Begin Date	End Date	Program Name	Student AID	Est. Balanc	Retireb Status	Tuition \$/Yr	Enroll
Add	Bennett, Demethalia Adrienne (N/A)	R: 20-082-0030-26 S:	F	12616-F-B	S	8/20/2018								0
X	Bennett, Demethalia Adrienne (N/A)	R: 20-083-0030-26 S:	F	12616-F-B	S	8/20/2018				0.000	00	D		1

Calendar Method of Computing Days

Available to use for:

- Fund Code F (Orphanage Private Facility)

Rate Information				
Tuition Rates:	Begin	End	Days	Per Diem
	8/7/2018	7/25/2019	280	\$205.53
Room & Board Rates:	Begin	End	Days	Per Diem
	No Records Found			

School Year: 2018-2019

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: \$60-ICA-Fairview (Details)

Facility Claim Type: Tuition

Add On Type:

Rates:

Type	Begin	End	Days	Rate
T	8/7/2018	7/25/2019	208	\$205.53

Disabilities: D-Specific Learn

Related Service: 12

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

Residence Type:

Placing Agency:

Guardian Type:

Term: Regular

Begin Date: 08/20/2018

End Date:

Exit Code:

Local District Id:

Manual

Calendar: ICA-Fairview

Program:

Show Coop Programs

Participation Rates

% Regular Ed: 0

FTE: 1

ADE: 0.946

Participation Days

	Enrolled	In Session
Regular	176	196
Total	176	196

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.

The screenshot shows the 'Claim Data' form for the 2018-2019 Student Claims Data. The form is divided into several sections:

- Claim Data:** Claim Term: Regular, Include Claim (checked).
- Tuition:** (Empty)
- Method of Computing Days:** Manual (selected), Calendar (selected), Program: ICA-Fairview.
- Participation Rates:** % Regular Ed: 0, FTE: 1, ADE: 0.
- Participation Days:**

	Enrolled	In Session
Regular	177	186
Total	177	186
- Costs:** Cost Per Pupil: 36384, Trans Cost: 500.
- Reimbursement:** Private Facility Reimbursement: 0.00, Orphanage Reimbursement: 0.00, EC Reimbursement: 0.00, Estimated Total: 0.00, Resident District Per Cap: (empty), Reimbursement Status: Disapproved.

Calendar method of computing days is Required for Fund Code F in I-Star.

Data entry required = FTE, Include Separate Claim Record for Summer (if applicable), Cost Per Pupil, and Transportation Cost (if you have a related service of 25 on the approval record).

FTE= Should always be 1.0 if being billed for the whole day. However, if you have a student that is ½ day at a public school and ½ day at a private facility and the facility is being billed ½ a day, you would want to enter .5 for the FTE. If you have a student that is being billed for ½ a day with a .5 FTE, this will automatically change the days enrolled to ½ the amount it would be if you were using 1.0 FTE.

For example:

1.0 FTE = 100 days enrolled. However, if you change the FTE to 0.50, click "Save and Check Errors", your days will change to 50 days. It shouldn't do anything with the Ed cost per pupil.

Days 'Enrolled' and 'In Session' will automatically fill based on the District Calendars begin and end dates. This is the key difference between Manual and Calendar Method of Computing Days.

ADE= The student's Average Daily Enrollment (ADE) will be computed automatically as the claim is processed at ISBE. It is computed by dividing the total days enrolled for regular and/or summer by the total days in session for regular and, if applicable, summer. The ADE is truncated to three decimal places.

$$(ADE = \text{Days enrolled} / \text{Days in session.})$$

Cost per Pupil = Always enter your bill amount for Cost per Pupil

Trans Cost = Enter the amount expended and documented for transportation for this student. Truncate to a whole dollar amount.

Note: Transportation expenditures can only be included in the claim computation for Orphanage Reimbursement when the student is approved in I-Star with transportation (Code 25) listed as a related service.

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: <u>Electronic Calendar</u>	Reimbursement Approval
Regular Begin Date: 8/7/2018	Regular Begin Date: 8/7/2018
Regular End Date: 6/6/2019	Regular End Date: 6/6/2019
Total Regular Days: 186	Total Regular Days: 186
Summer Begin Date: 6/24/2019	Summer Begin Date: 6/24/2019
Summer End Date: 7/25/2019	Summer End Date: 7/25/2019
Total Summer Days: 22	Total Summer Days: 22

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
Ttl	Total:	208
HDL	Recognized School Holiday	11
NIA	Not in Attendance	42

Regular School Year Begins: 08/07/2018 Regular School Year Closes: 06/06/2019
 Summer School Session Begins: 06/24/2019 Summer School Session Closes: 07/25/2019
 Total Regular Days: 186 days Total Summer Hours: 22 * 5.5 = 121 hours

X (Green) = Regular Term – Full Student Attendance Day

S (Blue) = Summer Term – Full Student Attendance Day

Ttl = Total number of Full Student Attendance Day for Regular Term and Summer Term

HOL (Red) = Recognized School Holiday



NIA (Gray) = Not in Attendance

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
	8/7/2018	7/29/2019	280 \$205.53
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)

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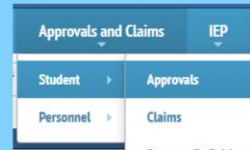
Some private facilities have multiple programs and rates with separate entity ID numbers assigned for each program. Additionally, facilities approved in prior years may not be approved for the current year. It is extremely important that the correct entity ID Code be used as this code determines the amount of reimbursement available for the student's placement.

If a student changes private facilities during the school year and will be claimed for a portion of the current school year in both the first and second facilities, add an end date and Exit Code 20. Re-enter the student with the second private facility entity ID code, completing I-Star information as needed. Be sure that the begin date in the second facility is after the end date listed on the I-Star entry for the first private facility code.

Make sure that the rate you are being charged on your bill matches the approved Per Diem rate on the private facility search. If it doesn't match then make sure that you are putting the correct facility number on the approval record. Sometimes the facilities have different numbers for different rates.

Recheck Edits (Approvals)

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

A screenshot of the 'Student Approvals Filter' form. The form contains several input fields and dropdown menus for filtering search results. Fields include 'Student SIS ID', 'Last Name', 'First Name', 'School Year' (set to 2019-2020), 'Status', 'Grade', 'Term', 'Tuition Status', 'District', 'Resident District', 'Resident School', 'Serving District', 'Serving School', 'Disability', 'Class Teacher', 'Class Name', and 'Event'. The 'Disability' dropdown menu is open, showing 'F-Section 14-7.03 (Private Facilities/Orphan)'. At the bottom of the form, there are buttons for 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export using Import Format'. The 'Recheck Edits' button is circled in red.

- 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 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: **F**
- Click: **Run or Export Report**

The screenshot shows the I-STAR Reports interface. At the top, the 'Reports' menu is circled in red. Below it, the 'I-STAR Reports' section shows 'Report Type: Student' and 'Report Categories: Errors'. The 'Select Report Description' list includes 'Student Approval Errors Listing', which is selected. The 'Report Description' box contains the text: 'Alphabetic list of students with approval errors and warnings. Grouped by Resident district.' The 'Reports Filters' section contains various dropdown menus and text boxes, including 'Fund: F-Section 14-7.03 (Private Facilities/Orphana)', which is circled in red. At the bottom, the 'Run Report' and 'Export Report' buttons are circled in red. The page number '14' is visible in the bottom right corner.

Recheck Edits (Claims)

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

A screenshot of the 'Student Claims Filter' form in a web application. The form contains various input fields and dropdown menus for filtering claims. At the bottom of the form, there is a row of buttons: 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', 'Export using Import Format', and 'Recalc Call Days'. The 'Recheck Edits' button is circled in red. The 'Disability' dropdown menu is also circled in red, showing the selected option 'F-Section 14-7.03 (Private Facilities/Orphanage)'. Other fields include 'Student SSS ID', 'Last Name', 'First Name', 'School Year', 'Status', 'Grade', 'Term', 'Tuition Status', 'Resident District', 'Resident School', 'Serving District', 'Serving School', 'Program', 'Reimbursement Status', 'Class Teacher', 'Class Name', and 'Event'.

- 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.

Claims

Error Report

- To run 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: **F**
- Click: **Run or Export Report**

The screenshot displays the I-STAR Reports interface. At the top, the navigation menu includes Admin, Goal Mine, Facility Search, IEP Quality, **Reports** (circled in red), and User Guide. Below the menu, the 'I-STAR Reports' section shows 'Report Type' set to 'Student' and 'Report Categories' set to 'Errors'. The 'Select Report' section lists several options, with 'Student Claim Errors By Resident District And Serving School' selected. The 'Report Description' box provides details about the report's content. The 'Reports Filters' section contains various dropdown menus and text boxes for filtering data, including 'Student SIS ID', 'School Year', 'Gender', 'Grade', 'Term', 'Ethnicity', 'Private Facility', 'Class Name', 'Teacher Name', 'Location Name', 'Age', 'Related Service', 'Resident District', 'Serving District', 'Serving School', 'Disability', 'Fund' (set to 'F-Section 14-7.03 (Private Facilities/Orphanage)' and circled in red), 'Indicator Errors', 'Include on Approval', and 'Error Type'. There are also sections for 'For Approval Records' and 'For Caseload Enrollment Records' with checkboxes for 'Active as of today', 'Active on Child Count', 'Active as of', 'Only Future Dated', 'Active Enrollment', and 'Future Enrollment'. At the bottom, the 'Run Report' and 'Export Report' buttons are circled in red, along with a 'Clear Filters' button. The page number '16' is visible in the bottom right corner.

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 application interface. At the top, there is a navigation menu with options: Admin, Goal Mine, Facility Search, IEP Quality, Reports, and User Guide. Below this, the 'I-STAR Reports' section is active, showing 'Report Type: Student' and 'Report Categories: Reimbursement / Claim'. A list of report descriptions is displayed, with 'Student Reimbursement Funds DEF Regular Term' selected. To the right, there is a 'Report Description' field. Below the report list is the 'Reports Filters' section, which contains various dropdown menus and text input fields for filtering the data. The 'Fund' dropdown is set to 'F-Section 14-7.03 (Private Facilities/Orphanage)'. At the bottom of the interface, there are two buttons: 'Run Report' and 'Export Report', both of which are circled in red.



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<https://www.isbe.net/Pages/Special-Education-Programs.aspx>

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