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.

I-Star Personnel Admin

This portion of the User Guide is for administrators who will be managing security for I-Star users. This part of the guide should be completed before staff training.

The admin section of I-Star houses the security management and district maintenance management.

Click the **Admin** button at the top of the screen.

NOTE: To gain access of the **Admin** tab see **I-Star User Roles/Requests**.

Checklist to Prepare

Before receiving an I-Star training the following steps need to be performed for a successful experience:

- All staff that will require access to I-Star must have an IWAS account.
- All District Superintendents or Coop Administrators must assign security roles.
- All students must have a SIS ID, including PreK students and other students served in a community.
- SIS ID's batch uploads must be done daily.
- Personnel must have IEIN number. Social Security numbers will not be accepted.

IWAS Account

There are two layers of security when using the I-Star system.
1. The first layer is provided by IWAS (ISBE Web Application System)
2. The second layer is provided inside the I-Star System

Before being assigned a role in the IEP system, you must create an IWAS account to establish authorization to use ISBE systems.
Many ISBE web applications are accessed through IWAS for security and convenience.

Access IWAS using Steps 1-4 below:

Step 1: Click the link **https://www.isbe.net/** to access the Illinois State Board of Education Website.

Step 2: Click on the **Administrators** tab.

Step 3: Click **Log in to IWAS.**

Step 4: For guidance on setting up an IWAS account you may access the *IWAS User Guide* located in the link below OR select **IWAS User Guide** from the IWAS page:

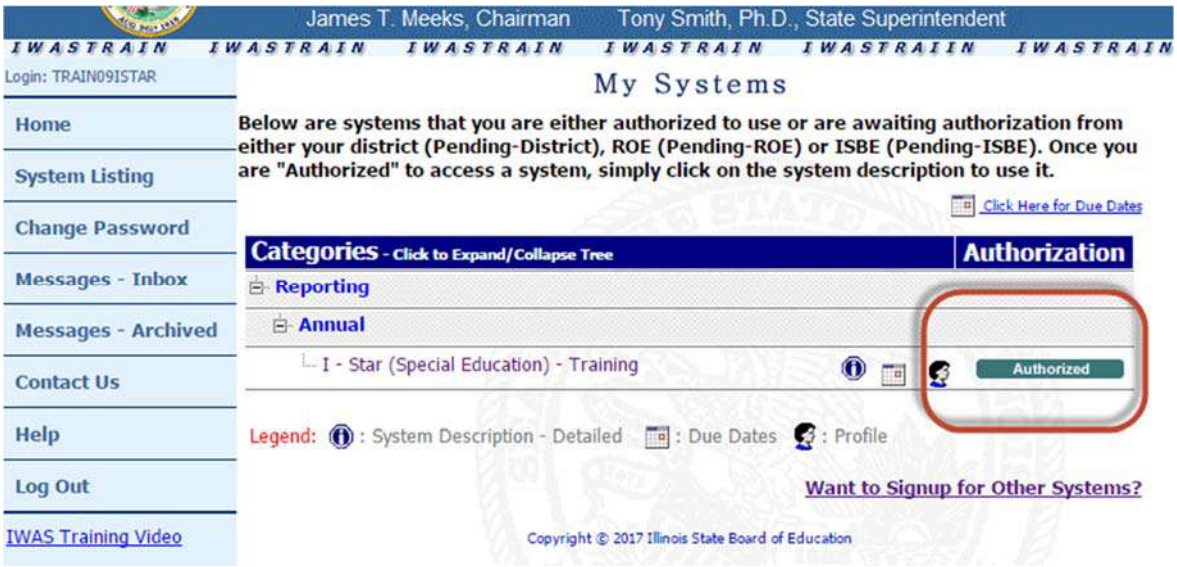
https://sec1.isbe.net/iwas/documents/pdf/IWASUserGuide.pdf

Step 5: Once the IWAS account is obtained, the user will follow the instructions in the **IWAS User Guide** to request access to I-Star Application.

I-Star Application

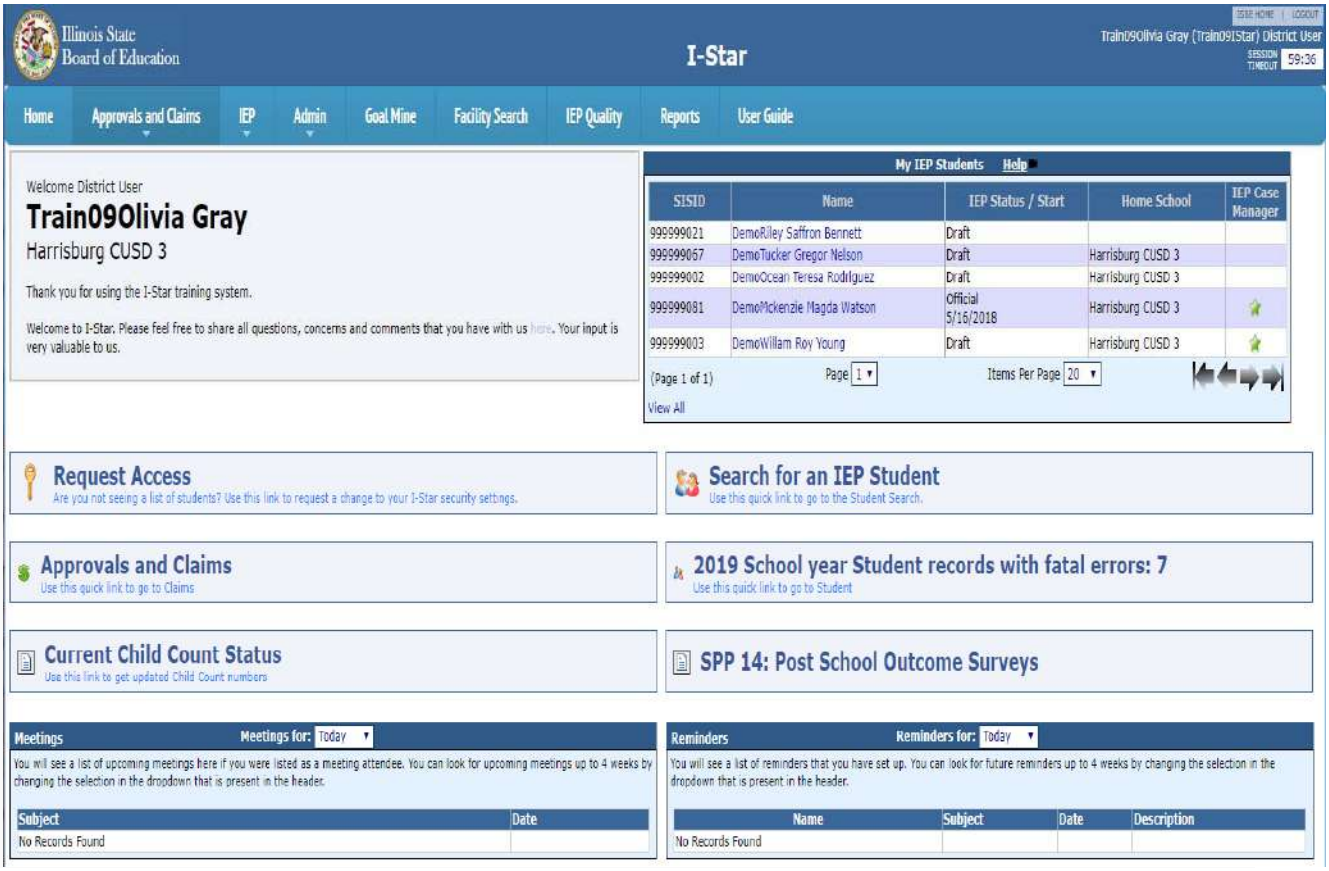
Step 1: After requesting access to I-Star application in IWAS, *I-Star* can be accessed under **System Listing > Reporting > Annual > I -Star (Special Education).**

Step 2: The user will notice the I-Star application authorization will be *Pending.* Once the user is *Authorized* to access I-Star, simply click on the system name to use it.



Step 3: This will redirect the user to the I-Star Landing Page.

NOTE: The Landing Page will differ for users based on their security role in the system. Some users may have access to administrative portions of the system while others may not. Below is an example of what the Landing Page may look like:



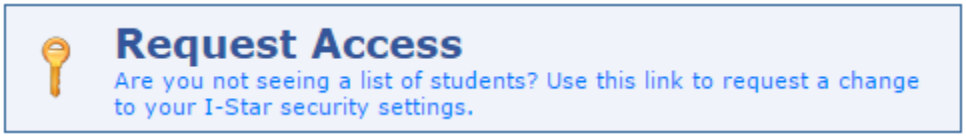
I-Star User Roles/Requests

NOTE: District or cooperative administrators can assign security roles to all users OR the users can request the type of role they desire for approval/denial.

Option A: If you are a district or cooperative administrator and would like to assign security roles to all users please see **Assign Security Roles** tab.

Option B: If you know the level of access that you need in I-Star, you can submit a security request and the request will be reviewed and approved/denied by your district or coop administrator. Submit a security request within I-Star by clicking on the **Request Access** link on the Landing Page. See instructions below for Option B:

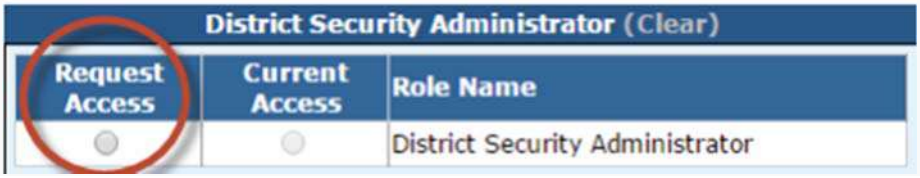
Step 1: From the Landing Page click **Request Access**.

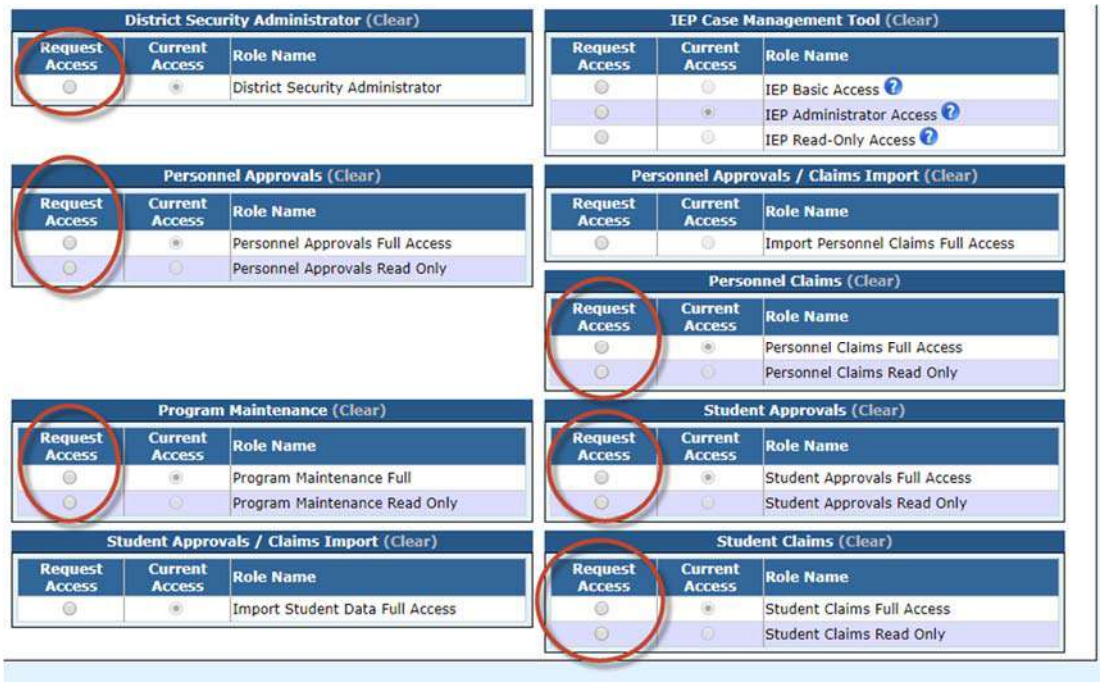


Step 2: Click **Modify.**

Step 3: You will be able to see your current access, if any, and request access if needed.

NOTE: Security administration can be designated by the Superintendent or Coop Administrator to another user(s).





Step 4: Once you have selected the desired access level, select the **Save** radio button.

Step 5: Once a security request is submitted, the message on your landing page will change from Request Access to Review Your Security Request.

Step 6: Security request approval is performed by a district or cooperative administrator. See instructions at **Approve/Deny a Security Request.**

Approve/Deny a Security Request

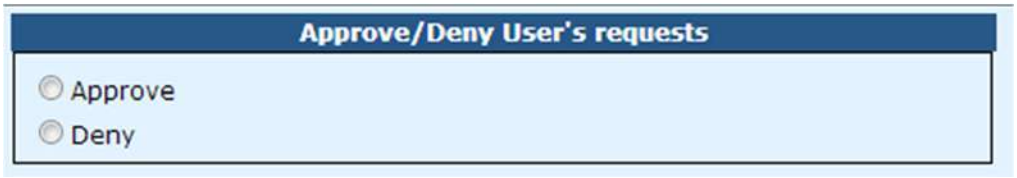
From the Landing Page of I-Star, the district or cooperative administrator will take the following steps below to approve/deny a security request:

Step 1: Click **Approve/Deny a Security Request.**

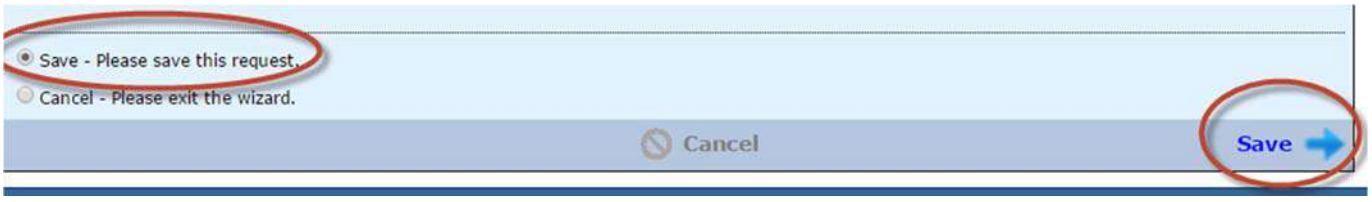
Step 2: Click the **Security Requests** tab.

Step 3: Click the icon to review the request.

Step 4: Review the request and click **Approve** or **Deny.**



Step 5: Click the **Save** radio button and then click **Save.**



Assign Security Roles

This layer of security allows a district or coop administrator to assign specific roles to I-Star users.

Once all of your I-Star users have established IWAS accounts and **logged into I-Star at least once**, the district or cooperative administrator can assign security roles to all the users on their behalf.

To assign specific roles to I-Star users follow the steps below:

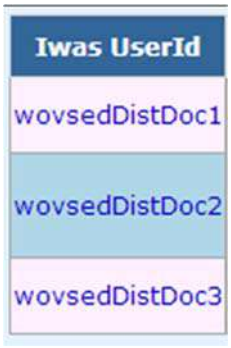
Step 1: From the Landing Page, click **Manage Security.**

NOTE: The User List will have two tabs:

1. Manage Security
a. This tab will show all users assigned to your district(s).

2. Security Request
a. This tab shows any users who have requested a user role. See **Approve/Deny a Security Request.**
b. If a district or coop administrator has not assigned a security role to a user, see **I-Star User Roles/Requests.**

Step 2: Select a user in the *IWAS UserID* list.

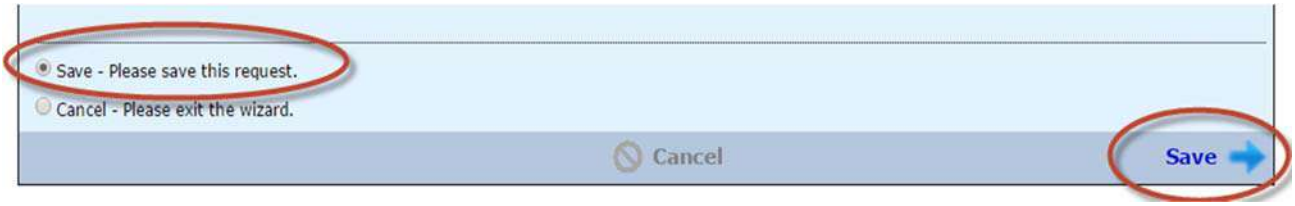


Step 3: Click **Modify** to edit the security role for the user.

Step 4: Select the type of role that you would like this user to have by clicking the appropriate button in the *Current Access* column.

Step 5: District superintendents and/or cooperative directors are the only IWAS users that can manage security in the IWAS system. Since this may be a time-consuming task, they may delegate this responsibility to another user or users in their district or cooperative for I-Star. Select the button under the current access column under the *District Security Administrator* box.

Step 6: Click the **Save** radio button and click **Save**.



Step 7: Click **User List** to continue managing security for other users.

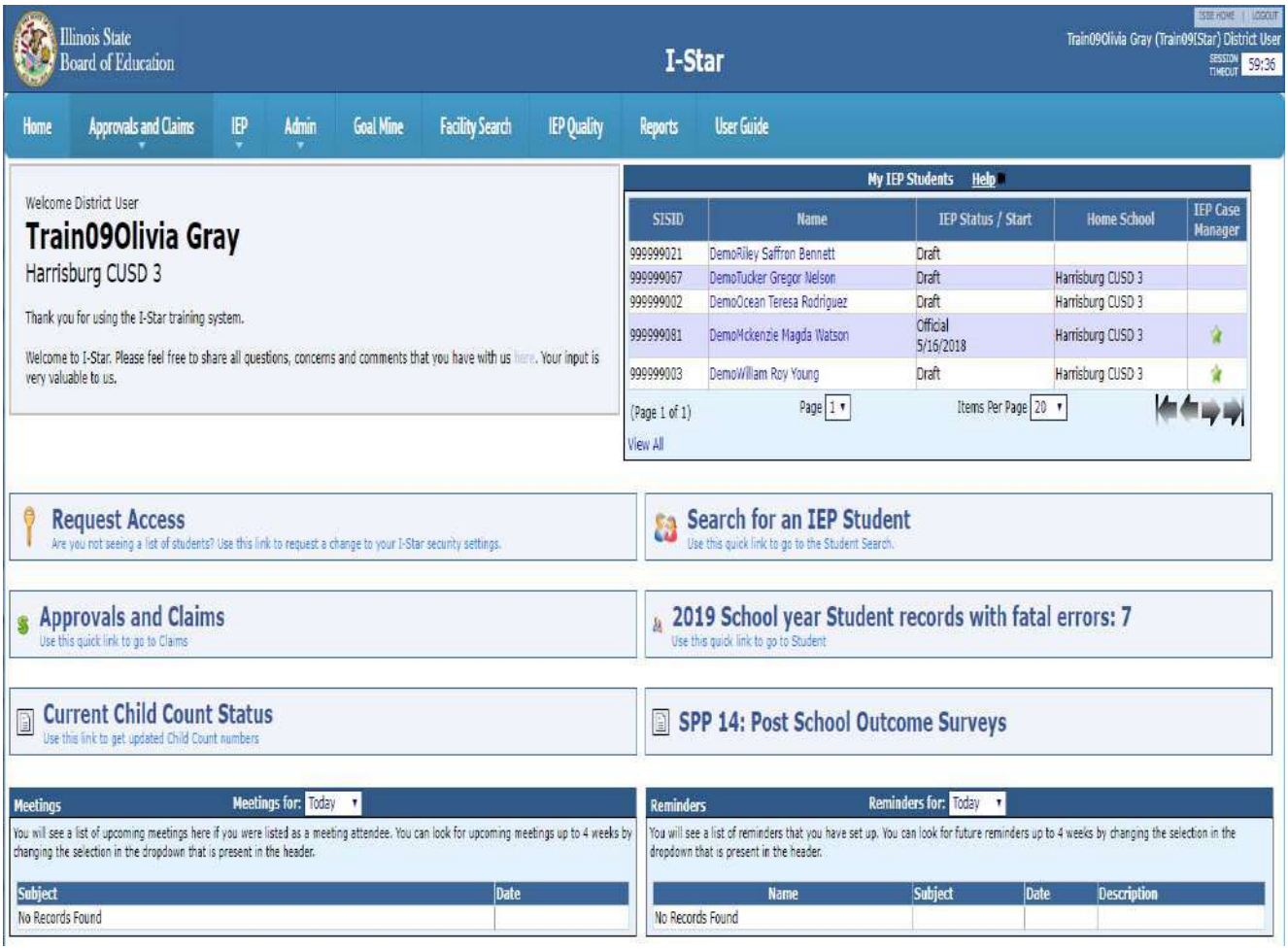
NOTE: To request a security role, see **I-Star User Roles**.

Landing Page

Once you have logged into IWAS, requested access to I-Star and established your security role in I-Star, you will see the I-Star Landing Page.

The system menu at the top of the Landing Page is used throughout the entire I-Star system and will be similar for all users.

NOTE: The Landing Page will differ for users based on their security role in the system. This is an example of what the Landing Page may look like. Some users may have access to administrative portions of the system while others may not.



Upload Permissions

To Access **Upload Permissions**:

1. Click **Admin**
2. Click **District Maintenance**
3. Click **Upload Permissions**

Coop Permissions:

By default, permissions are set to give coops authorization to manage and roll data. Permissions will roll forward from to year, but should be reviewed by the district each year. The following permissions may be given by the district to the authorized coop.

* Student Approvals (enter, edit and rollover the data)
* Student Claims (edit data)
* Personnel Approvals (enter, edit and rollover the data)
* Personnel Claims (edit data)
* Authorize Upload (left over from IWAS authorization, not used by ISTAR)

By giving permissions to the coop to manage data, you are giving them permission to enter, edit and rollover the data. District users will still be able to edit data for their district, but will NOT be able to rollover data.

By restricting permissions to the coop to manage data, you are giving coop users permission to view data, but not to enter, edit or rollover the data. If the coop is restricted, then District Administrator will be responsible to enter, add and rollover data.

Permissions may be changed by the District Administrator as needed. Press the Edit button in order to enable fields and make changes. Press the Save button to save changes.

Stand-alone districts:

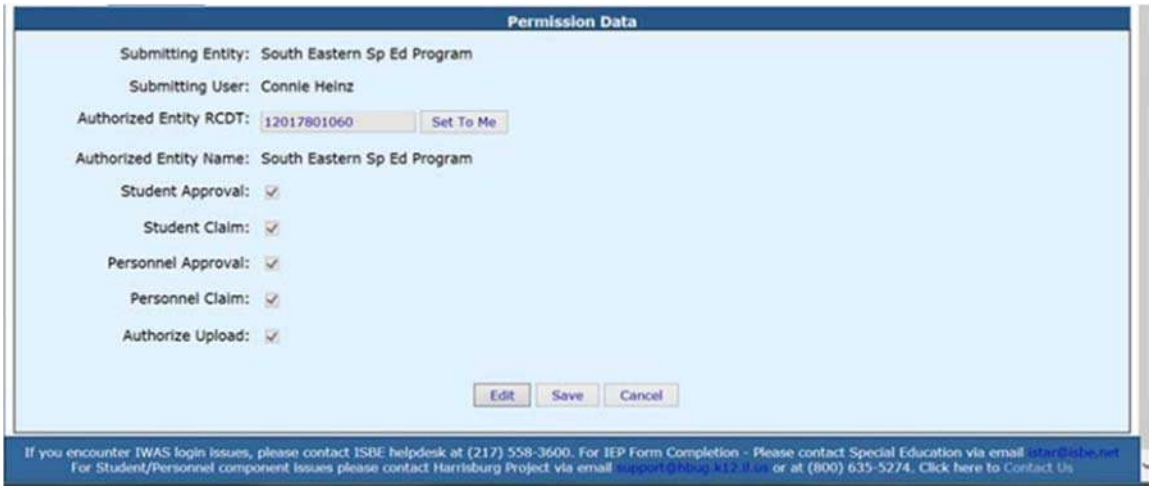
Most stand-alone districts will not need to enter permissions.

HOWEVER, districts who are withdrawing from a COOP should change permission settings after rolling to the new year in order to remove permissions from the Coop.

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the District. Use the "Set to Me" button to pull the district RCDT automatically.

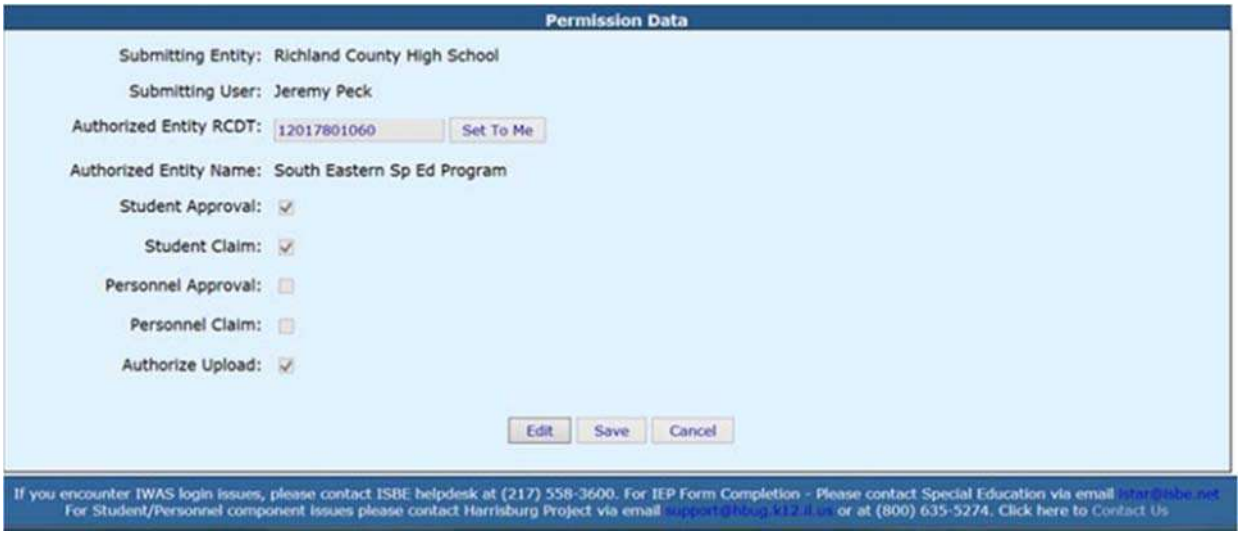
Districts where coops manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. If the Coop will manage all data, select all the checkboxes.



For districts in a coop where coop manages student data, but district manages their own personnel data:

On the Permission Data entry page, give permissions for Student Approvals and Claims and remove permissions for Personnel Approvals and Claims.

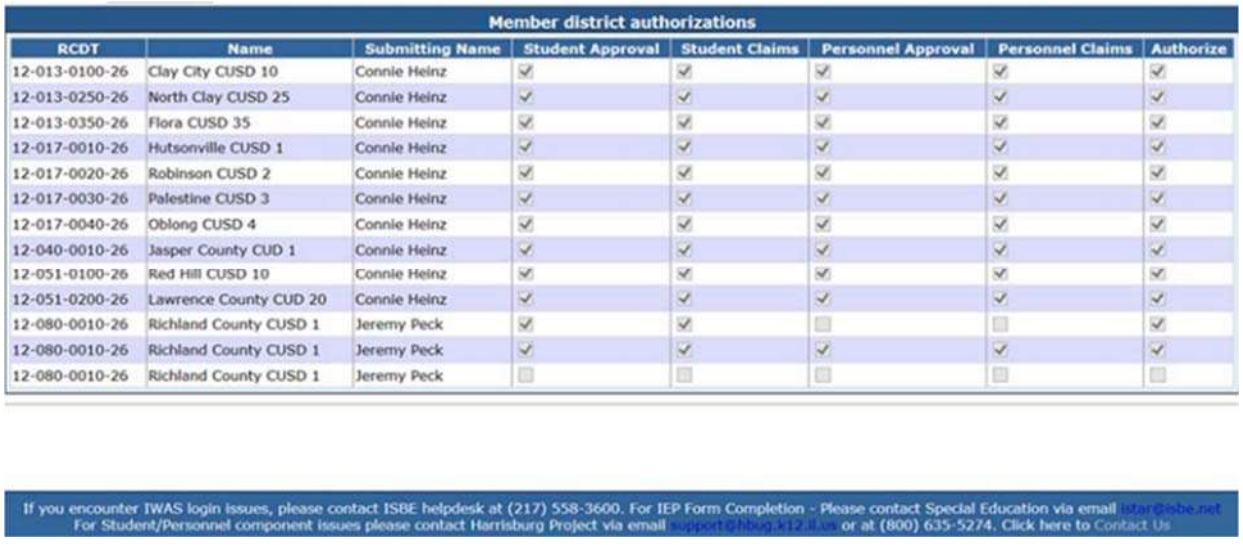


Districts where coops do not manage data:

On the Permission Data entry page, the Authorized Entity RCDT should be the RCDT code for the Coop. Clear all the checkboxes to remove permissions to manage the data. The coop will be able to see approvals and claims but will not have permission to edit.

Coop Access:

As a coop user, you can view permissions granted by member districts, but permissions may not be changed.



Member district authorizations

RCDT	Name	Submitting Name	Student Approval	Student Claims	Personnel Approval	Personnel Claims	Authorize
12-013-0100-26	Clay City CUSD 10	Connie Heinz	☑	☑	☑	☑	☑
12-013-0250-26	North Clay CUSD 25	Connie Heinz	☑	☑	☑	☑	☑
12-013-0350-26	Flora CUSD 35	Connie Heinz	☑	☑	☑	☑	☑
12-017-0010-26	Hutsonville CUSD 1	Connie Heinz	☑	☑	☑	☑	☑
12-017-0020-26	Robinson CUSD 2	Connie Heinz	☑	☑	☑	☑	☑
12-017-0030-26	Palestine CUSD 3	Connie Heinz	☑	☑	☑	☑	☑
12-017-0040-26	Oblong CUSD 4	Connie Heinz	☑	☑	☑	☑	☑
12-040-0010-26	Jasper County CUD 1	Connie Heinz	☑	☑	☑	☑	☑
12-051-0100-26	Red Hill CUSD 10	Connie Heinz	☑	☑	☑	☑	☑
12-051-0200-26	Lawrence County CUD 20	Connie Heinz	☑	☑	☑	☑	☑
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	☑	☑	☐	☐	☑
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	☑	☑	☑	☑	☑
12-080-0010-26	Richland County CUSD 1	Jeremy Peck	☐	☐	☐	☐	☐

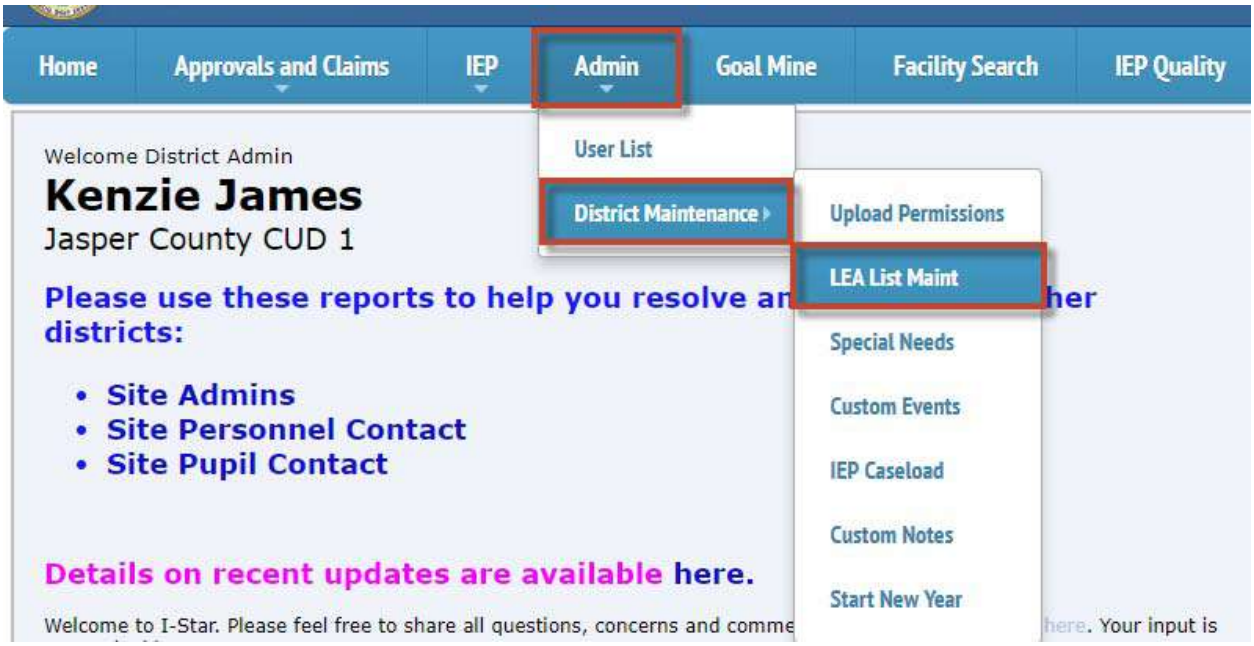
If you encounter IWAS login issues, please contact ISBE helpdesk at (217) 558-3600. For IEP Form Completion - Please contact Special Education via email
For Student/Personnel component issues please contact Harrisburg Project via email or at (800) 635-5274. Click here to Contact Us

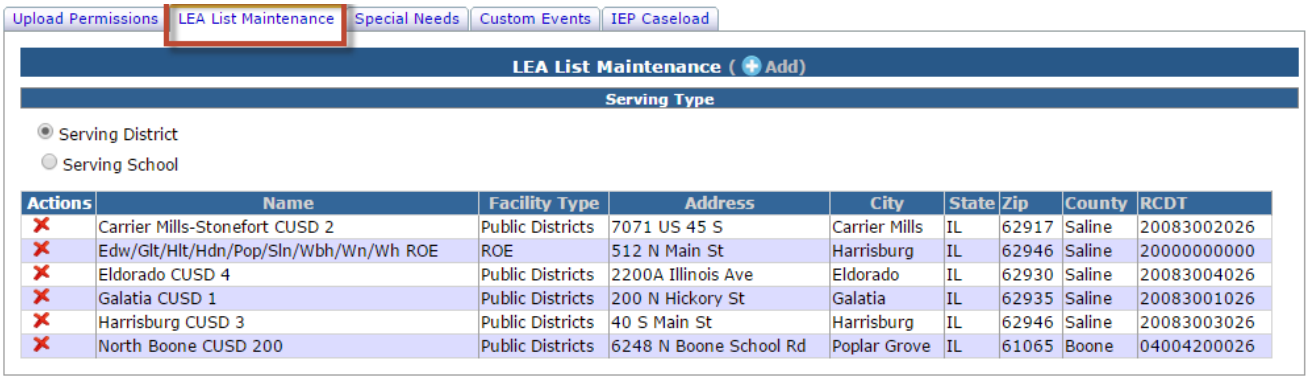
LEA List Maintenance

LEA List Maintenance

LEA List Maintenance is where you can set up your serving districts and serving schools for the drop-downs on the student approval record.

From the **Admin** tab, click **District Maintenance** and **LEA List Maintenance**.



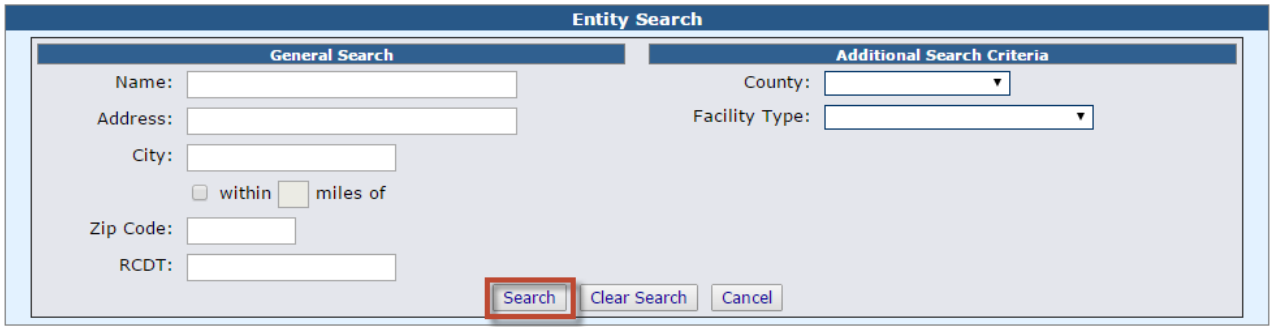


Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✕	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✕	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✕	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
✕	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
✕	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
✕	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

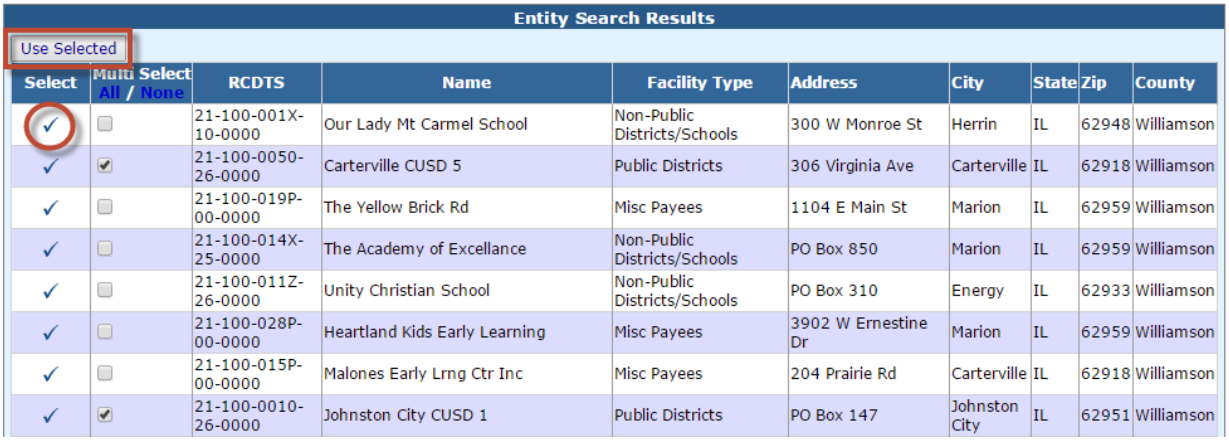
Click the **Serving District** radio button to see which districts you have chosen to appear in your drop-down. Click the **Serving School** radio button to see what schools you have chosen to appear in the drop-down.

To add a new district or school, make sure the radio button is on the option in which you wish to search and click **Add** next to *LEA List Maintenance*.

You can search by a variety of filters. Click **Search** when ready.

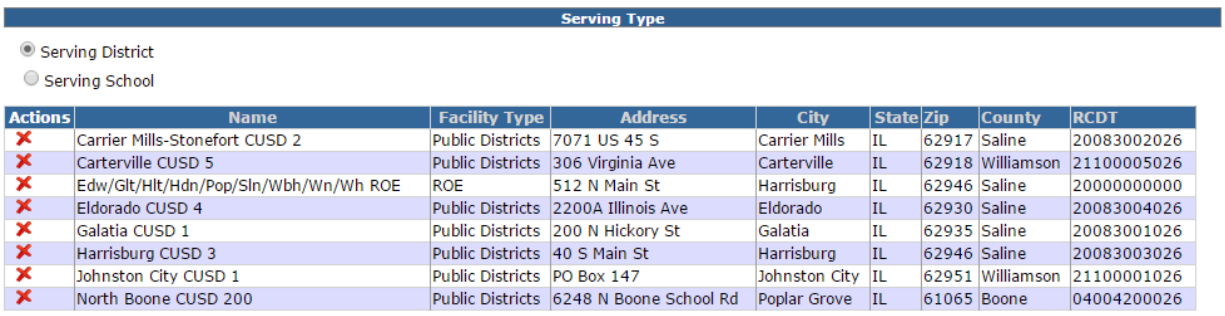


Once the results grid has appeared, you can select one district/school by clicking the checkmark under the *Select* column or *Multi Select* districts/schools by checking the box next to the RCDTS code and clicking **Use Selected** at the top.



Select	Multi Select All / None	RCDTS	Name	Facility Type	Address	City	State	Zip	County
✓	☐	21-100-001X-10-0000	Our Lady Mt Carmel School	Non-Public Districts/Schools	300 W Monroe St	Herrin	IL	62948	Williamson
✓	☑	21-100-0050-26-0000	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson
✓	☐	21-100-019P-00-0000	The Yellow Brick Rd	Misc Payees	1104 E Main St	Marion	IL	62959	Williamson
✓	☐	21-100-014X-25-0000	The Academy of Excellance	Non-Public Districts/Schools	PO Box 850	Marion	IL	62959	Williamson
✓	☐	21-100-011Z-26-0000	Unity Christian School	Non-Public Districts/Schools	PO Box 310	Energy	IL	62933	Williamson
✓	☐	21-100-028P-00-0000	Heartland Kids Early Learning	Misc Payees	3902 W Ernestine Dr	Marion	IL	62959	Williamson
✓	☐	21-100-015P-00-0000	Malones Early Lrng Ctr Inc	Misc Payees	204 Prairie Rd	Carterville	IL	62918	Williamson
✓	☑	21-100-0010-26-0000	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson

The districts/schools chosen will then show up in your list.



Actions	Name	Facility Type	Address	City	State	Zip	County	RCDT
✗	Carrier Mills-Stonefort CUSD 2	Public Districts	7071 US 45 S	Carrier Mills	IL	62917	Saline	20083002026
✗	Carterville CUSD 5	Public Districts	306 Virginia Ave	Carterville	IL	62918	Williamson	21100005026
✗	Edw/Glt/Hlt/Hdn/Pop/Sln/Wbh/Wn/Wh ROE	ROE	512 N Main St	Harrisburg	IL	62946	Saline	20000000000
✗	Eldorado CUSD 4	Public Districts	2200A Illinois Ave	Eldorado	IL	62930	Saline	20083004026
✗	Galatia CUSD 1	Public Districts	200 N Hickory St	Galatia	IL	62935	Saline	20083001026
✗	Harrisburg CUSD 3	Public Districts	40 S Main St	Harrisburg	IL	62946	Saline	20083003026
✗	Johnston City CUSD 1	Public Districts	PO Box 147	Johnston City	IL	62951	Williamson	21100001026
✗	North Boone CUSD 200	Public Districts	6248 N Boone School Rd	Poplar Grove	IL	61065	Boone	04004200026

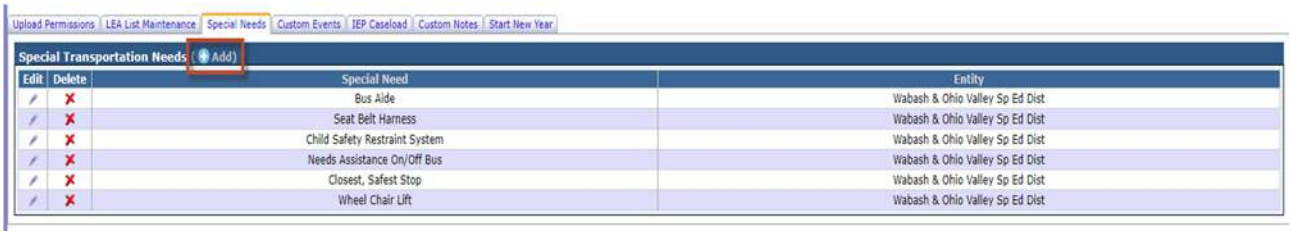
Special Needs Definition

Special Needs Definition

Special Needs Definition is where you can set up your special needs for the drop-downs on the special transportation section of the student's profile.

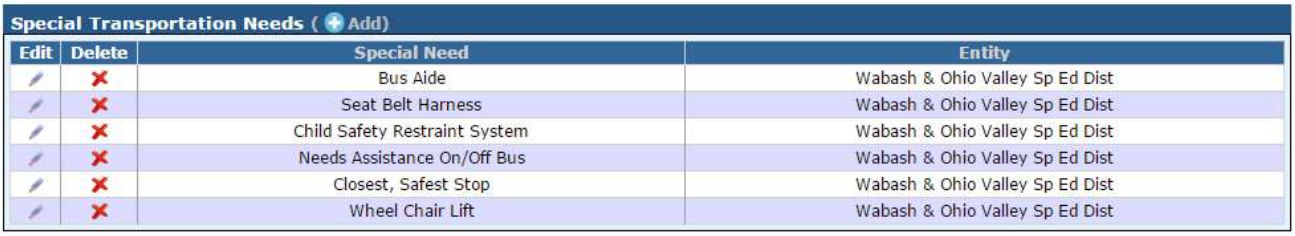
Step 1: To add a *Special Needs Definition* from the **Admin** drop-down menu, click **District Maintenance** and **Special Needs**.

Step 2: To add a new special needs definition, click **Add** next to *Special Transportation Needs.*



Step 3: Enter the new *Special Need* and click **Save**.

Step 4: The new definition will show up in your list. To edit a definition, click the pencil icon. To delete, click the red **X.**



Special Transportation Needs (Add)

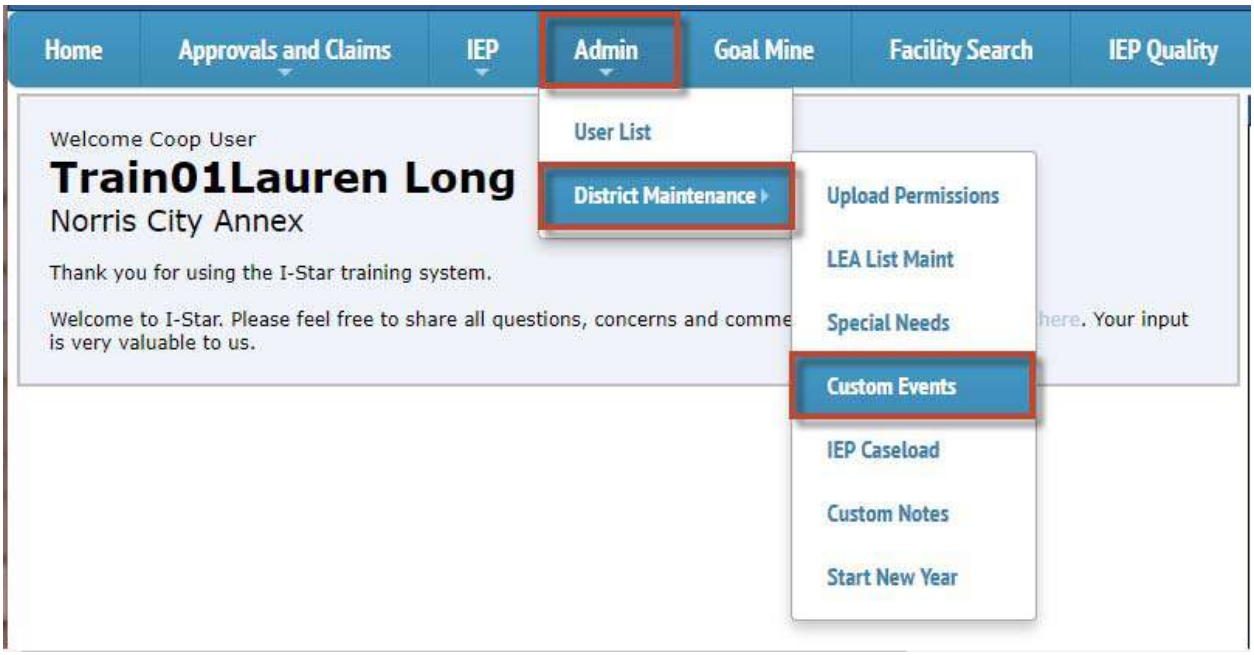
Edit	Delete	Special Need	Entity
		Bus Aide	Wabash & Ohio Valley Sp Ed Dist
		Seat Belt Harness	Wabash & Ohio Valley Sp Ed Dist
		Child Safety Restraint System	Wabash & Ohio Valley Sp Ed Dist
		Needs Assistance On/Off Bus	Wabash & Ohio Valley Sp Ed Dist
		Closest, Safest Stop	Wabash & Ohio Valley Sp Ed Dist
		Wheel Chair Lift	Wabash & Ohio Valley Sp Ed Dist

Custom Events

Custom Events

The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Event Type* section of the student's profile.

Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Events**.



Step 2: To add a new *Event Type*, click **Add** next to *Custom Events*.

Step 3: Enter the new custom *Event Type* and click the **Save** button.

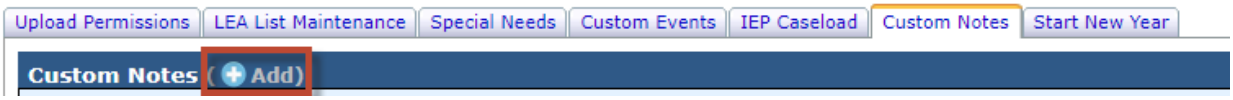
Custom Notes

Custom Notes

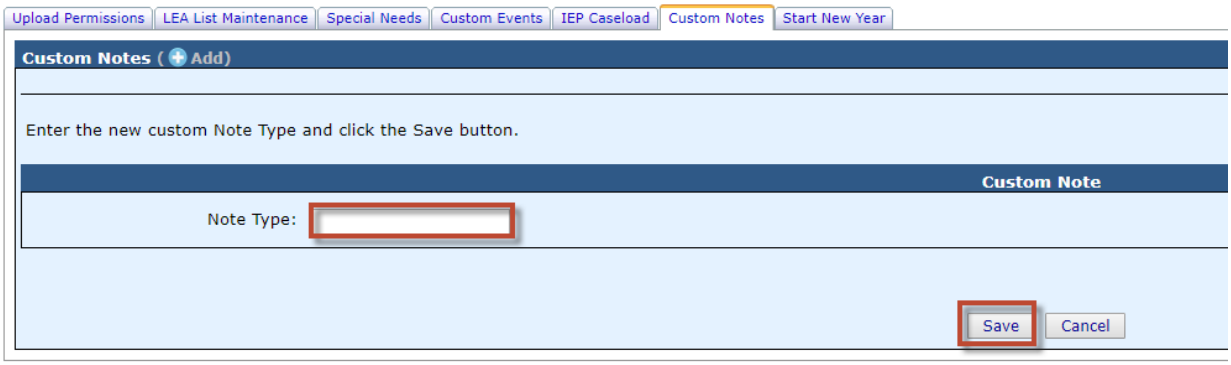
The *Custom Events* tab is where you can set up your custom events for the drop-downs on the *Note Type* section of the student's profile.

Step 1: To add a Custom Event from the **Admin** drop-down menu, click **District Maintenance** and **Custom Notes**.

Step 2: To add a new *Note Type*, click **Add** next to *Custom Notes*.



Step 3: Enter the new custom *Note Type* and click the **Save** button.

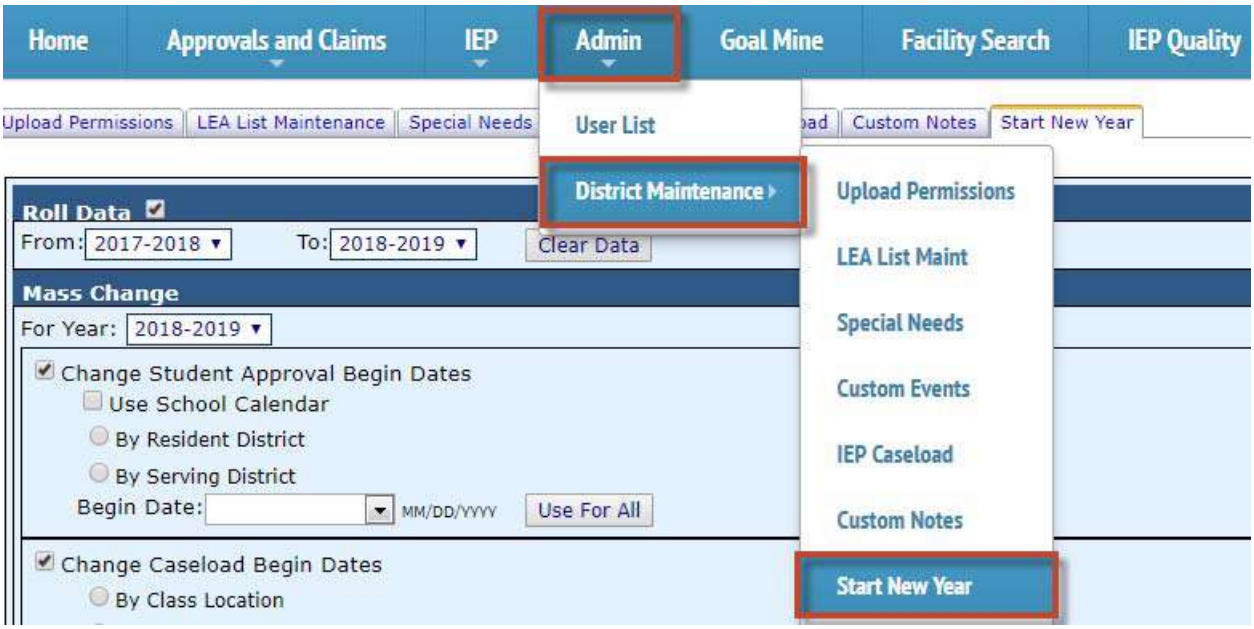


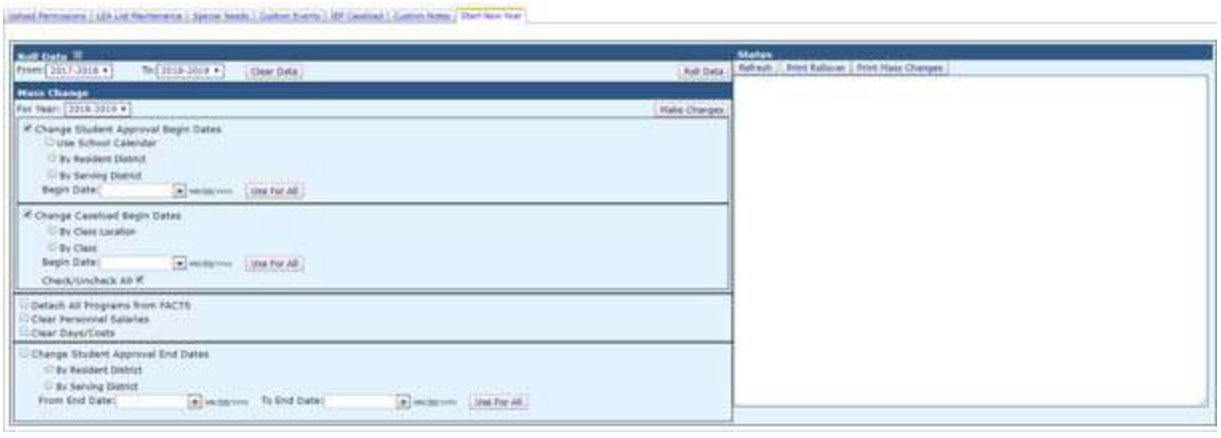
Start New Year (Rollover) / Mass Change

ISBE will be performing the "*Start New Year (Rollover)*" for you this school year. However, it is your district and/or cooperatives responsibility to perform the mass change options below. The *Mass Change* option will allow you to edit your new school year data in mass as well as detach programs from FACTS, clear Personnel salaries, and clear days/costs if you choose to do so.

To Access Mass Change:

1. Click **Admin**.
2. Click **District Maintenance**.
3. Click **Start New Year**.





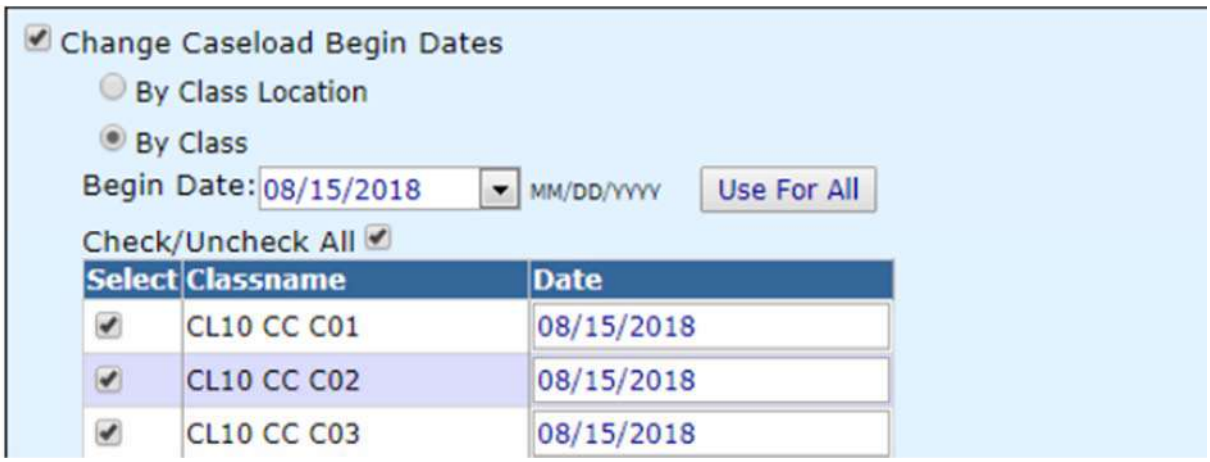
To mass change data, choose from the options below:

a. Choose to mass change student approval begin dates by Resident District or Serving District.
b. Choose whether or not to use the school calendar for your begin dates by clicking the box

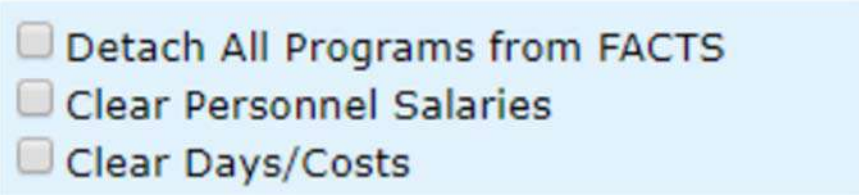
-OR-

c. Simply enter the begin date you'd like to use.
d. If date is manually entered, choose whether or not to use that date for all districts selected in the list by clicking Use For All.

e. Mass change caseload begin dates by Class Location or by Class.
f. Enter the begin date you'd like to use.
g. Choose whether or not to use that date for all locations or classes selected in the list by clicking Use For All.



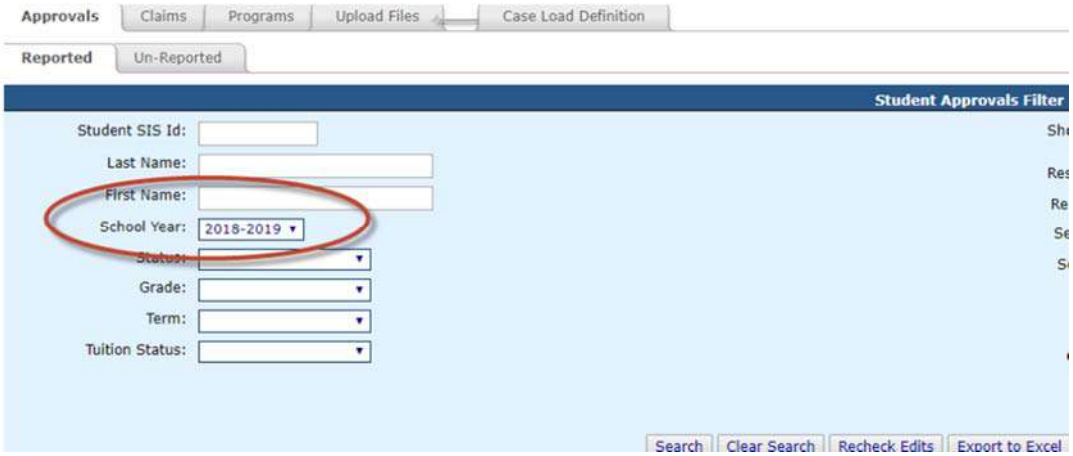
Check the options below to clear the programs from the Student Approval records, zero out the personnel salaries, and clear the days/costs on the Student Approval record:



After all Mass Change options have been addresses click Make Changes.

After the request processes, you will see all the actions performed in the Status box to the right.

You can then see there is a new school year in the drop-down box on the Student/Personnel Approvals & Claims tabs.



Notice that if you choose any year other than the current school year, the color scheme is changed to purple. This is to alert you that you are NOT in the current school year.

I-Star Personnel Approval

The topics under this header are related to the I-Star Personnel Approval.

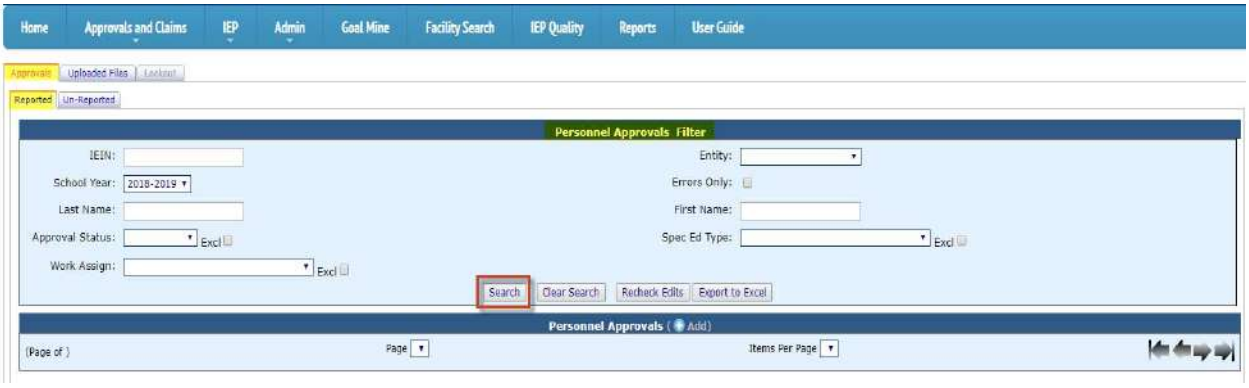
Searching for Personnel

From the **Approval and Claims** drop-down menu, select **Personnel** and **Approvals.**

Under the *Personnel Approvals Filter*, can search for personnel by several different filters such as *IEIN, Last Name, Approval Status, Work Assignment, Entity, Errors Only, First Name,* and/or *Special Ed Type.*

NOTE: Make sure to click the **Expand/Collapse** button to see all filter options.

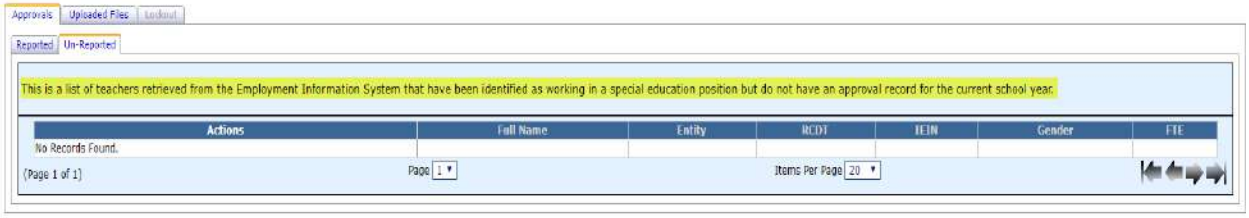
Click **Search.**



If found during the search, the personnel approval record will be populate in the search grid below.

NOTE: If you cannot find the staff member you are looking for from the **Reported** tab, you can check the **Un-Reported** tab. The **Un-Reported** tab is a list of teachers retrieved from the Employment Information System that have been identified as working in a special education position but do not have an approval record for the current school year.

If you find the staff member you are looking for located under the **Un-Reported** tab, you can immediately add a personnel approval record. Once you add the approval record from the **Un-Reported** tab, the staff member will then be moved from the **Un-Reported** tab to the **Reported** tab.



However, if the staff member you are looking for is not listed under the **Reported** tab or the **Un-Reported** tab, you can add a new personnel approval record. To do this, see **Adding Personnel Approval Record.**

Adding Personnel Approval Record

To add a new *Personnel Approval* record, click **Add** under the *Personnel Approvals* filters box.

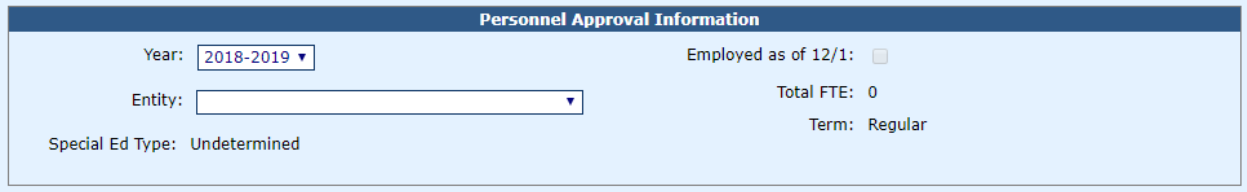
Search for personnel by using multiple criteria, *District*, *Last Name*, *First Name*, and *Gender*. Click the check box to *Include Retired* personnel, OR you can search by entering just the personnel's *IEIN*. Then click **Search**.

Your results will appear in the *Personnel Search Results* box. To select the personnel from the results grid, click the check-mark located under the **Select** column.

From here, you can add personnel approval information. Select the *year* and *entity*. Check the box next to *Employed as of 12/1* if it applies.

NOTE: The *Employed as of 12/1* 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. This allows ISBE to report special education data to the Department of Education as of December 1. Districts/Cooperatives will

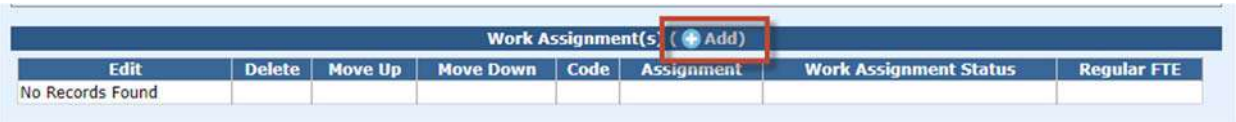
indicate a staff person being *Employed as of December 1* with a check box on the approval record.



NOTE: The *Special Ed Type* will no longer be selected. This code will be determined once a work assignment is selected. I-Star will automatically match the appropriate Special Education ID code as one of the following:

A- Special Education Teacher
B- Related Services
C- Paraprofessional
D- Administrative

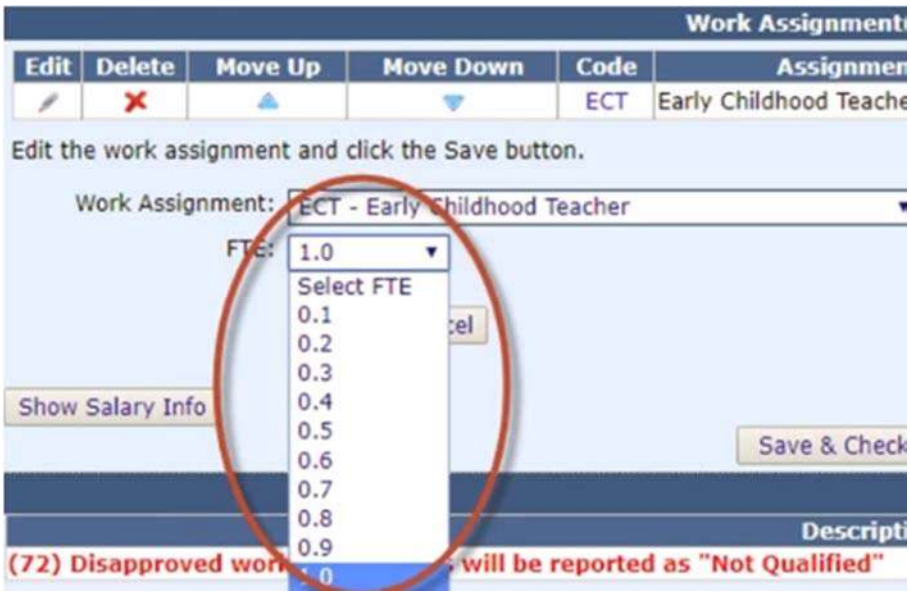
To add a *Work Assignment*, click **Add.**



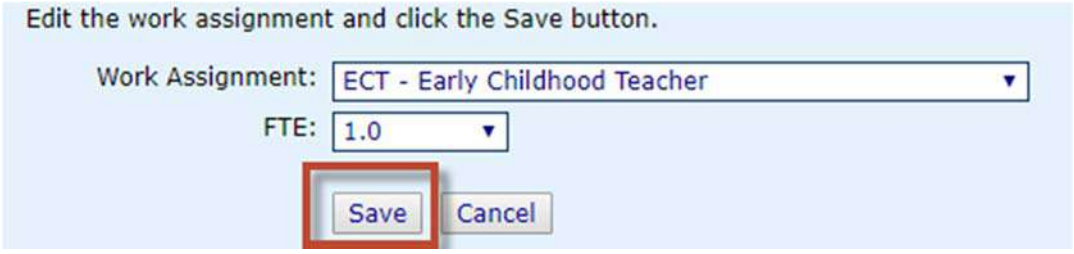
Choose the *Work Assignment* and *FTE* from the drop-down.

NOTE: *Full Time Equivalency (FTE)* is required for all personnel. Choose the *FTE* from the drop-down box to select the numerical value that best estimates the amount of time spend in that *work assignment*.

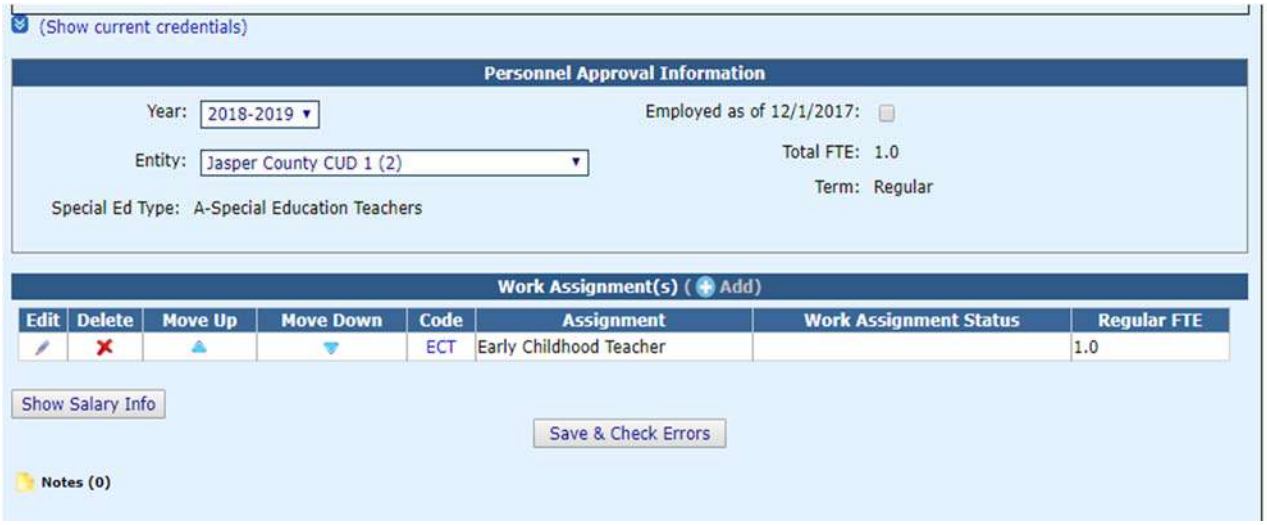
NOTE: *Full Time Equivalency (FTE)* is NOT required for the *Work Assignment A – Administrator of a Special School.*



Click **Save**.



The *work assignment(s)* will be added for that personnel record. You can add up to three (3) work assignments for one personnel approval record.



NOTE: You can click **Show current credentials** located under the personnel name to expand the summary information for personnel. This will show you the current credentials from ELIS (Educator Licensure Information System).

Name: **DemoArlene Ortiz** IEIN: **9000038** Change Person

Certificates/Endorsements

Certificate Number	Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
	PEL	DR					
	PEL	EX					

Approvals

Code	Description	Status	Issue Date	End Date	Dist. Specific	RCDT	Supervisor
No Records Found							

(Hide current credentials)

When you have completed the approval record, you can check for errors by clicking **Save and Check Errors** below the *work assignment* information.

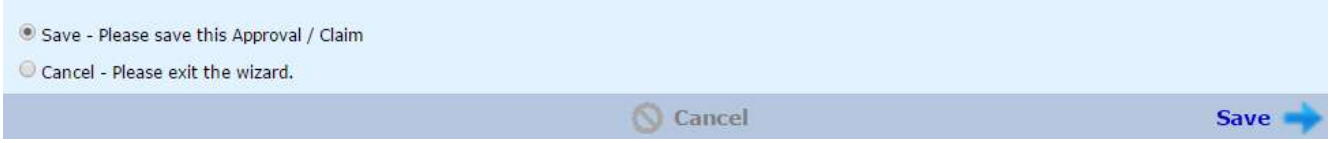
If this record is considered, *Not Qualified*, you will receive a red warning message that will appear at the bottom of the approval record.

Description
(72) Disapproved work assignments will be reported as "Not Qualified"

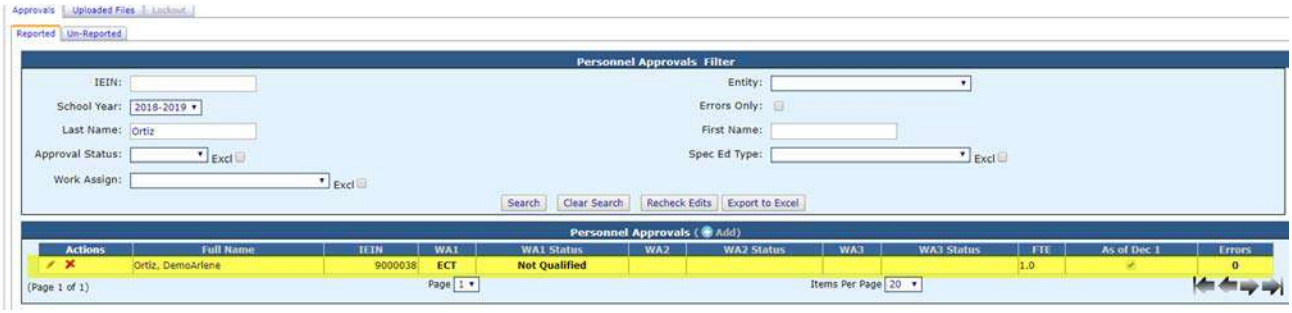
Available Status Codes Include:

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.

To save the record, select the **Save** radio button and click **Save** at the bottom right of the screen.

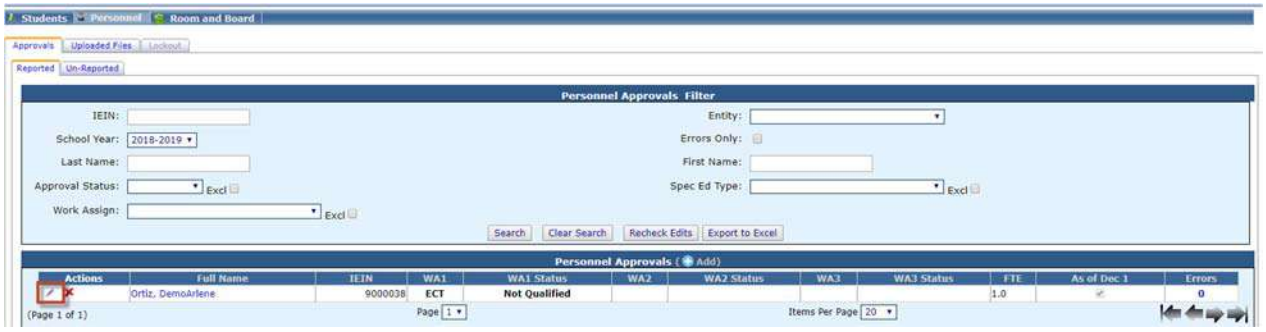


Once you exit the record, you will be taken back to the *Personnel Approvals Reported* tab.

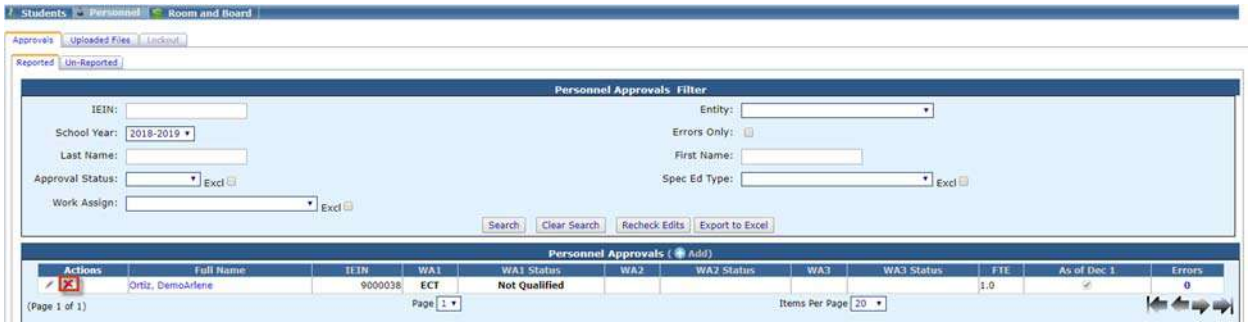


Editing/Deleting Personnel Approval Record

To edit a Personnel Approval record, click on the name of the personnel or the pencil icon located under the Actions column.



To delete a Personnel Approval record, click on the red X located under the Actions column.

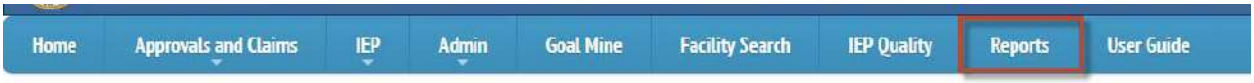


Personnel Approval Recheck Edits

To check for errors in your personnel file, click **Recheck Edits** on the *Personnel Approvals Filter* to recalculate your errors.

NOTE: You will receive a series of emails on the status of the error check. You will receive a final email informing you that the process is complete. Once you receive the final email, you can run the error report.

To run the *Personnel Error Listing*, click on the **Reports** tab.



Select **Personnel** for the *Report Type*, select **Personnel Approval** under *Report Categories*, select the **Personnel Errors Listing**.

Select any desired the filters and click either **Run Report** or **Export Report**.

Adding Personnel Note(s)

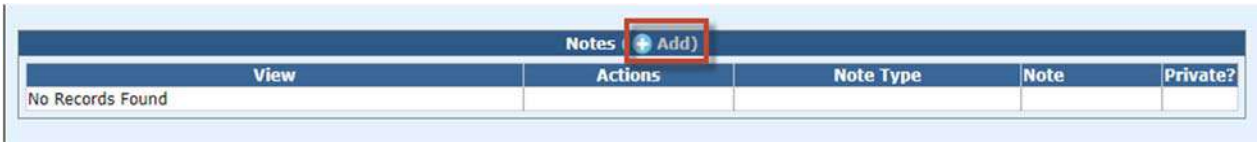
To add a personnel note on the approval record, you will need to search the desired personnel from the *Personnel Approval Filter*.

NOTE: Click the **Expand/Collapse** button to see all filter options.

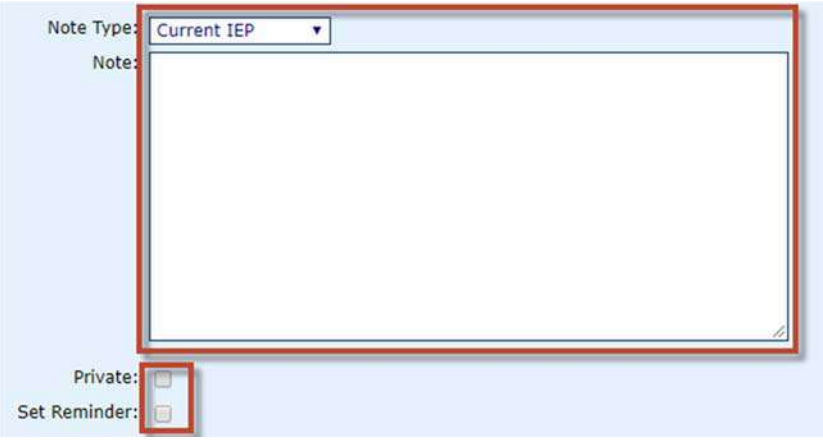
When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

To add any additional Personnel Data Note(s) from the approval record, click **Notes**.

Click **Add**.



Enter the *Note Type, Note*, and determine if the note should be *Private* or if you need to *Set Reminder* by checking the appropriate check box.



Click the **Continue** radio button and then click **Save**.

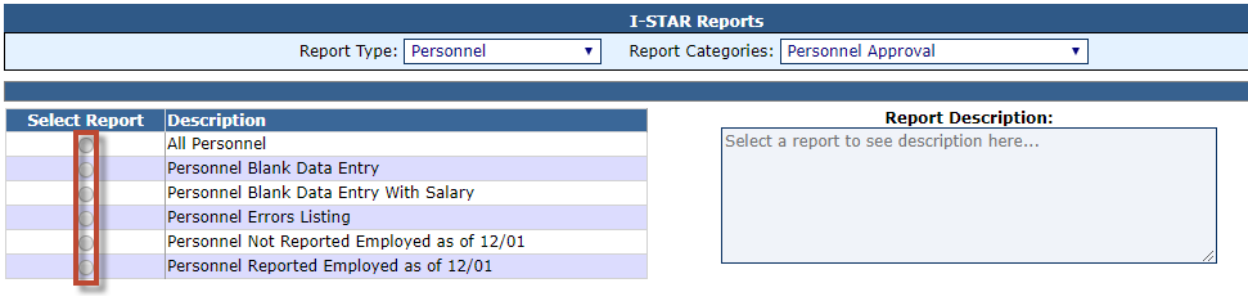
When ready, click the **Save** radio button and then click **Save.**

Personnel Reports

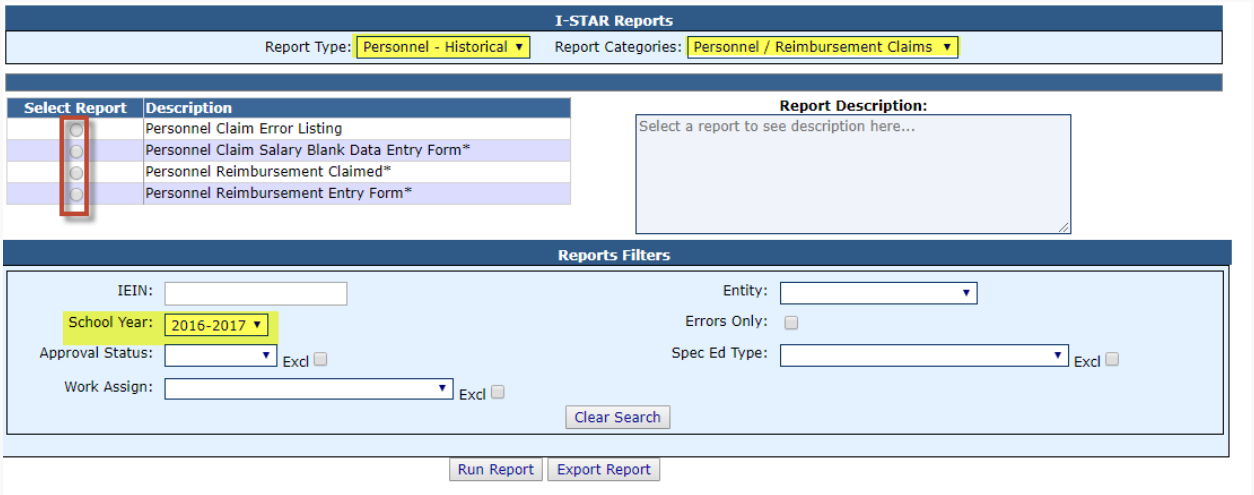
To access personnel reports, click the **Reports** tab located in the upper left hand corner of the screen.

Select the desired *Report Type* and *Report Categories* from the drop-down.

Choose the report you wish to run/export by clicking the radio button under the *Select Report* column.



NOTE: You can also run *Personnel- Historical* reports from the 2016-2017 School Year. To view the report, select **Personnel-Historical** *Report Type*, **Personnel/Reimbursement Claims** for *Report Categories*, then select the desired report.



Select any desired filters and click either **Run Report** or **Export Report**.

I-Star Personnel Attached to a Student Program

The topics under this header are related to the I-Star Personnel whom are attached to a student program.

Adding Personnel Salary Information/Offsets

NOTE: Salary fields are not required to be completed if personnel are being reported for approval only (not included on a program).

Evidence-Based Funding (EBF) for Student Success Act became law on August 31, 2017. As a result, specific state reimbursement for special education will now be made through EBF.

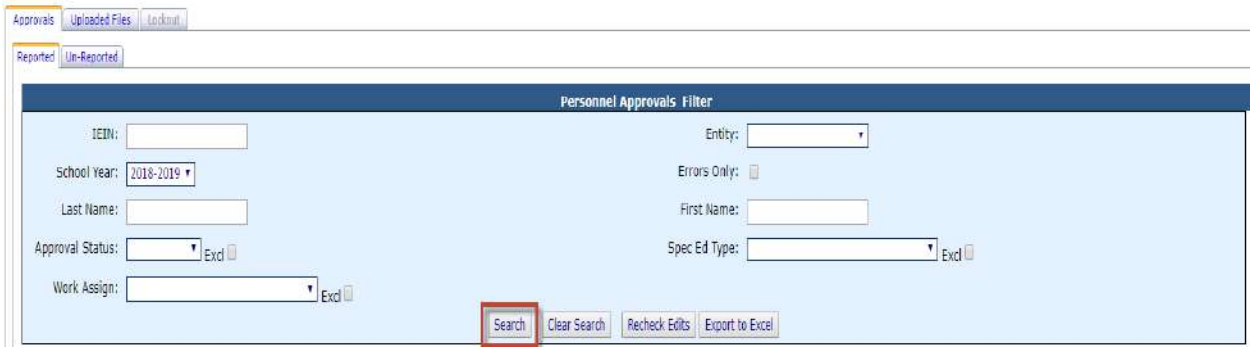
See the link below to view the EBF offset example:

https://www.isbe.net/documents/ebf-sp-ed-personnel-offset-examples.pdf

See the link below to view the video on how to locate your BFM:

https://player.vimeo.com/video/269256805

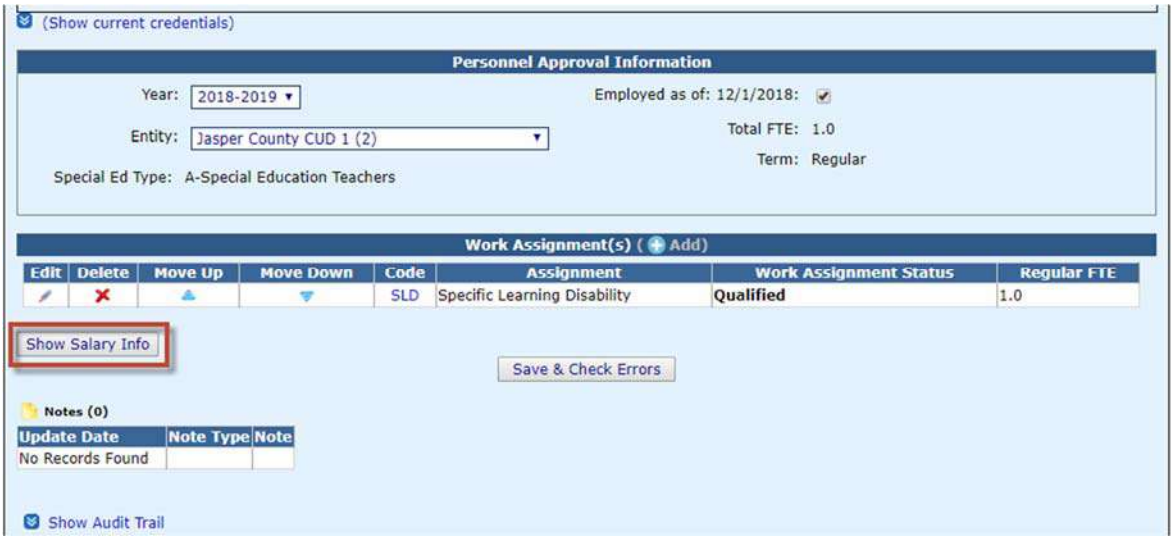
To add *Salary Information/Offsets* to the personnel approval record that will be included in the student reimbursement program, you can search on the *Personnel Approvals Filter* by the *IEIN, Last Name, Approval Status, Work Assignment, Entity, First Name, Term,* or *Special Ed Type*.



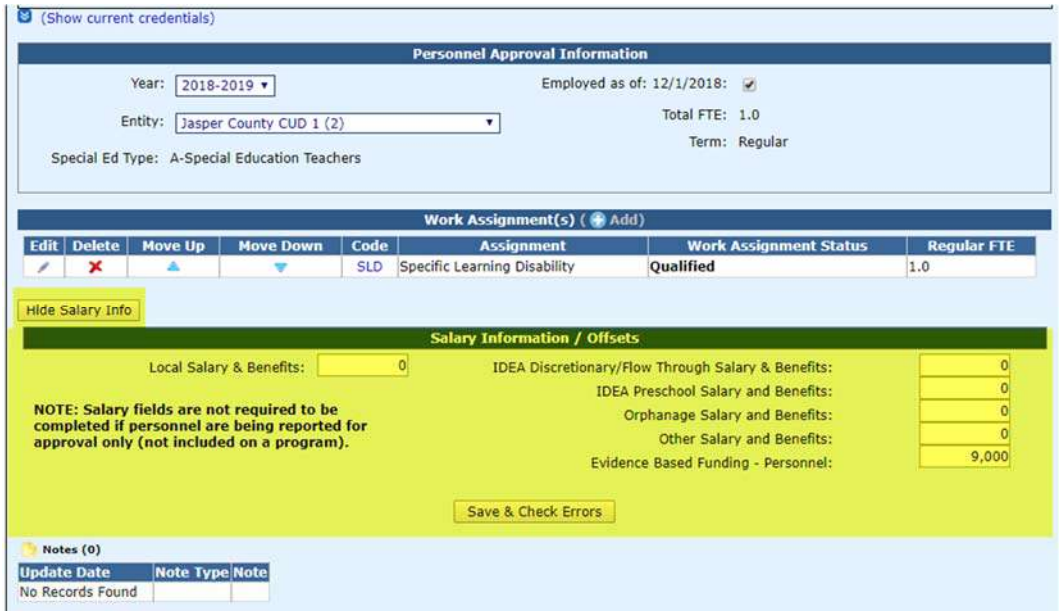
NOTE: Click the **Expand/Collapse** button to see all filter options.

When you find the personnel that you would like to select, click on their name or the pencil icon under the *Actions* column.

Click the **Show Salary Info** button to view and enter amount into the *Salary Information/Offsets* section.



NOTE: Once an approval record is added, you can edit the *Salary Information/Offsets* at a later time if the personnel is attached to a student program.



When you have completed the *Salary Information/Offsets* information in the personnel record, you can check for warnings on this record. Simply click the **Save & Check Errors** button. If warnings are present, they will be shown in the *Description* section below.