



# I-Star

## Free IEP Program

Presented by Harrisburg Project  
& ISBE Staff

## IEP Features

- FREE
- Web-based (accessible from any computer with Internet connection)
- Fully integrated with:
  - Student Information System (SIS)
  - Educator Information System (EIS)
  - Educator Licensure Information System (ELIS)
- Security system specific to district and individual user needs.
- IEP Activity Log for auditing purposes and easy access to Archived IEPs

## IEP Features

- Uses State IEP forms, Notice and Consent forms, Eligibility forms, Progress Reports, and Other forms
- Automated reminders, and electronic transfer of records between placements
- Allows for Draft and Official Forms
- IEP reports
- Automatic Error Checking on each form(s)
- Integrated "Help" videos and IEP user guide within I-Star to help guide you through each step
- Weekly "Fantastic Friday Newsletter"

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## NEW I-Star IEP Features

- IEP Summary (IEP at a glance document)
- Reports
- Case manager designation
- Video help links within I-Star
- Pre-populate forms for a meeting (vs. 1 form at a time)
- Annual Review/Reevaluation buttons
- FBA form - deleted the section where you list those who developed the FBA
- Caseload feature: Added "Remove all"



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# NEW I-Star IEP Features

- Parent Relationship – can modify (mother, father, other)
- Added grade level to the profile of the student – populated from SIS
- SAVE and STAY added to most of the eligibility pages
- Conference Recommendations Form: In an eligibility meeting, the disability area self-populated
- FBA/BIP – some information will self-populate on the BIP from the FBA
- Progress Reports – can view previous progress reports
- Updated Procedural Safeguards document
- Added KIDS assessment into the assessment page
- Streamlined Notification of Conference creation
- Updated user manual and training



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# Access and Security

IWAS Help desk (217)-558-3600

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

## Access

- IWAS System
- Completed Prior to Trainings

## Security

- IWAS System
- District Controls Access to IEP
- Full Transaction History on System



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# I-Star Landing Page & Access

**I-Star**

Welcome Coop User  
**Train01Lauren Long**  
Norris City Annex

**IEP Case Management Tool (Clear)**

Current Access	Role Name
<input type="radio"/>	IEP Basic Access ?
<input type="radio"/>	IEP Administrator Access ?
<input type="radio"/>	IEP Read-Only Access ?

**IEP Case Management Access Levels**

**I. IEP Administrator Access**

- Create IEPs
- Search for students
- Modify an IEP Access List
- Manage Form Contacts, Letterheads, Coversheets, and Common Users
- Access and modify IEPs when listed on the IEP Access List

**II. IEP Basic Access:**

- Access and modify IEPs when listed on the IEP Access List

**III. IEP Read-Only Access:**

- Read-only access to IEPs when listed on the IEP Access List

# Setup a Conference

**Profile** **Current/Create IEP** **Archived IEPs** **Activity Log**

Student: **DemoMckenzie Magda Watson** SIS ID: **999999081** DOB: **4/7/2002 (16 yrs 0 mo)**

**IEP Overview** **IEP Timeline** **Print History** **Activity Log** **Attachments**

Add Form Print IEP **Setup a Conference** Delete/Hide IEP Package

IEP: (Select Others)

Year: **2018**

IEP Status: **Draft**

Resident District: **Harrisburg CUSD 3**

**Purpose of Conference (Clear)**

Select Purpose

- Review of Existing Data** - Review your child's educational status and determine what additional data, if any, are needed to complete your child's evaluation.
- Initial Evaluation/Eligibility** - Review your child's recent evaluation to determine initial eligibility for special education and related services.
- Reevaluation** - Review your child's recent evaluation to determine (reconsider or change) continued eligibility for special education and related services.
- Initial IEP** - Review your child's need for special education and related services and placement and develop an initial IEP.
- IEP Review and Revision** - Review and/or revise your child's IEP to determine special education and related services and placement.
- Secondary Transition** - Consider postsecondary goals and transition services (beginning at age 14 1/2).
- FBA/BIP** - Consider the need for a functional behavioral assessment for your child and a need to create or revise a behavioral intervention plan.
- MDR** - Consider relatedness of your child's disability to a disciplinary code violation(s).
- Graduation** - Review your child's anticipated date of graduation.
- Other** - (e.g. Termination of Placement, Aging Out)

# IEP Forms

**NEW:** Now you are able to pre-populate forms for a meeting (vs. 1 form at a time)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Data Chart	Form 34-54F
<input type="checkbox"/>	Present Levels of Academic Achievement and Functional Performance	Form 34-54G
<input type="checkbox"/>	Secondary Transition	Form 34-54H-I
<input type="checkbox"/>	Functional Behavioral Assessment	Form 34-54J
<input type="checkbox"/>	Behavioral Intervention Plan	Form 34-54K-L
<input type="checkbox"/>	Goals and Objectives	Form 34-54M
<input type="checkbox"/>	Educational Accommodations and Support	Form 34-54N
<input type="checkbox"/>	Assessment	Form 34-54O
<input type="checkbox"/>	Educational Services and Placement	Form 34-54P
<input type="checkbox"/>	Educational Services and Placement (Page 2)	Form 34-54Q
<input type="checkbox"/>	Manifestation Determination	Form 34-54R
<input type="checkbox"/>	Additional Notes/Information	Form 34-54S

## Notice and Consent Forms

Click Here to Add meeting notes

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Notification of Conference Recommendations	Form 34-57E
<input type="checkbox"/>	Consent For Outside Agency Invitation	Form 34-57L.g

## Eligibility Forms

Click Here to Add meeting notes

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Documentation of Evaluation Results	Form 34-54A
<input type="checkbox"/>	Eligibility Determination (Other than SLD)	Form 34-54B
<input type="checkbox"/>	Documentation of Intervention/Evaluation Results (SLD)	Form 34-54C
<input type="checkbox"/>	Eligibility Determination (SLD)	Form 34-54D-E

## Other Forms

Click Here to Add meeting notes

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Select the Form		
Started	IEP Forms	Name
<input type="checkbox"/>	Autism Considerations	Form 34-54V
<input type="checkbox"/>	Summary of Performance	Form 34-60

# IEP Conference

**IEP Conference**

Conference: Conference to discuss DemoLyndon Hubert Butler's IEP.  
 Purpose: Review and/or revise your child's IEP to determine special education and related services and placement.  
 Date: 5/16/2018 8:00:00 AM  
 Location:  
 Attendee Count: 5  
 Form Count: 11  
 Cancelled: No  
 Details: Review and/or revise the child's IEP to determine special education and related services and placement. (e.g. Termination of Placement; Aging Out)

Click Here to Hide All the Forms Associated with the Meeting

Form: Form 34-54G: Present Levels of Academic Achievement and Functional Performance  
 Date: 05/16/2018  
 Status: Draft  
 Update Info: Long, Train01Lauren - 5/17/2018 8:54:09 AM

Form: Form 34-54J: Functional Behavioral Assessment  
 Date: 05/16/2018  
 Status: Draft  
 Update Info: Long, Train01Lauren - 5/16/2018 2:37:54 PM

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# Live Error Checking

Forms with Draft Status

View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)	<input type="checkbox"/>	<input type="checkbox"/>	The required field IEP Case Manager Flag is missing. You must supply data for this field.	05/16/2018	Form 37-44	Conference Summary
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-57D	Notification of Conference
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54V	Autism Considerations
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54S	Additional Notes/Information
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018	Form 34-54P	Educational Services and Placement
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		
(0)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		05/16/2018		

NOTE: All errors must be corrected to make an individual form and/or meeting official.

A red icon will indicate errors have been found.

Passed Edits? A check mark will represent the form has passed edit checking.

IEP: (Select Others)  
 Year: 2018  
 IEP Status: Draft  
 Resident District: Harrisburg CUSD 3  
 IEP Start Date:  
 Annual Review Date:  
 Evaluation Dates:  
 Anticipated Graduation Date: 6/5/2027

Disabilities (Modify)

Type	Disability
Primary Disability	
Secondary Disability	

Access List (Modify)

Name	Entity	Read-Only	Notifications	Make Forms Official	Will Attend Meetings	IEP Case Manager
Bailey, Train1Chelsey	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Long, Train01Lauren	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


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# IEP Reports

**I-STAR Reports**

Report Type:  Report Categories:

Select Report	Description
<input type="radio"/>	AnnualReview & ReEvaluation Dates
<input type="radio"/>	AnnualReview & ReEvaluation Dates by Serving School & AnnualReview Date
<input type="radio"/>	AnnualReview & ReEvaluation Dates by Serving School & ReEvaluation Date
<input type="radio"/>	Case Manager Report
<input type="radio"/>	Class List - Related Services List
<input type="radio"/>	Class List - SpecEd Services List
<input type="radio"/>	Disability Category Report
<input type="radio"/>	Enrollment Report
<input type="radio"/>	Out Of District
<input type="radio"/>	Parent Mailing Report
<input type="radio"/>	Related Services Report
<input type="radio"/>	Student Testing Accommodations Report
<input type="radio"/>	Transportation Report
<input type="radio"/>	Upcoming Dates Report



**I-STAR Reports**

Report Type:  Report Categories:

Select Report	Description
<input type="radio"/>	Annual Review And ReEvaluation Dates
<input type="radio"/>	Case Manager Report
<input type="radio"/>	Parent Mailing Report
<input type="radio"/>	Related Services Report
<input type="radio"/>	Upcoming Dates Report

**Reports Filters**

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# Print IEP

**IEP Print Options**

**Form Status**

Official

Include cover page

Include Procedural Safeguards (print now)

Review

Include forms with the following status:

Both Official and Draft

Official Only

Draft Only

**Form Type**

IEP Forms Only

Consent Forms Only

Both IEP and Consent Forms

**Print Entire IEP Help**

Form Status

When printing an entire IEP the user has the option to choose *Official* or *Review*.

**Official:** When *Official* is chosen only document's that have a form status of *official* will be merged into the PDF document that is created. Documents with a status of *draft* are always omitted. Furthermore, when *Official* is chosen the *REVIEW* watermark is omitted from the documents. This is the only time the system will generate the documents without the *REVIEW* watermark. And finally, *Official* indicates that a snapshot of the document containing all official documents merged as one will be created and stored in the IEP Package Print History for future review. This documents represents an official IEP that was presented to and used by the IEP team and all other parties involved with the student's IEP. Once the snapshot is created it will never change and may never be removed from the system.

**Review:** When *Review* is chosen the user is indicating that they wish to view the IEP in its entirety, but not as an official version. When *Review* is chosen all documents that are included will contain a *REVIEW* watermark. The only method to create a document without the *REVIEW* watermark is to Print the Entire IEP and choose *Official*. Finally, when *Review* is chosen the system will not create a snapshot of the document.

**Review Options:** When *Review* is chosen the user has the option to choose what forms to include in the document based on their status. The user may choose to include all documents by selecting *Both Official and Draft*. The user may also only include *Official Form* or *Draft* forms by choosing the applicable option. Please note that when *Official* is chosen as the print option only documents with a form status of *official* are included.

Form Type

When printing an entire IEP the user has the option to choose *IEP Forms*, *Consent Forms* or *Both IEP and Consent Forms*.

**IEP Forms:** Only IEP type forms (37-44) will be included. All Consent type forms (34-57) will be excluded.

**Consent Forms:** Only Consent type forms (34-57) will be included. All IEP type forms (37-44) will be excluded.

**Both IEP And Consent Forms:** Both IEP type forms (37-44) and Consent type forms (34-57) will be included.

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# Activity Log

**Filter Activity Log**

Begin Date: 04/18/2018 End Date: 05/02/2018 User: [ ]

Student Activity Logs

**Activity Items:**

- Data Transactions
- Printed IEPs
- Screen Navigations
- Adverse Effects
- Amendment Forms
- Conference Attendees
- Conference Summary
- Eligibility Determination
- Eligibility Determination Factors
- Form Summary
- Form Assistant**
- IEP Packages
- Parent/Guardian recovation of consent
- Profile
- Progress Report
- Remove Guardian
- Select Form

**Screen Navigations for Forms: Assistant**

User Name	Page View Date	Reason
Train15Jess Brown (Coop User)	5/2/2018 1:47:52 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 1:47:51 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 1:44:38 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:38 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:17 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:44:17 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 1:30:53 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 1:30:53 PM	Create Official Amendment
Train15Jess Brown (Coop User)	5/2/2018 11:20:15 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 11:20:15 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:14:17 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:14:17 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:10:19 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:10:19 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:55 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:55 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:40 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:08:40 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:07:47 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/2/2018 10:07:47 AM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:32 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:32 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:24 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:13:24 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 3:11:42 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:14:54 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:14:54 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:13:05 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 1:13:05 PM	Draft/Create the IEP
Train15Jess Brown (Coop User)	5/1/2018 11:20:05 PM	Draft/Create the IEP

## Print History

Student: Demo/Jeff Rascoe Anderson SIS ID: 99999061 DOB: 12/3/2001 (15 yrs 4 mos)

User Name	Log Date	Type	Reason	Activity Count
Train01Lauren Long (Coop User)	04/20/2017	Screen Navigation	Review/Print the IEP	5
Train01Lauren Long (Coop User)	04/20/2017	Screen Navigation		19
Train01Lauren Long (Coop User)	04/20/2017	Printed IEP		1
Train01Lauren Long (Coop User)	04/19/2017	Screen Navigation	Review/Print the IEP	12
Train01Lauren Long (Coop User)	04/19/2017	Screen Navigation		8
Train01Lauren Long (Coop User)	04/19/2017	Data Transaction		5
Train01Lauren Long (Coop User)	04/11/2017	Screen Navigation	Review/Print the IEP	3
Train01Lauren Long (Coop User)	04/11/2017	Screen Navigation		3

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Student: Demo/Kenzie Magie Watson SIS ID: 99999001 DOB: 4/7/2002 (15 yrs 0 mos)

**Print History**

View	Name of User	Print Date	Type
	Train09Olivia Gay	4/25/2017 8:23:07 AM	IEP Form

# Help Videos

Add a Form
Step 1

Please select the form you wish to add. [Help](#)

IEP Forms | Notice and Consent Forms | Eligibility Forms | Other Forms

Started	IEP Forms	Name
	Data Chart	Form 34-54F
	Present Levels of Academic Achievement and Functional Performance	Form 34-54G
	Secondary Transition	Form 34-54H-I

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Data Chart
Step 2 of 2

Insert a data chart that displays the student's academic performance (i.e. reading, writing and/or math relative to his/her peer group) and/or functional performance (i.e. behavior). Any changes will be effective immediately. Only images types of Bitmap (.bmp), GIF (.gif), Ping (.png), Tiff (.tiff), and JPEG (.jpg) can be uploaded. File size cannot exceed 250 KB and file dimensions cannot exceed 7 inches in height and 6.5 inches in width. [Help](#)

[Click Here to Add meeting notes](#)

Report of Performance (Insert Data Chart) (+ Add)			
View	Edit	Delete	Description
No Records Found			

Show Audit Trail



# IEP User Guide

<http://www.hbug.k12.il.us/IstarUserguide/index.htm>

**Illinois State Board of Education** I-Star

Home Approvals & Claims Faculty Search Admin Goal Mine IEP Quality Reports **User Guide**

**I-Star User Guide**  
Creating a Case Load

**Creating a Case Load**

To watch the *Create a Caseload* video, click here.  
On your Landing Page, you will find the students in your caseload under the *My IEP Students* section.

SIS ID	Name	Birthdate	Home School
Too Records Found			
(Page 1 of 1) Page 1 Items Per Page 20			
View All			

**Step 1:** To add students to your case load from the Landing Page, click *Search for an IEP Student*.

**Search for an IEP Student**  
Look for search link on the Landing Page.

**Step 2:** You can search for a student by entering either his/her SIS ID, or the combination of the Last Name, First Name, Date of Birth, and Gender.

Search: My Student(s)

**Student Search**

SIS ID:  IEP Required:

OR

Last Name:

First Name:

DOB:  Males/Females

Gender:

Advanced Search

Exact Name Match:

Grade:

Ethnicity:

Mother's Maiden Name:

Guardian Last Name:

Guardian First Name:

\* Note: To search for students you must provide either the SIS ID, or the combination of Last Name, First Name, Date of Birth (DOB) and Gender.

**Step 3:** Once you have entered this information, click *Search*.

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# Harrisburg Project Website

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

**Harrisburg Project**  
Software Support for Special Education

Home IEP News Resources Events Contact Us

**Welcome!**

Harrisburg Project has supported special education districts and cooperatives within the state of Illinois for over 30 years. We strive to provide prompt, friendly, and efficient service via telephone and email for the I-Star system. I-Star Special Education Tracking and Reporting is the special education management tool that districts and cooperatives use to report data to the Illinois State Board of Education for reimbursement. Harrisburg Project provides training on the approval and case portions, as well as the IEP component of the system. All Harrisburg Project services are provided free of charge to special education districts and cooperatives in Illinois.

To guide your experience, click the link for the relevant portion of the I-Star system. You can always return here by clicking "Home" in the system.

IEP Topics
 IEP Impact on I-Star
 Student & Personnel Support

How do we handle feedback? contact@hbug.k12.il.us - that's for sure. Don't forget to add three dots to the end of the email.

<p><b>Training</b></p> <ul style="list-style-type: none"> <li>New User Training Handout</li> <li>2017 Director's Conference</li> <li>Go to Webinar Requirements</li> </ul>	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>View User Guide (updated 6/13/2018)</li> <li>Print User Guide</li> <li>Recently Added</li> </ul> <p>Need help? Call us or email us! (800) 635-5274 or <a href="mailto:support@hbug.k12.il.us">support@hbug.k12.il.us</a></p>	<p><b>Videos</b></p> <ul style="list-style-type: none"> <li>NEW FEATURE! Add Multiple Forms to Annual Review</li> <li>How-To: IEP Snippets</li> <li>Recorded Webinars</li> </ul>
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>The Individualized Education Program (IEP) Forms and the Required Notice and Consent Forms developed by the Illinois State Board of Education (ISBE) have been revised. A "Memorandum - Summary of Form Changes," an "Explanation of Changes to the Procedural Safeguards Form," and the updated forms are located <a href="#">here</a>.</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>IEP Instructions</li> <li>IEP Forms</li> <li>Notice &amp; Consent Forms and Instructions</li> </ul>	

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## Question/Trainings

Harrisburg Project

(800)-635-5274

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



## Fantastic Friday Newsletters

Erin Saxton ([esaxton@isbe.net](mailto:esaxton@isbe.net))

Connie Heinz ([cheinz@isbe.net](mailto:cheinz@isbe.net))

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