



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 15, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

How to Find Base Funding Minimum (BFM)

Harrisburg Project has created a video to assist with calculating the Base Funding Minimum (BFM). This figure is required when using I-Star to calculate the student claim for Fund Codes E, X and J. To access this video, click the link below:

[How to Find Your BFM](#)

Feel free to contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us if you have questions after reviewing this video.

Personnel Approval & Student Claims Q&A

The Personnel Approval & Student Claim Q&A from the online webinar has been posted to our website. This document should be used as a reference for frequently asked questions related to the data collection changes for Personnel Approval & Student Claims in I-Star. To access this document, click the link below:

[Q&A Personnel/Student Claims Training](#)

2017-18 Final Public School Calendars Now Available

The Final Public School Calendar submission process for the 2017-18 school year is available via the Public School Calendar system in IWAS. Please complete and submit the Final Calendar to the appropriate Regional Office of Education (ROE)/Intermediate Service Center (ISC) by the last day of school.

The Final Public School Calendar should reflect the used/unused emergency days for the 2017-18 school year. This calendar is what will be used when calculating the Indicator 11 days in I-Star. It is also used when using the Program Method of computing days for the Student Claim for Fund Codes X and J.

Dates to Remember

May 28, 2018 - Office Closed in Observance of Memorial Day

July 16, 2018 - Fund E & F Student Reimbursement Pickup

August 15, 2018 - Personnel Approval Data Collection Deadline

August 15, 2018 - Fund B, X and J Student Reimbursement Pickup



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Email your questions to client support at:
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Calculating FTE for HHI Work Assignment

ISBE has changed how the FTE is calculated for the HHI work assignment starting in the 2017-18 school year. The following example will show how to calculate the FTE for staff working under the HHI work assignment after the normal school day:

Total hours worked, divided by normal hours in the school day (minimum of 5 clock hours or 300 minutes) = Number of Days Worked. Divide the number of days worked by 180 days to figure out FTE.

Example:

The total hours the HHI teacher worked for the year during after school hours = 10 hrs

The normal hours in the school day for the district = 5 hrs

(10 hours divided by 5 hours = 2 days worked)

2 days worked divided by 180 days = 0.01111

Since the minimum FTE that can be reported is 0.1 the FTE would be rounded up to 0.1

Note - HHI staff would need to work at least 18 days in order for the FTE to reach 0.1. All staff working less than 18 days per year in an after school setting, would need to be rounded up to 0.1 when reported.

Rounding numbers for FTE - If the digit in the next smallest place value is less than five (0, 1, 2, 3, or 4), leave the digit as is. Example - 0.1124 = 0.1 FTE.

If the next smallest place value is greater than or equal to five (5, 6, 7, 8 or 9), increase the value of the digit being rounded by one (1). Example - 0.15234 = .2 FTE

If the total FTE equals more than 1.5, I-Star will generate an error; this error can be disregarded. ISBE will manually change the FTE to 1.5 'behind the scenes' for data reporting purposes; that record will still be collected on August 15, 2018 during the Personnel Approval Data Collection pickup.

Events Registration

Registration for all events, both online and at location may now be found at the following link:

[Event Registration](#)

The [Notes](#) will provide you with presentation slides; this is an excellent place for note taking during the session. Please print prior to your webinar.

If you are unable to attend an online session that you have registered for, please click the 'cancel registration' link at the bottom of the confirmation email.

Date	Location	Name	Time	Notes
5/16/18	Online	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes
5/23/18	Online	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	Notes

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