



Student & Personnel Approval & Claims Reporting

Presented by:

Harrisburg Project and Illinois State Board of Education

Topics for today

- I-Star Basics
- I-Star Security
- Student Overview
- Personnel Overview
- 2016-2017 Rollout Plans

I-Star Basics

- Web-based Special Education Tracking and Reporting
- Student demographic information populated by SIS
 - SIS identification is required for ALL students
- Personnel data integrated with ELIS & EIS
 - IEIN identification is required for ALL personnel

I-Star Security

- Two levels of security set at district level to meet district and user needs
 - IWAS
 - All users must have an IWAS account
 - IWAS access to I-Star must be granted by District Superintendent or Coop Administrator
 - I-Star
 - Request security within the system
 - I-Star access is approved or denied by the District Superintendent, Coop Administrator, or designated I-Star District Security Administrator

I-Star Landing Page



**Illinois State
Board of Education**

I-Star

ISBE HOME | LOGOUT

SESSION
TIMEOUT 58:26

Home
Approvals & Claims
Admin
Facility Search
Goal Mine
IEP Quality

Train01Lauren Long: Coop User

Welcome Coop User

Train01Lauren Long

Norris City Annex

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.

My IEP Students

SISID	Name	IEP Status / Start	Home School
999999052	DemoGarrett Hendrix Collins	Official 8/18/2014	Harrisburg CUSD 3

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[View All](#)

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.

Request Access

Are you not seeing a list of students? Use this link to request a change to your I-Star security settings.

Manage Security

Use this quick link to manage security for your staff members.

Search for an IEP Student

Use this quick link to go to the Student Search.

IEP Common Users

Use this quick link to modify common users for your district.

IEP Letterheads

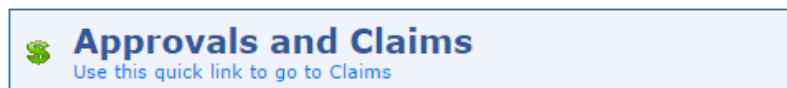
Use this quick link to modify letterheads.

IEP Coversheets

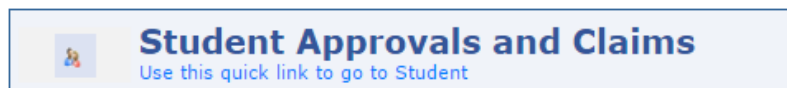
Use this quick link to modify coversheets.

I-Star Student

- Click the Approvals and Claims button on the landing page



- Click Student Approvals and Claims



I-Star Student

- Search for students in your data by using the filters
- Add new students
 - Search “Unreported” students
 - Search SIS

Approvals Claims Reports Programs Upload Files Student Lockout Case Load Definition

Reported Un-Reported

Student Approvals Filter

Student SIS Id: <input type="text"/>	Resident District: Harrisburg CUSD 3 - 20-083-0030-26 ▼
Last Name: <input type="text"/>	Resident School: <input type="text"/>
First Name: <input type="text"/>	Serving District: <input type="text"/>
School Year: 2015-2016 ▼	Serving School: <input type="text"/>
Status: <input type="text"/>	Disability: <input type="text"/>
Grade: <input type="text"/>	Fund: <input type="text"/>
Term: <input type="text"/>	Class Teacher: <input type="text"/>
Tuition Status: <input type="text"/>	Class Name: <input type="text"/>
	Event: <input type="text"/>

Search Clear Search Recheck Edits Export to Excel

Student Approvals (+ Add)

I-Star Student

- Enter FACTS Approval Information

FACTS Approval:
The 2015-2016 Student Approvals Data is Open.

Approval Status: Disapproved 0 Term Claim

School Year: 2015-2016

Include on Approval:

Dually Enrolled:

Fund: A

% Special Ed: 100

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

Resident School: Harrisburg Middle School - 20-083-0030-26-1

Serving District: Harrisburg CUSD 3 - 20-083-0030-26 (2)

Serving School: Harrisburg Middle School - 20-083-0030-26 (4)

Disabilities: D-Specific Learn

Related Service: 03

Education Environment: 01-Inside regular classroom 80% or more of day

% Time inside Reg Classroom: 95

Term: Regular

Begin Date: 08/25/2015 * MM/DD/YYYY

End Date: MM/DD/YYYY

Exit Code:

Local District Id:

Notes (0)

Update Date	Note Type	Note
No Records Found		

Method of Computing Days

Manual

Calendar

Program

Participation Rates

% Regular Ed: 95

FTE: 0

ADE: 0.000

Participation Days

	Enrolled	In Session
Total	0	0

I-Star Student

- Enter FACTS Claim information

Claim Data

The 2015-2016 Student Claims Data is Open.

Claim Term: Include Claim

Tuition

Method of Computing Days

Manual
Calendar
Program

Participation Rates

% Regular Ed: FTE:
ADE:

Participation Days

	Enrolled	In Session
Regular	<input type="text" value="176"/>	<input type="text" value="176"/>
Total	<input type="text" value="176"/>	<input type="text" value="176"/>

Errors

I-Star Student

- Choose a report and customize with the available filters

Reports	
Select Report	Description
<input checked="" type="radio"/>	All Students by Event
<input type="radio"/>	Alpha Students Turning 10 This School Year*
<input type="radio"/>	Alpha Students Turning 14 1/2 This School Year*
<input type="radio"/>	Alpha Students Turning 6 This School Year*
<input type="radio"/>	Alphabetical List Of Facts Students*
<input type="radio"/>	Annual Review by Serving School & Date*
<input type="radio"/>	Class List by Case Manager*
<input type="radio"/>	Class List With Facts & Events*
<input type="radio"/>	Class List*
<input type="radio"/>	Facts by Serving School
<input type="radio"/>	Facts Not Reported*
<input type="radio"/>	Facts Reported*
<input type="radio"/>	Indicator 13 Student Data
<input type="radio"/>	Medicaid Students Dalimited*
<input type="radio"/>	Medicaid Students*
<input type="radio"/>	Student Approval Errors Listing*
<input type="radio"/>	Student Approvals Blank*
<input type="radio"/>	Student Grades 9-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-8 Active on Child Count*
<input type="radio"/>	Student Indicator Errors*
<input type="radio"/>	Student Transportation Report*
<input type="radio"/>	Transportation Billing History*

* Default filters applied

Report Title All Students by Event

Reports Filters

Student SIS Id:	<input type="text"/>	Related Service:	<input type="text"/>
School Year:	2016-2017	Resident District:	<input type="text"/>
Gender:	<input type="text"/>	Serving District:	<input type="text"/>
Grade:	<input type="text"/>	Disability:	<input type="text"/>
Term:	<input type="text"/>	Fund:	<input type="text"/>
Ethnicity:	<input type="text"/>	Indicator Errors:	<input type="text"/>
Private Facility:	<input type="text"/>	Include on Approval:	<input type="text"/>
Class Name:	<input type="text"/>	Error Type:	<input type="text"/>
Teacher Name:	<input type="text"/>		
Location Name:	<input type="text"/>		
Group By:	<input type="text"/>		

Additional Filters / Sorting Options

Currently Active FACTS Information:

Active on Child Count Date FACTS Information:

Sort Order:

I-Star Student

- Program Method for Computing Student Claim

Program Definition (✖ Modify) (Copy) (+ Add) (Delete)

School Year: **2016** Contact:

Name: **I-Star Program** Phone:

Term: **Regular** Calendar: -

District: **Harrisburg CUSD 3** Attend Days: **0** Total Days: **206**

Dates: **8/17/2015 - 5/31/2016**

Total Cost per 1.0 ADE:

Program Personnel Approval / Claim Data (✖ Add Multiples)

Delete	Personnel	Spec Id.	Term	Function	Salary	Benefits	Inc \$?	Alloc. Ratio	Salary Allocation	State Reimb Prev Year	Reimb Allocation	Total Fed Funds	Fed Funds Alloc.
✖	DemoBranden Bailey	1	Regular	1200	\$95,000	\$0	✓	1.000	\$95,000	\$0	\$0	\$0	\$0
✖	DemoMisty Hill	1	Regular	1200	\$40,000	\$0	✓	1.000	\$40,000	\$0	\$0	\$0	\$0
✖	DemoPaloma Allen	1	Both	1200	\$52,000	\$0	✓	1.000	\$52,000	\$0	\$0	\$0	\$0
✖	DemoRachelle Fisher	3	Regular	1200	\$54,000	\$0	✓	1.000	\$54,000	\$0	\$0	\$0	\$0
✖	DemoSelena Jones	1	Regular	1200	\$15,000	\$0	✓	1.000	\$15,000	\$0	\$0	\$0	\$0

I-Star Personnel

- Click the Approvals and Claims button on the landing page

A rectangular button with a light blue background and a thin blue border. On the left is a green dollar sign icon. To its right, the text "Approvals and Claims" is written in bold blue font. Below this, in a smaller blue font, is the text "Use this quick link to go to Claims".

Approvals and Claims
Use this quick link to go to Claims

- Click Personnel Approvals and Claims

A rectangular button with a light blue background and a thin blue border. On the left is a small icon of two people. To its right, the text "Personnel Approvals and Claims" is written in bold blue font. Below this, in a smaller blue font, is the text "Use this quick link to go to Personnel".

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

I-Star Personnel

- Search for personnel in your data by using the filters
- Add new personnel
 - Search "Unreported" staff members
 - Search ELIS/EIS

Approvals Approvals/Claims Reports Claims Uploaded Files Logout

Reported Un-Reported

Personnel Approvals Filter

IEIN: Entity: Harrisburg CUSD 3

School Year: 2015-2016 Errors Only:

Last Name: First Name:

Approval Status: Excl Term: Excl

Work Assign: Excl Spec Ed Type: Excl

Personnel Approvals (+ Add)

Actions	Full Name	IEIN	Work Assignments	SpecEd Type	Term	Status	Cross Category	Summer Days	Regular Days	FTE	Approval?	Claim?	Errors
	Allen, DemoPaloma	9000081	SLD SED	1	B	D	<input type="checkbox"/>	55	180	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
	Bailey, DemoBranden	9000087	SP PA	1	R	D	<input type="checkbox"/>	0	180	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2
	Fisher, DemoRachelle	9000051	NHA	3	R	A	<input type="checkbox"/>	0	180	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
	Fisher, Train10Camille	9000160	PPT	1	R	D	<input type="checkbox"/>	0	0	0.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
	Gomez, DemoMoises	9000032	PA	3	R	A	<input type="checkbox"/>	0	180	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0

I-Star Personnel

- Enter Personnel Approval information
 - Click "Add" in the Work Assignment section to add work assignment

Personnel Information

Name: **DemoPaloma F Allen** IEIN: **9000081**

[\(Show current credentials\)](#)

Personnel Approval Information

Year: 2015-2016 ▼

Entity: Harrisburg CUSD 3 ▼ Cross Category:

Special Ed Type: 1-Certified Professional Employee (Claimed) ▼ Include Approval:

Term: Both ▼ Include Claim:

Work Assignment(s) (+ Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular Preschool FTE	Regular FTE	Summer Preschool FTE	Summer FTE
				SLD	Specific Learning Disability	Disapproved	0.000	0.000	0.000	0.000
				SED	Emotional Disturbance/Behavior Disorder	Disapproved	0.000	0.000	0.000	0.000

Save & Check Errors

I-Star Personnel

- “Show Current Credentials”

Certificates/Endorsements							
Certificate Number	Certificate Code	Status	Issued Date	Expire Date	Endorsement Code	Endorsement Status	Endorsement Issue Date
	PEL	I	1/12/1996	6/30/2016			
	PEL	L					

- Work Assignment code

Licensure Requirements for: Specific Learning Disability			
Certificate Code	Endorsement Code	Approval Code	Outside Approval
		LBSI	N
		LBSS	N
		LD	N
		LD S	N
APA	LBSI		N
APE	LBSI		N
APE	LBSS		N
APE	LD		N
APE	LDG		N
APE	LDS		N
APE	LDS0		N
APE	LDU		N
PEDU	LBSI		N
PEDU	LBSS		N
PEDU	LD		N
PEDU	LDG		N
PEDU	LDS		N
PEDU	LDS0		N
PEDU	LDU		N
PEL		STE	N
PEL	LBSI		N
PEL	LBSS		N
PEL	LD		N
PEL	LDG		N
PEL	LDS		N
PEL	LDS0		N
PEL	LDU		N
RES	LBSI		N
VIT	LBSI		N

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I-Star Personnel

- Enter Personnel Claim information

The 2015-2016 Personnel Claims Data is Open.

FTE Information			Salary Information			
	Regular	Summer	Regular	Summer	Total	
FTE:	1.000	1.000	Local Salary:	\$52,000	\$15,000	\$67,000
Days Employed:	180	55	IDEA Disc / FT Salary:	\$0	\$0	\$0
FTE Days:	180.000	55.000	IDEA Preschool Salary:	\$0	\$0	\$0
			Other Salary:	\$0	\$0	\$0

Estimated Reimbursement	
HHI Reimb:	\$0
Reimb:	\$0
Total Reimb:	\$0

[Save & Check Errors](#)

I-Star Personnel

- Choose a report and customize with the available filters

Approvals Approvals/Claims Reports Claims Uploaded Files Lockout

Reports

Select Report	Description
<input checked="" type="radio"/>	All Personnel Approval*
<input type="radio"/>	Home Hospital Worksheet*
<input type="radio"/>	Para-Professional Data Collection*
<input type="radio"/>	Personnel Approval
<input type="radio"/>	Personnel Approval Blank Data Entry Form*
<input type="radio"/>	Personnel Approval Error Listing
<input type="radio"/>	Personnel Approval Not Reported*
<input type="radio"/>	Personnel Approval Reported*
<input type="radio"/>	Personnel Claim Error Listing
<input type="radio"/>	Personnel Claim Salary Blank Data Entry Form*
<input type="radio"/>	Personnel Reimbursement Claimed*
<input type="radio"/>	Personnel Reimbursement Computation Regular Term*
<input type="radio"/>	Personnel Reimbursement Entry Form*

* Default filters applied

Report Title

Reports Filters

IEIN:

School Year:

Approval Status: Excl

Work Assign: Excl

Entity:

Errors Only:

Term: Excl

Spec Ed Type: Excl

2016-2017 I-Star Plans

- Staggered rollout beginning in August
- I-Star New User Training required to have data converted
- Trainings to be announced at various locations across the state

Transition Tips

- All staff using I-Star should obtain an IWAS account
 - Account approved by District Superintendent/Coop Administrator
- Sign up for I-Star under System Listing
 - I-Star access approved by District Superintendent/Coop Administrator
- Sign in to I-Star and request access
 - Access levels in the I-Star system approved or denied by District Superintendent/Coop Administrator or designated District Security Administrator
- All students **MUST** have a SIS ID to have a record in I-Star
- All personnel **MUST** have an IEIN to have a record in I-Star
- Obtain “Read Only” access to SIS to assist in data entry/error elimination

I-Star Resource Website

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

I-Star
IEP Special Education Tracking and Reporting

Home ISBE IWAS Contact Us Recently Added

Student
Personnel
IEP
Security
Training & Support
Videos
FAQs

Welcome!

The Illinois State Board of Education is developing a comprehensive web-based Special Education database system called I-Star. This database system is a special education data management tool for districts in Illinois. ISBE has tied together all the aspects of Special education reporting into one convenient place. The new web-based IEP is integrated with the new personnel and pupil reporting systems, which are currently being developed. 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. I-Star will be available to school districts, free of charge.

Events

- July 15th - Regular Term Student Orphanage Claim
- August 3rd-5th - Directors' Conference, Springfield
- August 15th - Private Facility, Excess Cost Claims and Personnel Approval/Claim

Have questions? [click here to Contact Us](#)
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Questions

Harrisburg Project

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Illinois State Board of Education

Funding & Disbursements

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I-Star (technical issues)

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