




## IWAS Access

- Each I-Star user has to have an IWAS account <https://sec1.isbe.net/iwas/asp/login.asp?js=true> 
- Visit the IWAS User Guide or IWAS Training Video for IWAS Help
  - IWAS Help Desk (217) 558-3600
- Once an account is established, each user has to request access to the I-Star Application
- It is recommended that users request read-only access to SIS during this time as well
- Once the IWAS account and the I-Star access is approved, I-Star can be accessed under the [System Listing](#) → Reporting → Annual

<a href="#">ISBE Home</a>
<a href="#">Home</a>
<a href="#">Sign Up Now</a>
<a href="#">Get Password</a>
<a href="#">Contact Us</a>
<a href="#">Help</a>
<a href="#">IWAS User Guide</a>
<a href="#">IWAS Training Video</a>



# I-Star Security



1. From the Landing Page, click Request Access

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

2. Click Modify beside User's Assigned System Roles

User's Assigned System Roles (X) Modify

3. Click Request Access next to the desired roles

Student Approvals (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Approvals Full Access
<input type="radio"/>	<input type="radio"/>	Student Approvals Read Only

Student Claims (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	Student Claims Full Access
<input type="radio"/>	<input type="radio"/>	Student Claims Read Only

4. Once desired roles have been selected, click Save

# I-Star Security



1. The District Superintendent or Coop Administrator approves Security Requests. From the Landing Page, click Approve/Deny a Security Request.

**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.

2. Click the name of the user to edit their access under the Manage Security Tab (or locate their request under Security Requests tab)
3. Click Approve or Deny for the request then click Save

**\*\*Security administration can be designated by the Superintendent or Coop Administrator to another user(s)**

District Security Administrator (Clear)		
Request Access	Current Access	Role Name
<input type="radio"/>	<input type="radio"/>	District Security Administrator

Manage Security - Security Requests (0)						
Users by Name						
User Name	Full Name	Users	Email	Approval Group	Logout	Role
		Wabash & Ohio Valley Sp Ed Dist		District Admin		<input type="checkbox"/> Role Name Personal Approvals Full Access Personal Claims Full Access IEP Administration Access ISTAR Security Administrator (Import) Personal Claims Full Access
		North City Admin		Department Admin		<input type="checkbox"/> Role Name Personal Approvals Full Access Personal Claims Full Access Student Approvals Full Access Student Claims Full Access IEP Administration Access District Security Administrator (Import) Personal Claims Full Access




## Data collection timelines

**Nov 1, 2021** - Fund E & F - Summer 20-21 Term  
(Approval & Reimbursement)

**Feb 23, 2022** – December 1 Child Count

5



Upon distribution of this training material, all information was in accordance with the Students with Disabilities Data Collection Approval Instructions distributed by the Illinois State Board of Education.  
(This manual should always be consulted to ensure up to date information.)  
**NEW Manual Available Soon!**

6

# I-Star Landing Page

Welcome Coop User  
**Train15Jess Brown**  
 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.

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

**2021 School year Student records with fatal errors: 13**  
**2022 School year Student records with fatal errors: 1**

**2021 School year Personnel records with fatal errors: 2**  
**2022 School year Personnel records with fatal errors: 1**

**Current Child Count Status**

**SPP 14: Post School Outcome Surveys**

**Total Personnel EBF Offset within range**

7



## Student Information System (SIS) Tips

- Students cannot be entered into I-Star without a SIS ID
- All student demographics carry from SIS
- Students receiving ESY should remain enrolled in SIS (or be exited and re-enrolled if home or serving school changes) until ESY is ended
- SIS administrators should upload to SIS as often as possible to keep the data 'Up-to-Date'



## Student Information System (SIS) Tips

- SIS error checks in I-Star
  - RCDTS for Home = Resident District in I-Star
    - The first 11 digits of the SIS Home RCDTS **MUST MATCH** the RCDT of the Resident District being reported in I-Star
  - RCDTS for Service Provider in SIS = Serving District in I-Star
    - The first 11 digits of the SIS Serving Provider RCDTS **MUST MATCH** the RCDT of the Serving District in I-Star **AND/OR**
  - RCDTS for Serving in SIS = Serving School in I-Star
    - The SIS Serving RCDTS **MUST MATCH** the RCDT of the Serving School in I-Star
- Enrollment Date for Serving must be either before or the same as Approval Begin Date
- Enrollment Exit Date is the after or the same as the Approval End Date

### Approved Example:

- Approval Begin = 09/01/2021 and SIS Enrollment Date = 08/19/2021
- Approval End Date = Blank and SIS Exit Date = Blank

### Disapproved Example:

- Approval Begin = 08/19/2021 and SIS Enrollment Date = 09/01/2021
- Approval End Date = Blank and SIS Exit Date = Blank

9

## Student Approvals

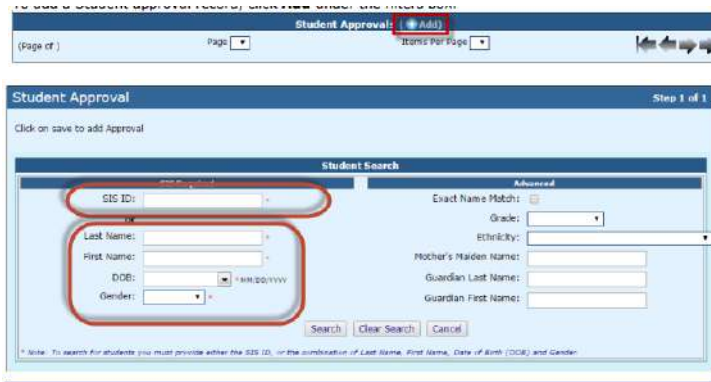


- Search for students included in your Approval data using one or more filter(s)
- **Reported** – students with an approval record
- **Un-Reported** – students in jurisdiction SIS upload with IEP Indicator marked 'Yes' but no approval record

10

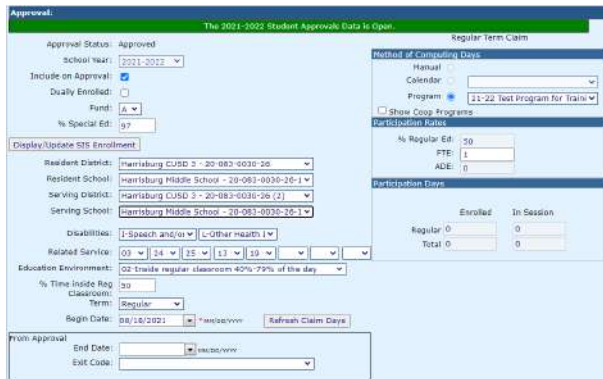
# Student Approvals

- To add a new student click Add and use either Last Name, First Name, DOB and Gender OR SIS ID to locate the desired student



# Student Approval

- Once student is added, an approval record can be completed for the student



Display/Update SIS Enrollment

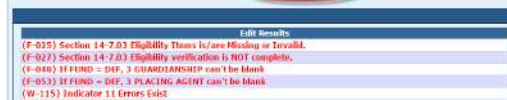


Hide SIS Enrollment

Res RCDTS:20-083-0030-26-0000 Harrisburg CUSD 3  
 Serv RCDTS:20-083-0030-26-0000 Harrisburg CUSD 3  
 Serv Prov:  
 Beg Date:8/1/2018 End Date:

- To see if the record has any errors, click Save & Check Errors

Save & Check Errors



## Warnings/Errors vs. Approved/Disapproved

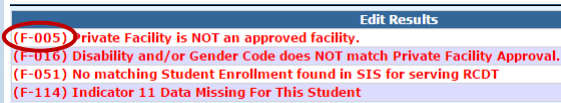
### Warnings = Approved

- Warning messages start with (W-



### Errors = Disapproved

- Error messages start with (F-



**Errors/Disapproved** must be corrected by Pickup Date!!!

13

## When do students age out? (HB 40)

- To facilitate successful transition and integration into adult life, students are eligible for services through age 21 inclusive (the day before the student's 22<sup>nd</sup> birthday)
- If a student's 22<sup>nd</sup> birthday occurs during the regular term school year, the student remains eligible for services through the end of the year

14

## Fund Codes

- IDEA Fund Codes
  - **Fund A – IDEA Child Count** – students enrolled, with an IEP and receive services in public programs
  - **Fund K – Nonpublic Dually Enrolled** - students homeschooled or attend nonpublic school for general education and have an IEP and receive special education services from the public district
  - **Fund L – Nonpublic, Not Enrolled** – students attend nonpublic (parochial) school for general education and have an ISP and receive special education services from the public district
  - **Fund P – Home-Schooled, Not Enrolled** – students are homeschooled for general education and are not enrolled and have an ISP and receive special education services from the public district

15

## Fund Codes (cont.)

- State Reimbursement Fund Codes
  - **Fund B – Private Day – Residential Facilities – Out-of-State Public Schools** – students attend nonpublic facilities and out-of-state public schools, includes tuition and room and board
  - **Fund D – Orphanage Act** – students attend public education programs and are placed in a residence for the purpose of care/custody, welfare, medical/mental health treatment rehab or protection by an Illinois public agency with authority and responsibility for the students
  - **Fund E – Orphanage Act** – Individual Programs – students attend public school educational programs and are placed in a residence by an Illinois public agency
  - **Fund F – Private Facilities/Orphanage Act** – students are placed by an IL public agency or court in this State who attend special education private facilities approved by ISBE
  - **Fund H – Phillip J. Rock Center and School**

16



## Fund Codes (cont.)

- State Reimbursement Fund Codes
  - **Fund J – Private Residential Facility/Public School District Education Program/Fund for Children Requiring Special Education Services** – students placed by a school district into a private residential program who attend a public school educational program
  - **Fund X – Funding for Children with Excess Costs** – students in public programs whose education costs exceed four times district per capita tuition

17

## Fund Codes (cont.)

- Fund Codes for Students NOT Receiving Services:
  - **Fund N – Non-Public School Students NOT Receiving Services** – non-public students, including home-schooled, who have been evaluated and had their eligibility determined and are NOT receiving special education services. (Indicator 11 and PPNP compliance)
  - **Fund U – Public School Students NOT Receiving Services** – public school students who have been initially evaluated, had their eligibility determined and are NOT receiving special education services (Indicator 11 compliance)

18

## Fund Codes (cont.)

- **Post Secondary Transition Recovery Eligible**

- **Fund R – Section 14-7.02 (Postsecondary Transition Recovery Eligible)** (a) If a student with an IEP reaches the age of 22 during the time in which the student's in-person instruction, services, or activities are suspended for a period of three months or more during the school year as a result of the COVID-19 pandemic, the student is eligible for such services up to the end of the regular 2021-22 school year.
- (b) This Section does not apply to any student who is no longer a resident of the school district that was responsible for the student's IEP at the time the student reached the student's 22nd birthday.
- (c) The IEP goals in effect when the student reached the student's 22nd birthday shall be resumed unless there is an agreement that the goals should be revised to appropriately meet the student's current transition needs.
- (d) If a student was in a private therapeutic day or residential program when the student reached the student's 22nd birthday, the school district is not required to resume that program if the student has aged out of the program or the funding for supporting the student's placement in the facility is no longer available.
- (e) Within 30 days after the effective date of this amendatory Act of the 102nd General Assembly, each school district shall provide notification of the availability of services under this Section to each student covered by this Section by regular mail sent to the last known address of the student or the student's parent or guardian.

19

## % Special Ed vs. % Time Inside Reg. Classroom

### **% Special Ed**

- Reflects the amount of time for which a student receives special ed services under his/her IEP at the time of entry into the special ed program as compared to the total amount of time in the student's regular instruction day
- $(\text{Instructional minutes received} / \text{Total Instructional minutes possible}) * 100$
- Instructional day is NOT "bell to bell" (should omit passing periods, lunch and recess unless IEP requires support during those times)
- % Special Ed is not equal to % Time Inside Reg. Classroom and will have no effect on Educational Environment (formerly LRE)

### **% Time Inside Reg. Classroom**

- Reflects the amount of time for which a student receives special ed services under their IEP inside the General Education Classroom
- $(\text{Bell to Bell minutes received} / \text{Total Bell to Bell minutes possible}) * 100$
- Bell to Bell includes all classes, passing periods, lunch and recess
- % Time Inside Reg. Classroom determines Educational Environment Code (formerly LRE)

20

## Resident & Serving Districts/Schools


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 (2) ▼

- Resident District = District where student resides
- Resident School = School student would attend if they were not receiving special education services
- Serving District = Local Education Agency that operates the program the student attends
- Serving School = Location where the child is physically seated receiving services

21

## Student Approval

\* To perform an end/add on a student approval record, click the chain icon in the Actions column for the student:

Actions	Ind	Student Name & Grade	SIS Id	Resident RCPT	DOB	Fund	Priv Fac	Disab	Rel Svc	Ed Env	% SpEd	% Reg	Term	Begin Date	End Date	Exit Code	Incl on Appr	Status	Errors
	1113	Cooper, Demokip Maximilian (N/)	999999008	20-083-0030-26	8/14/2001	A		C	05 25 02	01	100	78	B	8/13/2021				D	3

\* Edit the end date for the current record if what has auto filled is not correct. Choose the Exit Code and click End/Add

**End/Add Student Approval**









This process will make a copy of the current record. The new record will have a begin date one day after the end date of the original record.

End Date for original Approval:  MM/DD/YYYY

Exit Code:

22

# State Performance Plan (SPP) Indicators

Actions	Ind	Student Name & Grade	SIS Id
   	11 13	Evans, DemoElena Cali (N/)	999999027
   	11 13	Flores, DemoCash Grant (N/)	999999001

- Indicator 11 (60 school day evaluation) response is required for ALL students
- Indicator 13 (Post-Secondary Transition) response is required for students age 14 ½ or older (except Fund Code L, P, N, U)

23

## SPP 11

- To add a new SPP 11 record, click Add

Student Indicator 11 (Add)				
Student	Start Year	Parental Consent Date	Eligibility Determination Date	Evaluating District
No Records Found				

- Enter data from the IEP and click Save

Initial Evaluation Start Year: 2022

Initial Evaluation Parental Consent Date:  MM/DD/YYYY

Initial Eligibility Determination Date:  MM/DD/YYYY

Evaluating District:

Number of School Days:

Reason Timeline Not Met:

Reason Not Applicable:

24

# SPP 13

- Complete for all students age 14 ½ and older (except Fund Codes L, P, N, U)
- Complete form based on transition plan in the student's IEP
- **Yes** = Approved in Student Approval
- **No** = Approved in Student Approval, but out of compliance with ISBE
- **Incomplete** = Disapproved in the Student Approval

Questions		Yes	No
1.	There are measurable postsecondary goals in the areas of employment, education and / or training, and independent living. 34 CFR 300.320(b)	Yes	No
a.	Is there a measurable postsecondary goal for employment which will occur after high school/aging out?	Yes	No
b.	Is there a measurable postsecondary goal for education and/or training which will occur after high school/aging out?	Yes	No
c.	Is there a measurable postsecondary goal for independent living which will occur after high school/aging out? 105ILCS 5/14-8.03(a-5)	Yes	No
2.	The postsecondary goals are updated annually. 34 CFR 300.320(c)	Yes	No
a.	Has the current IEP been updated for employment?	Yes	No
b.	Has the current IEP been updated for education and/or training?	Yes	No
c.	Has the current IEP been updated for independent living? 105ILCS 5/14-8.03(a-5)	Yes	No
3.	There is evidence that the measurable postsecondary goals were based on age appropriate transition assessments and provided information on "The student's needs taking into account strengths, preferences and interests."	Yes	No
a.	Was an age appropriate assessment given prior to the IEP meeting that addressed employment?	Yes	No
b.	Was an age appropriate assessment given prior to the IEP meeting that addressed education and/or training?	Yes	No
c.	Was an age appropriate assessment given prior to the IEP meeting that addressed independent living? 105ILCS 5/14-8.03(a-5)	Yes	No
4.	There are transition services in the IEP that will reasonably enable the student to meet his or her postsecondary goals. 34 CFR 300.320(d)	Yes	No
a.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary employment goal that will occur during and/or after high school to facilitate movement from school to post-school?	Yes	No
b.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary education and/or training goal that will occur during and/or after high school to facilitate movement from school to post-school?	Yes	No
c.	Is there at least one transition service, including academic and functional activities, which addresses the postsecondary independent living goal that will occur during and/or after high school to facilitate movement from school to post-school? 105ILCS 5/14-8.03(a-5)	Yes	No
5.	The IEP includes a course of study that will reasonably enable the student to meet his/her postsecondary goals. 34 CFR 300.320(e)	Yes	No
a.	Does the course of study address the student's current and emerging needs in school and lists names of classes, rather than a statement of instructional program that results in progression towards meeting the post-secondary goal?	Yes	No
b.	There are annual IEP goals related to the student's transition service needs. 34 CFR 300.320(2)(i)	Yes	No
a.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of employment?	Yes	No
b.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of education and/or training?	Yes	No
c.	Is there at least one annual goal and short term objective related to the student's transition service needs in the area of independent living? 105ILCS 5/14-8.03(a-5)	Yes	No
7.	There is evidence that the student was invited to the IEP team meeting where transition services were discussed. 34 CFR 300.321(b)	Yes	No
a.	Was the student invited to the IEP meeting by being listed in the Notification of Conference form AND/OR by the student sign in as an IEP team member at the meeting?	Yes	No
8.	If appropriate, there is evidence that a representative of any participating agency that is likely to be responsible for providing or paying for transition services was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority. 34 CFR 300.321(b)(3)	Yes	No
a.	Is it to verify to determine if the student will need outside agency involvement?	Yes	No
b.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence that the agency was listed in the Notification of Conference form?	Yes	No
c.	If transition services are listed that will be provided by or paid by an outside agency, is there evidence of current written WRITING consent obtained from the parent or student who has reached the age of majority? (Consent is added to IEP from date of signature on the form.)	Yes	No

Does the IEP meet the requirement of Indicator 13? Yes No Incomplete

• Yes: If items 1a through 8c are ALL answered Yes, then the IEP meets Indicator 13 requirements.  
 • No: If items 1a through 7c, 8a and 8c are ALL answered Yes AND 8b is answered No, then the IEP meets Indicator 13 requirements.  
 • No: If one or more items were answered No, with the exception of 8b, then the IEP does not meet Indicator 13 requirements.

25

# Student Approvals Recheck Edits



- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing 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 | Claims | Programs | Upload Files | Case Load Definition

Reported | Un-Reported | Possible Youth In Care

**Student Approvals Filter:**

Student SIS ID:

Last Name:

First Name:

School Year: 2021-2022

Status:

Grade:

Term:

Related Services:

EE Code:

Local District ID:

DOB:

Show only Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Program:

Reimbursement Status:

Class Teacher:

Class Name:

Event:

Search | Clear Search | **Recheck Edits** | Export to Excel | Export using Import Format

26

# Student Approval Error Report



To run a report with all errors click:  
**Reports-Application Reports**

Select Report Type:  
**Student**

Select Report Categories:  
**Errors**

Select:  
**Student Approval Error Listing**

Click:  
**Run and/or Export Report**

27

# Student Profile



- Transportation
- Events
- Notes
- Other Information

Actions		Ind
		11 13
		11 13
		11 13
		11 13

28

# Transportation

## Transportation Schedule

- Click 'Add' for each trip

## Special Needs

- Click 'Add' and select from list

## Billing History

- Click 'Add' to enter billing data

**Transportation**  
 Use this to modify transportation for this student.

School Year: 2021-2022

Transportation Schedule (+ Add)						
Edit	Delete	Location	Transportation Type	Time	Driver	Phone #
		512 N. Main St.	Pick-up	07:00 AM	Homert	6102521968
		1 School Drive	Drop-off	08:00 AM	Homert	6102520207
		1 School Drive	Pick-up	03:00 PM	Homert	6102520704
		512 N. Main St.	Drop-off	04:00 PM	Homert	6102521968

Special Needs (+ Add)	
Edit	Delete

Billing History (+ Add)			
Edit	Delete	District To Bill	Charge Rate
		Carmel-White County CUSD 5	\$102.00

# Transportation Data Entry

## 1. Busing Schedule

Enter the new transportation schedule information and click the Save button.

District Entity:

Transportation Type:  Drop-off  Pick-up

Location:

Time:

Driver:

Phone Number:

Notes:

## 2. Special Needs

Select the new special need and click the Save button.

Special Need:

## 3. Billing Information

Enter the new transportation billing information and click the Save button.

Billing District Entity:

Start Date:

End Date:

Charge Rate:

Notes:

# Special Needs Definition

\*Click Admin->District Maintenance->Special Needs->Add

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	

\*Type in desired special need and click Save

Upload Permissions | LEA List Maintenance | **Special Needs** | Custom Events | IEP Caseload | Custom Notes | Mass Change

Special Transportation Needs (Add)

Edit the special need and click the Save button.

Special Need

Special Need:

31

# Transportation Reports

Home | Approvals and Claims | IEP | Admin | Goal Mine | Facility Search | IEP Quality | **Reports** | User Guide

I-STAR Reports

Report Type:  Report Categories:

Select Report	Description
	Student Transportation By Private Facility
	<b>Student Transportation Report</b>
	Student Transportation Special Needs
	Transportation Billing History

**Report Description:**  
 Alphabetical list of students detailing transportation schedule for pickup and dropout. Includes special needs, parent/contact information and billing information. Grouped by Serving School. Does not include Private Facility placements. No class list filters.



## Transportation Billing History

Reseller District	Reseller	Age	Start	Stop	Charge Rate	Billing Dates
304030000	Alamo, Columbus, Inc	14	08/01/21	01/14/22	\$75.00	
304030000	Alamo, Columbus, Inc	14	08/01/21	01/14/22	\$75.00	
304030000	Alamo, Columbus, Inc	14	08/01/21	01/14/22	\$75.00	
304030000	Alamo, Columbus, Inc	14	08/01/21	01/14/22	\$75.00	

## Student Transportation Report

Serving School		Parent Information		School Year	
Student:	Age	Disability	Phone Number	Schedule Notes	Grade
19111111111111111111	14	Wheel Chair	816-352-1888		
Serving School: Parkville Elementary School		Parent Information: 312 N. Main St., Parkville, MO 64156		School Year: 2021-2022	
Special Need: Wheel Chair Lift		Charge Rate: \$75.00		Start Date: 08/01/21	
Charge Rate: \$75.00		Start Date: 08/01/21		End Date: 01/14/22	

32



# Events



Events (0)

Type	Most Recent Date	Next Event Date
No Records Found		

Provide required Event Information

Event Type:

Description 1:

Description 2:

Events (Add)

Click Add to create an event for a student



# Single Occurrence vs. Recurring Event

Single Occurrence Event  Recurring Event

**Single Event**

Event Date:  MM/DD/YYYY  All Day Event

Single Occurrence Event  Recurring Event

**Recurring Pattern**

Daily  
 Weekly  
 Monthly  
 Yearly

Every 1 day(s)  
 Every weekday

Start:  MM/DD/YYYY  All Day Event

End:  No end date  
 End after: 10 occurrences  
 End by: MM/DD/YYYY

Recurring Events can be set occur:

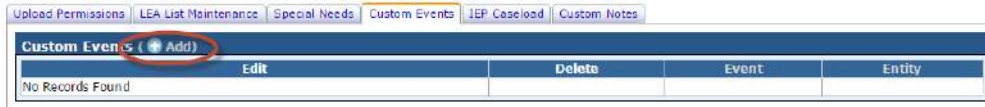
- \* Daily
- \* Weekly
- \* Monthly
- \* Yearly

\* After occurrence is set, click Save

# Custom Events



Admin → District Maintenance → Custom Events → Add



Enter the Event Type and click Save



# Events Reports

Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

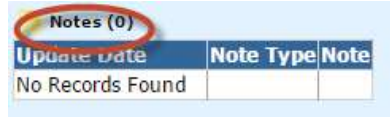
I-STAR Reports

Report Type: Student Report Categories: Events

Select Report	Description
<input checked="" type="radio"/>	All Students by Event
<input type="radio"/>	Annual Review In Date Order
<input type="radio"/>	Current IEP In Date Order
<input type="radio"/>	Initial Eval In Date Order
<input type="radio"/>	Reevaluation In Date Order
<input type="radio"/>	Students Notes

**Report Description:**  
List of students grouped by event type. Includes all events past and future. No class list filters.

# Notes



- \* Click Add
- \* Select Note Type from Drop Down
- \* Enter Note content
- \* Private will prevent any other user from seeing this note
- \* Set Reminder will add to Reminder screen on Landing Page

37

# Medicaid Number & Reports

\* Medicaid Number is located on the Student Profile

Other Information (X) Modify		
Medicaid #	Anticipated Grad Date	Eligibility Determination Date
123456789		

Medicaid Students							
SIS ID	Student	DOB	Gender	Resident District	Related Service Code	Disability	Medicaid Number
<b>Harrisburg CUSD 3</b>							
99999010	Adams, DemoSabine Isa	10/22/2001	Female	20-083-0030-26		C	123456789
99999010	Adams, DemoSabine Isa	10/22/2001	Female	20-083-0030-26		C	123456789
99999004	Adams, DemoManuel Vance	01/30/2002	Male	20-083-0030-26	07	A	
99999042	Carter, DemoJonathan Pico	10/29/1997	Male	20-083-0030-26	07	E	264687562
99999031	Collins, DemoGiles Cato	11/09/2001	Male	20-083-0030-26	02	F	
99999002	Collins, DemoGarrett	10/15/1999	Male	20-083-0030-26	03	D	123456785

- Medicaid Students










[Run Report](#)

- Medicaid Students Delimited

[Export Report](#)





99999004,Adams,DemoManuel,Vance,01/30/2002,Male,20-083-0030-26,07,A;;  
 99999042,Carter,DemoJonathan,Rico,10/29/1997,Male,20-083-0030-26,07,E,264687562  
 99999002,Collins,DemoGarrett,Hendrix,10/15/1999,Male,20-083-0030-26,02,F,123456785  
 99999017,Diaz,DemoZebulon,Jimmy,05/13/2001,Male,20-083-0030-26,01,;;  
 99999009,Edwards,DemoAnselma,Joan,12/19/2001,Female,20-083-0030-26,02,D,123456789  
 99999037,Fisher,DemoDianne,Zula,07/09/1998,Female,20-083-0030-26,02,;;  
 99999045,Powell,DemoStakira,Zendaya,08/19/2008,Female,20-083-0030-26,02,;;  
 99999013,Smith,DemoMack,Wade,01/28/2002,Male,20-083-0030-26,09,A;;

38

Actions	Ind
  	11 13
  	11 13
  	11 13

# Case Load

\* Click 'Add' to associate a new class with a student or click the pencil to edit existing class information

School Year: 2021-2022										
Case Load (Add)										
Edit	Delete	Class / Teacher Name	Start	End	Direct	Consult	Case Mgr?	Note	Note2	
		LD/ Brown, DemoAsia	August 13, 2020		0	0	False			
		ED/ Allen, DemoPaloma	August 18, 2021		0	0	False			

School Year: 2021-2022

Enter the new case load data and click the Save button.

Class Name:  Filter by Teacher:

Start Date:  MM/DD/YYYY

Stop Date:  MM/DD/YYYY

Direct:

Consult:

Total:

Case Mgr?

Notes:

Notes 2:

- Class name drop down is generated from Case Load Definition tab
- Enter desired data and click Save when finished

# Case Load Definition

\* Approvals & Claims → Student → Case Load Definition → Add

School Year: 2021-2022

District:

School:

Class Name:

Teacher Name:

Case Load Definition Search Results (Add)

Case Load Definition

School Year: 2021-2022

Class:

School:

Teacher Name:  Personnel

Location:

Notes:

\*Enter the information for the class definition and click Save

# Class List Reports

Home Approvals and Claims IEP Admin Goal Mine Facility Search IEP Quality **Reports** User Guide

I-STAR Reports

Report Type: Student Report Categories: Class Lists

Select Report	Description
<input type="radio"/>	Case Load Student Listing
<input type="radio"/>	Class List
<input type="radio"/>	Class List by Case Manager
<input type="radio"/>	Class List with Approvals and Events
<input type="radio"/>	Class List Without Address
<input type="radio"/>	Enrollment With Total Minutes Per Week
<input type="radio"/>	Enrollment With Total Minutes Per Week by Serving School
<input type="radio"/>	Total Number Enrolled by Location

**Report Description:**  
Select a report to see description here...

Upon distribution of this training material, all information was in accordance with the Special Education Personnel Approval procedures distributed by the Illinois State Board of Education

(This manual should always be consulted to ensure up to date information.)

**NEW Manual Available Soon!**



# Personnel Approval



- Search for personnel included in your Approval data using one or more filter(s)
- **Reported** – personnel with an approval record
- **Un-Reported** – personnel in jurisdiction EIS upload but no approval record



# Personnel Topics

- General reporting guidance
- Code Descriptions and Definitions
- Status Codes
- Paraprofessional Work Assignments
- Personnel Data Collection and Approval Instructions



**Personnel Approval Due**  
**June 30, 2022**

# Personnel Approval

- To add a new personnel click Add and use either District, Last Name, First Name, Gender combination OR IEIN to locate the desired person

The screenshot shows the 'Personnel Approvals' page with an 'Add' button highlighted. Below it is the 'Manage Personnel Claims and Approvals' section. A 'Personnel Search' dialog box is open, showing search criteria: District (Wabash & Ohio Valley Sp Ed Dist), Last Name, First Name, Gender, and IEIN. There are 'Search', 'Clear Search', and 'Cancel' buttons. A note at the bottom states: 'Note: including a district will search BLS with the entered filters. Leaving the district out will perform a name search on BLS.'

45

# Personnel Approval

- Once person is added, an approval record can be completed for the employee

The screenshot shows the 'Personnel Approval Information' form. Fields include Year (2021-2022), Entity (Wabash & Ohio Valley Sp Ed Dist), Special Ed Type (Undetermined), and Terms (Regular). A 'Work Assignment' table is shown with columns for Edit, Delets, Move Up, Move Down, Code, Assignment, Work Assignment Status, and Regular FTE. Below the table, there is a 'Work Assignment' dropdown set to 'ECT - Early Childhood Teacher' and an 'FTE' dropdown menu with values from 0.1 to 1.0. A 'Save & Check Errors' button is highlighted.

- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down.
- Full Time Equivalency (FTE) now part of approval form; required for ALL employees
- Calculating percentage to assist in reporting FTE -** "Total hours worked per year in the work assignment", (divided by "normal school day classroom hours", equals "total days worked per year". Dividing the "total days worked" by 180 days, will equal the "total FTE percentage."
- Select FTE drop down in I-Star to select the numerical value that best estimates the amount of time spent in the work assignment and click Save.

46

# Personnel Approval

FTE for Paraprofessional staff must be reported for each age group served:

- Grades PreK and KG-12
- Estimate the FTE as accurately as possible when time is spent serving both grade ranges.

Paraprofessional Work Assignment Codes:

- PA3=Program Aide serving grade PreK
- PA6=Program Aide serving grades KG-12
- TA3=Teacher's Aide serving grade PreK
- TA6=Teacher's Aide serving grades KG-12
- NHA3=Non-certified Health Aide grade PreK
- NHA6=Non-certified Health Aide grades KG-12



47

# Personnel Approval

- Special Ed Type will no longer be selected. The I-Star system will automatically match the appropriate Special Education ID code:
  - A – Special Education Teacher
  - B – Related Services
  - C – Paraprofessional
  - D – Administrative
- This code will be determined once a Work Assignment is selected

Personnel Approval Information								
Year:	2021-2022	Employed as of:	12/1/2021:	<input checked="" type="checkbox"/>	Total FTE:	1.0	Term:	Regular
Entity:	Wabash & Ohio Valley Sp Ed Dist (6)	Special Ed Type:	A-Special Education Teachers					
Work Assignment(s) (+ Add)								
Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE	
				ECT	Early Childhood Teacher	Not Qualified	1.0	

48



## Personnel Approval

This 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.

Personnel Approval Information

Year: 2021-2022  
 Entity: Wabash & Ohio Valley Sp Ed Dist (6)  
 Special Ed Type: A-Special Education Teachers  
 Total FTE: 1.0  
 Term: Regular

Employed as of: 12/1/2021

Work Assignment(s) (Add)

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
				ECT	Early Childhood Teacher	Not Qualified	1.0

Selecting a term code is no longer necessary. Only "regular school term" staff are to be reported.

49

## Status Codes

- Status codes are used by ISBE to indicate the approval status of a work assignment(s). The status is verified with ELIS.
- Available Status Codes:
  - Qualified – replaced Approved
  - Not Qualified – replaces Disapproved

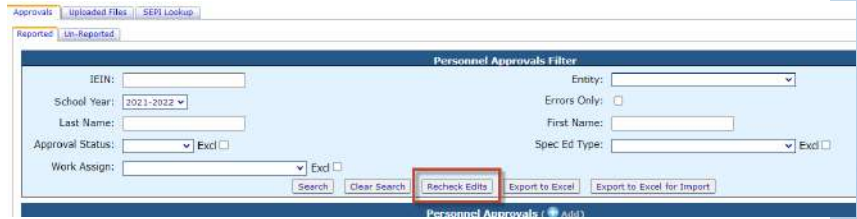
*I-Star generates a warning message indicating the record status is "Not Qualified".*

*This does NOT cause an error and the record will be submitted as "Not Qualified".*

50

# Personnel Approvals Recheck Edits

- Click Recheck Edits
- You will receive two emails on the status of the error check. The first will tell you that the processing 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



51

# Personnel Approval Error Report

To run a report with all errors click:

**Reports-Application Reports**

Select Report Type:

**Personnel**

Select Report Categories:

**Personnel Approval**

Select:

**Personnel Error Listing**

Click:

**Run and/or Export Report**



52

# I-Star Resource Website

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

53

# I-Star User Guide

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

54



Contact  
Harrisburg Project  
**(800) 635-5274**

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

with I-Star Questions  
and Feedback

Contact  
IWAS Helpdesk  
with IWAS Account Questions  
(217) 558-3600

IWAS User Guide:

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

