



I-Star

Preparing for Personnel Approval Snapshot

Presented by Harrisburg Project

The slide features a dark blue chalkboard background with a brown border. It is decorated with various hand-drawn illustrations: a sun with rays in the top left, a cloud below it, a cloud in the top right, a bird in flight on the right side, a flower in the bottom right, a signature in the bottom center, a series of vertical lines on the left, and a series of horizontal lines at the bottom left. The text 'I-Star' is written in blue, with a yellow star to its right. The main title 'Preparing for Personnel Approval Snapshot' is in white, and the subtitle 'Presented by Harrisburg Project' is also in white.

Topics



Special Education Personnel Approval Manual



Personnel Approvals



Status Codes



Error Reports



Website



Support



2022-2023 Special Education Personnel Approval Manual

- Updated in May
- Due Date - Personnel Approval DUE June 30, 2023!!!
- New ISBE Contact - Michelle Johnson



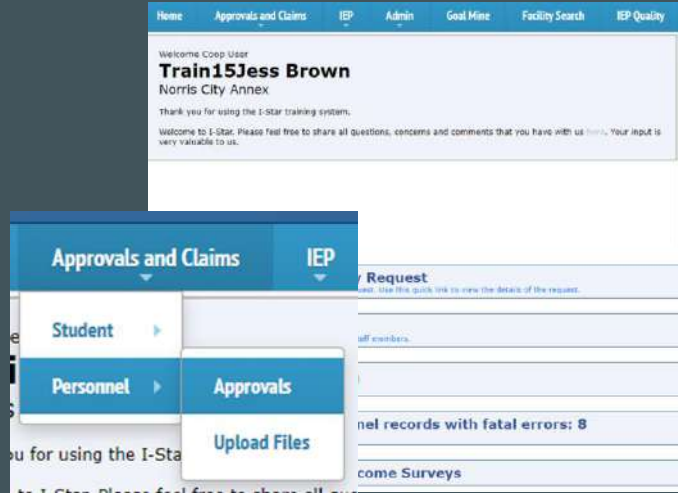
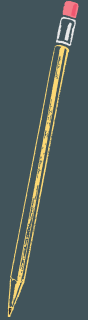
www.hbug.k12.il.us -> Manuals & Guides



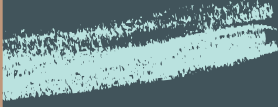
I-Star Landing Page



Select Approvals and Claims -> Personnel -> Approvals



The screenshot shows the I-Star system landing page. At the top, there is a navigation bar with links for Home, Approvals and Claims, IEP, Admin, Goal Mine, Facility Search, and IEP Quality. Below the navigation bar, a welcome message is displayed for user **Train15Jess Brown** at **Norris City Annex**. The message says: "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." Below the message, there are several menu items: "Request", "Self members", "Personnel records with fatal errors: 8", and "Home Surveys". A dropdown menu is open under "Approvals and Claims", showing options for "Student", "Personnel", and "Upload Files". The "Personnel" option is selected, and the "Approvals" sub-menu is visible.



Personnel Approval

The screenshot shows a web application interface for 'Personnel Approvals Filter'. At the top, there are navigation tabs: 'Approvals', 'Uploaded Files', and 'SEPI Lookup'. Below these are sub-tabs for 'Reported' and 'Un-Reported'. The main filter area includes the following fields and controls:

- IEIN: [Text input field]
- School Year: [Dropdown menu, currently showing 2022-2023]
- Last Name: [Text input field]
- Approval Status: [Dropdown menu] Excl
- Work Assign: [Dropdown menu] Excl
- Entity: [Dropdown menu]
- Errors Only:
- First Name: [Text input field]
- Spec Ed Type: [Dropdown menu] Excl

At the bottom of the filter area, there are five buttons: 'Search', 'Clear Search', 'Recheck Edits', 'Export to Excel', and 'Export to Excel for Import'.

Reported

Personnel with an existing Approval record in I-Star

Un-Reported

Personnel in jurisdiction from EIS upload but no current Approval record



Personnel Approval



To add a new personnel record click Add. Use either District, Last Name, First Name, Gender or IEIN to locate the desired person.

The screenshot shows a web interface for 'Personnel Approvals'. At the top, there is a navigation bar with the title 'Personnel Approvals' and an 'Add' button highlighted with a red box. Below this is a pagination area with '(Page of)', 'Page' dropdown, and 'Items Per Page' dropdown. The main content area is titled 'Manage Personnel Claims and Approvals' and contains instructions: 'For an approval, select the personnel, enter the approval parameters and select the work assignments. For a claim, enter the salary information and days claimed.' Below the instructions is a search prompt: 'Search for and select the person the approval is for.' This leads to a 'Personnel Search' form. The form has two tabs: 'Multiple' and 'Single'. The 'Multiple' tab is active and contains fields for 'District' (a dropdown menu with 'Wabash & Ohio Valley Sp Ed Dist' selected), 'Last Name', 'First Name', and 'Gender' (a dropdown menu). There is also an 'Include Retired' checkbox. The 'Single' tab contains an 'IEIN' text input field. At the bottom of the form are 'Search', 'Clear Search', and 'Cancel' buttons. A small note at the bottom of the form reads: 'Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.'

Personnel Approval

The screenshot shows a web application interface for 'Personnel Approval Information'. It includes a form with the following fields: 'Year' (2022-2023), 'Employed as of: 12/1/2022:' (checked), 'Entity' (Harrisburg CUSD 3 (2)), 'Total FTE: 0.0', and 'Special Ed Type: A-Special Education Teachers'. Below this is a 'Work Assignment' section with a table header containing 'Edit', 'Delete', 'Move Up', 'Move Down', 'Code', 'Assignment', and 'Work Assignme'. The table currently shows 'No Records Found'. Below the table, there is a text prompt: 'Enter the new work assignment and click the Save button.' This is followed by a 'Work Assignment:' dropdown menu set to 'ECT - Early Childhood Teacher' and an 'FTE:' dropdown menu set to '1.0'. At the bottom of this section are 'Save' and 'Cancel' buttons. Red circles highlight the '+ Add' button in the 'Work Assignment' header and the 'Save' button.

- Once Personnel is added, an Approval record can be completed for the employee
- Determine if 'Employed as of 12/1/2022' should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

Handwritten scribbles

Personnel Approval



Year: 2022-2023 Employed as of: 12/1/2022

Entity: Harrisburg CUSD 3 (2) Total FTE: 0.0

Special Ed Type: A-Special Education Teachers Term: Regular

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment
No Records Found						

Enter the new work assignment and click the Save button.

Work Assignment: ECT - Early Childhood Teacher

FTE: 1.0

Select FTE

- 0.1
- 0.2
- 0.3
- 0.4
- 0.5
- 0.6
- 0.7
- 0.8
- 0.9
- 1.0

Hide Salary Info

Salary Information / Offsets

NOTE: Salary fields are required to be completed if personnel approval only (not in program).

Local Salary & Benefits
Total Federal Salary & Benefits
Other Salary & Benefits

- Full Time Equivalency (FTE) 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.

Handwritten signature or scribble.



Personnel Approval



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

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

PA3 - Program Aide (PreK)
PA6 - Program Aide (KG-12)

TA3 - Individual Instruction Aide (PreK)
TA6 - Individual Instruction Aide (KG-12)

NHA3 - Non-Certified Health Aide (PreK)
NHA6 - Non-Certified Health Aide (KG-12)



Personnel Approval

- I-Star system will automatically match the appropriate Special Education ID code:
 - A - Special Education Teacher
 - B - Related Service Provider
 - C - Paraprofessional
 - D - Administrative
- This code will be determined once the Work Assignment is Saved

Personnel Approval Information	
Year: <input type="text" value="2022-2023"/>	Employed as of: 12/1/2022: <input checked="" type="checkbox"/>
Entity: <input type="text" value="Harrisburg CUSD 3 (2)"/>	Total FTE: 0.0
Special Ed Type: A-Special Education Teachers	Term: Regular



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 - Warning Free / Approved
 - Not Qualified - Warning / Disapproved
 - Warnings do not cause errors for personnel and the records will be submitted as "Not Qualified" on the federal report.



I-Star Resource Website

www.hbug.k12.il.us

Harrisburg Project
Software Support for Special Education
800.881.2021 | www.hbug.k12.il.us | hbug@hbug.k12.il.us

Davidson | 800.881.2021 | 847.775.2774

I-Star

Home CDE WDE Resources Events I-STAR News Updates in 7 Days Contact Us

NEW! (new) Data Training is now online!

Hot Topics

- Ward Combined Training Register Now!
- NEW! Claims Pre-Game
- Community (optional) I-Star Data Collection and Reporting
- How to Access Indicator 14

Manuals & Guides

- I-Star User Guide (June 2022)
- Harrisburg Project Newsbriefing Archive
- Students with Disabilities Data Collection and Approval Instructions (December 2021)
- Changes in Student with Disabilities Data Collection and Approval Instructions (September 2021 to January 2022)
- Special Education Personnel Data Collection and Approval Instructions (June 2021)
- Changes in Special Education Personnel Data Collection and Approval Instructions (Jan 2021 to June 2021)
- Students with Disabilities Claim and Reimbursement Instructions (June 2021)
- Changes in Students with Disabilities Claim and Reimbursement Instructions (October to June 2021)
- Special Ed Data L&R Cycle
- Fiscal Cycle & Flow Chart

Upcoming Deadlines

- May 2, 2022
 - Set 24 Survey Open
- May 16, 2022
 - File Student L&R Data
- June 15, 2022
 - Final CER M Term Data
- June 30, 2022
 - Reimburse approval Data
- June 30, 2022
 - Final CER M Term Approval Corrections Data
- July 15, 2022
 - Final 22 Approval Data
- July 26, 2022
 - All Final Approval Data (including Final R)
 - Final CER M Term Claims Data
 - Final 22 Claims Data

HBUG on YouTube

Star Student Appointments



I-Star
Support

I-Star Operation Questions
Harrisburg Project
(800) 635-5274
support@hbug.k12.il.us

The graphic is set against a dark blue chalkboard background with a brown border. At the top, a series of yellow stars of varying sizes forms an arc. On the left side, a yellow pencil with a red eraser and a silver band is drawn. On the right side, a silver paperclip is drawn. At the bottom, there are two white decorative flourishes and a horizontal band of light blue and white speckled texture.