



I-Star

Preparing for  
Personnel Approval  
Snapshot 2023-24

Presented by Harrisburg Project

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# Topics



- ➔ Special Education Personnel Approval Manual
- ➔ Personnel Approvals
- ➔ Status Codes
- ➔ Error Reports
- ➔ Website
- ➔ Support

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# 2023-2024 Special Education Personnel Approval Manual

- Updated in March
- NEW! Due Date - Personnel Approvals DUE July 31, 2024!!!
- New Work Assignments
- Deactivated Work Assignments

[www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> Manuals & Guides



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# 2023-2024 Special Education Personnel Approval Manual

- New Work Assignments:
  - BIS - LBS2 Behavior Intervention Specialist
  - BSES - LBS2 Learning Special Education Specialist
  - CAS - LBS2 Curriculum Adaption Specialist
  - DBS - LBS2 Deaf/Blind Specialist
  - MDS - LBS2 Multiple Disabilities Specialist
  - TES - LBS2 Technology Specialist
  - TRS - LBS2 Transition Specialist
  - QBS - Qualified Bilingual Specialist
  - SGN - Sign Language Interpreter



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## 2023-2024 Special Education Personnel Approval Manual

- Deactivated Work Assignments:
  - AUT - Autism Teacher
  - MR- Mental Retardation
  - PH - Physically Handicapped
  - SLD - Specific Learning Disability
  - REI - Support Teacher
  - PDG - Diagnostic Teacher
  - PTC- Transition Work Assignment
  - PVA- Vocational Transition Specialist
  - BBV - Bilingual Visual Impairment
  - BES Bilingual ESL Special Education
  - PFS - Infant Toddler Fam Specialist
  - BDH - Bilingual Deafness & Hearing Impairment
  - BBD - Bilingual Emotional Disability
  - BEM - Bilingual Intellectual Disability
  - BLB - Bilingual Learning Behavior Specialist
  - BLD - Bilingual Specific Learning Disability
  - BPH - Bilingual Orthopedic Impairment
  - BSL - Bilingual Speech & Language Impairment
  - SED - Emotional Disturbance Behavior Disorder



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# I-Star Landing Page



Select Approvals and  
Claims -> Personnel ->  
Approvals



[Home](#) [Approvals and Claims](#) [IEP](#) [Admin](#) [Goal Mgmt](#) [Facility Search](#) [IEP Quality](#)

Welcome Coach 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.

Approvals and Claims

Student

Personnel

IEP

Approvals

Upload Files

**Request**

Use the quick link to view the details of the request.

Staff members

Personnel records with fatal errors: 8

Home Surveys



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# Personnel Approval

Approvals | Uploaded Files | SEPI Lookup

Reported | Un-Reported

Personnel Approvals Filter

IEIN:

Entity:

School Year: 2023-2024

Errors Only: ☐

Last Name:

First Name:

Approval Status:  Excl ☐

Spec Ed Type:  Excl ☐

Work Assign:  Excl ☐

Search

Clear Search

Recheck Edits


Export to Excel

Export to Excel for Import

Personnel Approvals (Add)

(Page of ) Page Items Per Page

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.

**Personnel Approvals**

(Page of )      Page       Items Per Page

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### Manage Personnel Claims and Approvals

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.

Search for and select the person the approval is for.

**Personnel Search**

Multiple	OR	Single
District: <input type="text" value="Wabash &amp; Ohio Valley Sp Ed Dist"/>		IEIN: <input type="text"/>
Last Name: <input type="text"/>		
First Name: <input type="text"/>		
Gender: <input type="text"/>		
Include Retired <input type="checkbox"/>		
<input type="button" value="Search"/> <input type="button" value="Clear Search"/> <input type="button" value="Cancel"/>		

Note: Including a district will search EIS with the entered filters. Leaving the district out will perform a name search on ELIS.

[illegible]



# Personnel Approval

Year: 2023-2024

Employed as of: 12/1/2023

Entity: Harrisburg CUSD 3 (2)

Total FTE: 0.0

Special Ed Type: A-Special Education Teachers

Term: Regular

Work Assignment(s) + Add

Edit	Delete	Move Up	Move Down	Code	Assignment	Work Assignment Status	Regular FTE
No Records Found							

Enter the new work assignment and click the Save button.

Work Assignment: LBS - Learning Behavior Specialist 1 - Unlimited

FTE: 0.0

Save Cancel

- Once Personnel is added, an Approval record can be completed for the employee
- Determine if 'Employed as of 12/1/2023' should be checked
- Click the Add icon to add the Work Assignment(s) and select the FTE from the drop down

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# Personnel Approval



Work Assignment: LBS - Learning Behavior Specialist 1 - Unlimited

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

View Salary Info

Save & Check Error

Notes (0)

| Date          | Notes |
|---------------|-------|
| Records Found |       |

- 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.



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# 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)

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# 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: 2023-2024                               | Employed as of: 12/1/2023: <input checked="" type="checkbox"/> |
| Entity: Harrisburg CUSD 3 (2)                 | Total FTE: 0.0                                                 |
| Special Ed Type: A-Special Education Teachers | Term: Regular                                                  |



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# 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 Support

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

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