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 -> 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

I-Star Landing Page

Select Approvals and Claims -> Personnel -> Approvals

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Personnel Approval

Reported

Personnel with an existing Approval record in I-Star

Un-Reported

Personnel in jurisdiction from EIS upload but no current Approval record

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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 Approval

- 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

v Salary Info

Save & Check Err

tes (0)

te Date   Not
cords 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)

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: ☑
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.

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I-Star

Support

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

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