

# ISBE

Illinois State Board of Education



## I-Star IEP

# Technical Assistance Webinar

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April 25, 2017

Notice – This Webinar Is Being Recorded!

**This webinar is being recorded.  
Please do not provide any student  
information**

- **Tips for Listening**

- Computer speakers
- Headset connected to a computer
- Telephone

- **Tips for Speaking**

- Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
- Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

- **Question & Answer**

- Question & Answer Session will be held at the end of the Webinar.
- Raise your hand to ask a question.
- All text messages are logged.
- Text questions will be posted in a Q & A document after the Webinar.
- If you are using a telephone, the audio pin number must be typed in correctly before you can talk.

- **Troubleshooting**

- If you are disconnected from the Webinar at any time, you can click the link that was provided to you in your email or you can re-register for the Webinar to gain access.
- If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.

- **Welcome / Introductions**
- **Topics of Discussion**
- **Question and Answer**
- **Key Dates/Information**

## ISBE Key Team Members

- **Donna Schertz**  
*Special Education Services Supervisor*
- **Connie Heinz**  
*Special Education Services*
- **Erin Cray**  
*Special Education Services*
- **Laura Quimby**  
*Assessment and Accountability*
- **Natalia Foard**  
*Information Technology*
- **MaryAnn Hedlund**  
*Information Technology*
- **Jeremy Peck**  
*Information Technology*
- **Kabbi Reddy**  
*Information Technology*

## Presenters

- **Donna Schertz**  
*Special Education Services Supervisor*
- **Erin Cray**  
*Special Education Services*

# Topics of Discussion

Today's topics of discussion:

Helpful hints, tips, tricks, and ideas



# Helpful Hints – Error Checking

The Error Checking feature of the ISTAR IEP program does a check to ensure that you have completed all necessary steps

[Profile](#) / [Current/Create IEP](#) / [Archived IEPs](#) / [Activity Log](#)  
 Student: **DemoJeff Roscoe Anderson**      SIS ID: **999999061**      DOB: **12/3/2001 (15 yrs 4 mos)**

## Change the Form Status Step 1 of 1

All forms in draft mode that are associated with the conference you selected are listed below. Any forms that have errors will be denoted with a red X. You may click on that X to start the wizard for that form and fix any errors. Forms that have no errors are denoted with a check mark. You may select those forms to be updated to Official status. After you select all the forms you wish to change to Official status on click the Change Status button.



Forms with Draft Status (Select All) (Clear All)						
View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)	<input type="checkbox"/>		<ul style="list-style-type: none"> <li>You must select a yes or no in the will attend the school he or she would attend if nondisabled section under educational environment considerations.</li> <li>You must enter at least three placement considerations.</li> </ul>	02/14/2017	Form 37-44q	Educational Services and Placement (Page 2)
(0)	<input checked="" type="checkbox"/>			02/14/2017	Form 37-44p	Educational Services and Placement
(0)	<input type="checkbox"/>			02/14/2017	Form 37-44	Conference Summary
(0)	<input checked="" type="checkbox"/>			02/14/2017	Form 34-57d	Notification of Conference

## Helpful Hints – Error Checking

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 Student: **DemoJeff Roscoe Anderson**      SIS ID: **999999061**      DOB: **12/3/2001 (15 yrs 4 mos)**

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Step 1 of 1

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Forms with Draft Status (Select All) (Clear All)

View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)	<input checked="" type="checkbox"/>	✓		02/14/2017	Form 37-44q	Educational Services and Placement (Page 2)
(0)	<input checked="" type="checkbox"/>	✓		02/14/2017	Form 37-44p	Educational Services and Placement
(0)	<input checked="" type="checkbox"/>	✓		02/14/2017	Form 37-44	Conference Summary
(0)	<input checked="" type="checkbox"/>	✓		02/14/2017	Form 34-57d	Notification of Conference



Print Errors







Change Status

Return

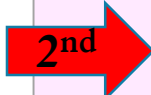


## Helpful Hints – Autism Considerations

### IEP Conference

- Edit Meeting 
- Meeting Attendees 
- Print Meeting Forms 
- Print Meeting Attendees 
- Add Form to Meeting 
- Make Meeting Official 

Conference: **Conference to discuss DemoRiver Yusuf Bell's IEP.**  
 Purpose: **Review and/or revise your child's IEP to determine special education and related services and placement.**  
 Date: **11/16/2016 10:00:00 AM**  
 Location:  
 Attendee Count: **5**  
 Form Count: **4**  
 Cancelled: **No**  
 Details: Review and/or revise the child's IEP to determine special education and related services and placement.



[Click Here to Hide All the Forms Associated with the Meeting](#)

- Edit Form 
- Make Form Official 
- Print Form 
- Form Activity Log 
- Delete Form 

Form: [Form 34-57d: Notification of Conference](#)  
 Date: **11/09/2016**  
 Status: **Draft**  
 Update Info: **Long, Train01Lauren - 2/28/2017 1:38:22 PM**

- Edit Form 
- Make Form Official 
- Print Form 
- Form Activity Log 
- Delete Form 

Form: [Form 37-44: Conference Summary](#)  
 Date: **11/16/2016**  
 Status: **Draft**  
 Update Info: **Long, Train01Lauren - 2/28/2017 1:38:22 PM**

- Edit Form 
- Make Form Official 
- Print Form 
- Form Activity Log 
- Delete Form 

Form: [Form 37-44m: Goals and Objectives](#)  
 Date: **11/16/2016**  
 Status: **Draft**  
 Update Info: **Long, Train01Lauren - 4/25/2017 11:35:36 AM**



- Edit Form 
- Make Form Official 
- Print Form 
- Form Activity Log 
- Delete Form 

Form: [Form 37-44v: Autism Considerations](#)  
 Date: **11/16/2016**  
 Status: **Draft**  
 Update Info: **Long, Train01Lauren - 4/25/2017 11:33:48 AM**

# Helpful Hints – Multiple Goal Implementers

The program now allows for multiple goal implementers for the same goal.



Title(s) of Goal Implementer(s) ( + Add)	
Delete	Title
✘	Guidance Counselor
✘	Case Manager

## Helpful Hints – Placement Page

### Educational Environment (EE) Calculation

Student's Age:  Age 3-5  
 Age 6-21

Total Minutes Bell to Bell per Week :

Total Minutes Outside General Education Setting (B + C): 0

Percent Time Inside General Education Setting: 0.00%

Calculate

### Percent of Total Special Education Minutes

Special Education Minutes per Week (A + B + C): 0

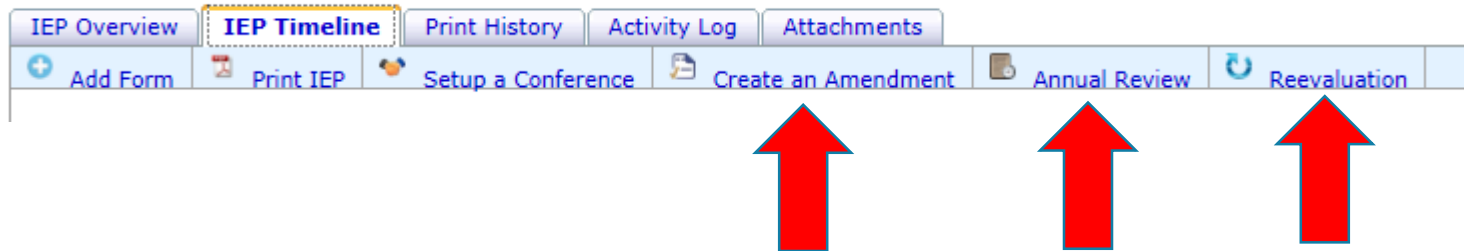
Instructional Minutes per Week:

Percent of total Special Education Minutes: 0.00%

Calculate



## Helpful Hints – Useful tabs



The 3 tabs we have added to the tab bar at the top of the IEP Timeline page will help you keep annual reviews, reevaluations, and amendments clearly organized.

Use of the AR and reevaluation tabs will also automatically archive the previous AR and reevaluation.

[Take a tour of the IEP-Q Tutorial!](#)

#### Evaluation & Reevaluation

Present Levels of Academic Achievement & Functional Performance

Goals and Objectives/Benchmarks

Educational Accommodations & Supports

Education Services & Placement

Assessment

Transition

Behavior

Other Topics

Standards-Aligned Goals and Objectives

Social Work / Speech Language

Formative Assessment

Common Core State Standards

## TOOLBOX

Contains goal assistant links, reference charts, IEP planning sheets and many other resources to assist in the writing of and implementation of an IEP.



## RESOURCE LIBRARY

Brings together important sources of information on IEP development, including books, web sites, and behavior data collection forms.



## STUDENT SCENARIOS

View fictionalized student examples based on actual teacher experiences.



## Find Help Creating Quality IEPs

This help site was created to assist education professionals to improve Individualized Education Programs (IEPs) for students. On this site, you can:

- create goals based on State Standards
- develop more individualized goals for each student
- find answers to your questions about writing quality IEPs for your students

# Let's Hear from You!



## Additional information

- Website: <http://www.hbug.k12.il.us/>
  - ISBE Announcements
  - User Manual
- I-Star IEP listserv: email Erin at [ecray@isbe.net](mailto:ecray@isbe.net) with a listing of emails to be added to the listserv in the body of the email.
  - Emails are infrequent and relate to system updates and/or trainings
- Assistance Needed:
  - Help with mechanical/system errors: [istar@isbe.net](mailto:istar@isbe.net)
  - Help with completing forms: Connie Heinz or Erin Cray at 217/782-5589