

Special Education Room and Board Reimbursement Claim User Guide

OVERVIEW

The Special Education Room and Board Reimbursement Claim system accessed through the Illinois State Board of Education's (ISBE) Web Application Security system (IWAS) replaces the paper form ISBE 50-97. This web-based data collection system gives school district users these capabilities: electronic access to the Special Education Room and Board Reimbursement Claims and timely submission of claims to ISBE.

This user guide provides instructions for entering claims and adjustments and then submitting them to ISBE, as well as for viewing submitted data. Since fiscal year 2006, Special Education Room and Board Reimbursement claims **must be** completed electronically. This user guide is available online at: <ftp://help.isbe.net/webapps/SpecEdRoomNBoard/SpecEdRBUserGuide.pdf> as well as within the Special Education Room and Board Reimbursement Claim system on the top menu.

TIMELINES AND USERS

The project year begins September 1st and ends August 31st. Claims and/or adjustments may be submitted through November 1st after the project ends. Staff at the district office (Document Author) or the Special Education Cooperative (Co-op Doc Author) may enter the claim data, but all claims and adjustments to claims must be reviewed and approved by the District Superintendent using this system.

GENERAL FUNCTIONALITY

The Special Education Room and Board Reimbursement Claim web data collection system has five menu options available to the Document Author or Co-op personnel and six menu options available to the District Administrator. And at the top of each of these web pages a selection criteria section will allow the user to display requested data in the grid based on the user's needs. The user may select all records for one month, one student, one facility, one status, or select ALL records on file with no filtering. Upon logging into the system, Document Authors and Co-op personnel will see records for September, the first month of the FY, displayed in the grid. District Administrators will see records ready for approval displayed in the *Approve Claims/Adjustments screen*.

Document Author or Co-op Doc Author (or Co-op Director) Menu Options:

<u>Menu option</u>	<u>Purpose</u>
<i>Enter claims</i>	Entry of initial claims on approved pupils for the district on file at ISBE ready for claiming through the current date. The student data displayed is from the Application for Approval of Private Residential Placement Room and Board Reimbursement (ISBE Form 34-37) file.
<i>Enter Adj to Paid Claims</i>	Entry of adjustments on PAID claims only.
<i>View Only</i>	Read-only webpage displaying claims and adjustments previously entered and their status.

<i>Detail Error Report</i>	Report of student records that were NOT submitted because of errors against the ISBE Facts or 34-37 files or because of claim entry errors.
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<i>User Guide</i>	Link to this help document.
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District Administrator Menu Options:

<u>Menu option</u>	<u>Purpose</u>
<i>Approve Claims/Adj</i>	Approval of claims or adjustments entered by the document authors.
<i>Enter claims</i>	Entry of initial claims on approved pupils for the district on file at ISBE ready for claiming through the current date or update of claims previously started. The student data displayed is from the Application for Approval of Private Residential Placement Room and Board Reimbursement (ISBE Form 34-37) file.
<i>Enter Adj to Paid Claims</i>	Entry or update of adjustments to paid claims.
<i>View Only</i>	Read-only webpage displaying claims and adjustments previously entered and their status.
<i>Detail Error Report</i>	Report of student records that were NOT submitted because of errors against the ISBE Facts or 34-37 files or because of claim entry errors.
<i>User Guide</i>	Link to this help document.

Adding or Discontinuing Pupil Records for Claiming

If an approved private residentially placed pupil does not appear in the displayed entries or a student will no longer be claimed, please contact the Funding and Disbursements Division at the State Board of Education (217/782-5256) for assistance in updating the Application for Approval of Private Residential Placement Room and Board Reimbursement and/or FACTS files.

Part 1. Getting Started

Before using the Special Education Room and Board Claim System, you will need an IWAS account.

If you do not have an existing IWAS account, please register for one by accessing the IWAS homepage through the IWAS link at this address: www.isbe.net. Once you have an account, you will need to request access to the Special Education Room and Board Claim System. Instructions for registering for an IWAS account and obtaining authorization for the Special Education Room and Board Claim System are included in the IWAS User Guide which is located on the IWAS homepage. Please contact the ISBE Help Desk at 217/558-3600 if you need assistance.

If you have an existing IWAS account, with access to the Special Education Room and Board Claim System, you are ready to proceed. The following steps provide guidance on how to access the

Special Education Room and Board Claim System:

1. Login to IWAS (You need a "login" name and password.)

IWAS Homepage Screen

Illinois State Board of Education
Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

Already have an account? Login Here :

Login Name

Password

☐ Remember Login Name

LOGIN

Get Password?

If you have forgotten your login name or password, click on the link below.

[Find Login/Password](#)

New Partner - Sign up Now

Some ISBE web-based systems require electronic signatures. You can create your own login id and password by clicking on the following link. After you establish your login, you will then have the ability to request authorization to use ISBE's systems.

[Sign Up Now](#)

Need Help?

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Netscape Navigator 7.2 or above. You can download the latest version of these browsers by clicking on the following icons.

[Internet Explorer](#) [Netscape](#)

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Done Internet | Protected Mode: Off 100%

2. Click on **System Listing** from the left menu of the IWAS Message screen shown below:

IWAS Message Screen

The screenshot displays the IWAS Message Screen for the Illinois State Board of Education. The header includes the board's name and the names of its leaders: Jesse Ruiz, Board Chair, and Dr. Christopher Koch, State Superintendent. A login banner shows the user 'dst0010doc' and their last login time. The left sidebar contains a menu with 'System Listing' highlighted. The main content area is divided into sections for Messages (with unread counts), Required Actions (pending sign-ups and documents), and News Items (currently empty). A large, faint watermark of the Illinois State Seal is visible in the background.

Illinois State Board of Education
Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

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Login: DST0010DOC Hello dst0010doc, you last logged in 3/23/2009 4:23:01 PM.

Home
System Listing
Pending Documents
Change Password
Messages - Inbox
Messages - Archived
Contact Us
Help
Logout
[IWAS Training Video](#)
About SSL Certificates

Messages :
[28 unread Inbox message\(s\)](#)
[62 unread Archived message\(s\)](#)

Require Action :
[0 Sign-ups pending your approval](#)
[0 Documents pending your approval](#)

News Items
Presently there are no active News Items
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Internet | Protected Mode: Off 100%

When you click on “System Listing” the “My Systems Screen” will appear as shown on page 5.

- In the “**My Systems**” screen, click on Spec Ed Room and Board Claim which is under the category of Claims. Clicking on the “**Spec Ed Room and Board Claim**” will bring you to the Special Education Room and Board Claim main menu.

Note:

If you do not see the Special Education Room and Board Claim option, contact the ISBE Help Desk at 217/558-3600.

Illinois State Board of Education
Jesse Ruiz, Board Chair Dr. Christopher Koch, State Superintendent

My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Claims	
Spec Ed Room and Board Claim	Authorized
Annual	
General State Aid Claim	Authorized
Orphanage Tuition 18-3	Authorized
Pupil Transportation Claim Reimbursement System	Authorized
Special Education Summer School State Aid	Authorized
Surveys	
Child Lures Prevention Pgm Curric Survey	Authorized
Reporting	
Gender Equity in Athletics Waiver Application	Authorized
Physical Education Exemption Report	

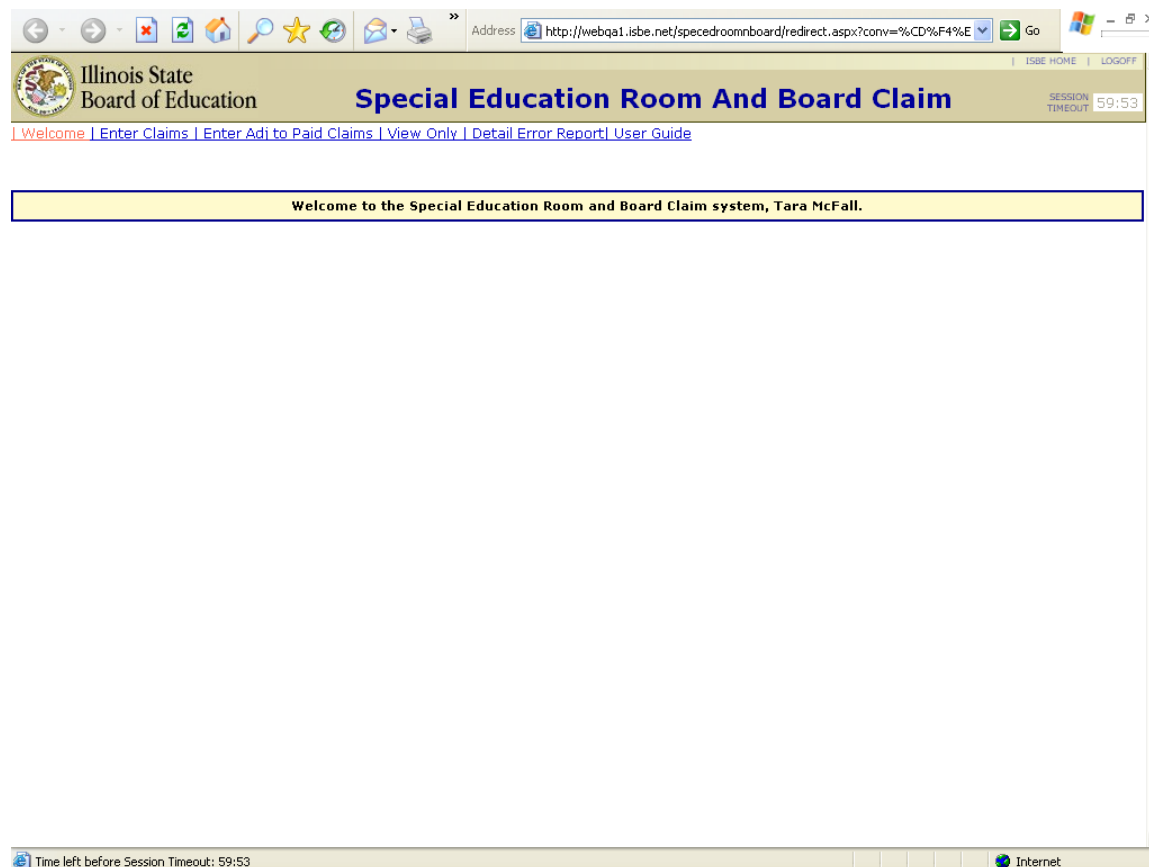
ISBE Web Security Module - Application List for Sign-Up - Windows Internet Expl

Part 2. Special Education Room and Board Claim

A. Main Menu - for Document Author or Co-op Personnel

The Special Education Room and Board Claim main menu screen is shown below. If you need help in navigating through the system or need access to the instructions on entering or submitting claims/adjustments, you may click on “User Guide” found on the top menu.

Special Education Room and Board Claim Main Menu Screen



B. Main Menu - for District Administrators

The screenshot shows a web browser window displaying the Special Education Room and Board Claim system. The browser's address bar shows the URL: <http://webqa1.isbe.net/specedroomnboard/redirect.aspx?conv=%CD%F4%E>. The page header includes the Illinois State Board of Education logo and the title "Special Education Room And Board Claim". A session timeout timer shows 59:55. Below the header, there is a navigation menu with links: [Welcome](#), [Approve Claims/Adjs](#), [Enter Claims](#), [Enter Adj to Paid Claims](#), [View Only](#), [Detail Error Report](#), and [User Guide](#). A yellow banner displays the message: "Welcome to the Special Education Room and Board Claim system, William Lash." The bottom status bar indicates "Time left before Session Timeout: 59:55" and "Internet".

Illinois State Board of Education

Special Education Room And Board Claim

SESSION TIMEOUT 59:55

[Welcome](#) | [Approve Claims/Adjs](#) | [Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

Welcome to the Special Education Room and Board Claim system, William Lash.

Time left before Session Timeout: 59:55 Internet

C. Enter Claims

Click on the menu option Enter Claims in order to begin entering claims.

Enter Claims screen

Address: <http://webqa1.isbe.net/specedroomnboard/SpecEdRBEEnterClim.aspx?btnClick=> Go

Illinois State Board of Education
Special Education Room And Board Claim
Enter Claims
SESSION TIMEOUT: 57:00

[Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

Selection Criteria for 14-016-2030-17 NEW TRIER TWP H S DIST 203

School Year: [2004-2005](#) Display Option: ☒ Month ☐ Student ☐ Facility ☐ Status ☐ All Month: [September](#)

[Set Facility Per Diem For New Claims](#)

CLAIM ENTRY INSTRUCTIONS - click the EDIT link in column 1 to allow entry of the only fields enterable: DAYS (whole number) and PER DIEM (2 decimal places). Then TAB across the row for the claim to be calculated automatically and click UPDATE in column 1. Click CANCEL to discontinue entry before UPDATE or click DELETE to remove the claim record entered from the claim file. Before you click on the SUBMISSION BUTTON at the bottom of the page, you must click on a CHECKBOX in order to select a row/s to validate and then submit. Submission may take several seconds, but when the validation is complete you will be directed to a Confirmation Page listing all valid rows submitted.

Private Facility Code ▲	Last Name	First Name	Birth Date	Month	Days	Per Diem	Claim	Status	
Edit Delete 733 - HEARTSPRING	Fictious	FI	03/24/1989	01 - Sep	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete 783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	01 - Sep	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>

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Time left before Session Timeout: 57:00 Internet

Enter Claims for Co-op Personnel





Illinois State Board of Education
Special Education Room And Board Claim
Enter Claims

[Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

District Selection
School Year: 2004-2005 District: 14-016-2030-17 NEW TRIER TWP H S DIST 203

Selection Criteria
Display Option: ☐ Month ☒ Student ☐ Facility ☐ Status ☐ All Student: Madeup, May 09/01/1986

[Set Facility Per Diem For New Claims](#)

CLAIM ENTRY INSTRUCTIONS - click the **EDIT** link in column 1 to allow entry of the only fields enterable; DAYS (whole number) and PER DIEM (2 decimal places). Then TAB across the row for the claim to be calculated automatically and click **UPDATE** in column 1. Click **CANCEL** to discontinue entry before **UPDATE** or click **DELETE** to remove the claim record entered from the claim file. Before you click on the **SUBMISSION BUTTON** at the bottom of the page, you must click on a **CHECKBOX** in order to select a row/s to validate and then submit. Submission may take several seconds, but when the validation is complete you will be directed to a Confirmation Page listing all valid rows submitted.

	<u>Private Facility Code</u>	<u>Last Name</u>	<u>First Name</u>	<u>Birth Date</u>	<u>Month</u>	<u>Days</u>	<u>Per Diem</u>	<u>Claim</u>	<u>Status</u>	
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	01 - Sep	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	02 - Oct	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	03 - Nov	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	04 - Dec	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	05 - Jan	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	06 - Feb	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	07 - Mar	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	08 - Apr	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	09 - May	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	10 - Jun	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	11 - Jul	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	12 - Aug	0	272.77	0	9 - No Claim on File	<input type="checkbox"/>

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Time left before Session Timeout: 59:46

ENTER CLAIMS—STEPS FOR ALL USERS

- At the top of the webpage is a Selection Criteria section which will allow display of requested data in the grid based on specific needs. Upon first entering the system, the **default data displayed in the grid will be for September, the first month of the FY.** You may want to select another month, but you will **only be able to enter prior months through the current calendar date.** Co-op users will need to select the district to enter data for. Users have the option to display approved student records only for one month, for one student, for one facility, for one status type or to display all approved student records for the district.
- Grid column headings that are underlined indicate a sort able field** and will toggle between ascending and descending order. The Enter Claims grid can be sorted by facility or student last name.

Click the Edit link in column one of the grid to select a student at a particular facility for a particular month to enter. The Edit link will change to Update and you may begin entering in the grid row. The grid will be filled with all of the student information on file based on the display option selected in the Selection Criteria box. **The only fields enterable are number of days and per diem.**

Enter the total number of days (whole number) for which room and board was paid in the month selected. You may only enter the number of days through the current date. EG. If today is Oct 6, you may only enter 6 days for any student to be claimed for October. Below are the maximum days allowed per month:

<u>Month Code</u>	
September 01	Maximum 30
October 02	Maximum 31
November 03	Maximum 30
December 04	Maximum 31
January 05	Maximum 31
February 06	Maximum 28/29
March 07	Maximum 31
April 08	Maximum 30
May 09	Maximum 31
June 10	Maximum 30
July 11	Maximum 31
August 12	Maximum 31

3. Enter the net per Diem amount paid for room and board (to 2 decimal places), if other than listed. The per diem pre-filled in the grid is the per diem rate set by the Illinois Purchased Care Review Board and may not be exceeded. You may click the Set Default Per Diem button to change the per diem rate for all NEW student claims in a facility.
4. The claim amount will be calculated automatically and is NOT enterable.
5. Click the Update link in column one to save the data you just entered as a draft. Or –
 - a. If you do not wish to continue on a row and have your entry saved, click Cancel.
 - b. Click delete on any claim record to remove it from the claim file. The delete link will NOT delete a student from the FACTS file, only the claim record entered for that month.

6. Once you are done entering all applicable claim rows in the grid, click on the checkbox at the end of each row to submit to the District Superintendent (if Document Author or Co-op Doc Author) or to ISBE (if District Administrator). You may select all rows in the grid on the page showing by clicking on the checkbox at the top of the column next to the Status column.

Co-op Personnel Enter Claim Screen – Ready for Submission

Address: <http://webqa1.isbe.net/specedroomboard/SpecEdRBEEnterClim.aspx?btnClick=&Go> Go

ISBE HOME | LOGOFF

Illinois State Board of Education **Special Education Room And Board Claim** Enter Claims SESSION TIMEOUT: 59:54

[Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

District Selection
 School Year: District:

Selection Criteria
 Display Option: ☐ Month ☒ Student ☐ Facility ☐ Status ☐ All Student: [Set Facility Per Diem For New Claims](#)

CLAIM ENTRY INSTRUCTIONS - click the EDIT link in column 1 to allow entry of the only fields enterable: DAYS (whole number) and PER DIEM (2 decimal places). Then TAB across the row for the claim to be calculated automatically and click UPDATE in column 1. Click CANCEL to discontinue entry before UPDATE or click DELETE to remove the claim record entered from the claim file. Before you click on the SUBMISSION BUTTON at the bottom of the page, you must click on a CHECKBOX in order to select a row/s to validate and then submit. Submission may take several seconds, but when the validation is complete you will be directed to a Confirmation Page listing all valid rows submitted.

	Private Facility Code ▲	Last Name	First Name	Birth Date	Month	Days	Per Diem	Claim	Status	
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	01 - Sep	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	02 - Oct	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	03 - Nov	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	04 - Dec	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	05 - Jan	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	06 - Feb	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	07 - Mar	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	08 - Apr	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	09 - May	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	10 - Jun	0	320.42	0	9 - No Claim on File	<input type="checkbox"/>
Edit Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	11 - Jul	22	320.42	7049.24	0 - Draft	<input checked="" type="checkbox"/>

*The following Submit button will check all selected rows for errors and this may take several seconds. You will be directed to a Confirmation Page listing all VALID rows submitted once the error checking is complete. Please click on the Detail Error Report menu link for more help in identifying errors.

Submit Selected Claims to District Admin for Approval

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Time left before Session Timeout: 59:54 Internet

D. Confirmation Screen

A confirmation screen will be displayed after you click the submission button on the Enter Claims screen. The Confirmation screen is a display of all **VALID** records just submitted. Only valid records will display on the grid of this confirmation page. Click on the Detail Error Report menu link to view a report of student records that were not submitted because of errors against the ISBE Facts or 34-37 files or because of claim entry errors. If the user is a Document Author (at the district or any co-op personnel), an IWAS pending document counter is incremented for each VALID student claim record submitted for this system notifying the district superintendent of the need to approve the claims.

Confirmation Page of Claims Submittal screen

Illinois State Board of Education
Special Education Room And Board Claim
Confirmation Page of Claims Submittal
SESSION TIMEOUT: 59:52

[Enter Claims](#) | [Confirmation](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

The following 14-016-2030-17 NEW TRIER TWP H S DIST 203 claim records have been submitted to the district administrator and are awaiting approval.

Private Facility Code ▲	Last Name	First Name	Birth Date	Claim Month	Days	Per Diem	Calculated Claim	Adjustment	Status	Date
733 - HEARTSPRING	Fictious	Fi	03/24/1989	12 - Aug	3	320.42	961.26	0	1 - Document Author Submitted Claim	10/17/2005 4:06:54 PM
783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	12 - Aug	3	272.77	818.31	0	1 - Document Author Submitted Claim	10/17/2005 4:06:54 PM

*Only VALID records will display on the grid of the confirmation page.
Click on the Detail Error Report menu link to view a report of student records that were not submitted because of errors against the ISBE Facts or 34-37 files or because of claim entry errors.

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Time left before Session Timeout: 59:52

- When the district superintendent approves the claims, an IWAS email message will be sent to all claim submitters for the district stating the claims have been approved and are pending payment.

E. Enter Adjustments to Paid Claims

Address: <http://webqa1.isbe.net/specedroomboard/SpecEdRBAJClm.aspx?btnclik=y> Go

ISBE HOME | LOGOFF

Illinois State Board of Education

Special Education Room And Board Claim

Enter Adjustments to Paid Claims

SESSION TIMEOUT 59:56

[Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

District Selection

School Year: District:

Selection Criteria

Display Option: ☐ Month ☒ Student ☐ Facility ☐ Status ☐ All Student:

ADJUSTMENT TO CLAIM INSTRUCTIONS - click the **EDIT** link in column 1 to allow entry of the only fields enterable: **DAYS** (whole number) and **PER DIEM** (2 decimal places). Then **TAB** across the row for the adjustment to be calculated automatically and click **UPDATE** in column 1. Click **CANCEL** to discontinue entry before **UPDATE** or click **DELETE** to remove the adjustment record entered from the claim file. Before you click on the **SUBMISSION** **BUTTON** at the bottom of the page, you must click on a **CHECKBOX** in order to select a row/s to validate and then submit. Submission may take several seconds, but when the validation is complete you will be directed to a Confirmation Page listing all valid rows submitted.

<u>Edit</u>	<u>Delete</u>	<u>Private Facility Code</u>	<u>Last Name</u>	<u>First Name</u>	<u>Birth Date</u>	<u>Month</u>	<u>Prev Clm</u>	<u>Days</u>	<u>Per Diem</u>	<u>Recalc</u>	<u>Claim</u>	<u>Adjustmt</u>	<u>Status</u>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	01 - Sep	9612.60	30	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	02 - Oct	9933.02	31	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	03 - Nov	9612.60	30	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	04 - Dec	9933.02	31	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	05 - Jan	9933.02	31	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	06 - Feb	8971.76	28	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	07 - Mar	9933.02	31	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	08 - Apr	9612.60	30	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	09 - May	9933.02	31	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>
Edit	Delete	733 - HEARTSPRING	Fictious	Fi	03/24/1989	10 - Jun	9612.60	30	320.42	0	0	4 - PAID CLAIM	<input type="checkbox"/>

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Time left before Session Timeout: 59:56

Internet

ENTER ADJUSTMENTS TO PAID CLAIMS - STEPS FOR ALL USERS

- At the top of the webpage is a Selection Criteria section which will allow display of requested data in the grid based on specific needs. Upon first entering the system, the **default data displayed in the grid will be for paid claims and previously entered adjustments for the first month of the FY**. You may want to select another month, but you will **only be able to enter prior months through the current date**. Co-op users will need to select the district to enter data for. Users have the option to display records only for one month, for one student, for one facility, for one status type or to display all adjustable records for the district.
- Grid column headings that are underlined indicate a sort able field** and will toggle between ascending and descending order. The Enter Adjustments to Paid Claims grid can be sorted by facility or student last name.
- Click the **Edit** link in column one of the grid to select a record at a particular facility for a particular month to adjust. The **Edit** link will change to **Update** and you may begin entering in the grid row. The grid will be filled with all of the claim information on file based on the display option selected in the Selection Criteria box. **The only fields enterable are number of days and per diem.**

4. Enter the total number of days (whole number) for which room and board was paid in the month selected. You may only enter the number of days through the current date. EG. If today is Oct 6, you may only enter 6 days for any student to be claimed for October. Below are the maximum days allowed per month:

Month Code

September 01	Maximum 30
October 02	Maximum 31
November 03	Maximum 30
December 04	Maximum 31
January 05	Maximum 31
February 06	Maximum 28/29
March 07	Maximum 31
April 08	Maximum 30
May 09	Maximum 31
June 10	Maximum 30
July 11	Maximum 31
August 12	Maximum 31

5. Enter the net per Diem amount paid for room and board (to 2 decimal places), if other than listed.
6. **The recalculated claim amount and resulting adjustment will be calculated automatically and are NOT enterable.**
7. Click the Update link in column one to save the data you just entered as a draft and the record will be edited for errors. **OR** –
- c. If you do not wish to continue on a row and have your entry saved, click Cancel.
 - d. Click delete on any draft adjustment record to remove it from the adjustment file.
 - e. Once you are done entering all applicable rows in the grid, click on the checkbox at the end of each error-free row to submit to the District Superintendent (if Document Author or Co-op Doc Author) or to ISBE (if District Administrator). You may select all rows in the grid on the page showing by clicking on the checkbox at the top of the column next to the Status column.

F. View Only

The grid on this page will display all claims and adjustments on file for **view only** according to the Selection Criteria.

Address: <http://webqa1.isbe.net/specedroomboard/SpecEdRBView.aspx?btndick=y> Go

ISBE HOME | LOGOFF

Illinois State Board of Education

Special Education Room And Board Claim

View Claims and Adjustments

SESSION TIMEOUT 59:53

[Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

District Selection

School Year: 2004-2005 District: 14-016-2030-17 NEW TRIER TWP H S DIST 203

Selection Criteria

Display Option: ☐ Month ☒ Student ☐ Facility ☐ Status ☐ All Student: Fictious,Fi 03/24/1989

Records on file for the selection:

Private Facility Code	Last Name	First Name	Birth Date	Claim Month	Days	Per Diem	Calculated Claim	Adjustment	Status	Date
733 - HEARTSPRING	Fictious	Fi	03/24/1989	01 - Sep	30	320.42	9612.60	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	02 - Oct	31	320.42	9933.02	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	03 - Nov	30	320.42	9612.60	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	04 - Dec	31	320.42	9933.02	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	05 - Jan	31	320.42	9933.02	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	06 - Feb	28	320.42	8971.76	0	4 - Paid	6/13/2005 3:04:46 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	07 - Mar	31	320.42	9933.02	0	4 - Paid	6/22/2005 10:19:39 AM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	08 - Apr	30	320.42	9612.60	0	4 - Paid	6/22/2005 10:19:39 AM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	09 - May	31	320.42	9933.02	0	4 - Paid	8/15/2005 9:18:29 AM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	10 - Jun	30	320.42	9612.60	0	4 - Paid	8/15/2005 9:18:29 AM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	11 - Jul	22	320.42	7049.24	0	0 - Draft	10/17/2005 4:10:07 PM
733 - HEARTSPRING	Fictious	Fi	03/24/1989	12 - Aug	3	320.42	961.26	0	1 - Document Author Submitted Claim	10/17/2005 4:06:54 PM

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Time left before Session Timeout: 59:53

Internet

G. Detail Error Report

Click the Show Report button to bring up a printable report.

The screenshot shows a web browser window displaying the Illinois State Board of Education's Special Education Room And Board Claim system. The browser's address bar shows the URL: <http://webqa1.isbe.net/specedroomnboard/SpecEdRBRptSel.aspx?menu=dr>. The page header includes the Illinois State Board of Education logo and the title "Special Education Room And Board Claim". Below the title, the text "Detail Error Report" is displayed. A navigation bar contains links: [Approve Claims/Adis](#), [Enter Claims](#), [Enter Adi to Paid Claims](#), [View Only](#), [Detail Error Report](#), and [User Guide](#). A session timeout timer shows "59:53". In the center of the page is a large button labeled "Show Report". At the bottom, a footer contains contact information for the Call Center (217)558-3600, copyright information (© 2003-2005, Illinois State Board of Education), and a status bar showing "Time left before Session Timeout: 59:53" and "Internet".

Illinois State Board of Education

Special Education Room And Board Claim

Detail Error Report

[Approve Claims/Adis](#) | [Enter Claims](#) | [Enter Adi to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

SESSION TIMEOUT 59:53

[Show Report](#)

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Time left before Session Timeout: 59:53

Internet

H. APPROVE CLAIMS/ADJS (for District Admin ONLY)

1. At the top of the webpage is a Selection Criteria section which will automatically default to status of Document Author Submitted and will fill the grid with all claims and adjustment to claims ready for approval.
2. **Grid column headings that are underlined indicate a sort able field** and will toggle between ascending and descending order. The Approve Claims/Adjustments grid can be sorted by facility, student last name, claim month or claim status.

Illinois State Board of Education

Special Education Room And Board Claim

Approve Claims and Adjustments

SESSION TIMEOUT: 59:57

[Approve Claims/Adjs](#) | [Enter Claims](#) | [Enter Adj to Paid Claims](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

Selection Criteria for 14-016-2030-17 NEW TRIER TWP H S DIST 203

School Year: Display Option: ☐ Month ☐ Student ☐ Facility ☒ Status ☐ All Status:

APPROVAL INSTRUCTIONS - Click on the checkbox at the end of the row or use the header checkbox to select all valid rows and then click the approve or disapprove button.

Private Facility Code ▲	Last Name	First Name	Birth Date	Claim Month	Days	Per Diem	Calculated Claim	Adjustment	Claim Status	
733 - HEARTSPRING	Fictious	FI	03/24/1989	12 - Aug	3	320.42	961.26	0	1 - Document Author Submitted Claim	10/17/2005 4:06:54 PM
783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	12 - Aug	3	272.77	818.31	0	1 - Document Author Submitted Claim	10/17/2005 4:06:54 PM

*The following buttons will check all selected rows for errors and this may take several seconds. you will be directed to a Confirmation Page listing all VALID rows submitted once the error checking is complete. Please click on the Detail Error Report menu link for more help in identifying errors.

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Time left before Session Timeout: 59:57

Internet

I. Confirmation Page of Claims/Adjustments Submittal to ISBE (for District Admin ONLY)

A confirmation screen will be displayed after you click the submission button on any entry or approval screen. The confirmation screen is a display of all records just submitted to and received by ISBE. An IWAS mail message will automatically be sent to all users for the district stating the number of claim records approved and how to view them. The district administrator may also send a custom message to all users in the district by clicking on the Open Custom Message Page.

Address: <http://webqa1.isbe.net/specedroomnboard/SpecEdRBView.aspx?confirm=y> Go

ISBE HOME | LOGOFF

SESSION TIMEOUT: 55:33

Illinois State Board of Education

Special Education Room And Board Claim

Confirmation Page of Claims/Adjs Submittal to ISBE

[Approve Claims/Adjs](#) | [Enter Claims](#) | [Enter Adj to Paid Claims](#) | [Confirmation](#) | [View Only](#) | [Detail Error Report](#) | [User Guide](#)

The following 14-016-2030-17 NEW TRIER TWP H S DIST 203 records have been received by ISBE.

Private Facility Code	Last Name	First Name	Birth Date	Claim Month	Days	Per Diem	Calculated Claim	Adjustment	Status	Date
733 - HEARTSPRING	Fictious	Fi	03/24/1989	12 - Aug	3	320.42	961.26	0	3 - Pending Payment	10/19/2005 2:21:07 PM
783 - YELLOWSTONE RANCH	Madeup	May	09/01/1986	12 - Aug	3	272.77	818.31	0	3 - Pending Payment	10/19/2005 2:21:07 PM

[Open Custom Message Page](#)

*Only VALID records will display on the grid of the confirmation page.
Click on the Detail Error Report menu link to view a report of student records that were not submitted because of errors against the ISBE Facts or 34-37 files or because of claim entry errors.

Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or [Click here to Contact Us](#)

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Time left before Session Timeout: 55:33

Internet

J. Custom Message Page (for District Admin ONLY)

When the district administrator approves any claim, a mail message is automatically generated, notifying all district users of the number of claims approved. BUT, the district administrator may also send a custom message to all users in the district.

The screenshot shows a web browser window titled "Spec Ed RB Claim Reason - Microsoft Internet Explorer". The address bar shows the URL: <http://webnettrain.isbe.net/specedroomboard/SpecEdRBReason.aspx?menu=cm>. The page header includes the Illinois State Board of Education logo and the title "Special Education Room And Board Claim Custom Message Page". The session timeout is 59:55.

The main content area contains the following text:

Explanation: Please fill out the form below explaining the nature of the disapproval or approval.

To: All users at the district and co-op offices

Subject: Special Education Room and Board Claim Message From District Adm

Body: The District Administrator has acted on some records of the submitted Special Education Room and Board Claim for the following reason(s):

Below the body text is a large text area for input. At the bottom of the form are two buttons: "Send Message" and "Close Window".

At the bottom of the page, there is a footer with the text: "Have questions or need help? Contact our Call Center (217)558-3600 between 8:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us". The copyright notice is "Copyright © 2003-2005, Illinois State Board of Education".

The Windows taskbar at the bottom shows the start button, several open applications (Internet Explorer, Word, Excel, PowerPoint, Outlook, Access, Publisher, Word, Excel, PowerPoint, Outlook, Access, Publisher), and the system clock showing 4:55 PM on 4/25/2005.