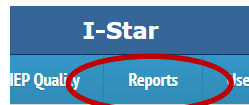


I-Star Medicaid Students Report (Winter)

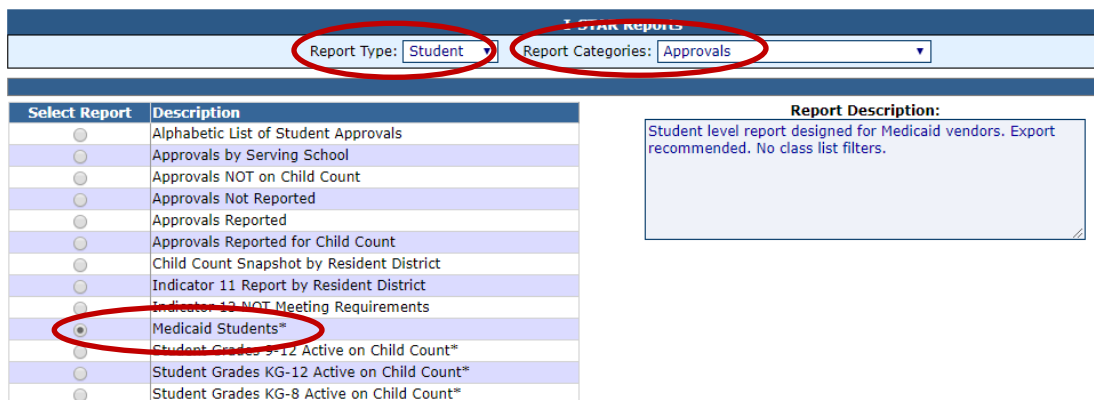
IMPORTANT: Before you begin, be sure your Excel program and any Excel worksheets are closed.

1. Login to I-Star



2. From the Landing Page, Click **Reports**

3. For Report Type, choose **Student**. For Report Categories, choose **Approvals**. Then click the radio button next to **Medicaid Students***

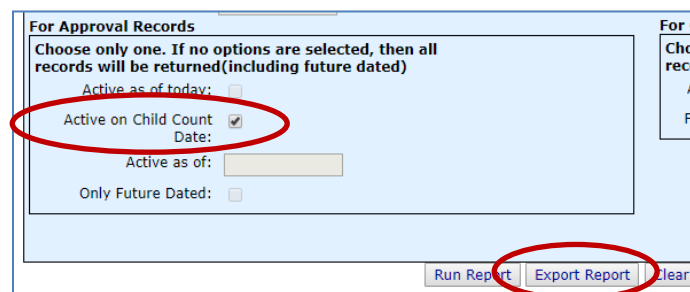


Select Report	Description
<input type="radio"/>	Alphabetic List of Student Approvals
<input type="radio"/>	Approvals by Serving School
<input type="radio"/>	Approvals NOT on Child Count
<input type="radio"/>	Approvals Not Reported
<input type="radio"/>	Approvals Reported
<input type="radio"/>	Approvals Reported for Child Count
<input type="radio"/>	Child Count Snapshot by Resident District
<input type="radio"/>	Indicator 11 Report by Resident District
<input type="radio"/>	Indicator 12 NOT Meeting Requirements
<input checked="" type="radio"/>	Medicaid Students*
<input type="radio"/>	Student Grades 9-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-12 Active on Child Count*
<input type="radio"/>	Student Grades KG-8 Active on Child Count*

Report Description:
Student level report designed for Medicaid vendors. Export recommended. No class list filters.

4. Select **Active on Child Count Date**, then click **Export Report** button

This report will be used to get the "LEA Special Ed Student Count" results for your Fairbanks claims, so it is **very important** that you check "Active on Child Count Date".



For Approval Records
Choose only one. If no options are selected, then all records will be returned (including future dated)

Active as of today:

Active on Child Count Date:

Active as of:

Only Future Dated:

Run Report | **Export Report** | Clear F

5. A window will open with "Processing..." The report is already created even though it looks like it is still processing. I-Star automatically names the report "ReportExportResults.xlsx" and will save it to your computer's default download location.

6. Last, address an email to info@tameshrs.com, attach the report you just created, and send.