

Data Correction Service

The Data Correction Service (DCS) via Harrisburg Project's web site is now available and can be accessed at <https://www.hbug.k12.il.us/dcs>. You can begin to make online corrections to all 2012-13 Special Education Private Facility and Personnel claims. Electronic corrections of claim data can be made through Tuesday, November 12.

In order to access this data, you will need the *Hbug Login* and *Password* which can be obtained from *iePoint* > by going to *File->System Maintenance->View Site Configuration*.

Please note that the Special Education Personnel & Pupil APPROVAL files for the 2012-13 school year are closed and may not be altered; however, you will be able to make adjustments to claim records that match to the approval file.

An online training for Data Correction Service (DCS) will be held on Wednesday, November 6th at 9:00 AM. To register for this session, click the link below:

[Event Registration](#)

2013-2014 Personnel Approval Manual

The new 2013-2014 *Personnel Approval* Procedures Manual, as well as the changes document, are now available on our website.

To access these documents visit our website at:

<https://www.hbug.k12.il.us> -> [Training & Help] -> [Current ISBE Manuals] or click the link below to navigate there directly.

[2013-2014 Personnel Approval Manual](#)

[2013-2014 Personnel Approval Manual \(Changes Document\)](#)

Dates to Remember

November 11, 2013 - Office Closed in Observance of Veteran's Day

November 12, 2013 - Data Correction Service closes (DCS)

November 27, 28, 29, 2013 - Office Closed - Thanksgiving Holiday



Inside this Issue . . .

Data Correction Service (DCS) 1

2013-2014 Personnel Approval Manual 1

Event Registration 2

Event Registration

Registration for all events, both online and at location, may now be found at the following link:

[Event Registration](#)

Date	Location	Name	Time	Notes
11/06/13	Online	Data Correction Service (DCS)	9:00 AM - 10:00 AM	Notes

Please Note: If you are unable to attend a training in which you have registered, please refer to your registration email and click “cancel your registration” found at the bottom of the email.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.