



Harrisburg Project **Software Support for Special Education**

WEEKLY NEWS BRIEFING

NOVEMBER 18, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

FACTS & Personnel Approval Transmission Due 12/13

The next required FACTS and Personnel Approval transmissions are due Friday, December 13th. **Permissions for these required transmissions will be turned on November 29th.**

Once permissions are on you may transmit as many times as necessary until the end of business Friday, December 13th. Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

Thank You for Participating in DCS

Thank you for participating in DCS (Data Correction Service). Data Correction Service is offered to allow sites to correct claim errors or add missing information. During the recent Data Correction Service, 1087 Private Facility claim records were modified; 531 Personnel claim records were modified; 448 Private Facility claims were added and 50 Personnel claims were added.

Thanksgiving Holiday Office Schedule

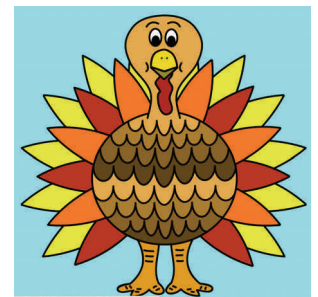
Harrisburg Project will be closed Wednesday, November 27th - Friday, November 29th. Normal office hours will resume on Monday, December 2, 2013 at 8:00 AM.

Dates to Remember

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

December 13, 2013 - Required *FACTS & Personnel Approval/Transmission*

December 20, 2013 - January 1, 2014 - Office Closed for Christmas Break



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.