



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 24, 2014

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FACTS & Personnel Approval Due March 7th

There are 9 working days remaining until the required *FACTS* and *Personnel Approval* Transmissions that are due Friday, March 7, 2014.

Be sure to *Refresh Common Data* and *Check Data Validity* frequently in order for *iepoint* > 2014.1.2 to have the most up-to-date information.

Don't wait until the last minute, transmit your data once it is error free! Remember, you can transmit your data as many times as necessary until the end of business Friday, March 7th.

If you are a member of a Super Site, your Super Site may have designated an earlier due date.

IAASE

Thanks to those of you who came to see us at the IAASE. We always enjoy seeing and visiting with our clients. It was great to see you!

FAQ: Child Turning 6 on 2/29

Q: I have a *FACTS* record for a child turning 6 on 2/29. What end date do I use to avoid an error?

A: The end date should be 2/27; the begin date of the new record should be 2/28.

Dates to Remember

March 3, 2014 - Office Closed in observance of Pulaski Day

March 7, 2014 - Required *FACTS* & *Personnel Approval* Transmissions

April 18 - 21, 2014 - Office Closed for Easter Break



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Classroom Claims Trainings

Classroom claims trainings will be held March 24th, 25th, and 26th. These trainings will be **FREE** and available at four different locations across the state. We will be discussing the entire claims process - Cost Centers in *iePoint* > and ISBE forms, including the 50-66A Tuition Cost Sheet. Be sure to register as space is limited. Come join us for a day of claims!

[Event Registration](#)

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
2/25/14	Online	Preparing to Transmit - March 7 th	10:00 AM - 11:00 AM
3/04/14	Online	Preparing to Transmit - March 7 th	10:00 AM - 11:00 AM
3/17/14	Online	<i>iePoint</i> > Claims Training	9:00 AM - 11:00 AM
3/18/14	Online	<i>iePoint</i> > Claims Training	1:00 PM - 3:00 PM
3/19/14	Online	<i>iePoint</i> > Claims Training	9:00 AM - 11:00 AM
3/24/14	Belleville	Claims Classroom Training	9:00 AM - 12:00 PM
3/25/14	Crestwood	Claims Classroom Training	8:30 AM - 11:30 AM
3/25/14	Glendale Heights	Claims Classroom Training	1:00 PM - 4:00 PM
3/26/14	Algonquin	Claims Classroom Training	9:00 AM - 12:00 PM

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.