



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 28, 2014

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Summer Orphanage Claim Due November 3rd

The Summer Orphanage claim for the 2013-2014 school year is due by the end of business Monday, November 3rd. **Remember, this is the final transmission from *iePoint* > 2014.1.5 DATA2014.** If you are a member of a Super Site, your Super Site may have designated an earlier due date.

For assistance with calculating the Summer Orphanage Claim, review the [Reimbursement Procedures for Students with Disabilities manual](#) on pages 10-12.

If you reported Summer Orphanage students but will not be transmitting a claim, please contact Harrisburg Project at (800) 635-5274 or email support at support@hbug.k12.il.us to avoid a reminder call.

2014-2015 Personnel Approval Manual Available

The new 2014-2015 Personnel Approval Procedures Manual, as well as the changes document, are now available, are now available on our website. To access these documents simply click the links below:

[2014-2015 Personnel Approval Manual](#)

[2014-2015 Personnel Approval Manual \(Changes Document\)](#)

Tech Tip: Send Copy of Data

As an added security measure *iePoint* > 2015.1.0 will ask you every 14 days to *send a copy of data* upon logging in.

By clicking “Yes” a copy of data will be sent to Harrisburg Project and stored for 180 days. This copy of data could be used to restore lost data in the event of a hardware failure or data corruption.

This **SHOULD NOT** be used as the primary source of backing up your *iePoint* > database! Each site should maintain a **DAILY** onsite backup protocol.

Dates to Remember

November 3, 2014 - Summer Orphanage (Funds D, E, F) Reimbursement Transmission

November 4, 2014 - Office Closed for Election Day

November 11, 2014 - Office Closed in Observance of Veteran's Day

November 26-28, 2014 - Office Closed for Thanksgiving Holiday

December 12, 2014 - *FACTS* & Personnel Approval/Transmissions



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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
11/06/14	Online	Data Correction Service (DCS)	9:00 AM - 10:00 AM	Notes
11/10/14	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.