

August Transmission Due Dates

There are 11 working days remaining until the August 17th reimbursement transmissions:

- Personnel Approval - **FINAL**
- Personnel Reimbursement
- Private Facility (Fund B) - Regular and Summer Term
- Excess Cost Claim (Fund J, X) - Regular Term

You may send the file as many times as necessary until the end of business Monday, August 17th. If you are on a member of a Super Site, your Super Site may have designated an earlier due date.

The recorded Claims Webinar and notes are available on our website if you need assistance with the above claims. They can be found by clicking the below:

[Claims Trainings](#)

For additional assistance, be sure to contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.

RCDT Code Changes and Client Solutions

ISBE released a statement via IWAS that many RCDT codes will change in the Entity System as a result of the state-wide ROE consolidations. Now that these districts and schools have received new RCDT codes, the pertinent *FACTS* and *Personnel* records will need to be reported with the new codes. In order to preserve data integrity in past school years, Harrisburg Project has inactivated the old RCDT codes and created a new record for the new RCDT code. In order to lessen the data entry burden for clients, we issued an *iePoint* > update that will automatically convert the records using the old RCDT codes to the new RCDT codes. This update was made available this morning. *iePoint* > will automatically receive this update upon logging into the program, however, an *iePoint* > *Manager* will have to complete the update process.

These new codes are going to be active for the 2015-2016 school year only, and we will be performing the conversion in *Data2016*. Once you have completed the *Start New Year* Process, the conversion will update your records to use the new codes automatically.

Dates to Remember

May 18, 2015 - August 10, 2015 - Summer Hours 7:30 AM - 4:00 PM

August 17, 2015 - Personnel Approval/Reimbursement Transmissions; Private Facility & Excess Cost Pupil Reimbursement Transmissions

August 18, 2015 - Deadline to complete *Start New Year*



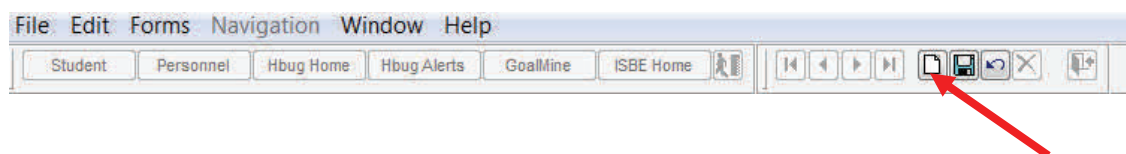
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FAQ: Managing User Accounts in *iePoint* >

Q: I have new staff members for the upcoming school year, how do I get them a login and password word for *iepoint* >?

A: The *iePoint* > *Manager* at your district is responsible for setting up a user name and password. This is done by logging into *iePoint* > and clicking *File* -> *iePoint* > *Manager* -> *iePoint* > *User Accounts*. Click the white piece of paper in the top toolbar to open a new user form.



A recorded training on managing user accounts in *iePoint* > can be found by clicking the link below. We suggest watching this video prior to setting up new or editing current user accounts in *iePoint* >.

[Managing User Accounts in *iePoint* >](#)

Start New Year Available

Start New Year is now available to complete at your convenience. The deadline to complete the *Start New Year* process is Tuesday, August 18th.

Once you have completed *Start New Year*, you will access *DATA2016* by going to *File* -> *Change School Year* -> *2016*; the screen should be **RED**. You **WILL NOT** have an *iePoint* > **2016** icon at this time. After August 18th, *DATA2016* will open as the default school year in *iePoint* >.

Before performing *Start New Year*, be sure to print the [Start New Year Instructions](#) and end all students who will not be receiving services next school year, such as:

- Graduates
- 8th graders going to high school
- Students who have moved out of district

If you are unable to attend a *Start New Year* webinar, the recorded session is available to view at your convenience, simply click the link below:

[Start New Year](#)

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
8/03/15	Online	Start New Year	9:00 AM - 10:00 AM	Notes
8/11/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	Notes
8/12/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	Notes
8/13/15	Online	Start New Year	2:00 PM - 3:00 PM	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.