

Summer Orphanage Reimbursement Due Today

The 2014-2015 Summer Orphanage Reimbursement transmission is due today, Monday, November 2nd. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2014-2015 school year. You can transmit this file once you are error free until the end of business today. If you are a member of a Super Site, your Super Site may have designated an earlier due date. **Remember, this file will be sent from *iePoint* > 2015.1.7 DATA2015, with the red screen.**

Data Correction Service (DCS) Available Through 11/16

The Data Correction Service (DCS) via Harrisburg Project's web site is available and can be access at www.hbug.k12.il.us -> *Tools & Services* -> *Data Correction Service* or simply click the link below:
[Data Correction Service](#)

You can make online corrections to all 2014-2015 Special Education Private Facility and Personnel Claims through Monday, November 16th. **Even if you DO NOT have changes to make, you must click on "I'm Finished!"**. Once you have clicked "I'm Finished!", you will no longer have access to edit your data in DCS but you can still print reports.

To access DCS 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 Special Education Personnel & Pupil APPROVAL files for the 2014-2015 school year are closed and may not be altered; however, you will be able to make adjustments to claim records that match the approval file.

The following documents and trainings are available to assist you with DCS:

- [2014-2015 Sp Ed Pupil and Personnel - DCS Available](#)
- [DCS Frequently Asked Questions](#)
- [Student Private Facility error messages explained](#)
- [Personnel Claim error message explained](#)
- [Online DCS Webinar - Event Registration](#)

Dates to Remember

October 28, 2015 - November 16, 2015 - Data Correction Service (DCS) Available

November 2, 2015 - Summer Orphanage Claim Transmission Due (Funds D, E or F)

November 11, 2015 - Office Closed in Observance of Veteran's Day

November 25-27, 2015 - Office Closed for Thanksgiving Holiday

December 11, 2015 - Required *FACTS & Personnel Approval* Transmissions



Inside this Issue . . .

| | |
|---|---|
| Summer Orphanage Reimbursement Due Today | 1 |
| Data Correction Service (DCS) Available Through 11/16 | 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 |
|----------|---------------|-------------------------------|--------------------|-------|
| 11/03/15 | <i>Online</i> | Data Correction Service (DCS) | 9:00 AM - 10:00 AM | |
| 11/09/15 | <i>Online</i> | Data Correction Service (DCS) | 9:00 AM - 10:00 AM | |
| 11/12/15 | <i>Online</i> | Data Correction Service (DCS) | 2:00 PM - 3:00 PM | |

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.