

### **FACTS & Personnel Approval Transmissions - Due 05/06**

There are 15 working days until the May 6<sup>th</sup> required *FACTS & Personnel Approval* transmissions. Permissions are now on for these transmissions. You may transmit as many times as necessary until the end of business on Friday, May 6<sup>th</sup>. Remember, if you are a member of a Super Site, the Super Site may have designated an earlier due date.

### **Percent Time in Special Education - Required Field**

Beginning with the May 6<sup>th</sup> *FACTS Approval* transmission the percent time in special education is a **REQUIRED FIELD**. If this field is blank or contains a 0, an **ERROR** will be received during *Check Data Validity*. An **ERROR** will prevent you from transmitting your file.

The percent time in special education should reflect the amount of time a student receives special education services under the IEP as compared to the total amount of time in the student's regular instructional day.

To calculate the percent time in special education take the total number of special education minutes per week divided by the total instructional minutes per week. The total instructional minutes is **NOT** "bell to bell" and **should omit passing periods, lunch and recess** unless the student's IEP requires support during those times.

Example:

John receives 950 Special Education minutes per week.

Total Instructional minutes per week = 1,680

$(950/1680=.565)*100 = 56.5$  or 57%

57% Special Education

The percent time in special education is required on all students except for Funds LNPU.

#### Dates to Remember

May 6, 2016 - Required *FACTS & Personnel Approval* Transmissions

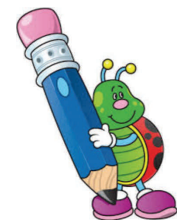
May 16-24, 2016 - Spring HUG Sessions

May 30, 2016 - Office Closed in Observance of Memorial Day

June 30, 2016 - Required *Personnel Approval* and FINAL *FACTS Approval* Transmissions

July 4, 2016 - Office Closed in Observance of Independence Day

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission



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Please remember that our client support staff is just an email away!  
Email your questions to client support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## SPP Indicator 13 - Warning becomes Error on June 30<sup>th</sup>

Currently, students with incomplete SPP Indicator 13 forms are receiving a **WARNING** during *Check Data Validity*. This **WARNING** will become an **ERROR** on the June 30<sup>th</sup> **FINAL FACTS Approval** transmission.

To review the students with incomplete SPP Indicator 13 forms, run the following report in *iePoint* >: “Indicator 13 Students with Incomplete Records”. This report is found by going to *File -> Print Report -> Student -> Indicators*. Now is the time to notify a student’s case manager if you have not received an updated SPP Indicator 13 form.

## 2015-2016 Claims Training

If you were unable to attend the online claims training that was held last week, we will have additional online sessions in the coming weeks. Please watch the news briefing for additional training sessions. In the meantime, the online claims training was recorded and can be viewed at your convenience by clicking the link below:

[Online Claims Training \(Video\)](#)

To following documents are available to assist you with the claims process:

- [2015-2016 Claims Training Packet](#)
- [Special Education Personnel Frequently Asked Questions](#)
- [Home/Hospital Instruction and Reimbursement Questions and Answers](#)
- [Reimbursement Procedures for Students with Disabilities](#)
- [Special Education Personnel Reimbursement Instructions](#)

As always, Harrisburg Project is available for assistance during the claims process. You can contact us at (800)635-5274 or email support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## Spring HUG Schedule

We are excited to see everyone starting the week of May 16, 2016. Be sure to visit the [Event Registration](#) page to sign up for a HUG session in your area! Space is limited in some locations and you will not want to miss out on the important topics that will be discussed.

### Tentative Agenda:

- Dates to Remember
- State Performance Plan Indicator 14
- State Performance Plan Indicator 13
- Percent Special Education
- To Do List—FINAL Transmission
- Claims Overview/Q & A
- I-Star

## 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
5/16/16	Belleville	Harrisburg User Group - Belleville	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/16/16	<i>Online</i>	Harrisburg User Group Spring 2016 - Online	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/17/16	Champaign	Harrisburg User Group - Champaign	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/17/16	Springfield	Harrisburg User Group - Springfield	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/18/16	Lockport	Harrisburg User Group - Lockport	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/18/16	Bartonville	Harrisburg User Group - Peoria Area	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/19/16	Glendale Heights	Harrisburg User Group - Glendale Heights	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/19/16	DeKalb	Harrisburg User Group - DeKalb	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/23/16	Benton	Harrisburg User Group - Southern Illinois	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/24/16	Gages Lake	Harrisburg User Group - SEDOL Cooperative	8:30 AM - 11:30 AM	<a href="#">Notes</a>
5/24/16	South Holland	Harrisburg User Group - ECHO Cooperative	8:30 AM - 11:30 AM	<a href="#">Notes</a>
5/24/16	Woodstock	Harrisburg User Group - SEDOM Cooperative	1:00 PM - 4:00 PM	<a href="#">Notes</a>
5/24/16	Chicago Heights	Harrisburg User Group - SPEED Cooperative	1:00 PM - 4:00 PM	<a href="#">Notes</a>
5/26/16	<i>Online</i>	Harrisburg User Group Spring 2016 - Online	1:00 PM - 4:00 PM	<a href="#">Notes</a>

**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.**