



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 20, 2016

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

### Personnel & FINAL FACTS Approval Due June 30<sup>th</sup>

There are 9 working days until the required June 30<sup>th</sup> *Personnel Approval* and **FINAL FACTS Approval** transmissions. Don't wait until the last minute, transmit your data once it is **ERROR** free! Remember, you can transmit as many times as necessary until the end of business on Thursday, June 30<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

After June 30<sup>th</sup> the student approval file for the 2015-2016 regular term as well as for students who entered summer school prior to June 30 will be closed and **WILL NOT** be reopened for corrections.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions, do not hesitate to contact Harrisburg Project at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

#### Dates to Remember

May 16, 2016 - August 5, 2016:  
Office Hours will be 7:30AM-4:00PM; Closed on Friday

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

### June 30<sup>th</sup> FINAL FACTS Approval Checklist

The following items should be checked and re-checked prior to submitting the **FINAL FACTS Approval** transmission that is due by the end of business on Thursday, June 30<sup>th</sup>. No changes to the **FINAL FACTS Approval** file can be made after this date so be sure all data submitted is correct!

#### Confirm:

- All students receiving services are entered into *iepoint* > 2016.1.9
- Student Fund Codes are correct
- Student Begin Dates are correct
- Private Facility Code matches the Private Facility Code on the contract
- Term is correct
- Related Service 25 entered on *FACTS Approval* record if the student receives special transportation
- Summer school students have been added
- Dually enrolled students are entered correctly; refer to page 6 in the *FACTS Approval* manual



#### Inside this Issue . . .

Personnel Approval & FINAL FACTS Approval Due June 30 <sup>th</sup>	1
June 30th FINAL FACTS Approval Checklist	1
FACTS Not Reported vs FACTS Transmitted to ISBE	2
Event Registration	2

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).

## ***FACTS Not Reported vs FACTS Transmitted to ISBE***

Two reports are offered during the ISBE Reporting process: ‘*FACTS Not Reported*’ and ‘*FACTS Transmitted to ISBE*’.

There are three reasons why a student may appear on ‘*FACTS Not Reported*’.

- The *FACTS* Begin Date is after December 1<sup>st</sup>
- The *FACTS* End Date is Before December 1<sup>st</sup>
- The ‘Include in *FACTS Approval*’ box is unchecked

‘*FACTS Approval* Transmitted to ISBE’ details all *FACTS* records that are transmitted to ISBE. All current year *FACTS* records are transmitted to ISBE (unless the ‘Include in *FACTS Approval* box’ is unchecked) to ensure that all *Exit Date* is reported.

## **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
6/22/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<a href="#">Notes</a>
7/25/16	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 10:00 AM	<a href="#">Notes</a>
7/27/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<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.**