



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 12, 2016

www.hbug.k12.il.us

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800-635-5274

Reimbursement (Funds DEF) Due Friday - July 15th

There are 4 working days until the Pupil Orphanage Regular Term Reimbursement (Funds DEF) file transmission that is due Friday, July 15th.

You may transmit as many times as necessary until the end of business Friday, July 15th. Remember, if you are a member of a Super Site, your Super Site may have designated an earlier due date.

Permissions for Claims Transmissions

Permissions for the Reimbursement transmissions are now on. The due dates are as follows:

- Pupil Reimbursement Claims (Fund Codes D, E and F - Orphanage Regular Term Only) - Due July 15th
- Excess Cost Claim (Fund Codes X and J) - Due August 15th
- Pupil Reimbursement Claim (Fund B - Private Facility) Regular and Summer Term - Due August 15th
- Personnel Reimbursement - Due August 15th

iePoint > 2016.2.0 Released

Harrisburg Project has released *iePoint* > 2016.2.0. This release enables *iePoint* > 2016 to *Start New Year* for DATA2017.

The *Start New Year* process has been updated to import SIS Ids into your Student Data. *iePoint* > will automatically receive this update upon logging into the program, however, an *iePoint* > *Manager* will have to complete the update process.

Dates to Remember

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

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

August 15, 2016 - Private Facility (Regular/Summer) Fund B Reimbursement Due; Excess Cost (Funds X, J) Reimbursement Due; FINAL Personnel Approval and Reimbursement Due



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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.

Start New Year Instructions

Once you have updated to *iepoint* > 2016.2.0 *Start New Year* will be available to complete at your convenience. The deadline to complete the *Start New Year* process is Thursday, August 18th.

Once you have completed *Start New Year*, you will access *DATA2017* by going to *File -> Change School Year -> 2017*; the screen should be **RED**. You **WILL NOT** have an *iepoint* > 2017 icon at this time. After August 18th, *DATA2017* will open as the default school year in *iepoint* >.

Before performing *Start New Year*, be sure to print and review the [Start New Year](#) instructions. The following students should be given End Dates prior to completing *Start New Year*:

- High School Graduates
- 8th graders going to High School (if you are an Elementary district)
- Students who have moved out of district

If you need any assistance during the *Start New Year* process please contact client support at (800) 635-5274 or by email at support@hbug.k12.il.us.

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
7/18/16	Online	<i>Start New Year</i> in <i>iepoint</i> >	9:00 AM - 10:00 AM	Notes
7/25/16	Online	Creating Cost Centers in <i>iepoint</i> >	9:00 AM - 10:00 AM	Notes
7/27/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	Notes
8/09/16	Online	<i>Start New Year</i> in <i>iepoint</i> >	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.