



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 1, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

August Transmission Due Dates

Be sure to mark your calendar for August 15th! The following transmissions are due:

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

You can transmit these files until the end of business Monday, August 15th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

The following resources are available on our website or by clicking the links below to assist you with completing the claims that are due on August 15th.

[2015-2016 Claims Training - Video](#)

[2015-2016 Claims Training - PDF](#)

[Special Education Personnel Q & A](#)

[Home Hospital Instruction & Reimbursement Q & A](#)

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

Directors' Conference

Harrisburg Project will be attending the Directors' Conference in Springfield this week, August 3rd, 4th and 5th.

Lindsey and Sarah will be participating in the I-Star sessions on Thursday, August 4th which will include information about the Pupil and Personnel portion of I-Star, as well as the optional IEP section. Be sure to attend one of these sessions to see the latest developments with I-Star! To view the schedule for the sessions, click the link below:

[Special Education Directors' Conference Schedule](#)

We look forward to seeing everyone this week, so stop by our table to discuss any of your questions or concerns regarding *iePoint* > or I-Star.

Dates to Remember

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

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

August 18, 2016 - Deadline to complete *Start New Year in iePoint* >



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Email your questions to client support at: support@hbug.k12.il.us

Start New Year - Mass Change

Mass Change allows the user to change a large number of records at one time without touching each record individually. If *Mass Change* is performed at a later date and not during the *Start New Year* process, it must be performed in the year created during the *Start New Year* process (DATA2017).

View DATA2017 by clicking *File -> Change School Year -> 2017*. Once you are in DATA2107 (RED screen) go to *File -> iePoint > Manager -> Mass Change*. The instructions for *Mass Change* can be located on page 4 of the [Start New Year](#) instructions.

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
8/09/16	Online	Start New Year in iePoint >	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.