



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 24, 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

### Summer Orphanage Reimbursement Due November 2<sup>nd</sup>

The 2015-2016 Summer Orphanage Reimbursement transmission is due Wednesday, November 2<sup>nd</sup>. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2015-2016 school year.

Permissions to transmit this file are now on. **Remember, this file will be sent from *iePoint* > 2016 DATA2016, the red screen.**

### I-Star Client Support Protocol

To better serve your client support needs for I-Star, the following information will be needed:

- IWAS Login - **NEVER GIVE OUT YOUR IWAS PASSWORD**
- Student SIS ID
- Personnel IEIN
- Screen shot of error and steps taken prior to receiving error

Currently we are experiencing an extremely high call volume. When leaving a message, please leave detailed information regarding your question or for a faster response time, please send an email to [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us). Thank you for your patience as we continue to get everyone transitioned over to I-Star.

### Data Correction Service (DCS) Now Open

The Data Correct Service (DCS) via Harrisburg Project's web site is available and can be accessed at [www.hbug.k12.il.us](http://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 2015-2016 Special Education Private Facility and Personnel Claims through Monday, November 14<sup>th</sup>. **Even if you DO NOT have changes to make, you must log in and 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.

#### Dates to Remember

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday

December 16, 2016 - January 2, 2017 - Office Closed for Christmas Break



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Email your questions to client support at: [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Data Correction Service (DCS) Now Open - Continued

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 2015-2016 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:

[DCS Frequently Asked Questions](#)  
[DCS Webinar](#)

## I-Star User Guide

Prior to your district transitioning to I-Star each user should have a copy of the I-Star User Guide. The User Guide will give you step by step instructions for each feature of the I-Star program. We recommend that each user print the User Guide by going to our website [www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> *I-Star Icon -> Training & Support -> Print the User Guide* or click the link below:

[I-Star User Guide](#)

## I-Star District Maintenance

District Maintenance in I-Star is where you will find the following features:

- Special Needs Definition
- Custom Events
- LEA List Maintenance
- Manage Security

To access District Maintenance click the Admin tab. Only users with Admin security level will have this feature. The I-Star User Guide will give you step-by-step instructions for each of the features available in District Maintenance.

### 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.