



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 17, 2017

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

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800-635-5274

### 2016-2017 Sp Ed Orphanage Claims Due Today - July 17<sup>th</sup>

The 2016-2017 school year regular term claims for Special Education Orphanage are due by the end of today, Monday July 17<sup>th</sup>. Today will be the final date upon which an approval and corresponding claim record can be created. **No new approval records can be created or edited after today, July 17<sup>th</sup>.**

Between July 18<sup>th</sup> - August 1<sup>st</sup>, you will be able to correct or input data for the claim records only! After August 1<sup>st</sup>, claim records for the Special Education Orphanage program will be closed and users will not be able to make any further changes.

ISBE is aware of system performance issues and staff are taking steps to relieve the delays. However, it is most critical that by Monday, all regular term orphanage student approval records are entered to create a claim record. Also, there is no "submission" of files as in the past; rather ISBE will "pick up" data that is entered in I-Star.

Additional information regarding the regular term Orphanage claim that is due today can be found in the recent memo from ISBE:

#### [2016-2107 Sp Ed Orphanage Claims](#)

The following documents and recorded webinar are available to assist you with completing the reimbursement records for Fund Codes E & F:

[2016-2017 Reimbursement Procedures for Students with Disabilities](#)

[I-Star Claims Packet](#)

[I-Star Claims \(recorded webinar\)](#)

If you need assistance with completing this claim, please contact Harrisburg Project at (800) 635-5274 or by email [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

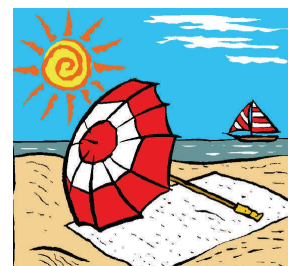
#### Dates to Remember

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

July 19-21, 2017 - Director's Conference in Springfield

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star

September 4, 2017 - Office Closed in Observance of Labor Day



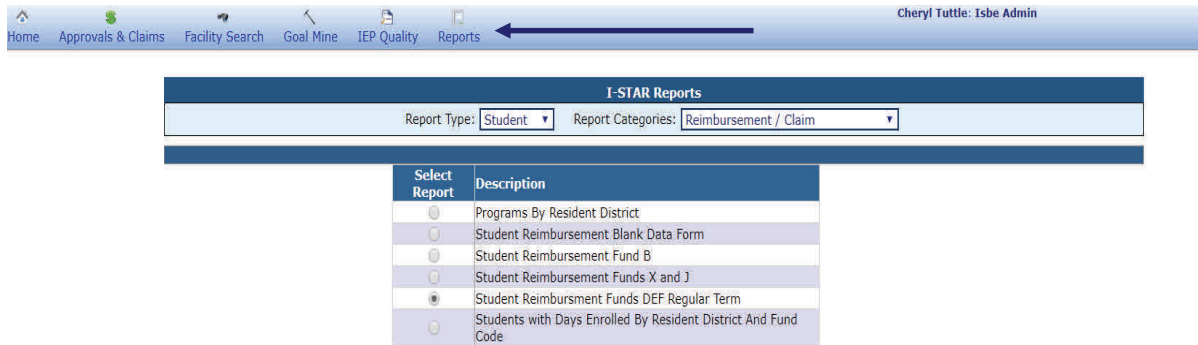
#### Inside this Issue . . .

2016-2017 Sp Ed Orphanage Claim Due Today - July 17 <sup>th</sup>	1
Reimbursement Report Available in I-Star	2
Updates Released to I-Star	2
Recheck Edits and Recalc Program Email Delay	2
Private Facility Search	3
Event Registration	3

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

## Reimbursement Reports Available in I-Star

The following reimbursement report is available in I-Star once you have completed all data entry for regular term Orphanage claim. To print this report once logged into I-Star, click on *Reports -> Student -> Reimbursement/Claim -> Student Reimbursement Funds DEF Regular term*. No additional filters should be needed when running this report.



## Updates Released to I-Star

Updates to I-Star were released on Thursday, July 13, 2017. These updates were the result of excellent communication that we have received from the clients. Please continue to report any upgrades to I-Star that you would like to see in the future and/or concerns that you are currently experiencing with the program. The updates released on July 13, 2017 can be viewed by clicking the link below:

[Recently Added - Approval and Reimbursement](#)

[Recently Added - IEP](#)

## Recheck Edits and Recalc Program Email Delay

Please be patient after clicking Recheck Edits and/or Recalc Program. With the high usage of I-Star today, please do not click on Recheck Edits and/or Recalc Program multiple times; this will only cause further delay. You will receive your email, however it could be a longer turn around time today due to the high volume of requests the system is receiving.

## Directors' Conference

Harrisburg Project will be presenting a session on Student and Personnel Approvals and Claims at the Special Education Directors' Conference Thursday, July 20th. We will also be including a question and answer period during the session. Bring your questions, concerns and comments! We hope to see you there!

**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.

## Private Facility Search

The Private Facility search is on ISBE's homepage. To access the state approved private facilities, visit the [Special Education Approval and Reimbursement](#) page and look under the 'Resources' column to the left. This system can also be accessed inside of I-Star by clicking the 'Facility Search' button.

When searching for a private facility, all search criteria is not required. In fact, less is usually more. The fewer search criteria you use, the wider your result will be. This will allow you to be sure the filters are correct before eliminating a possible result.

To access the state approved private facilities, click the following link:

[Private Facility Search](#)

## 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
7/26/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 AM	<a href="#">Notes</a>
8/02/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	<a href="#">Notes</a>
8/03/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 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.**

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