



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 25, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

2016-17 Orphanage Claim Correction Period

Between July 18th - August 1st, you will be able to correct or input data for the claim records that were created by the deadline of July 17th. After August 1st, all changes to claim records for the Special Education Orphanage program will be closed and users will not be able to make any further changes.

The following tips were recently released by ISBE to assist with entering cost sheets in I-Star. The only time these steps will be taken is when the program method of computing days is being used to complete the student claim in I-Star.

- Individual student costs must be entered on each student claim (Transportation, Aides, Equipment)
- From the Student Report s5066b, use the 'Recalc Days' button to populate days enrolled and days in session for all students using the Program calendar. ADE will recalculate automatically.
- Use the 'Calculate and Save' button at the bottom of the 5066A to update the totals.
- Enter line 24 expenditures AFTER the Cost Sheet 5066A has been saved.
- Use the 'Recalc Program' button to calculate the cost sheet and apply the Total Cost per 1.0 ADE to student claims.
- Reimbursement will not be applied if **ANY** fatal errors remain on either the approval or the claim!
- Run the 'Student Reimbursement Fund DEF' report to verify that Reimbursement has been applied or check the claims by Fund Code from the Student Claim tab.

Dates to Remember

July 18 - August 1, 2017 - Orphanage claim correction period

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

October 9, 2017 - Office Closed in Observance of Columbus Day



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

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

I-Star Warning W-148 SIS Enrollment Returns an End Date

The SIS Administrators are required to end ALL student enrollment records in SIS. Since I-Star does not have the same requirement, a warning will be displayed in I-Star once the SIS enrollment record is ended. The W-148 warning ‘SIS enrollment returns an end date of XX-XX-XXXX’ is informational only and will not cause your record to be disapproved. This warning is being generated to help identify students that have been ended in SIS but not in I-Star. If this warning is being received on a student that is no longer receiving services, be sure to end their I-Star record.

Students attending ESY SHOULD NOT be ended in SIS or I-Star until after the student has completed the ESY services.

Directors’ Conference

Thank you to all who attended our sessions and stopped by the table at Directors’ Conference last week. We always look forward to meeting our clients!

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	Notes
8/02/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	Notes
8/03/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 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.