



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 8, 2017

[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

### 2017-2018 School Year Available Next Week

Due to unforeseen issues with the *Start New Year* process, ISBE has removed the ability to complete *Start New Year* or the ability to view the 2017-2018 school year if *Start New Year* was previously completed. ISBE is working diligently to correct these issues and the *Start New Year* process should be available next week.

Due to the inability to access *Start New Year* at this time, Harrisburg Project has rescheduled the live *Start New Year* webinars to August 16<sup>th</sup> at 9:00 AM and August 21<sup>st</sup> at 1:00 PM. To register for either webinar, please click the link below. Be sure to print the *Start New Year* instructions prior to attending the session.

#### [Event Registration](#)

[Start New Year Instructions - PDF](#)

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

### Recheck Edits

Prior to reporting errors being received on a Personnel or Student approval and/or claims record, please complete 'Recheck Edits' from the appropriate search screen.

Once this process has completed click the Reports tab to run the error listing as follows:

- Personnel -> Personnel Approvals -> Personnel Approval Error Listing
- Personnel -> Personnel/Reimbursement Claims -> Claim Error Listing
- Student -> Errors -> Student Approval Error Listing and/or Student Claim Errors

If you still have a question on an error being received, please contact Harrisburg Project at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

Please remember, an actual Error will be listed as F-XXX. If the message is a W-XXX this is just a warning and will not effect funding.

#### Dates to Remember

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



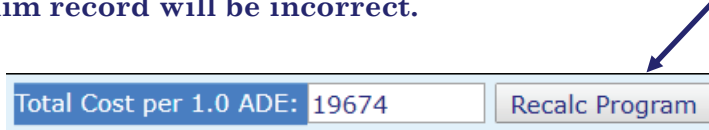
#### Inside this Issue . . .

<b>2017-2018 School Year Now Available Next Week</b>	<b>1</b>
<b>Recheck Edits</b>	<b>1</b>
<b>Recalc Program</b>	<b>2</b>
<b>Event Registration</b>	<b>2</b>

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

## Recalc Program

Once you have completed entering **ALL** data in the Program Definition, click on ‘Recalc program’. This will recalculate the program costs, as well as the student claim records that are attached to this program. If this step isn’t completed, the estimated reimbursement listed on the student claim record will be incorrect.



## 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
8/16/17	Online	Start New Year Rollover in I-Star	9:00 AM - 10:00 AM	<a href="#">Notes</a>
8/17/17	Online	I-Star Approvals New User Training - Webinar	1:00 PM - 3:00 PM	<a href="#">Notes</a>
8/21/17	Online	Start New Year Rollover in I-Star	1:00 PM - 2:00 PM	<a href="#">Notes</a>
8/23/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	<a href="#">Notes</a>
8/30/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 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.**

**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.