



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 15, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Fund B, X, J and Personnel Reimbursement Due Today

Today is the **FINAL** day to enter Student Approval and Claim records for Fund B, X, and J, as well as Personnel Approval and Claim records. ISBE will 'pick up' this data at midnight tonight.

Once the data entry has been completed for these data types be sure to do the following steps prior to printing the approval and estimated reimbursement reports from the Reports tab:

- Recheck Edit from Approval and Claim search screen
- Recalc Program for on all Program Definitions

Harrisburg Project is available for client support until 4:30 PM today. Please contact us by email at support@hbug.k12.il.us or (800) 635-5274.

2017-2018 School Year Available August 16th

ISBE is allowing access to the 2017-2018 school year and the *Start New Year* process on Wednesday, August 16th.

Harrisburg Project is hosting several live *Start New Year* webinars. To register for a live webinar, please click the link below. Be sure to print the *Start New Year* instructions prior to attending the session. If you are unable to attend a live webinar, the recorded session will be available on our website.

[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.

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 . . .

| | |
|---|----------|
| Fund B, X, J and Personnel Reimbursement Due Today | 1 |
| 2017-2018 School Year Available August 16th | 1 |
| Updates Released to I-Star | 2 |
| Event Registration | 2 |

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

2016-2017 School Year Reimbursement Correction Period

The following correction period will be opened by ISBE on Wednesday, August 16th:

- Student Reimbursement Fund X and J - Through September 1st
- Student Reimbursement Fund B - Through September 15th
- Personnel Reimbursement - September 15th

The claim record had to be created by the August 15th deadline in order to edit the data.

Updates Released to I-Star

Updates to I-Star were released on Tuesday, August 1, 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 August 1, 2017 can be viewed by clicking the link below:

[Recently Added - Approval and Reimbursement](#)

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 | Full | Notes |
| 8/17/17 | Online | Start New Year Rollover in I-Star | 9:00 AM - 10:00 AM | Notes |
| 8/17/17 | Online | I-Star Approvals New User Training | 1:00 PM - 3:00 PM | Notes |
| 8/23/17 | Online | I-Star Approvals New User Training | 9:00 AM - 11:00 AM | Notes |
| 8/23/17 | Online | Start New Year Rollover in I-Star | Full | Notes |
| 8/30/17 | Online | I-Star Approvals New User Training | 9:00 AM - 11:00 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.