



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 24, 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

### Summer Orphanage Reimbursement Due November 1<sup>st</sup>

All districts that reported Orphanage students (Funds D, E, F) attending 2017 Summer school are required to complete a claim record in I-Star by the end of business Wednesday, November 1, 2017. If a claim record is not completed and listed as 'Approved' the district **WILL NOT** receive reimbursement for the services provided. This data will be entered into the 2016-2017 school year.

Harrisburg Project is available to assist you with this claim from 7:30AM to 4:30PM Monday - Friday. Please contact us at 800-635-5274 or at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Private Facility Claim Correction - Ends 11/13/2017

All Districts that submitted Private Facility Claim (Fund B) records have the ability to correct errors through the end of business Monday, November 13<sup>th</sup>. Please remember, the claim data you are correcting is in the **2016-2017** school year. Suggested steps to assure Fund B records will receive reimbursement:

- To verify if Fund B errors are present run the 'Student Claim Errors by Resident District and Serving School' report from the Errors category. In the report filters be sure to choose the school year of 2016-2017; Fund B.
- To review the students receiving reimbursement for Fund B, run the 'Student Reimbursement Fund B' report from the Reimbursement/Claim category. Again, be sure to select school year 2016-2017 in the report filters. No additional filters should be selected on this report.
- Method of Computing days will be 'Manual'.
- The Approval and Claim Record must be 'Approved'.
- Days Enrolled must be entered.
- Education Cost must be entered. This is total amount paid to the facility for the 2016-2017 school year, including Summer.

Harrisburg Project is available for any questions at (800)635-5274 or at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

#### Dates to Remember

November 1, 2017 - Orphanage Summer Term Reimbursement Due

November 5, 2017 - Daylight Saving Time Ends

November 10, 2017 - Office Closed in Observance of Veterans Day

November 13, 2017 - Private Facility (Fund B) Claim Correction Ends



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Email your questions to client support at:

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

### Updates Released to I-Star

Updates to I-Star were released on Tuesday, October 17, 2107. 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 update released on October 17, 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](#)

If you are unable to attend the webinar that you have registered for, open the registration email and click on “cancel your registration”. This will remove your name from the attendance list and allow others to register. Thank you for your cooperation in this matter.

Date	Location	Name	Time	Notes
10/26/17	Online	Summer Term Orphanage Claim	9:00 AM - 10:00 AM	<a href="#">Notes</a>
11/02/17	Online	Private Facility Claim Corrections	1:00 PM - 2:00 PM	
11/07/17	Online	Private Facility Claim Corrections	10:30 AM - 11:30 AM	
11/09/17	Online	Private Facility Claim Corrections	9:00 AM - 10:00 AM	

**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.