



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

NOVEMBER 7, 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

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

The deadline to correct the Private Facility Claim (Fund B) records is 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. **This will be the last opportunity to correct reimbursement information submitted for Fund B record for the Regular and Summer term of 2016-2017.**

Please direct questions regarding the Private Facility Claim Corrections to Harrisburg Project at (800)635-5274 or at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

#### Dates to Remember

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

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

November 22-24, 2017 - Office Closed for Thanksgiving Holiday

### Private Facility Claim Correction Tips

The Private Facility claim correction period is allowing you a second chance at entering claim information for Fund B students that attended both Regular and Summer terms in the 2016-2017 school year. To ensure that your district receives the correct funding, review these tips:

- Identify Fund B Students by clicking the **Claim Tab** -> Select school year 2016-2017 -> Select Fund B -> Search.
- Review each student claim record listed in the grid.
- Select 'Manual Method of Computing Days'.
- If FTE is < 1.0 the days enrolled should be reduced for the proper reimbursement. Use the following calculation to avoid a reduction in reimbursement:  
Enrolled Days = 180; FTE = 0.5; 180 x 0.5=90  
Enter 90 in Days Enrolled
- Days Enrolled = Total Days Enrolled (even if not in attendance).
- The Cost Per Pupil = Total amount billed by Private Facility; Not the Per Diem or Monthly Amount.
- Run the report 'Student Reimbursement Fund B' once data entry is complete (Reports -> Student-> Reimbursement/Claim).

The entire 'Private Facility Claim Correction' PDF is available for review at the following link:

[Private Facility Claim Correction](#)



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

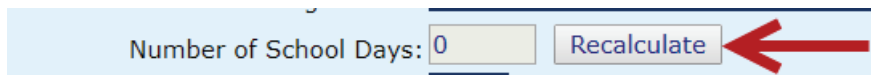
## Updates to I-Star

Updates to I-Star were released on Tuesday, October 31, 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 31, 2017 can be viewed by clicking the link below:

[Recently Added - Approval and Reimbursement](#)

## Indicator 11 Summer Dates Error

ISBE released a fix to the calculation for Indicator 11 records with summer dates in the update on October 31<sup>st</sup>. If you are now receiving “Indicator 11 Errors Exits” on records with summer dates, click on “Recalculate” next to the “Number of School Days” on the Indicator 11 record.



## New Caseload Icon

The Caseload function has been moved from the Student Profile Page to the Student Results Grid. To access the Caseload information, click the new icon:



The function of the Caseload page will work the same, however it should be easier to access this information for the data entry staff.

**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.

## 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
11/09/17	Online	Private Facility Claim Corrections	9:00 AM - 10:00 AM	<a href="#">Notes</a>

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