



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

DECEMBER 5, 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

### December 1 Child Count - Data Pickup 1/31/2018

The December 1 Child Count will be collected by ISBE at the end of business on Wednesday, January 31, 2018. Now is the time to be making sure the student approval data is up-to-date and error free.

To assist you with the data entry process, Harrisburg Project has scheduled 'Preparing for the Child Count Collection' online webinars. These webinars will discuss what information needs to be entered in order for a student approval record to be collected in the December 1 Child Count. To register for a live webinar, click the link below:

[Event Registration](#)

### Personnel Data NOT INCLUDED in 1/31/2018 Data Pickup

As a result of the pending data collection changes, ISBE **WILL NOT** collect *Personnel Approval* records on Wednesday, January 31, 2018.

Districts and Co-operatives should continue to add and/or update *Personnel Approval* records for this school year. Due to upcoming changes based on the Evidence-Based Funding, we recommend refraining from entering reimbursement information on the claim tab. We expect ISBE to release the updates to I-Star and the updated *Personnel Approval* manual in January 2018. Harrisburg Project will provide the necessary training to assist with the personnel data collection as it becomes available. Please watch the weekly news briefing for this information.

The *Personnel Approval* data **will not** be collected by ISBE until August 15, 2018. This will allow the districts and co-operatives adequate time to enter the necessary personnel information and make sure the data is 'Approved' in I-Star.

#### Dates to Remember

December 19, 2017 - January 1, 2018 - Office Closed for Christmas Vacation

January 15, 2018 - Office Closed in Observance of Martin Luther King Birthday

January 31, 2018 - Student (12/1 Child Count) Data Pickup



#### Inside this Issue . . . .

December 1 Child Count - Data Pickup 1/31/2018	1
Personnel Data <b>NOT INCLUDED</b> in 1/31/2018 Data	1
IEP Training Snippets Now Available	2
Event Registration	2

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

## IEP Training Snippets Now Available

Harrisburg project has been working to include IEP snippets to assist with the data entry of the IEP forms. These snippets can be viewed on our website [www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> IEP Topics -> How To IEP Snippets (under Videos) or by clicking the link below:

[IEP Snippets](#)

The IEP team has also released a new feature to allow you to add multiple forms to an Annual Review. You can view a video about this new feature here:

[Add Multiple Forms to Annual Review](#)

## 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
12/14/17	Online	Preparing for the Child Count Collection	9:00 AM - 10:00 AM
1/09/18	Online	Preparing for the Child Count Collection	1:00 PM - 2:00 PM
1/24/18	Online	Preparing for the Child Count Collection	1:00 PM - 2:00 PM

**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.