



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 27, 2018

[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

### Dec. 1 Child Count Collection and Correction Process

The Illinois Special Education December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund Codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

Only Student *FACTS Approval* records that are ERROR-FREE are approved. If you have errors on a Student *FACTS Approval* record, the *FACTS* record will be **DISAPPROVED** and will not be included in the December 1 Child Count. Warnings will not disapprove your records.

To view your 'Current Child Count', click the 'Current Child Count Status' found on the Landing Page of I-Star. These numbers will reflect the data snapshot that was taken February 22<sup>nd</sup>. The next data snapshot will be taken at 7:00AM Thursday, March 1<sup>st</sup>.

 **Current Child Count Status**  
Use this link to get updated Child Count numbers.

Provides updates on current Child Count Numbers Step 1

The December 1 Child Count includes all APPROVED I-Star student *FACTS Approval* records for all Fund codes except N & U, that are checked to 'Include in Approval' and active on 12/1.

December 1 Child Count Snapshot Updated: 12/19/2017 9:03:06 PM  
Please review this information for accuracy for each of your district(s).

Resident RCDI	District Name	2016 - 2017 Counts	2017 - 2018 Counts	Difference
99-999-0001-99	District CUSD 01	41	49	-8
99-999-0002-99	District CUSD 02	178	198	-20
99-999-0003-99	District CUSD 03	45	57	-12
99-999-0004-99	District CUSD 04	203	191	-12
99-999-0005-99	District CUSD 05	189	178	-11
99-999-0006-99	District CUSD 06	110	104	-6
99-999-0007-99	District CUSD 07	100	100	0
99-999-0008-99	District CUSD 08	50	50	0
99-999-0009-99	District CUSD 09	121	116	-5
99-999-0010-99	District CUSD 10	368	360	-8
99-999-0011-99	District CUSD 11	310	322	12

You can perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

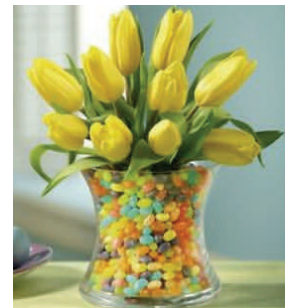
Close and Go To Student Approvals Cancel Close

#### Dates to Remember

March 5, 2018 - Office Closed in Observance of Pulaski Day

March 9, 2018 - Final Child Count Data Pickup @ 7:00AM

March 30, 2018 - Office Closed in Observance of Good Friday



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

## Dec. 1 Child Count Collection and Correction Process (cont. from pg 1)

If the numbers you see in the grid do not reflect the accurate count for children receiving special education services in your district, you need to perform additions and make corrections to Student *FACTS Approval* records BEFORE March 9, 2018 to have these students included in the final snapshot.

**Due to dynamic nature of student data, you can have all errors resolved and then have new errors introduced by SIS changes, birthdays, etc. It is imperative that you verify that your Student *FACTS Approval* records are Approved and Error-Free before the final snapshot at 7:00AM March 9, 2018.**

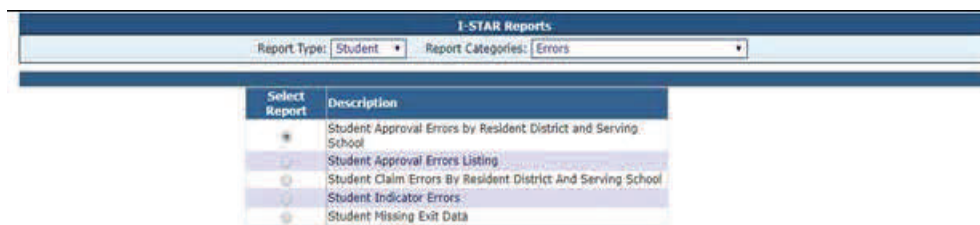
A snapshot will capture the state of your data at a single point in time. You will see the new counts on this screen reflecting your data changes when the next snapshot is captured. ISBE will create an updated snapshot every week until the final snapshot on March 9, 2018.

### December 1 Child Count Snapshot Schedule

- March 1, 2018 - 7:00AM
- March 8, 2018 - 7:00AM
- March 9, 2018 - 7:00AM (FINAL SNAPSHOT)

You have until the end of business March 8, 2018 to make changes to your Student *FACTS Approval* data that will affect the final December 1 Child Count Snapshot. The final snapshot will be taken at approximately 7:00AM, March 9<sup>th</sup>. **Once the final December 1 Child Count snapshot is taken, no further changes will be reflected in the count for your district(s). However, you will still continue to update your I-Star data as normal.**

To help ensure that your data is error-free, you should run 'Re-Check Edits' from the 'Student Approval' screen and once complete, visit the 'Reports' section to run one of the two Student Approval Errors Reports with 'Active on Child Count FACTS' filter as shown below. For questions regarding this process, contact Harrisburg Project at 800-635-5274 or [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).



## Updates to I-Star February 28<sup>th</sup>

Updates to I-Star will be released Wednesday, February 28<sup>th</sup>. I-Star will be unavailable from 7:00AM - 7:30AM while this process completes. To view updates included in this release, click the appropriate link below:

[Recently Added - Approval and Reimbursement](#)

[Recently Added - IEP Section](#)

## Updated District/Coop Contact Information Requested by Email

Starting last week, Harrisburg Project sent emails to each District and/or Cooperative's Primary Contact.

When you receive this email, please review the information carefully. This email contains a list of each I-Star user associated with your location - the primary contacts will be noted. Remember, there can only be 1 primary contact for each data type: general, student, personnel, IEP. The district admin for your district will need to follow these instructions for users that no longer need access to I-Star in your district:

### Managing IWAS Accounts - Has anyone left your organization?

Has anyone left your organization recently? Do they still have access to represent your organization through IWAS? Since you have signatory authority as the local IWAS administrator, you are responsible for all people who represent your organization through IWAS.

This news item gives you a step-by-step procedure that helps you manage the IWAS accounts for your organization.

To view who has access through IWAS within your organization, you can do the following:

1. After you log on as the local IWAS Administrator, Click on the "View Sign Ups" link on the left-hand side of the screen.
2. You can now search for users on this screen. If you press the "Search" button, a list of users under your purview will appear. Click on an individual account holder for whom you wish to revoke access.
3. A list of systems for that IWAS user account will appear with a "Deactivate - All Listed Systems" button appearing at the bottom of the screen.
4. To revoke access to all systems for that IWAS account holder, click the "Deactivate - All Listed Systems" button.
5. Repeat the procedure for each IWAS account. Remember that an individual may have more than one IWAS account.

#### IMPORTANT NOTE!

Please make sure that all documents awaiting approval are approved/disapproved before deactivating a user. If this is not done, pending documents may be lost.

If you require any technical assistance, please feel free to contact our Helpdesk at 217-558-3600.

**It is recommended that you reply to this email even if no changes should be made; simply reply to the email by saying 'no changes necessary at this time'.**

## 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
3/01/18	Online	Preparing for the Child Count Collection FINAL PICKUP!	9:00 AM - 10:00 AM

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