



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 22, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

## IEP Case Manager Flag Required

When making an IEP document official, you may be experiencing the error, “The required field IEP Case Manager Flag is missing. You must supply data for this field.” This new feature was implemented to help streamline the reports for teachers and administrators.

To designate an IEP Case Manager:

1. Click on the IEP Overview tab in I-Star IEP
2. Click “Modify” located at the top of the Access List
3. Click the box to designate the desired IEP Case Manager. Typically the case manager is a teacher who is responsible for the student or who is responsible for creating the docs for the IEP, but ISBE defers to local policy/practices/procedures on who gets the designation.

Forms with Draft Status (Select All) (Clear All)

View	Make Official	Passed Edits?	Errors	Form Date	Name	Description
(0)			The required field IEP Case Manager Flag is missing. You must supply data for this field.	05/16/2018	Form 37-44	Conference Summary

Profile Current/Create IEP Archived IEPs Activity Log

Student: DemoLyndon Hubert Butler SIS ID: 999999019 DOB: 11/17/2008 (9 yrs 6 mos)

IEP Overview IEP Timeline Print History Activity Log Attachments

Add Form Print IEP Setup a Conference Delete/Hide IEP Package

IEP: (Select Others)  
 Year: 2018  
 IEP Status: Draft  
 Resident District: Harrisburg CUSD 3  
 IEP Start Date:  
 Annual Review Date:  
 Evaluation Dates:  
 Anticipated Graduation Date: 6/5/2027

Disabilities: (Modify)

Type	Disability
Primary Disability	
Secondary Disability	

Access List: (Modify)

Name	Entity	Read-Only	Notifications	Make Forms Official	Will Attend Meetings	IEP Case Manager
Bailey, Train11Chelsey	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Long, Train01Lauren	Norris City Annex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Dates to Remember

May 28, 2018 - Office Closed in Observance of Memorial Day

July 16, 2018 - Fund E & F Student Reimbursement Pickup

August 15, 2018 - Personnel Approval Data Collection Deadline

August 15, 2018 - Fund B, X and J Student Reimbursement Pickup



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Lastly, within the I-Star IEP it may also be necessary for you to designate a case manager for the student on your caseload whose meetings have already occurred.

Please take a moment to ensure a case manager has been designated for all students over the next couple of weeks. This will become very important once caseloads start changing for school year. The [I-Star IEP Case Manager Feature](#) video is available to assist you with selecting a case manager on an IEP form.

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 Wednesday, May 16, 2018. 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 May 16, 2018 can be viewed by clicking the links below:

[Recently Added - Approval and Reimbursement](#)

[Recently Added - IEP Section](#)

## Events Registration

Registration for all events, both online and at location may now be found at the following link:

[Event Registration](#)

The [Notes](#) will provide you with presentation slides; this is an excellent place for note taking during the session. Please print prior to your webinar.

**If you are unable to attend an online session that you have registered for, please click the 'cancel registration' link at the bottom of the confirmation email.**

Date	Location	Name	Time	Notes
5/23/18	Online	Personnel Approval / Student Claims Training	9:00 AM - 12:00 PM	<a href="#">Notes</a>
6/12/18	Online	Closing the 17-18 School Year	1:00 PM - 3:00 PM	
6/21/18	Online	Closing the 17-18 School Year	9:00 AM - 11:00 AM	
6/27/18	Online	Personnel Approval / Student Claim	9:00 AM - 12:00 PM	
7/11/18	Online	Closing the 17-18 School Year	9:00 AM - 11:00 AM	
7/25/18	Online	Personnel Approval / Student Claim	9:00 AM - 11:00 AM	

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