



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 7, 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

## Reimbursement Data Collection August 15<sup>th</sup> - Fund Codes B, X and J

ISBE will collect the *Student Approvals* and *Student Claims* records at the end of business, Wednesday, August 15<sup>th</sup> for the following Fund Codes:

- Fund B, J - Private Facility (Regular and Summer Term)
- Fund X - Excess Cost (Regular Term)

It is imperative that you run *Recheck Edits* from the *Student Approvals* tab and the *Student Claims* tab in order to see the up-to-date error listing. Once that completes, run these system reports by clicking on *Reports -> Student -> Errors*:

- 'Student Approvals Errors Listing' - Select the Error Type - Fatal to show only errors
- 'Student Claim Errors by Resident District and Serving School'

ISBE will **only** collect records that are error free on **both** the *Student Approvals* and *Student Claims* records.

If you need assistance with calculating the *Student Claims*, the following resources are available under the Student Topics on our website, [www.hbug.k12.il.us](http://www.hbug.k12.il.us):

- [I-Star Claims Webinar](#)
- [Claims Packet](#)
- [Claims Q & A](#)
- [Students with Disabilities Claim and Reimbursement Instructions](#)

Harrisburg Project is available weekdays from 7:30AM - 4:30PM to assist with your questions related to the *Student Approvals* or *Student Claims* records. Be sure to contact us at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Dates to Remember

August 15, 2018 - Personnel Approval Data Collection Deadline

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

September 3, 2018 - Office Closed in Observance of Labor Day



### Inside this Issue . . . .

Reimbursement Data Collection August 15 <sup>th</sup> - Funds B, X and J	1
Personnel Approval Data Collection - August 15 <sup>th</sup>	2
Directors' Conference - Thank You!	2
Event Registration	3

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

## Personnel Approval Data Collection - August 15<sup>th</sup>

ISBE will collect **ALL Personnel Approvals** records at the end of business, Wednesday, August 15<sup>th</sup>. **Please remember that Salary and Benefits are only required if you are using I-Star to calculate the student claim for Fund Codes E, F or X.**

The following system report should be reviewed to verify that all staff working during the 2017-2018 school year have been entered into I-Star by clicking on:  
*Personnel -> Personnel Approval -> All Personnel*

A new data entry feature was added to the *Personnel Approvals* record for the 2017-2018 school year. Be sure that all staff working with Special Education students on 12/01 have this box marked:

The screenshot shows a form titled "Personnel Approval Information". It has two fields: "Year:" with a dropdown menu set to "2017-2018", and "Employed as of: 12/1/2017:" with a checked checkbox. A red arrow points to the checkbox.

ISBE has provided reports to assist you with verifying which staff have this box marked or unmarked:

- Personnel Not Reported Employed as of 12/01
- Personnel Reported Employed as of 12/01

Remember! *Personnel Approvals* records **do not** have begin and/or end dates. All of the *Personnel Approvals* data in I-Star for the 2017-2018 school year should be current data. **Do not make changes for next school year in personnel until after the Rollover.** It is not the same as entering future dates in *Student Approvals*.

For assistance with a *Personnel Approvals* record, you can refer to the following documents or contact Harrisburg Project at 800-635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us):

- [Personnel Approval Changes Webinar](#)
- [Personnel Approval Changes Handout](#)
- [Special Education Personnel Approval Instructions](#)

## Directors' Conference - Thank you!

We would like to thank everyone that took time at the Directors' Conference to attend our sessions last week. It's always great to see everyone and discuss current events that affect I-Star. If you were unable to attend or didn't get a handout, use the links below.

Thanks again and we'll see everyone at IAASE in the Fall!

[I-Star Personnel/Student Updates](#)  
[Free IEP Program](#)

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

## Events Registration

To register for a Harrisburg Project training, visit the ‘Events’ page directly on our website or at the following link: [Events](#). Any notes for a webinar will appear right next to the event link. Click the name of the event you wish to attend to open the registration form.

### Events

- [7/11 Closing the 17-18 School Year \(Recording\) \(Notes\)](#)
- [7/26 I-Star Approvals New User for 18-19 School Year \(Recording\) \(Notes\)](#)
- [8/2 I-Star Approvals New User for 18-19 School Year \(Recording\) \(Notes\)](#)
- [8/7 I-Star Approvals New User for 18-19 School Year Webinar 1PM \(Notes\)](#)
- [8/8 I-Star Approvals New User for 18-19 School Year Webinar 9AM \(Notes\)](#)
- [8/9 I-Star Approvals New User for 18-19 School Year Webinar 1PM \(Notes\)](#)
- [8/16 Rollover/Mass Change I-Star Webinar 1:30PM \(Notes\)](#)
- [8/21 Rollover/Mass Change I-Star Webinar 10AM \(Notes\)](#)
- [8/22 Rollover/Mass Change I-Star Webinar 9AM \(Notes\)](#)
- [8/23 Rollover/Mass Change I-Star Webinar 1:30PM \(Notes\)](#)
- [9/5 I-Star Approvals New User for 18-19 School Year Webinar 9AM \(Notes\)](#)

(click the events to register)