



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 9, 2018

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Summer 2018 Orphanage Claims Due November 1st

The Summer term Orphanage claims will be picked up in I-Star at the end of business, Thursday, November 1st. If your district reported Summer term Orphanage students (Funds D, E, F) you should create a claim record in the 2017-18 school year.

The instructions are as follows:

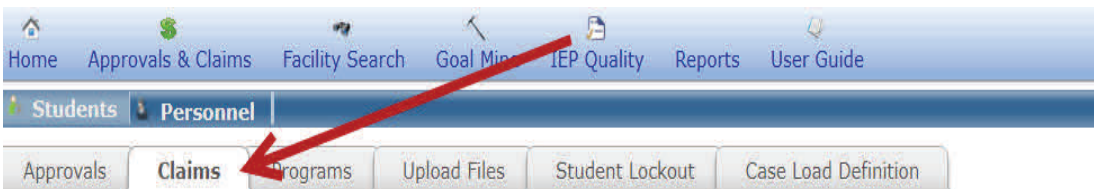
- The *Student Approval* should list term as B (Both) or S (Summer)
- The *Student Claim* record is found by clicking the *Claims Tab* in I-Star. **Be sure that you change the school year to 2017-2018:**

Dates to Remember

October 31, 2018 - Private Facility Claim Correction Period Ends

November 1, 2018 - Private Facility Room and Board Claim due via IWAS

November 1, 2018 - Funds DEF (2017-18 Summer Term) Orphanage Reimbursement Claim Data Pickup



- Click Add to enter claim data:

Actions	Student Name	RCDT	Fund	Priv	Fac	Approval Term	Claim Term
Add			E			B	S

- The following fields should be completed; then save & check errors.

Claim Term: Summer Include Claim

Tuition

Method of Computing Days

Manual Calendar Program Show Coop Programs

Participation Rates

% Regular Ed: 0 FTE: ADE:

Participation Days

Enrolled In Session

Summer Total

Costs

Cost Per 1.0 ADE:

Inside this Issue . . .

Summer 2018 Orphanage Claims Due November 1 st	1
2017-18 Special Education Private Facility Correction Period Extended	2
Fall Enrollment Data Collection for 2018-19 School Year via SIS	2
LEA List Maintenance in I-Star	2
IAASE Tinley Park - Thank You!	3
Recent Updated to I-Star	3
Event Registration	3

Email your questions to client support at: support@hbug.k12.il.us

Once claim records are entered and error free, go to the *Reports -> Student -> Reimbursement/Claim* and run 'Student Reimbursement Funds DEF Summer Term' report. This report should be maintained for audit purposes.

2017-18 Special Education Private Facility Correction Period Extended

ISBE has extended the correction period for 2017-18 Special Education Private Facility Claims and the 2017-18 Room and Board claims.

The correction period for 2017-18 Special Education Private Facility claims will now end on October 31, 2018.

The FINAL 2017-18 Room and Board claims are due to ISBE via the Special Education Room and Board Claim available on IWAS on Thursday, November 1, 2018. Outstanding 2017-18 claims not received by November 1 will forfeit any reimbursement due.

The complete memo from ISBE can be viewed at the following link:

[2017-18 Sp Ed Private Facility Corrections Extended & Upcoming Deadlines](#)

Fall Enrollment Data Collection for 2018-19 School Year via SIS

School districts are responsible for the accuracy of the ISBE Student Information System (SIS) enrollment data, including correctly enrolling students in Home and Serving Schools. Districts should submit an enrollment record after the student has attended at least one day of school and exit students as soon as they leave the district.

The Fall Enrollment Data Collection is the source of enrollment data for Evidence-Based Funding (EBF), Fall Housing Report, The Report Card, and other reports produced by ISBE. Students that have an active enrollment record on October 1, 2018 will be included in this count.

Districts have until Friday, November 16th at 4:00PM for the SIS database to accurately reflect student enrollment information for the district.

The Fall Enrollment Data Collection is **VERY IMPORTANT** and should be given the utmost priority; this does directly affect the district funding. You can click the following link to review the entire ISBE memo, [Fall Enrollment Data Collection for School Year 2019 Begins October 1, 2018](#).

If assistance is needed, please contact the SIS help desk at 217-558-3600, option 3.

LEA List Maintenance in I-Star

LEA List Maintenance is used to set up serving districts and schools for the student approval records. In order to access the LEA List Maintenance, users must be District Security Admins in I-Star and have the Admin button. To access LEA List Maintenance, follow the steps (complete with screen shots) in the following document: [LEA List Maintenance](#).

Harrisburg Project will offer an online webinar that will discuss how to correctly use LEA List Maintenance on Tuesday, October 30th at 1:00PM. Be sure to register for this session on our [Events Page](#)!

Email your questions to client support at:
support@hbug.k12.il.us

IAASE Tinley Park - Thank You!

We would like to thank everyone that took time to visit our table at IAASE. It was great to see so many attendees this year. We hope everyone has a great school year!! See you in Springfield for the winter conference.

Recent Updates to I-Star

ISBE released the following updates to I-Star on Friday, October 5th:

- Fix for Read Only access to funding screens
- Fix for opening Official IEP Packages

Events Registration

To register for a Harrisburg Project training, visit the 'Events' page directly on our website or at the following link: [Events](#).

Click the name of the event you wish to attend to open the registration form.



Events

- 9/5 I-Star Approvals New User for 18-19 School Year (Recording) (Notes)
- 9/11 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)
- 9/12 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)
- 9/13 Fall 18-19 Harrisburg User Groups (HUGS) (Recording) (Notes) (PPT1) (PPT2)
- 9/27 Indicator 13 Webinar/Q&A (Recording) (Notes)
- 10/2 Events Overview (Recording) (Notes)
- 10/3 Case Load Overview (Recording) (Notes)
- 10/10 Transportation Overview 9:00AM (Notes)
- 10/17 Indicator 11 Webinar/Q&A 9:00AM (Notes)
- 10/23 I-Star Webinar/Q&A 1:00PM
- 10/25 I-Star Reports Export Webinar 9:00AM (Notes)
- 10/30 LEA Maintenance Webinar/Q&A 1:00PM (Notes)
- 11/7 Student Approvals Refresher Webinar 9:00AM (Notes)
- 11/28 Student Approvals Refresher Webinar 9:00AM (Notes)

(click the events to register)

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