



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 29, 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

### 2017-18 Private Facility Correction Period Ends Oct. 31<sup>st</sup>

Do not let the deadline of end of business Wednesday, October 31<sup>st</sup> pass you by!! This is your last chance to correct a 2017-18 Private Facility *Student Claim* record. Harrisburg Project is sending reminder emails to districts/cooperatives that still have errors. These student claim records should be addressed immediately. However, you can also edit a *Student Claim* record that had incorrect claim data entered.

If you have any questions on how to make a correction, please contact us at (800)635-5275 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Summer 2018 Orphanage Claims Due November 1<sup>st</sup>

The final day to enter Summer Orphanage (Funds D, E, F) is the end of business Thursday, November 1<sup>st</sup>. **This data is entered into the 2017-18 school year!**

To better assist you with the Summer Orphanage claim, Harrisburg Project has released the following video to view at your convenience:

[Summer Orphanage Claim Calculation](#)

As a courtesy, we are sending reminder emails to districts and cooperatives that have missing Summer Orphanage *Student Claim* records and/or Summer Orphanage *Student Claim* records with errors. **Do not disregard these emails!**

Harrisburg Project is available to assist you with any questions at (800) 635-5274 or [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### Updates to I-Star

ISBE released updates into I-Star on October 17, 2018. To review the items included in this update, click the appropriate link below:

[Updates to Student & Personnel Topics](#)

[Updates to IEP Topics](#)

#### 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



#### Inside this Issue . . . .

2017-18 Private Facility Correction Period Ends Oct. 31 <sup>st</sup>	1
Summer 2018 Orphanage Claims due November 1 <sup>st</sup>	1
Updates to I-Star	1
Exporting I-Star Reports to Excel	2
Event Registration	2



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

## Exporting I-Star Reports to Excel

Are you looking for student data that isn't available on a system report in I-Star? Good news! I-Star has the ability to export student data into an Excel spreadsheet. This option gives you multiple ways to sort and filter data, including pivot tables.

The preferred way to export data into Excel is from the Student Approvals Filter. To export the greatest amount of data, simply click 'Export to Excel'.



The other option is to select a specific report from the Report tab and do the same 'Export to Excel' instead of printing. Once the export is complete, open the Excel spreadsheet to begin the manipulating of data.

Recently, Harrisburg Project held a webinar on how to sort and filter data in Excel, including making pivot tables. The following recorded webinar and presentation notes are available to review at your convenience. If you have questions after reviewing this material or if you want to discuss the best way to sort for specific student data, contact us at (800)-635-5274 or [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) and we'll be happy to assist you.

[I-Star Reports Export - Webinar](#)

[I-Star Reports Presentation Notes - PDF](#)

## 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.

Any notes for a webinar will appear right next to the event link.



Email your questions to client support at:

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

Events	
• 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 (Recording) (Notes)	
• 10/17 Indicator 11 Webinar (Recording) (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)