



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

APRIL 15, 2019

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Personnel Approval Due Date Change

The due date for *Personnel Approval* records has been changed to **Friday, June 28, 2019**. This information was previously collected in August. Please be sure that staff members working with the *Personnel Approval* data elements in I-Star are aware of this date change.

All staff members working with Special Education students should have an approved *Personnel Approval* record by the end of the day, June 28th.

The salary information is **not needed** by this date. Salary information will only be entered for staff members to calculate the student claim for Funds D, E, F, X, or J.

The updated *2018-2019 Special Education Personnel Approval Instructions* are available on our website or by clicking the link below:

[2018-2019 Special Education Personnel Approval Instructions](#)

The [2018-2019 Planning Calendar](#) has also been updated with this date change.

Annual Review Report in I-Star

I-Star is an excellent place to track the Annual Review date for a student receiving special education. If your cooperative or district uses this feature in I-Star, the 'Annual Review in Date Order' report can be used to be sure that a student's annual review date is not missed.

To run this report, click the Report Tab in the top toolbar, then selecting *Report Type: Student -> Report Categories: Event*.

The 'Annual Review in Date Order' will show the Annual Review Date, as well as the Re-Eval date if entered.

Annual Review In Date Order

Resident District	SIS ID	Student	Disabilities DOB	Related Services Grade	Note1	Note2	InitialEval	Current IEP	Re-Eval
		Annual Review							

Dates to Remember

April 19-22, 2019 - Office Closed for Easter Break

May 15, 2019 - Deadline for Orphanage Student Approval in I-Star

June 28, 2019 - Personnel Approval Due in I-Star

July 4-5, 2019 - Office Closed in Observance of 4th of July

July 15, 2019 - Excess Cost (Fund X, J) Student Claim Due in I-Star and Orphanage (Fund DEF) Regular Term Student Claim Due in I-Star



Inside this Issue

Personnel Approval Due Date Change	1
Annual Review Report in I-Star	1
Updates to I-Star	2
Events Registration	2

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

Updates to I-Star

ISBE released updates to I-Star on Wednesday, April 10th. To view the items included in this update, click the link below:

[Updates to Student and Personnel Topics](#)

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 the webinar will appear to the right of the event link.

Events	
(click the events to register, change date in drop-down)	
• 4/2 2018-19 Claims Updates and Preparation (Recording) (PPT)	• 6/10 Preparing for Personnel Approval Snapshot 9:00AM (PPT)
• 4/8 2018-19 Claims Updates and Preparation (Recording) (PPT)	• 6/11 Claims - All Fund Codes 1:00PM (PPT)
• 5/1 Claims - Fund Code E (Regular Term Orphanage) 9:00AM (PPT)	• 6/12 Claims - Fund Code F (Private Facility Orphanage) 9:00AM (PPT)
• 5/2 Claims - Fund Code F (Private Facility Orphanage) 1:00PM (PPT)	• 6/19 Claims - Fund Code X (Excess Cost) 9:00AM (PPT)
• 5/7 Claims - Fund Code X (Excess Cost) 1:00PM (PPT)	• 6/24 Preparing for Personnel Approval Snapshot 1:00PM (PPT)
• 5/16 Claims - Fund Code B (Private Facility) 1:00PM (PPT)	• 7/8 Claims - Fund Code E (Regular Term Orphanage) 1:00PM (PPT)
• 5/20 Preparing for Personnel Approval Snapshot 1:00PM (PPT)	• 7/9 Claims - Fund Code F (Private Facility Orphanage) 1:00PM (PPT)
• 5/21 Claims - Fund Code E (Regular Term Orphanage) 1:00PM (PPT)	• 7/10 Claims - Fund Code X (Excess Cost) 9:00AM (PPT)
• 5/23 Claims - Fund Code F (Private Facility Orphanage) 9:00AM (PPT)	• 7/16 Claims - Fund Code B (Private Facility) 1:00PM (PPT)
• 6/5 Claims - Fund Code E (Regular Term Orphanage) 9:00AM (PPT)	• 7/29 Claims - Fund Code B (Private Facility) 1:00PM (PPT)
	• 8/7 Claims - Fund Code B (Private Facility) 9:00AM (PPT)
	• 8/13 Claims - Fund Code B (Private Facility) 1:00PM (PPT)

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