



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 15, 2019

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Student Claims - Fund Codes D, E, F, X, J DUE TODAY!!

ISBE will collect the *Student Claim* records today for Fund Codes D, E, F, X, and J. In order for these records to be picked up, they must be error free!

Run the *Student -> Errors -> Student Claim Errors by Resident District and Serving School* report from the Report Tab in I-Star. (Fund Codes D, E, F, X, J are included in the July 15th *Student Claim* pickup)

Visit the **Claims tab** for students with errors. Make sure that days enrolled, days in session and all costs are entered. **If a claim will not be submitted, uncheck the 'Include in Claim' checkbox.**

Once you have completed the *Student Claim* records, be sure to print the following reports from the Report Tab: *Student -> Reimbursement/Claim in I-Star*:

'Student Reimbursement Funds DEF Regular Term'

'Student Reimbursement Funds X and J'

These reports should be printed and maintained for future audit purposes.

If you have been unable to attend a live claims training, the recorded training and PDF presentation notes are available at the following link:

[Recorded Claims Videos and PDF Presentation Notes](#)

Please call us at 800-635-5274 or email us at support@hbug.k12.il.us for assistance with the *Student Claim* calculation or data entry.

Student Approval Records DUE TODAY!!

ISBE will collect **ALL** *Student Approval* records today. In order for these records to be picked up, they must be error free! To view students with approval errors, run the *Student -> Errors -> Student Approval Errors* from the Report tab in I-Star.

For assistance with the *Student Approval* data entry, please call us at 800-635-5274 or email us at support@hbug.k12.il.us

Dates to Remember

June 3 - August 2, 2019 - Summer Office Hours 7:30AM-4:30PM
Monday - Thursday; Closed Friday (except for Data Pickup Days)

July 15, 2019 - Student Approval Data Pickup

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

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

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Limited Data Entry Starting July 16th

Once ISBE collects the *Student Approval* records and the *Student Claim* records for Fund Codes D, E, F, X, and J on July 15th, data entry will be limited.

Starting Tuesday, July 16th the following limitations will be in place:

- All *Student Approval* records will be locked for editing (except Fund B). No new *Student Approval* records or *End/Adds* will be allowed - even with a begin date after August 1st until the 2019-2020 school year is opened by ISBE.
- *Student Claim* records for Fund Codes D, E, F, X, J will be open for editing. This will be a 'data correction' period through Wednesday, July 31st. Editing is allowed on existing claim records only!
- *Personnel Approval* records are open for editing the salary and benefits section through July 31st. No new *Personnel Approval* records are allowed until the 2019-2020 school year is opened by ISBE.

Updates to I-Star

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

[Updates to Student and Personnel Topics](#)

[Updates to IEP 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)

- 7/16 Claims - Fund Code B (Private Facility) 1:00PM (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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