



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JANUARY 28, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Transmission Summary

We would like to thank our clients for taking part in the January 25th optional *FACTS & Personnel Approval* transmissions. In all, we received *FACTS Approval* data from 47% of our sites and *Personnel Approval* data from 43%. Though these transmissions are not required, optional transmissions are a great way to prepare your file for upcoming mandatory due dates. We appreciate your participation!

Claims Trainings

Harrisburg Project is hosting 3 classroom claims trainings this spring. Classroom trainings will be held March 18th, 19th, and 20th at various locations across the state. In these trainings we will cover everything from creating cost centers in *iepoint* > to completing the 50-66A Tuition Cost Sheet. Anyone who participates in the claims process at your site is welcome to register. We will also be answering general claims questions. Registration is open now and the cost of the training is only \$60 per person. Register on the [Event Registration](#) page.

We will also be hosting 3 online trainings, March 11th, 12th, and 13th. The information covered will be the same as the classroom trainings listed above. Online Claims Trainings are FREE!!! A print out will be available soon in the "Notes" section of the registration page. Register today to ensure you have a seat!

[Event Registration](#)

Please Remember: When emailing us at support@hbug.k12.il.us or leaving a voicemail at 800-635-5274 please include your *Site ID* and *District Name*. Thank you!

Dates to Remember

February 12, 2013 - Office Closed
in observance of Lincoln's Birthday

February 18, 2013 - Office Closed
in observance of President's Day



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Event Registration

Registration for all events, both online and at location, may now be found at the following link:

[Event Registration](#)

Date	Location	Name	Time	Notes
3/11/13	Online	Claims Training (Online)	9:00 AM - 12:00 AM	
3/12/13	Online	Claims Training (Online)	1:00 PM - 4:00 PM	
3/13/13	Online	Claims Training (Online)	9:00 AM - 12:00 PM	
3/18/13	Belleville	Claims Classroom Training	9:00 AM - 2:00 PM	
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	

Please Note: If you are unable to attend a training in which you have registered, please refer to your registration email and click “cancel your registration” found at the bottom of the email.

Important Notice:

Please do not include any student or personnel information in e-mail and voicemail communications with Harrisburg Project. We also ask that clients refrain from sending any e-mail attachments containing sensitive information.