



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

FEBRUARY 4, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Permissions On for March 8th Transmissions

Permissions are now on for the next required *FACTS* and *Personnel Approval* Transmissions that are due Friday, March 8, 2013.

You may transmit as many times as necessary until the end of business on Friday, March 8th. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

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 is available 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

March 4, 2013 - Office Closed in observance of Pulaski Day

March 8, 2013 - Required *FACTS* and *Personnel Approval* Transmissions



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Master Files Available and SIS IDs Import Available

Updated Master Files are now available on our website. Master Files are ‘snapshots in time’ of your student and personnel data at ISBE and allow you to see approval codes for each record transmitted. To access the Master Files, click the link below:

[Master Files](#)

The SIS IDs based on the information from the January 25th *FACTS Approval* transmission are now available to import. An *iePoint > Manager* can complete this import by going to *File -> iePoint > Manager -> Import SIS Information*.

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
2/28/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/05/13	Online	Preparing to Transmit	9:00 AM - 10:00 AM	
3/11/13	Online	Claims Training (Online)	9:00 AM - 12:00 AM	Notes
3/12/13	Online	Claims Training (Online)	1:00 PM - 4:00 PM	Notes
3/13/13	Online	Claims Training (Online)	9:00 AM - 12:00 PM	Notes
3/18/13	Belleville	Claims Classroom Training	9:00 AM - 2:00 PM	Notes
3/19/13	Glendale Heights	Claims Classroom Training	9:00 AM - 2:00 PM	Notes
3/20/13	Gages Lake	Claims Classroom Training	9:00 AM - 2:00 PM	Notes

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.