



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MARCH 11, 2013

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Thank You for Transmitting

We would like to thank each and every one of our clients for making the March 8th *FACTS* and *Personnel Approval* transmissions a success!

Phone System Upgrade

We will be upgrading our phone system this Thursday and Friday, March 14th and 15th. If you are unable to reach us by phone, please email client support at support@hbug.k12.il.us.

Last Chance for Online Claims Trainings

The online claims trainings start this week! Don't miss out; be sure to sign up for on of the free online claims trainings to be held March 12th and 13th. A print out of the material to be covered is available in the "Notes" section of the registration page. To register for one of these sessions, simply click the link below!

[Event Registration](#)

Classroom Claims Trainings Begin Next Week

This is your chance to meet Lindsey and Sarah for an in person classroom claims training. The classroom claims trainings begin next week, March 18th, 19th, & 20th at three different locations across the state. Register now on our website; the fee is only \$60 per person! Come join us for a day of claims!

[Event Registration](#)

Topics of discussion will include:

- Cost Centers in *iepoint* >
- ISBE forms
- 50-66A Tuition Cost Sheet
- Personnel Claim in *iepoint* >

Dates to Remember

March 11 - 13, 2013 - Online Claims Trainings

March 18 - 20, 2013 - Classroom Claims Training

March 29 - April 1, 2013 - Office Closed for Easter Break

May 10, 2013 - Required *FACTS* and *Personnel Approval* Transmissions



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On-Site Trainings Available

Harrisburg Project is now taking requests for on-site trainings for April 10th, 11th, or 12th. An on-site training is customized to fit your needs at a location specified by you, discussing topics determined by you! There is a \$400.00 fee for the training. If you or your district is interested in an on-site training, please contact Harrisburg Project at 800-635-5274 or email support@hbug.k12.il.us.

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
3/12/13	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.