

## FACTS & Personnel Approval Transmission Due 5/10

There are 4 working days remaining until the required May 10<sup>th</sup> *FACTS* and *Personnel Approval* transmissions. You can transmit as many times as necessary until the end of business on Friday, May 10, 2013. Don't wait until the last minute; transmit your data once it is error free!

If you are a member of a Super Site, your Super Site may have designated an earlier due date.

## Important Personnel Reimbursement Information

Please click on the following links to access important information regarding the 2012-13 Special Education Personnel Reimbursement claim:

[2012-13 Special Education Personnel Claim Instructions](#)

[2012-13 Special Education Personnel Data Transmission Memo](#)

[Special Education Personnel Employed in Excess of 1.0 FTE Memo](#)

[Special Education Personnel Frequently Asked Questions](#)

[Home Hospital Instructions and Reimbursement FAQ](#)

For additional assistance please contact Harrisburg Project by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or via phone at 800-635-5274.

Special Education Personnel Reimbursement Questions can be directed to Sharon Hopson at [shopson@isbe.net](mailto:shopson@isbe.net).

Special Education Personnel Approval Questions can be directed to Marj Beck at [mbeck@isbe.net](mailto:mbeck@isbe.net).

All ISBE staff members can be reached via phone in the Division of Funding and Disbursement Services at 217-782-5256.

### Dates to Remember

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

May 14, 15, 16, 2013 - Online HUG Meetings

May 27, 2013 - Office closed in observance of Memorial Day

June 28, 2013 - Required *Personnel* and FINAL *FACTS Approval* Transmissions



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## 2013 Summer School Memo & Special Ed Director Changes Procedure

Please click the links below to access the 2013 Summer School Approval and Reimbursement Memorandum as well as Special Education Director Change Procedures.

[2013 Summer School Approval and Reimbursement Process Memorandum](#)

[Special Education Director Change Procedures](#)

For additional assistance please contact Harrisburg Project by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) or via phone at 800-635-5274.

Questions regarding Special Education Summer School Approvals can be directed to Kathy Joyce at [kjoyce@isbe.net](mailto:kjoyce@isbe.net).

Questions regarding Special Education Pupil Reimbursement can be directed to Jodi Whitlow at [jwhitlow@isbe.net](mailto:jwhitlow@isbe.net).

All ISBE Funding & Disbursement staff can be reached via phone at 217-782-5256 or via fax at 217-782-3910.

## Spring HUG Schedule

Now is the time to register for the Spring HUGs (Harrisburg User Groups). The sessions are filling up fast so be sure to sign up today on the [Event Registration](#) page to reserve your spot!

The HUG schedule is as follows: May 14<sup>th</sup> (Session Full), 15<sup>th</sup> and 16<sup>th</sup>. **Please be aware the time for the May 14<sup>th</sup> session has been changed to 10:30 AM - 1:00 PM. If you have registered for this session and this time will not work for you, please cancel your current registration found at the bottom of the registration email and then register for a different session.**

Topics for this years HUGs are as follows:

- “To Do” List for Final Transmission
- State Performance Plan Indicator 14 Web Application
- Start New Year
- Claims Overview
- *iePoint* > 2014
- Web-based IEP Updates

Space is limited for these sessions. Be sure to sign up today These sessions are most successful when clients are able to verbally communicate with each other. Please make sure that if you are using the microphone and speakers option, that your microphone works and is enabled. If you do not have a microphone and speakers, you can change the radio button on your audio pane to telephone; this will allow you to call in and enter the pin given in Go-ToWebinar. Watch this short video for assistance in choosing your audio option.

[http://support.citrixonline.com/en\\_US/GoToMeeting/video/GTMV00012](http://support.citrixonline.com/en_US/GoToMeeting/video/GTMV00012)

## On-Site Claims Trainings Available

Harrisburg Project is now taking requests for on-site claims trainings June 12<sup>th</sup> and 13<sup>th</sup>. 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 claims training, please contact Harrisburg Project at 800-635-5274 or email [support@hbug.k12.il.us](mailto: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](#)

**NOTICE:** The time has been changed for the May 14<sup>th</sup> HUG session. It will now be 10:30 AM - 1:00 PM

Date	Location	Name	Time	Notes
5/07/13	Online	Preparing to Transmit - May 10 <sup>th</sup> Transmission	9:00 AM - 10:00 AM	<a href="#">Notes</a>
5/13/13	Online	Creating Cost Centers in <i>iePoint</i> >	2:00 PM - 4:00 PM	<a href="#">Notes</a>
5/14/13	Online	<b>Session Full</b> Harrisburg User Group Spring 2013	10:30 AM - 1:00 PM	<a href="#">Notes</a>
5/14/13	Online	ISBE 50-66A Tuition Cost Sheet	2:00 PM - 4:00 PM	<a href="#">Notes</a>
5/15/13	Online	Harrisburg User Group Spring 2013	9:00 AM - 12:00 PM	<a href="#">Notes</a>
5/16/13	Online	Harrisburg User Group Spring 2013	1:00 PM - 4:00 PM	<a href="#">Notes</a>
6/03/13	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/04/13	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/05/13	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/06/13	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/19/13	Online	Preparing to Transmit - June 28 - FINAL <i>FACTS APPROVAL TRANSMISSION</i>	9:00 AM - 10:00 AM	<a href="#">Notes</a>
6/25/13	Online	Preparing to Transmit - June 28 - FINAL <i>FACTS APPROVAL TRANSMISSION</i>	9:00 AM - 10:00 AM	<a href="#">Notes</a>

**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.