



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 8, 2015

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

### **Personnel & FINAL FACTS Approval Due June 30<sup>th</sup>**

The *Personnel Approval* and **FINAL FACTS Approval** transmissions are due on Tuesday, June 30<sup>th</sup>. Harrisburg Project recommends that you *Refresh Common Data* and *Check Data Validity* frequently in order to be prepared for these transmissions.

Don't wait until the last minute, transmit your data once it is **ERROR** free. Remember, you can transmit as many times as necessary until the end of business on Tuesday, June 30<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

Be aware that once you have transmitted your data, if any corrections are made to a *FACTS Approval* record or a new *FACTS Approval* record is added, *iepoint* > will display a warning message stating that you will need to retransmit your data.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions be sure to call client support at 800-635-5274 or email support at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

### **No Changes to FACTS Approval after June 30<sup>th</sup>**

Per the recent memo from ISBE, "Tuesday, June 30, 2015 - Final transmission of all regular term approvals or students who entered a summer school program prior to June 30. This includes changes to start and end dates, term codes, fund code changes, addition of related services (e.g., special transportation) and private facility codes. After June 30, 2015 the student approval file for the 2014-15 regular term as well as for students who entered summer school programs prior to June 30 will be closed and will not be reopened for any changes."

For additional information regarding the **FINAL FACTS Approval** transmission and upcoming reimbursement transmissions that are due during the summer, refer to the ISBE memo [2014-15 Regular Term FACTS Final Transmission - First Notice](#).

#### Dates to Remember

May 18, 2015 - August 10, 2015 -  
Summer Hours 7:30 AM - 4:00 PM

June 30, 2015 - **FINAL FACTS**  
*Approval and Personnel Approval*  
transmissions



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## Final Transmission Tip: Special Transportation

In order to claim special transportation for a student, special transportation must be included in the IEP and the Related Service of (25) must be reported on the student's *FACTS Approval* record by the June 30<sup>th</sup> **FINAL FACTS Approval** transmission.

If a district is providing special transportation for Private Facility students, the claim is done via the 'Pupil Transportation Claim Reimbursement System' (PTCRS).

## Personnel IEIN Requirement

Currently *iepoint* > allows Personnel to be reported using Social Security Numbers for staff with the following Work Assignments: PAT, PAU, BA, PDL, PMD, PMT, POT, POM, PPT, PRT, PRC, NHV, NHA, NOT, NPT, NSL and PA. *iepoint* > **2015.1.6** was released last week and implemented Warning messages for these staff members. I-Star is the new data collection system that will replace *iepoint* >. This new system will require IEIN numbers for all personnel records. If you have personnel records that are still using Social Security Numbers, they need to sign up for an ELIS account to obtain an IEIN.

## Master Files 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, which allows 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 information from the May 8<sup>th</sup> *FACTS Approval* transmission are now available to import. An *iepoint* > *Manager* can complete this import by going to *File* -> *iepoint* > *Manager* -> *Import SIS Information*.

### 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.

## 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
6/09/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/10/15	Online	Final Transmission To-Do List	10:00 AM - 11:00 AM	<a href="#">Notes</a>
6/11/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	<a href="#">Notes</a>
6/18/15	Online	Final Transmission To-Do List	10:00 AM - 11:00 AM	<a href="#">Notes</a>
6/25/15	Online	Final Transmission To-Do List	10:00 AM - 11:00 AM	<a href="#">Notes</a>
7/07/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	<a href="#">Notes</a>
7/09/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	<a href="#">Notes</a>
7/20/15	Online	<i>Start New Year</i>	2:00 PM - 3:00 PM	Pending
7/29/15	Online	<i>Start New Year</i>	9:00 AM - 10:00 AM	Pending
8/03/15	Online	<i>Start New Year</i>	9:00 AM - 10:00 AM	Pending
8/11/15	Online	Creating Cost Centers in <i>iePoint</i> >	9:00 AM - 11:00 AM	<a href="#">Notes</a>
8/12/15	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 AM	<a href="#">Notes</a>
8/13/15	Online	<i>Start New Year</i>	2:00 PM - 3:00 PM	Pending

**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.**