



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 27, 2015

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

August Transmission Due Dates

The following transmission are due Monday, August 17th:

- Personnel Approval - **FINAL**
- Personnel Reimbursement
- Private Facility (Fund B) - Regular and Summer Term
- Excess Cost Claim (Fund J, X) - Regular Term

Permissions are on so you will be able to transmit these files until the end of business Monday, August 17th. If you are on a member of a Super Site, your Super Site may have designated an earlier due date.

The recorded Claims Webinar and notes are available on our website if you need assistance with the above claims. They can be found by clicking the following links:

[2014-2015 Claims Training - Video](#)

[2014 -2015 Claims Training - PDF](#)

[Special Education Personnel Q&A](#)

[Home/Hospital Instruction & Reimbursement Q&A](#)

For additional assistance, be sure to contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us.

Tech Tip: Installing *iePoint* > On a New Computer

In order to install or re-install *iePoint* > 2015 or older versions on a new computer please provide the tech department with the following instructions:

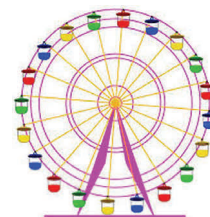
[Installing *iePoint* > On a New Computer](#)

Dates to Remember

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

August 17, 2015 - Personnel Approval/Reimbursement Transmissions; Private Facility & Excess Cost Pupil Reimbursement Transmissions

August 18, 2015 - Deadline to complete *Start New Year*



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Summer Office Hours:
Monday - Thursday 7:30 AM - 4:00 PM.

Start New Year Available

Start New Year is now available to complete at your convenience. The deadline to complete the *Start New Year* process is Tuesday, August 18th.

Once you have completed *Start New Year*, you will access *DATA2016* by going to *File -> Change School Year -> 2016*; the screen should be **RED**. You **WILL NOT** have an *iePoint > 2016* icon at this time. After August 18th, *DATA2016* will open as the default school year in *iePoint >*.

Before performing *Start New Year*, be sure to print the [Start New Year Instructions](#) and end all students who will not be receiving services next school year, such as:

- Graduates
- 8th graders going to high school
- Students who have moved out of district

If you are unable to attend a *Start New Year* webinar, the recorded session is available to view at your convenience, simply click the link below:

[Start New Year](#)

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 |
|---------|----------|--|--------------------|-----------------------|
| 7/29/15 | Online | <i>Start New Year</i> | 9:00 AM - 10:00 AM | Notes |
| 8/03/15 | Online | <i>Start New Year</i> | 9:00 AM - 10:00 AM | Notes |
| 8/11/15 | Online | Creating Cost Centers in <i>iePoint ></i> | 9:00 AM - 11:00 AM | Notes |
| 8/12/15 | Online | ISBE 50-66A Tuition Cost Sheet | 9:00 AM - 11:00 AM | Notes |
| 8/13/15 | Online | <i>Start New Year</i> | 2:00 PM - 3:00 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.