



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 10, 2015

www.hbug.k12.il.us

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800-635-5274

August Transmission Due Dates

There are 6 working days remaining until the August 17th reimbursement transmissions:

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

You may send the file as many times as necessary 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 below:

[Claims Trainings](#)

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

Private Facility Search Updated

The *Private Facility* Search on our website has been updated to reflect the approved *Private Facility* locations for the 2015-2016 school year. To access the *Private Facility* Search simply click the link below:

[Private Facility Search](#)

If you need to review a *Private Facility* for a previous school year simply choose a different school year in the "School Year" drop down.

Dates to Remember

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

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

September 7, 2015 - Office Closed in Observance of Labor Day

October 9, 2015 - *FACTS & Personnel Approval Transmissions*



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Harrisburg Project returns to normal office hours starting this week.

We are available for assistance Monday - Friday, 8:00 AM - 4:00 PM.

IWAS Authorization for School Year 2015-2016

In order to transmit *FACTS* and *Personnel Approval* information with *iepoint* > for the 2015-2016 school year, a current IWAS Authorization must be completed by the District Superintendent. This must be completed prior to the first data transmission which is October 9, 2015. Please review the recent ISBE memo that includes the instructions for accessing the IWAS portal and updating the IWAS Authorization.

[IWAS Authorization](#)

For your convenience, Harrisburg Project provides a web application that will allow a district to login and verify if the IWAS Authorization has been completed for their district. To access this information you will need the *HBUG Login* and *Password* which can be found in *iepoint* > by going to *File -> System maintenance -> View Site Configuration*.

To access this information simply click the link below:

[IWAS Authorization List](#)

Errors in DATA2016

At this time of year, it is very common to receive 'IWAS Authorization is Missing', 'Begin Date not Valid for Private Facility' and 'Please download current school year calendars for evaluating district' when doing a *Check Data Validity* or *Check FACTS* in *DATA2016*. These errors will be corrected when the district superintendent completes the IWAS Authorization, the Private Facility is approved by ISBE and by downloading the current school year calendars (when they become available).

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

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.