

Child Count Validation and New Report in *iepoint* > 2016

Last week Harrisburg Project sent out emails to sites showing the number of approved records at ISBE that are Active on 12/1. It has since come to our attention that these counts did not reflect Fund Codes L and P. In order to provide a more complete picture of your December 1 Child Count data, Harrisburg Project has created and distributed a new *iepoint* > report titled 'Students Active on Child Count', which will show the records that are active on 12/1. If *iepoint* > does not receive this report automatically, click *File -> iePoint > Manager -> Check for Software Updates*. An *iepoint* > Manager must perform this action. This report is accessed via *File-> Print Reports-> Student-> Students Active on Child Count*.

If applicable, our email also included the number of records sent to ISBE that were disapproved. These disapproved records must be addressed as soon as possible and re-transmitted for the March 21st Child Count Validation transmission. In order for your Child Count to be accurate, you must address the disapproved records and correct all errors. Disapproved records will not be counted towards your December 1 Child Count.

You should also review the error reports sent by ISBE and correct all errors in your *iepoint* > data. You can review your disapproved records in our Master File web application. Once logged in, click the link to view 'SY 2015-2016 *FACTS* Disapproved on Child Count PDF.'

[Master Files](#)

Call to Action:

1. Print 'SY 2015-2016 *FACTS* Disapproved on Child Count PDF' from the Master File web application.
2. Print the student error report sent to you by ISBE.
3. Using these two reports, correct all errors in *iepoint* > 2016.
4. Ensure all students receiving services have been entered into your *iepoint* > 2016 database.
5. View the new report 'Students Active on Child Count' to show the number of December 1 Child Count records in your *iepoint* > 2016 database.
6. Transmit your *FACTS* data by midnight, March 21st.

Dates to Remember

- March 21, 2016 - Child Count Validation Transmission
- March 25-28, 2016 - Office Closed in Observance of Easter
- April 12-14, 2016 - Online Claims Trainings
- May 6, 2016 - Required *FACTS* & Personnel Approval Transmissions
- May 30, 2016 - Office Closed in Observance of Memorial Day



Inside this Issue . . .

- Child Count Validation and New Report in *iepoint* > 2016 1
- Event Registration 2

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
4/12/16	Online	Online Claims Training	9:00 AM - 12:00 PM	
4/13/16	Online	Online Claims Training	1:00 PM - 4:00 PM	
4/14/16	Online	Online Claims Training	9:00 AM - 12:00 PM	

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.

Please remember that our client support staff is just an email away!

Email your questions to client support at support@hbug.k12.il.us.

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.