



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 23, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Permissions On for June 30th Transmissions

Permissions for the **FINAL FACTS Approval** and **Personnel Approval** transmissions are now on. You can transmit as many times as necessary until the end of business on Thursday, June 30th. This transmission must be completed with **iepoint > 2016.1.9**.

Please remember that after June 30, 2016, the student approval file for the 2015-2016 regular term as well as for students who entered summer school prior to June 30th will be closed and **WILL NOT** be reopened for any changes.

Funding Available for 2015-2016 Excess Cost Claims

Please be advised that based on current available data, there will be minimum funding available to reimburse a portion of qualifying Special Education Excess Cost claims for the 2015-2016 school year. Funding is not sufficient to pay anticipated claims at 100%.

Please refer to the Excess Cost memorandum for guidance on student approval and reimbursement instructions:

[Approval/Claims Guidelines for Students Eligible for Excess Cost Claims](#)

Please remember, June 30th is the last date to transmit students who may qualify for Excess Cost reimbursement as Fund Code X. The Excess Cost reimbursement claim is due on August 15th with funds distributed on or before September 30th.

Summer School Students

Students receiving services for the 2016 summer term must be included in the **FINAL FACTS Approval** file that is due June 30th. Please remember that students beginning new services for the summer term should be listed as term of "S" and students that received services for both regular term and summer term should be listed as term of "B".

For additional summer school approval and reimbursement processes, refer to the ISBE memo:

[2016 Summer School Memo](#)

Dates to Remember

May 16, 2016 - August 5, 2016:
Office Hours will be 7:30AM-4:00PM; Closed on Friday

May 16-24, 2016 - Spring HUG Sessions

May 30, 2016 - Office Closed in Observance of Memorial Day

June 30, 2016 - Required *Personnel Approval* and *FINAL FACTS Approval* Transmissions

July 4, 2016 - Office Closed in Observance of Independence Day

July 15, 2016 - Orphanage (Funds D, E, F) Regular Term Reimbursement Transmission



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Please remember that our client support staff is just an email away!
Email your questions to client support at support@hbug.k12.il.us.

Updated Calendars

District Superintendents should have completed the **FINAL** school calendar for the 2015-2016 school year. In order for *iePoint* > to reflect the most up to date calendar, be sure to *Refresh Calendars* by going to *File -> System Maintenance -> Refresh Calendars*. The updated calendar should reflect that the emergency days (XED) have been changed to the final day type. To verify this, go to *Forms -> Calendars* and double click the official 2016 district calendar.

Private Facility Per Diem Rates

New tuition and room/board per diem rates for Private Facilities are being approved and updated at ISBE on a daily basis. If you are still receiving the warning: Private Facility per diem is \$1, be sure to *Refresh Common Data* by going to *File -> System Maintenance -> Refresh Common Data*. If you continue to receive this message after completing *Refresh Common Data* please contact Harrisburg Project at 800-635-5274 or support@hbug.k12.il.us with the Private Facility name and number so we can verify the per diem has been approved.

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
5/24/16	Gages Lake	Harrisburg User Group - SEDOL Cooperative	8:30 AM - 11:30 AM	Notes
5/24/16	South Holland	Harrisburg User Group - ECHO Cooperative	8:30 AM - 11:30 AM	Notes
5/24/16	Woodstock	Harrisburg User Group - SEDOM Cooperative	1:00 PM - 4:00 PM	Notes
5/24/16	Chicago Heights	Harrisburg User Group - SPEED Cooperative	1:00 PM - 4:00 PM	Notes
5/26/16	Online	Harrisburg User Group Spring 2016 - Online	1:00 PM - 4:00 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.