



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

MAY 31, 2016

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Personnel & FINAL FACTS Approval Due June 30th

The *Personnel Approval* & **FINAL FACTS Approval** transmissions are due on Thursday, June 30th. 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 Thursday, June 30th. 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** is added, you will need to retransmit your data.

After June 30th the student approval file for the 2015-2016 regular term as well as for students who entered summer school prior to June 30 will be closed and **WILL NOT** be reopened for corrections.

If you need any assistance with the *Personnel Approval* or **FINAL FACTS Approval** transmissions, do not hesitate to contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

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 30th **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" (PCTRS).

Dates to Remember

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

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.

Indicator 11 - Reason 08 No Longer Valid

If you are receiving the student error during *Check Data Validity* “Indicator 11 60 Day Code 08 only valid until 05/15/2016” the following steps should be taken to correct this error:

- Contact the District Superintendent to have the Official School Calendar updated at ISBE
- Once the Official School Calendar has been updated at ISBE, Refresh Calendars in *iePoint* > (File -> System Maintenance -> Refresh Calendars)
- Remove the “08” reason code from the Indicator 11 section on the Student general page

If you need assistance with this issue, please contact client support at 800-635-5274 or by email at support@hbug.k12.il.us.

Recorded HUG Sessions and Q&A Now Available

If you were unable to attend an on site Harrisburg User Group (HUG) meeting or the online sessions, the recorded sessions are now available on our website. To view a recorded session, click the link below:

[Spring Harrisburg User Group](#)

We have compiled a Q&A based on the questions during the Harrisburg User Group (HUG) sessions. To review this document, click the link below:

[Q&A HUGs Spring 2016](#)

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.