



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 25, 2016

[www.hbug.k12.il.us](http://www.hbug.k12.il.us)

[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

800-635-5274

## August Transmission Due Dates

Be sure to mark your calendar for August 15<sup>th</sup>! The following transmissions are due:

- 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 15<sup>th</sup>. If you are a member of a Super Site, your Super Site may have designated an earlier due date.

The following resources are available on our website or by clicking the links below to assist you with completing the claims that are due on August 15<sup>th</sup>.

[2015-2016 Claims Training - Video](#)

[2015-2016 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](mailto:support@hbug.k12.il.us).

## 2015-16 Pupil Approval Regular Term - Correction Period

The following changes will be permitted to pupil approval records that were submitted through June 30<sup>th</sup>:

- Term code changes - All Fund Codes
- Adding special education transportation as a related service
- Private Facility code changes

These changes are being allowed since the December 1 child count process was closed much earlier than in previous years. Permitted changes should be submitted in writing by the end of business August 3<sup>rd</sup> to Jamie Johnson by email at [jjohnson@isbe.net](mailto:jjohnson@isbe.net) or fax 217-782-3910.

### Dates to Remember

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

August 15, 2016 - Private Facility (Regular/Summer) Fund B Reimbursement Due; Excess Cost (Funds X, J) Reimbursement Due; FINAL Personnel Approval and Reimbursement Due

August 18, 2016 - Deadline to complete *Start New Year in iePoint* >



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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](mailto:support@hbug.k12.il.us).

## Start New Year Instructions

The *Start New Year* process is now available to complete at your convenience. The deadline to complete the *Start New Year* process is Thursday, August 18<sup>th</sup>.

Once you have completed *Start New Year*, you will access *DATA2017* by going to *File -> Change School Year -> 2017*; the screen should be **RED**. You **WILL NOT** have an *iePoint>2017* icon at this time. After August 18<sup>th</sup>, *DATA2017* will open as the default school year in *iePoint>*.

Before performing *Start New Year*, be sure to print and review the *Start New Year* instructions. The following students should be given End Dates prior to completing *Start New Year*:

- High School Graduates
- 8<sup>th</sup> graders going to High School (if you are an Elementary district)
- Students who have moved out of district

If you need any assistance during the *Start New Year* process please contact client support at (800) 635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

## 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
7/27/16	Online	50-66A Tuition Cost Sheet	9:00 AM - 10:00 AM	<a href="#">Notes</a>
8/09/16	Online	<i>Start New Year in iePoint&gt;</i>	9:00 AM - 10:00 AM	<a href="#">Notes</a>

**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.**