



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 31, 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

## Summer Orphanage Reimbursement Due Wednesday

The 2015-2016 Summer Orphanage Reimbursement transmission is due Wednesday, November 2<sup>nd</sup>. This transmission will be completed by districts that reported Orphanage students (Funds D, E, or F) who attended Summer school during the 2015-2016 school year.

Remember, this file will be sent from *iepoint* > 2016 DATA2016, the red screen.

## I-Star New User Training Material

Once your district has transitioned to I-Star, we highly recommend that you review the Student and Approvals New User Training video. To access this video, click the link below:

[Student and Personnel Approvals New User Training](#)

We also suggest that each user print the I-Star User guide. This guide is a step-by-step guide to adding new FACTS Approval records into I-Star, as well as how to access District Maintenance, Case Loads, Transportation, and Reports. To print the I-Star User Guide, click the link below:

[I-Star User Guide](#)

## I-Star Client Support Questions

The IEP-Special Education Tracking and Reporting system (I-Star) has two components - Student & Personnel Approval and Claims and the Individualized Education Program (IEP). For assistance in these two areas, please review the following:

Student & Personnel Component -

- Harrisburg Project Staff at 800-635-5274 or [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us) (email will usually get a faster response due to high call volume during the *iepoint* > to I-Star migration)

Individualized Education Program (IEP)

- Mechanical or System Errors - [istar@isbe.net](mailto:istar@isbe.net) (this email site is reviewed continually throughout the day)
- IEP Form Completion - ISBE, Special Education Division (217)782-5589

### Dates to Remember

November 8, 2016 - Office Closed due to Election Day

November 11, 2016 - Office Closed in Observance of Veterans Day

November 23-25, 2016 - Office Closed for Thanksgiving Holiday

December 16, 2016 - January 2, 2017 - Office Closed for Christmas Break



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Email your questions to client support at: [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Data Correction Service (DCS) Now Open

The Data Correct Service (DCS) via Harrisburg Project's web site is available and can be accessed at [www.hbug.k12.il.us](http://www.hbug.k12.il.us) -> *Tools & Services* -> *Data Correction Service* or simply click the link below:

[Data Correction Service](#)

You can make online corrections to all 2015-2016 Special Education Private Facility and Personnel Claims through Monday, November 14<sup>th</sup>.

**Even if you DO NOT have changes to make, you must log in and click on "I'm Finished!".** Once you have clicked "I'm Finished!", you will no longer have access to edit your data in DCS but you can still print reports.

To access DCS you will need the *Hbug Login* and *Password* which can be obtained from *iePoint* > by going to *File* -> *System Maintenance* -> *View Site Configuration*.

Please note that Special Education Personnel & Pupil Approval files for the 2015-2016 school year are closed and may not be altered; however, you will be able to make adjustments to claim records that match the approval file.

The following documents and trainings are available to assist you with DCS:

[DCS Frequently Asked Questions](#)

**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.