



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

NOVEMBER 14, 2016

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Data Correction Service (DCS) - Closes Today 11/14

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

[Data Correction Service](#)

Online corrections to all 2015-2016 Special Education Private Facility and Personnel Claims can be made through today, Monday November 14th. **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](#)
[DCS Webinar](#)

I-Star User Guide - Important Pages

It is imperative that each data entry person accessing I-Star have access to the [I-Star User Guide](#). Some important pages to reference are as follows:

- District Maintenance - Pg 1
- LEA List Maintenance - Pg 2
- Recheck Edits (Check Data Validity) - Pg 67
- Indicator 11 - Pg 69
- Indicator 13 - Pg 71
- Student Profile - Pg 72
- Transportation - Pg 73
- Case Load (Enrollment) - Pg 75

Dates to Remember

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

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

January 16, 2017 - Office Closed in Observance of Martin Luther King Birthday



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Email your questions to client support at:
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Student Errors in I-Star

Once you have completed the transition to I-Star the following errors are common to receive:

- F-146 “Student not found in SIS for Serving RCDT” = Serving School in SIS is different than Serving District in I-Star
- F-147 “Begin date is too early for SIS Enrollment” = Begin Date in SIS is after Begin Date in I-Star
- F-148 “End Date is too late for SIS Enrollment” = Begin Date in SIS is before Begin Date in I-Star
- F-50 “No Student Enrollment found in SIS” = Student needs an active enrollment in SIS

To correct these errors you will need to be in contact with the SIS Administrator. It is helpful for the data entry person for I-Star to have read-only access to SIS in order to look up the errors received on *FACTS Approval* records in I-Star.

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
11/16/16	Online	I-Star Personnel Approvals Refresher/Q&A	9:00 AM - 10:30 AM
11/17/16	Online	I-Star Student Approvals Refresher/Q&A	9:00 AM - 10:30 AM
11/29/16	Online	I-Star Student Approvals Refresher/Q&A	1:00 PM - 2:30 PM
12/13/16	Online	I-Star Student Approvals Refresher/Q&A	9:00 AM - 10:30 AM

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.

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