



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JUNE 13, 2017

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

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800-635-5274

## Updates Released to I-Star

Updates to I-Star were released on Monday, June 12, 2017. These updates were the result of excellent communication that we have received from the clients. Please continue to report any upgrades to I-Star that you would like to see in the future and/or concerns that you are currently experiencing with the program.

The updates released on June 12, 2017 can be viewed by clicking the link below:

[Recently Added - Approval and Reimbursement](#)

### Dates to Remember

July 4, 2017 - Office Closed in Observance of 4<sup>th</sup> of July Holiday

July 17, 2017 - Fund E, F Reimbursement Claim Due in I-Star

August 15, 2017 - Fund B, X, J Claim and Personnel Approval & Claim Due in I-Star

## 2016-2017 Sp Ed Personnel Claim Instructions

The new 2016-2017 Personnel Claim Instructions Manual, as well as the changes document, are now available on our website. To access these documents click the link below:

[2016-2017 Special Education Personnel Claim Instructions](#)  
[2016-2017 Special Education Personnel Claim Instructions - Changes](#)

Special attention should be paid to the following pages in the 2016-2017 Special Education Personnel Claim Instructions on the following pages:

- Page 2 - Submission of Claim Data and Timeline Due Dates
- Page 12 - Data Correction
- Page 16 - Additional Errors to Correct

ISBE has updated the Home/Hospital Instruction and Reimbursement Frequently Asked Questions. To access this document click the link below:

[Home/Hospital Instruction and Reimbursement Q&A](#)

Special attention should be paid to the following questions as updates have been made:

- Question 2 - Recommended Home Hospital certification form
- Question 3 - How Instruction may be provided
- Question 12 - When Home Hospital Can't be Claimed



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

## Year End Data Collection

The end of the 2016-2017 school year is approaching quickly. Please remember the following important “year end data collection” dates for the student data:

July 17 - Fund E and F - Regular Term (Approval & Reimbursement)

Aug 15 - Fund B, X and J (Approval & Reimbursement)  
Funds A, K, N, L, P and U (Approval )

Nov 1 - Fund E and F - Summer Term (Approval & Reimbursement)

Before you attempt to correct any disapproved records, please click the “Recheck Edits” on the Student Approval page in I-Star. **NOTE: Student approval records must be approved in order to submit claims to ISBE.**

Once you have completed the “Recheck Edits”, you should print the “Student Approval Errors” report in I-Star. ISBE has released the following documents to assist with correcting common errors being received in I-Star. To access these documents click the link below:

[Year End Data Collection](#)  
[Commonly Questioned I-Star Error Description](#)

If you have further questions on how to resolve the error after reviewing this document, please contact Harrisburg Project at (800)635-5274 or by email at [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Extended School Year (ESY) in SIS

Students that are attending ESY should not have an end date in SIS. The following information has been provided to SIS Administrators from ISBE regarding ESY students:

“Please do not exit students who will be attending ESY! We recommend all students are exited immediately after their last day of school. The exit date should be the last FULL day the student was scheduled to receive education services, regardless of whether the student was in attendance or absent that day”

To access the “Exiting 2017 Student Enrollments” in SIS click the link below:

[Exiting Student Enrollments](#)

**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.

## 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
6/27/17	Online	Creating Cost Centers in I-Star	10:30 AM - 12:00 PM	<a href="#">Notes</a>
6/28/17	Online	ISBE 50-66A Tuition Cost Sheet	9:00 AM - 11:00 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.**

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