



# Harrisburg Project

## Software Support for Special Education

WEEKLY NEWS BRIEFING

JULY 5, 2017

[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

### I-Star System Outage

On July 6, 2017, I-Star will be unavailable due to system wide updates that will take some time to complete. Please make sure that all I-Star users are aware of this outage. We apologize for the inconvenience.

### Approval & Reimbursement Fund Codes E & F - Due July 17<sup>th</sup>

The Final *FACTS Approval* and *Reimbursement* records for Fund Codes E and F are due on July 17, 2017. In order for a *Reimbursement* record to be collected by ISBE, the *FACTS Approval* record must be listed as "approved".

It is imperative that you complete "Recheck Edits" and then print the "Student Approval Errors" report in I-Star to be sure the *FACTS Approval* records are error free and "approved".

The following documents and recorded webinar are available to assist you with completing the reimbursement records for Fund Codes E & F:

[2016-2017 Reimbursement Procedures for Students with Disabilities](#)

[I-Star Claims Packet](#)

[I-Star Claims \(recorded webinar\)](#)

ISBE will collect the Final *FACTS Approval* and *Reimbursement* files for the regular term for Fund Codes E and F at the end of business on Monday, July 17, 2017.

If you need assistance with completing this claim, please contact Harrisburg Project at (800) 635-5274 or by email [support@hbug.k12.il.us](mailto:support@hbug.k12.il.us).

#### Dates to Remember

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

July 19-21, 2017 - Director's Conference in Springfield

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

September 4, 2017 - Office Closed in Observance of Labor Day



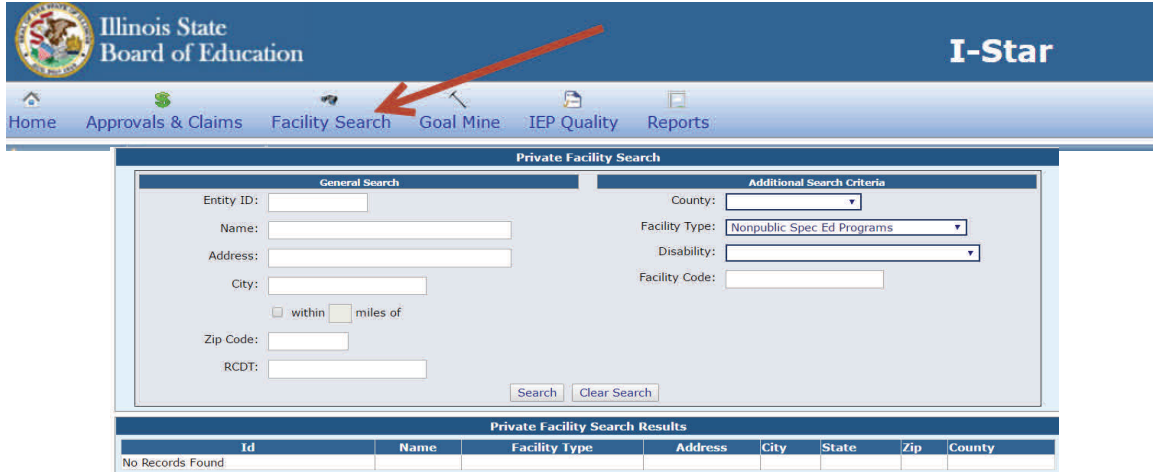
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Email your questions to client support at:  
[support@hbug.k12.il.us](mailto:support@hbug.k12.il.us)

## Private Facility Search Available in I-Star

The Private Facility Search that is currently found on the Harrisburg Project website will be retired as of July 7, 2017. As of this date the Private Facility search should be accessed from I-Star.



If you need assistance with the new Private Facility Search in I-Star, please contact Harrisburg Project at (800) 635-5274 or by email [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
7/12/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	<a href="#">Notes</a>
7/26/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 AM	<a href="#">Notes</a>
8/02/17	Online	I-Star Approvals New User Training - Webinar	9:00 AM - 11:00 AM	<a href="#">Notes</a>
8/03/17	Online	Personnel Approval & Claims New User Training	9:00 AM - 10:30 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.