



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

AUGUST 29, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Start New Year

ISBE has been diligently working to update the *Start New Year* process. We have received positive feedback from our clients that have recently completed *Start New Year*. If you have not yet completed this process, now is the time to do so.

For your convenience, we have posted the recorded webinar and the instructions on our website. Please click the links below to access this information:

[Start New Year Webinar](#)
[Start New Year Instructions](#)

Thank you for your patience while ISBE and Harrisburg Project worked to update the *Start New Year* process. If you have any questions or concerns, please contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us.

Disapproved Records in I-Star

Once the district completes *Start New Year*, you will notice the *FACTS Approval* records will be showing as 'disapproved'. The two main reasons a *FACTS Approval* record could be disapproved:

- SIS Enrollment hasn't been updated for the 2017-18 school year
- Private Facility locations are still being approved by ISBE

In order to see the most current data errors in I-Star, click on 'Recheck Edits' for both Student and Personnel records. As information is updated by the SIS Administrator and ISBE, rechecking edits will update the I-Star errors. We recommend completing 'Recheck Edits' daily to have the most up-to-date error information on both Student and Personnel records.

Dates to Remember

September 1, 2017 - Reimbursement Correction Period Closes for Funds X, J

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

September 15, 2017 - Reimbursement Correction Period Closes Fund B; Personnel

October 9, 2017 - Office Closed in Observance of Columbus Day



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Email your questions to client support at:
support@hbug.k12.il.us

Fund X and J Reimbursement Correction Period Ends 9/1

The reimbursement correction period for Fund X and J ends at the end of business Friday, September 1st. After this date, no corrections to the reimbursement records will be allowed by ISBE. If you have questions regarding a Fund X or J reimbursement calculation, please contact us as soon as possible at (800)635-5274 or by email at support@hbug.k12.il.us.

Updated Released to I-Star

Updates to I-Star were released on Wednesday, August 23, 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 August 23, 2017 can be viewed by clicking the link below:

[Recently Added - Approval and Reimbursement](#)

Event Registration

Registration for all events, both online and at location may now be found at the following link: [Event Registration](#)

We are currently experiencing a high volume of registrations for our current webinars; this is awesome! However, in recent webinars we have had low attendance. If you are unable to attend the webinar that you have registered for, open the registration email and click on "cancel your registration". This will remove your name from the attendance list and allow others to register. Thank you for your cooperation in this matter.

Date	Location	Name	Time	Notes
8/30/17	Online	I-Star Approvals New User Training	9:00 AM - 11:00 AM	Notes
9/06/17	Online	I-Star Approvals New User Training	9:00 AM - 11:00 AM	Notes
9/07/17	Online	Case Load Overview	1:00 PM - 3:00 PM	Notes
9/12/17	Online	Transportation Overview	1:00 PM - 3:00 PM	Notes
9/13/17	Online	Events Overview	9:00 AM - 11:00 AM	Notes
9/20/17	Online	Case Load Overview	9:00 AM - 11:00 AM	Notes
9/20/17	Online	Transportation Overview	1:00 PM - 3:00 PM	Notes
9/21/17	Online	Events Overview	1:00 PM - 3:00 PM	Notes

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.