



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 6, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Start New Year

By now, your district or coop should have completed the *Start New Year* process. If you have not yet completed this process, now is the time to do so.

Please remember, once you complete *Start New Year*, your data will contain errors that are out of your control. For example, *FACTS Approval* records will show as disapproved if your SIS Administrator has not yet completed the SIS Enrollment records for the 2017-2018 school year; ISBE is working to process the approval of private facilities for this school year.

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](#)

If you have any questions or concerns, please contact Harrisburg Project at (800)635-5274 or by email at support@hbug.k12.il.us.

Reimbursement Correction Period Ends September 15th - Fund B and Personnel

The deadline to correct the following reimbursement records in I-Star is the end of business Friday, September 15th:

- Fund B - Private Facility Students
- Personnel - Approval & Reimbursement

After this date, no corrections to reimbursement records will be allowed by ISBE. If you have questions please contact us as soon as possible at (800)635-5274 or by email at support@hbug.k12.il.us.

Dates to Remember

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

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

November 1, 2017 - Orphanage Summer Term Reimbursement Due

November 10, 2017 - Office Closed in Observance of Veterans Day



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

Important Staff Member Resources

We realize that this time of year districts will experience new staff members working with I-Star for the first time. If your district has new staff members or staff members that need a refresher we have posted a recorded New User webinar on our website. We highly recommend that new staff members watch this recording prior to working in I-Star. Please click the link below to access the recorded webinar and the presentation packet.

[New User Webinar](#)

[New User Presentation](#)

In addition to the above webinar, the following documents will be very useful to new and current staff members:

- [I-Star User Guide](#)
- [FACTS Approval Manual](#)
- [Personnel Approval Manual](#)

Be sure to visit our website at www.hbug.k12.il.us for up-to-date information regarding I-Star, ISBE Data Collection deadlines, various student and personnel resources and IEP topics.

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
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.