



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

SEPTEMBER 12, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Reimbursement Correction Period Ends Friday Sept. 15th

The final day to correct reimbursement records for Fund B and Personnel is at the end of business on Friday, September 15th. At that time, the above claim records will be closed and no further changes will be allowed by ISBE.

Please contact Harrisburg Project by email at support@hbug.k12.il.us or at 800-635-5274 for questions.

Private Facility Data Entry Changes in 2017-2018

Private Facility *FACTS Approval* records will be handled differently than in the 2016-2017 school year.

When a student is receiving tuition and room/board at the same private facility I-Star will now require two *FACTS Approval* records. The 'Facility Claim Type' in I-Star no longer allows you to select 'Combined'. As a result, you will need to choose 'Tuition' or 'Residential' on the appropriate *FACTS Approval* record. The 'Dually Enrolled' box will need to be checked on each *FACTS Approval* record to avoid a fatal error.

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



School Year:

Include on Approval:

Dually Enrolled:

Fund: ←

% Special Ed:

Resident District:

Resident School:

Private Facility: (Details)

Facility Claim Type: ←

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

Fund A - Default to Program Method of Computing Days

The only reason for a claim record to be completed for Fund A is to include it in a Program for an accurate reimbursement calculation for claimable Fund Codes (Funds E, X). As a result, ISBE has made the 'Method of Computing Days' a non-editable field and defaulted to 'Program'.

Students Not Receiving Service in 2017-2018 School Year

I-Star has added a new feature that will make entering *Exit Data* easier for students that are not receiving services in the current school year. If the student should not be in the 2017-2018 school year, click the **red X** to the left of the student name to delete the FACTS Approval record. A new box should appear that will ask for the 2016-2017 *End Date* and *Reason for Exit*. You no longer have to go back into the previous school year to enter that information.

Before deleting this record you must enter exit information for last year's records below.

Close Errors

Edit Results

No Errors Present

Prior Year Exit data

Resident District	Fund Code	Facility Code	Begin Date	End Date	Exit Code
	X		1/12/2017	Current: <input type="text"/> New: <input type="text"/>	Current: <input type="text"/> New: <input type="text"/>

I do not have prior year information available. This will be required by 10/01/2017

Show Audit Trail

Delete this Approval

Cancel - Please exit the wizard.

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](#)

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
9/13/17	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

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