Harrisburg Project
Software Support for Special Education

WEEKLY NEWS BRIEFING   **OCTOBER 16, 2017**

www.hbug.k12.il.us   support@hbug.k12.il.us   800-635-5274

2016-2017 Exit Data Deadline Today - October 16th

The deadline to enter the End Date and Exit Code for the students that are not receiving services in the 2017-2018 school year is today, October 16th. This data will be pickup at the end of business by ISBE.

To determine what students require this information to be entered, run the 'Students Missing Exit Data' report by selecting *Student -> Errors* and change the school year to 2016-2017 in the Report Filters. If you need assistance correcting errors on this report, contact Harrisburg Project at 800-635-5274 or by email at support@hbug.k12.il.us.

Reason for Exit Code 20

The only time *Exit Code* 20 should be used is when a *End/Add* is completed in I-Star. The *Exit Code* of 20 was created for the purpose of showing ISBE a 'change' was being made to the following information:
- **Change of Fund Code**
- **Change of Services ie: Serving Location, Related Service, EE Code**

This is not an acceptable reason for exit at the end of a school year.

Summer Orphanage Reimbursement Due November 1st

All districts that reported Orphanage students (Funds D, E, F) attending 2017 Summer school are required to complete a claim record in I-Star by the end of business Wednesday, November 1, 2017. If a claim record is not completed and listed as 'Approved' the district WILL NOT receive reimbursement for the services provided. This data will be entered into the 2016-2017 school year.

Harrisburg Project has posted several 'Summer Term Orphanage Claim' webinars in the Event Registration to assist you with completing this claim. The 'Summer Term Orphanage Claim' PDF training packet is available to print for a reference during this training. We highly recommend that you attend one of these sessions prior to completing this claim.

If you need assistance with this claim, please contact Harrisburg Project at 800-635-5274 or at support@hbug.k12.il.us .

Dates to Remember

October 16, 2017 - Exit Data Due for 2016-2017 School Year

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

Event Registration

Registration for all events, both online and at location may now be found at the following link: Event Registration

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
10/17/17	*Online*	Summer Term Orphanage Claim	10:30 AM - 11:30 AM	Notes
10/19/17	*Online*	Summer Term Orphanage Claim	9:00 AM - 10:00 AM	Notes
10/24/17	*Online*	Summer Term Orphanage Claim	1:00 PM - 2:00 PM	Notes
10/26/17	*Online*	Summer Term Orphanage Claim	9:00 AM - 10:00 AM	Notes
11/02/17	*Online*	Private Facility Claim Corrections	1:00 PM - 2:00 PM	
11/07/17	*Online*	Private Facility Claim Corrections	10:30 AM - 11:30 AM	
11/09/17	*Online*	Private Facility Claim Corrections	9:00 AM - 10:00 AM	

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.