



Harrisburg Project

Software Support for Special Education

WEEKLY NEWS BRIEFING

OCTOBER 30, 2017

www.hbug.k12.il.us

support@hbug.k12.il.us

800-635-5274

Summer Orphanage Reimbursement Due November 1st

There are three working days to enter reimbursement costs for Orphanage students (Funds D, E, F) attending 2017 Summer school. ISBE will collect this data at 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 is available to assist you with this claim from 7:30AM to 4:30PM Monday - Friday. Please contact us at 800-635-5274 or at support@hbug.k12.il.us.

Private Facility Claim Correction - Ends 11/13/2017

ISBE has opened the Private Facility Claim (Fund B) records for a correction period through the end of business Monday, November 13th. Please remember, the claim data you are correcting is in the **2016-2017** school year. This will be the last opportunity to correct reimbursement information submitted for Fund B record for the Regular and Summer term of 2016-2017.

Be sure to visit the [Event Registration](#) page in order to sign up for an online training to review the necessary steps to correct the Private Facility Claims.

Please direct questions regarding the Private Facility Claim Corrections to Harrisburg Project at (800)635-5274 or at support@hbug.k12.il.us

Data Pickup Date Released for 2017-2018 School Year

ISBE will collect the Student *FACTS Approval* records and *Personnel Approval* records at the end of business Wednesday, January 31, 2018. This data pickup will be used to calculate the December 1 Child Count information for the 2017-2018 school year.

Remember, in order for a *FACTS Approval* or *Personnel Approval* record to be 'picked up' the record must be error free and listed as 'Approved'.

Dates to Remember

November 1, 2017 - Orphanage Summer Term Reimbursement Due

November 5, 2017 - Daylight Saving Time Ends

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

November 13, 2017 - Private Facility (Fund B) Claim Correction Ends



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

Correcting Errors in I-Star

Before attempting to correct disapproved records in I-Star, please click on *Recheck Edits* on the student approval page:

Student Approvals Filter

Show only Out of District:

Resident District:

Resident School:

Serving District:

Serving School:

Disability:

Fund:

Class Teacher:

Class Name:

Event:

Buttons: Search, Clear Search, **Recheck Edits**, Export to Excel

Once the *Recheck Edits* has completed, run the 'Student Approval Errors Listing' report from the Report Tab. Select 'Fatal' for Error Type in the Report Filters as shown below:

I-STAR Reports

Report Type: Student | Report Categories: Errors

Select Report	Description
<input checked="" type="radio"/>	Student Approval Errors by Resident District and Serving School
<input type="radio"/>	Student Approval Errors Listing
<input type="radio"/>	Student Claim Errors By Resident District And Serving School
<input type="radio"/>	Student Indicator Errors
<input type="radio"/>	Student Missing Ext. Data

Reports Filters

Please select a Resident District.

Student SIS Id:

School Year: 2017-2018

Gender:

Grade:

Term:

Ethnicity:

Private Facility:

Class Name:

Teacher Name:

Location Name:

Related Service:

Resident District:

Serving District:

Disability:

Fund:

Indicator Errors:

Include on Approval:

Error Type: **Fatal**

ISBE has released the following document to assist with correcting common errors in I-Star. This document will be a good reference tool when correcting student errors in order to have the *FACTS Approval* records error-free for the December 1 Child Count.

[Correcting Errors in I-Star - December 1 Child Count](#)

Records with Errors will be listed as F-XXX; records that are warnings will be listed as W-XXX. As always, Warnings do not keep a record from being picked up on a data collection date.

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.

Special Education Personnel Data Collection

Although the specific state reimbursement for special education personnel is eliminated with the Evidence-Based Funding, the State Board of Education is required to collect full-time equivalency (FTE) of all staff employed or contracted to provide special education and related services. At the present time, we are recommending that you complete the *Personnel Approval* section of the personnel record to be prepared for the data pickup on January 31, 2018.

In addition, personnel salary and revenue offsets are still required for the pupil cost sheet. Specific changes will be forthcoming in I-Star to consolidate the data collection in one location. Complete instructions for the new reporting will be detailed in the upcoming 2017-18 Personnel Instructions.

Additional information regarding the personnel data collection is available in the recent ISBE memo:

[Special Education Personnel Data Collection](#)

Did You Know . . . Export Search Results

You can export your results from the search screen? If there isn't a report that gives what you want, you can use the filters on the search screen to limit your results. Once you have done that, simply click "Export Results". In Excel, you can filter and sort even more! For a more detailed list of instructions, click the following link:

[Export Search Results](#)

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
11/02/17	Online	Private Facility Claim Corrections	1:00 PM - 2:00 PM	Notes
11/07/17	Online	Private Facility Claim Corrections	10:30 AM - 11:30 AM	Notes
11/09/17	Online	Private Facility Claim Corrections	9:00 AM - 10:00 AM	Notes

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